

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 December 2nd at 5:00 p.m.

In attendance were Alderman Mike Thompson and Alderman Michael Wright.

Also in attendance was K. Janna Taylor, Parks & Recreation Director and Larry J. Wheeler, Recreation Manager/Deputy Director.

Item No. 1 1992 & 1993 Capital Budget Requests

The Committee reviewed the attached list and identified those items they perceived to be maintenance.

Recommendation:

That the following items be identified as maintenance items:

Arena #2 brine headers	\$15,000
Arena plant roof repairs	\$20,000
Arena #1 brine pump	\$ 3,500
Arena planic door hardware	\$ 5,500
Planking in Arena #2	\$ 2,500
Meeting Room Flooring - Terry Fox	\$ 5,500
Filter - Routley Pool	\$ 2,000
Wilson Centre floor replacement	\$ 1,000
Clematis Crescent cul-de-sac landscaping	\$ 7,200
Paint Westwood tennis courts	\$ 8,000
Road repairs - Brichwood and Cemetary	\$ 3,500

Carried

Item No. 2 Reeve Street Park

The Parks & Recreation Committee discussed the aspect of Judith Reeve presenting Phase I Conceptual Plan to the City Council Meeting December 16, 1991.

Recommendation:

That Alderman Thompson would discuss the matter of presentation to City Council December 16, 1991 with the F.I.G. Committee

Carried

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Item No. 3

P.C.A.A.A. - Request for Additional Grant Money

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

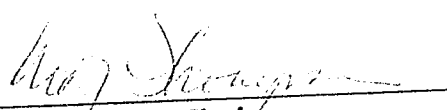
Recommendation:

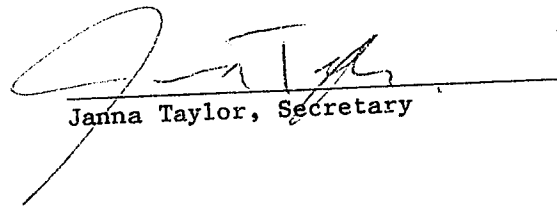
To approve the recommendation in the Recreation Manager's report.


Carried

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.


M. Thompson, Chairman


Janna Taylor, Secretary

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PARKS & RECREATION DEPARTMENT
1992 MAJOR EQUIPMENT REPLACEMENT

Pool Vehicle Replacement	\$16,400.
7 Gang Mower to be replaced with a more efficient and modern flail mower	\$75,000.
1 Ton Crew Cab/Dump Truck Replacement	\$30,500.

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PARKS & RECREATION DEPARTMENT

1992 CAPITAL BUDGET REQUESTS

<u>Project</u>	<u>Rationale</u>	<u>Cost</u>
PoCo Rec Centre Arena # 2 Plastic Brine Headers	Excessive rusting of steel pipe. Brine now weeping through. A rupture would result in total loss of ice.	\$15,000.
PoCo Rec Centre Refrigeration plant room needs roof repairs	Continuing repairs program. Experiencing water leaks in existing roof. May result in major electrical/mechanical damages.	20,000.
PoCo Rec Centre Arena #1 Brine Pump	Existing pump is outdated. Repairs are approximately \$1,200 per year. Pump base is rusting due to exposure to the brine and water. This is no longer available from the pump manufacturer	3,500.
PoCo Rec Centre Arena #1 Exhaust Fan	Remove a possible build up of carbon monoxide from the ice and heater.	1,200.
PoCo Rec Centre Mabbett Room Fire Exit	Existing metal deck is rusted, quite badly. This unit was sandblasted and painted, but the rust has returned. All seams are leaking and need repairs.	1,500.
PoCo Rec Centre Panic Door Hardware	Existing equipment is worn out. Adjustments required constantly. Parts are exchanged in order to keep in operation. Upgrade to a better unit should be considered and a renewal program started.	5,500.
PoCo Rec Centre Lobby - Exhaust fan	To remove the stale air created by smoking patrons and the space heaters. To promote a healthier atmosphere for patrons who refrain from smoking or wish to enjoy the food, from the concession.	1,000.
PoCo Rec Centre Arena #2 Elsro Arena Planking	Continuation of skate flooring installation. This would complete the arena at the north end of arena #2	2,500.
Terry Fox Library Meeting Rooms Flooring	The existing carpet is worn and stained. It should be replaced with either Lino or a higher grade carpet. This type of flooring would be easier to maintain.	5,500.

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1992 Continued

Wilson Centre Glass Tint Skylight	The existing tint was installed improperly. The tint is breaking down and requires replacement. This would lessen the heat load placed on the air conditioner, and save energy costs.	1,500.
Portable Sound System	During Civic Events, it has been a requirement to supplement the arena sound system. The extra equipment is rented for each event. A portable system could be utilized throughout the City.	4,000.
Routley Pool - new filter	The existing one is at least 15 years old. It is obsolete and showing signs of pin holes, (in the metal) and it is the only outdoor pool filter that is different. Centennial, Robert Hope and Sun Valley have the same fibre glass filters.	2,000.
Hyde Creek Burnishing Machine	The polishing machine we now have is 10 to 15 years old. With a burnishing machine we could wax and polish a floor in half the time (labour) and the shine stays on 3 times as long	2,300.
Hyde Creek Kiln Repair		1,500.
Hyde Creek Lens and gaskets for underwater lights	We require 20 lens and gaskets for the underwater lights and 20 lamps.	4,060.
PoCo Rec Centre Concession - Sandwich Cooler	To increase the menu selection to include nutritious food items. e.g. sandwiches, salads, etc. To display them in such a manner that sales would increase	3,000.
PoCo Rec Centre Lobby - 4 tables and 3 umbrellas	To continue with the facility improvement project. We have 5 tables and 3 umbrellas currently. This request would hopefully complete the requirements for this area. If we delay these purchases we could run into a problem of matching style and colour which would defeat the purpose of facility improvement as we would end up with an uncoordinated look.	6,000.

1992 Continued

PoCo Rec Centre ticket office counter renovation.	To increase efficiency and expedite customer service. To properly accommodate the computer printer and bring all the necessary equipment to the customer service window. There has been a lot of problems with the printer at this facility. The only way the printer can fit on the existing counter is to put it sideways which causes it to jam. The cashiers must leave their cash register and go to the other side of the room every time they do a registration.	1,500.
PoCo Rec Centre Playschool Program - replace tables	To provide a safe environment for the tots. The present tables are not safe. The long ones are wobbly, chipped and cracked. These three tables need to be completed replaced and the two round ones require tops.	2,100.
Summer Programs - 4 picnic tables	To provide tables for the summer programs. It is always a struggle to find enough picnic tables to provide for both program and public use. The type of table requested has been recommended by the Parks Foreman.	2,600.
Wilson Centre - cash register	To standardize and improve the cash flow system and customer service. Wilson Centre receives money from a variety of sources. Drop-in activity fees, dances, special events, lunch sales and coffee service. A hand written receipt system is now being used to account for these monies. A cash register would improve the daily cash process.	1,000.
Wilson Centre Green Room - replace floor covering	To make this space usable for a program/ meeting area. The carpet that is there was water soaked during construction. This has been cleaned but the odour is still there. If we replace it with lino/tile we could use it for programs such as haircuts, peer counselling etc.	1,000.
Wilson Centre - replace padded stacking arm chairs (3 dozen)	To maintain the complement of chairs necessary for program and event needs. These chairs are beyond repair. We require these particular chairs as the members use them for support as they stand.	2,000.

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1992 Continued

Youth Area - TV/VCR unit	To provide a unit for the youth programs to use. The other unit the department has is in constant demand in other areas. It must be brought upstairs for all the youth functions (regularly) which increases the chances of damage etc.	1,000.
Youth Area - Foosball Game	To increase the activities available for the youth drop-in time. This is a compact game that would require minimum storage. It appeals to a wide audience.	1,000.
Wilson Centre air conditioning	To install air conditioning in the expanded portion of Wilson Centre. It is unbearably hot in the warm months. Temperatures can reach 90 plus. This is very uncomfortable for staff and patrons. With one side air conditioned and other, not the difference in temperatures can be very unhealthy.	25,000.
PoCo Rec Centre - replace interior signage	To update the directional, information and identity signs as part of the facility improvement project. The arena has no sign standard. They are all different colors, sizes and styles.	2,500.
Cemetery Clearing for future expansion (approximately 2 acres)	In order to have a new area ready for 1994 we need to clear so that we can accept free fill.	15,200.
Clematis Crescent - the cul-de-sac needs to be relandscaped.	The contractor did not provide a plan and our department did not supervise the planting. It is inadequate and needs to be redone to low maintenance standards.	7,200.
Westwood Tennis Courts paving	The court is in very poor shape. It was proposed that it be repaired with a 2" lift prior to painting (monies to be carried over)	8,000.
Boulevard tree planting on Shaughnessy from Pitt River Road to Wilson Avenue	The planting of 48 trees on the small boulevard, as per the study. This is only on one side	33,600.

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1992 Continued

Lions Park improvements to playground	Need more accessible equipment for handicapped patrons on the playground, water and the fountain	12,000.
Rowland Lacrosse Box - netting	To prevent the balls flying in to the rest home's windows	4,000.
Loader/Hoe Tractor radio	Machine tracking by foreman is too costly	1,700.
Snow-blower	For the pathways, public buildings, sidewalks, City Hall, P & R office, etc.	3,000.
Tail-Gate Vacuum unit	Picks up debris and leaves into dump body	1,400.
Portable Chipper	Chips and grinds up small branches prior to being dumped. Chips could then be used for mulching.	1,000.
Mower for City Hall	For formal lawns we require a reel mower. The present one is 7 years old and worn out.	1,000.
2 Bleachers	For increased use on our diamonds. Also spare for special events.	3,000.
Trailer - mowing crew	Braking system is not up to standard on present trailer. It is too costly to repair as it is over 10 years	4,000.
Flail mower for Jacobson attachment	Needed for Skyline Park and Castle Park (new areas)	4,000.
Paving paths at Citadel Heights Park	Paths are covered in weeds and look very untidy.	17,400.
Eastern Park tennis courts need re-painting.	Coating is wearing off the courts. Has not been done since installation in 1976.	8,000.
Central Park fence extension	Soccer balls are flying into the condominiums	1,750.
Birchwood Park and Cemetery asphalt road repairs.	There are bad spots in the roadway. Roots pushed up in the asphalt.	3,500.

1992 Continued

WLOC Card & Software and Wang Keyboard	To eliminate the problems we are having with the laser when we have to switch it back and forth.	1,370.
Second printer for facility booking PC and working space	To eliminate having to switch paper each time we do a contract, receipt or report. To provide working space.	1,600.
Wang arms for terminals	To prevent eye and neck strain when using the terminal.	1,000.
Office furniture		3,000.
Computer & printer for clerical staff at Rec Centre		6,000.
Computer & printer for clerical staff at Hyde Creek		6,000.
Replacement Computer		3,500.
Small pick-up truck	To be used by Recreation Manager/Deputy Director. It will also be used for miscellaneous projects (i.e. special events) and for moving things in the Parks & Recreation Department.	13,000.
Special Events Canopies	Two 20' x 20' special event canopies. Reduce rental costs to our department and increase possible rental revenues.	6,000.
Hyde Creek Electric Pottery Wheels (2)	Satisfy demand	2,500.
Hyde Creek Slide	Move present slide to Robert Hope	1,400.
Hyde Creek Video camera	Aid in teaching programs	2,200.
Hyde Creek Canoes (2)	Update - equipment not available through schools	1,400.
Hyde Creek Hot Tub	Improve environment. Stop slide in attendance. Both Adult & Tot	5,000.
Hyde Creek Life Cycle Fitness Equipment		1,800.

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1992 Continued

Tot's Change Table (2)	Install and build	1,400.
Outdoor Pool fiberglass storage cupboards (2)		1,500.
Outdoor Pool awning	Provide shade at outdoor pool	1,000.
Outdoor Pool Lawn furniture	Leisure for adults	800.
Outdoor Pool play area	Volleyball, swings & slide	1,500.
Hyde Creek Program Coordinator's Office carpets & blinds		1,800.
Hyde Creek Outdoor Play Area	Swings, tot's sandbox and climbing equipment.	3,000.
	Total	\$316,280.

1993 CAPITAL BUDGET REQUESTS

PoCo Rec Centre Arena #1 - rink boards in tempered glass	Existing system is approximately 20 years old. The system shows signs of fatigue and some wood decay. Plexiglass should be replaced with tempered glass for better visibility. This would require a new support structure for added weight.	\$100,000.
PoCo Rec Centre Arena #1 - brine chiller replacement fund.	The existing unit is 20 years old. Some internal rusting is taking place. Funds for this unit should be set aside for future replacement.	20,000.
Zamboni	The old unit is 15 years old. Engine requires a rebuilding approximately every two years. Major components will require a refit to maintain quality of operation.	70,000.
Arena Exterior painting (metal siding)	To maintain the aesthetic quality of the buildings. The baked on finish is tarnished due to exposure of the elements. Painting would deter surface rusting.	11,000.
Wilson Centre Pool Room intercom	To install an intercom system from the office to the pool room. A fair amount of staff time is spent on running to the pool room with phone messages. An intercom system would allow better use of staff time.	1,000
Wilson Centre - replace floor covering in main activity room	To maintain the quality of the facility. The floor surface is the original flooring. It is cut, damaged, discolored and some areas are beyond repair. Could be a safety hazard in the near future as people could trip on certain areas. The room is used regularly for active events such as fitness, dance and special events.	10,000.
Stage Backdrop for Special Events	To improve efficiency and City image at events. This would reduce labour costs and generate revenue. We currently rent a backdrop (approx \$150. each time). This could be rented out to other user municipalities and user groups. This is used at all our special events.	1,900.

1993 Continued

Video Camera for department	To provide a modern day tool to be used for promotions and to increase program opportunities. This could be used in all areas to promote our department and the City. It could generate revenue i.e. sell videos "Your Child in Action" at skating & swimming lessons.	1,300.
Hyde Creek Kilns (2)		3,500.
Hyde Creek Gymnastic Equipment	Update	1,500.
Hyde Creek inflatable toys	Improve Fun	2,500.
Hyde Creek Fitness Equipment	Update	1,800.
Hyde Creek Weight Machine	Universal is outdated	3,000.
Outdoor Pools replace fences	Robert Hope, Routley and Sun Valley	15,000.
Outdoor Pools - permanent tables	Routley & Sun Valley	2,000.
Westwood Playground Construction	Establish a small playground area along the path to footbridge.	29,000.
Thompson Park - paving parking lot	Area is always dusty, dirty, full of holes, and parking is not organized.	18,000.
Hyde Creek - bridge and path over creek	Requested in 1989 by residents. Linkage from Wedgewood to PoCo Trail.	13,500.
Aggie Park soccer field to be levelled and irrigated	Settlement of surface created a rough playing surface. Irrigation needed for lush summer growth. Needs to be done when we have a spare diamond in Reeve Park as Aggie will be closed for some time.	12,500.
Cemetery extension	Gravel for road base and cleared area	5,000.
Tree Planting on Shaughnessy	West side of Shaughnessy	36,400.
McLean Park Roof	Renewal needed	6,000.
Evergreen Park soccer field repair	Removal of impervious clay layer and resodding	7,500.

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1993 Continued

Cedar Drive Park parking lot paved	Grading & Dusting etc.	36,500.
Cedar Drive Park soccer field	Dig out wet spots in the worst areas. Refill with straight sand and resod.	7,500.
Imperial Park, Reeve Park & Routley Tennis Courts	Poor Condition	28,000.
Lions Park tables	Increased demands	1,150.
Updated software for PC	To increase the capabilities of Desktop Publishing etc.	2,000.
Office Furniture		3,000.
RISK 6000 Computer System	To integrate the Facility Booking and Rec Registration System. This system will allow us to expand the system to increase our number of users.	100,000.
	Total	\$550,550.

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

MEMORANDUM

October 16, 1991

TO: K. Janna Taylor, Parks & Recreation Director

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

SUBJECT: Request for Additional Grant Money - 1989

Recommendation

It is recommended that the Parks and Recreation Committee authorize the over expenditure of the 1991 P.C.A.A.A. grant in the amount of \$3,471.00.

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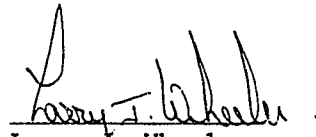
Purpose/Problem

The purpose of this report is to provide information and a recommendation regarding the request received from P.C.A.A.A. for payment of an outstanding 1989 grant allotment.

Background Information

Attached is the information received from P.C.A.A.A. regarding their request for additional grant money. In summary, an error was made in the final 1989 grant request. P.C.A.A.A. thought they had received \$3471.00 more in 1989 than they had. The extra \$3471.00 was the last payment from 1988. This information is substantiated on the attached information.

Also, attached is a memo from the the City Treasurer confirming that the 1989 monies are no longer available. Our only option is to pay the grant by overspending the 1991 allocation. I feel this can be done and we can still stay within our 1991 net budget allocation.


Larry J. Wheeler
Report Writer

LJW/sd

File No. 406.3

DEC - 2 1991

THE CORPORATION OF THE CITY OF PORT COQUITLAM

MEMO

TO: L. Wheeler,
Recreation Manager

DATE: September 04, 1991

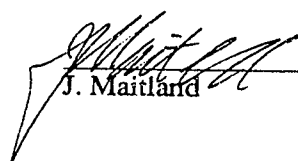
FROM: J. Maitland,
City Treasurer.

SUBJECT: Request For Additional Grant \$\$ PCAAA For 1989

In reply to your memo regarding the request from PCAAA for additional dollars for the year 1989. When this request first came in I discussed it with Janna and advised her that:

1. the budget for 1989 is long since closed, all unspent funds were consolidated and the resulting surplus of \$204,578 was used in 1990. These funds are **not** available to spend now.
2. your current budget is based upon an estimate of the cost of providing recreation services. Individual variances in the budget always occur, my concern is mainly with the bottom line. If you decide that you should pay this amount to PCAAA, and can do so within your budget (ie without exceeding the \$3.47 million net cost for recreation) then I have no problem with paying the bill.

JM/ms


J. Maitland

DEC - 2 1991



Port Coquitlam Amateur Athletic Association

P.O. BOX 132 • PORT COQUITLAM, B.C. V3C 3V5

February 5, 1991

Parks and Recreation Department
City of Port Coquitlam
2253 Leigh Square
Port Coquitlam
V3C 3B8

Attention: Mr. Larry Wheeler

Dear Larry:

On February 28, 1990 I requested on behalf of PCAA the balance of the 1989 City Sports Grant which I determined to be \$1401.00. I reached that by subtracting the advance which I believed to be \$18,471.00 from the entire grant owed (\$19,872.00). As the attached documents will support the advance on the 1989 grant was in actuality only \$15,000 with \$3471.00 being the remainder owed on the 1988 Sports Grant. Our records therefore show that \$3471.00 is still owing in grants.

Your assistance in this matter would be much appreciated.

Yours truly,

Pat Bradley
Pat Bradley
Treasurer
PCAAA

DEC - 2 1991 *SM*

PORT COQUITLAM
AMATEUR ATHLETIC ASSOCIATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1990
(Unaudited)

1. SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The association does not record depreciation on its office equipment.

2. ACCOUNTS RECEIVABLE

In requesting for the balance of 1989 City Grant, an error was made in including the balance of the 1988 grant as part of the 1989 advance. Consequently \$ 3,471.00 of the 1989 City Grant is still outstanding and is included in accounts receivable.

N.K. QUAN, C.A.

DEC - 2 1991

April 24, 1989

Ms. J. Taylor, Director,
Recreation Department,
City of Port Coquitlam,
2253 Leigh Square
Port Coquitlam, B.C.
V3C 3B8

Dear Ms. Taylor,

The Port Coquitlam Amateur Athletic Association at this time would like to request an advance on the 1989 grant. Our numbers are based on the 1988 registration figures and we predict an increase in registrations:

Minor Baseball	650	3900.00
Minor Lacrosse	250	1500.00
Minor Softball	950	5700.00
Marlins Swim	125	750.00
Minor Hockey	425	2550.00
Minor Ringette	150	900.00
Minor Soccer	<u>1000</u>	<u>6000.00</u>
	3550	21300.00

We would like to mention that we are still awaiting the balance of the 1988 grant of \$3471.00.
Thanking you for your continued support in minor sports in the City of Port Coquitlam,

Yours Truly,

Linda Paillie,
Treasurer

DEC - 2 1991 *em*