

**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 September 4, 1991 at 8:00am.

In attendance were Alderman Mike Thompson and Alderman Marg Gordon.  
Also in attendance was L. J. Wheeler, Recreation Manager/Deputy Director.

**Item No. 1      1992 Budget Process**

The Committee discussed the proposed 1992 Budget Process and method for presenting documents to the Parks and Recreation Committee.

Recommendation

That the verbal report from the Recreation Manager/Deputy Director be received as information.

Carried

**Item No. 2      1992 Budget - Statistics Requirements**

The Committee discussed the types of statistics they felt would be valuable during future budget deliberations.

Recommendation

In addition to the statistics presented in 1991, the Committee would like staff to try and collect the following information:

Program:                    net cost per participant  
                              % filled of capacity  
                              # cancelled versus operating

Field/Facility:    number of registrants in leagues  
                              usable hours  
                              hours booked  
                              hours used at lighted fields

In addition, Committee would like a monthly newsletter/memo for at least the next six months providing statistics, issues, etc.

Carried

**Item No. 3      Letter from Indian Arm Ratepayers' Association**

The Committee reviewed the letter from the Indian Arm Ratepayers' Association.

Recommendation

That a letter be sent to the Indian Ratepayers' Association indicating that we support their efforts to explore the feasibility of establishing a destination park on Indian Arm.

Carried

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**Item No. 4      Music '91 - Overview**

The Recreation Manager/Deputy Director provided an overview of the pros and cons of the Music '91 program as it relates to benefits in the City of Port Coquitlam.

Recommendation

That a letter be sent to the organizers of Music '91 expressing our disappointment in the Music '91 program.

Carried

**Item No. 5      Terry Fox Hometown Run - Request for Assistance**

Committee reviewed the letter received from the Kinsmen regarding the 11th annual Terry Fox Run.

Recommendation

That the City of Port Coquitlam Parks and Recreation Department provide assistance to the Kinsmen (as requested) to host the 11th Annual Terry Fox Run.

Carried

**Item No. 6      Ball/Soccer Facilities**

Committee discussed some issues related to maintenance/services being provided at some of our ball/soccer facilities.

Recommendation

That staff investigate the following issues and provide the Parks and Recreation Committee with information and a recommendation regarding each.

**REEVE STREET PARK**

Explore the feasibility of providing an ATCO trailer on site to be used as a change facility.

**MCLEAN PARK - DIAMOND #1**

Explore the feasibility of providing a telephone on site (pay telephone) in the event of an emergency.

Explore the options available to improve the drainage at diamond #1.

Explore the feasibility of providing a water stand on site.

**GENERAL**

Explore the feasibility of providing porta-potties at all of our park sites during soccer/ball season.

Carried

**Item No. 7      Reeve Street Park -- Stump Removal**

Committee discussed the progress being made on the stump removal at Reeve Street Park.

Recommendation

That staff provide a brief report and timeline regarding this project.

Carried

**Item No. 8      Chelsea Park**

Committee discussed the development of the Chelsea Park site now that an approved site plan is in place.

Recommendation

That staff prepare a brief report outlining a development budget and timeline for Chelsea Park.

Carried

**Item No. 9      Sport B.C. Meeting**

Committee discussed Sport B.C.'s Fall Tour to meet with sport organizations at the local level. The Recreation Manager/Deputy Director reported that Port Moody Parks and Recreation Department approached us to hold one District 43 wide meeting.

Recommendation

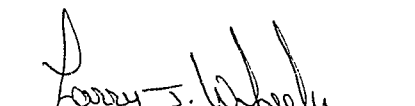
That staff pursue the idea of assisting with the organization of one District #43 wide meeting.

Carried

**ADJOURNMENT**

The meeting was adjourned at 9:45am.

  
M. Thompson, Chairman

  
Larry J. Wheeler, Secretary

Department  
PARKS AND RECREATION

Sub Department  
ARENA

Department Function  
SKATING LESSONS

**Program and Staff Comments**

PURPOSE: To provide "Learn To" instructional skating programs.

**STRATEGIES:**

- \* Maximize the use of ice time allocated for department programs by increasing the the number of lesson sets on the ice sheet at one time.

\* Includes allowance for GST.

**Audit Committee Comments/Recommendation:**

**Performance or measurement data**

	1989	1990	1991
No. of Programs	116	137	
No. of Registrants	947	1171	
No. of Program Hours	622	685	700E
Aggregate No. of Participants	6964	9273	
Aggregate No. Of Part. Hours	4899	5923	

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Personnel (FTEs)		.03		0	0
Salaries & Benefits		698			
Utilities					
Equipment					
Materials & supplies		705	1350	1350	1450
Services	9000	10822	10800	12150	12950
Other Costs					
Total costs	9000	12225	12150	13750	14400
Revenue	13550	16944	16300	16950	19300
NET COST	(4550)	(4719)	(4150)	(3200)	(4900)

March 4, 1991

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## CITY OF PORT COQUITUM

## ANNUAL BUDGET REQUEST - 1991

Department  
PARKS AND RECREATION

Sub Department  
ARENA

Department Function  
PUBLIC SKATING

**Program and Staff Comments**

PURPOSE: To provide a variety of recreational skating opportunities for the residents of our community.

**STRATEGIES:**

- \* Increase the number of "mini" special events during public skating sessions.
- \* Encourage community groups to sponsor special public skating sessions.
- \* Initiate a public skate sharpening service in the Fall of 1991.

**Performance or measurement data**

	1989	1990	1991
<b>PUBLIC PROGRAMS.</b>			
No. of Program Hours	592	558	600E
No. of Participants	16181	16195	20400E
Average revenue per admission	1.54	1.51E	1.49E
Average No. of Admissions per program hour	27	29	34E
<b>SCHOOL PROGRAMS</b>			
No. of Hours	196	300	300E
No. of Participants	7353	7945	

<b>BUDGET SUMMARY</b>	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
<b>Personnel (FTEs)</b>			.95		.96
Salaries & Benefits	18050	20039	17950	22400	24900
Utilities					
Equipment					
Materials & supplies	1250	496	2500	2500	3050
Services		48	600		600
Other Costs					
<b>Total costs</b>	19300	20583	21050	24900	28550
<b>Revenue</b>	34000	35155	36550	37850	44000
<b>NET COST</b>	(14700)	(14573)	(15500)	(12950)	(15450)

**Audit Committee Comments/Recommendation:**

March 4, 1991

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Department  
PARKS AND RECREATION

Sub Department  
ARENA

Department Function  
ARENA RENTAL REVENUE

**Program and Staff Comments**

PURPOSE: To maximize rental opportunities at the Arena(s) for the purpose of sport, recreation, fitness and fun.

**Performance or measurement data**

	1989	1990	1991

**Audit Committee Comments/Recommendation:**

March 4, 1991

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Personnel (FTEs)					
Salaries & Benefits					
Utilities					
Equipment					
Materials & supplies					
Services					
Other Costs					
Total costs					
Revenue	172400)	175257)	183000)	183000)	(188500)
NET COST	172400)	175257)	183000)	183000)	(188500)

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Department  
PARKS AND RECREATION

Sub Department  
CONCESSION

Department Function  
OPERATION

#### Program and Staff Comments

PURPOSE: To provide food services for patrons at the PoCo Recreation Centre.

#### STRATEGIES:

- \* To try and reduce inventory costs by researching different purchasing methods.
- \* To increase schedule efficiency by monitoring hourly customers and revenue figures.
- \* To maximize revenue opportunities by meeting with special event organizers to ensure minimum competition.
- \* To provide customer service training sessions.
- \* To initiate the development of an operation manual.
- \* To review current operating practices to ensure we are being environmentally sensitive.

#### Performance or measurement data

	1989	1990	1991
No. of Operating Weeks	30	29	31E
No. of Special Events	8	8	
No. of Customers Served	89000	84100	
SALES: Drinks	48500	53650	
Grill Items	17500	17750	
Candy	16300	23000	
Miscellaneous	6600	7800	

#### Audit Committee Comments/Recommendation:

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Personnel (FTEs)			1.76		1.98
Salaries & Benefits	45800	50242	47300	48000	55800
Utilities					
Equipment					
Materials & supplies	44700	55257	51600	58450	62850
Services		37	250	500	500
Other Costs					
Total costs	90500	105536	99150	106950	119150
Revenue	95000	97842	98150	106650	119150
NET COST	(4500)	7694	1000	300	0

March 4, 1991

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## CITY OF PORT COQUITLAN

## ANNUAL BUDGET REQUEST - 1991

Department  
PARKS AND RECREATION

Sub Department  
WILSON CENTER

Department Function  
GENERAL PROGRAMS

**Program and Staff Comments**

**PURPOSE:** To provide programs, activities, events, services and social opportunities for the "experienced generation".

**STRATEGIES:**

- \* To maintain the current quality and quantity of programs offered.
- \* To ensure minimum trained staff levels are in place to effectively deal with emergency situations.
- \* To explore possible strategies related to increasing cost recovery while ensuring access to our programs for all persons in this target group.

**Performance or measurement data**

	1989	1990	1991
REGISTERED PROGRAMS			
No. of Registrants	81	103	
No. of Program Hours	938	1107	
Aggregate No. of Participants	1519	1722	1700E
Aggregate No. of Part. Hours	11358	9273	
DROP-IN PROGRAMS	19790	21215	
No. of Program Hours	43	38	
No. of Participants	1550	1206	1250E
MONTHLY EVENTS	17499	17617	
No. of Program Hours	12	11	
No. of Participants	86	86	100E
	814	788	

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Personnel (FTEs)			.81		.81
Salaries & Benefits	67400	65685	23700	32250	25050
Utilities					
Equipment					
Materials & supplies	6250	9359	6300	6150	6000
Services	24050	22060	26100	31100	38400
Other Costs					
Total costs	97700	97104	56100	70350	69450
Revenue	18200	24619	21650	20400	27750
NET COST	79500	72485	34450	49950	41700

**Audit Committee Comments/Recommendation:**

March 4, 1991

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Department  
PARKS AND RECREATION

Sub Department  
WILSON CENTER

Department Function  
GENERAL PROGRAMS (continued)

Program and Staff Comments

Performance or measurement data

	1989	1990	1991
CONTINUED FROM PREVIOUS PAGE			
SERVICES	13	17	
No. of Program Hours	205	233	750E
No. of Participants	684	730	
SPECIAL EVENTS	18	28	20E
No. of Program Hours	69	166	
No. of Participants	1523	2801	
POOL ROOM			
No. of Days Open	339	308	
No. of Hours Open	2491	2394	
No. of Participants	8303	7216	
TOTAL PARTICIPATION	29761	30259	

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Personnel (FTEs)					
Salaries & Benefits					
Utilities					
Equipment					
Materials & supplies					
Services					
Other Costs					
Total costs					
Revenue					
NET COST					

Audit Committee Comments/Recommendation:

March 4, 1991

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Department  
PARKS AND RECREATION

Sub Department  
WILSON CENTER

Department Function  
KITCHEN PROGRAM

**Program and Staff Comments**

PURPOSE: To provide a nutritional food service program at a reasonable cost.

**STRATEGIES:**

- \* To Maintain the current service level.
- \* To research other revenue producing projects.

**Performance or measurement data**

	1989	1990	1991
REGULAR LUNCH PROGRAM			
No. of Days	N/A	198	230E
No. of Meals	4716	5818	6900E
SPECIAL LUNCHEONS			
No. of Days		12	12E
No. of Meals Served		1023	900E
SPECIAL EVENTS/SERVICES			
(For other W.C. Programs	2	52	52E
CATERING SERVICES	2	15	15E

BUDGET SUMMARY	1989 Budget	1989 Actual	1990 Budget	1990 Est Fin	1991 Proposed
Persomel (FTEs)			.58		.65
Salaries & Benefits			14650	18850	18650
Utilities					
Equipment					
Materials & supplies	8000	16072	21100	20850	21350
Services	7800	6925			
Other Costs					
Total costs	15800	22997	35750	39700	40000
Revenue	15800	25067	35750	39700	40000
NET COST	0	(2068)	0	0	0

**Audit Committee Comments/Recommendation:**

March 4, 1991

SEP - 4 1991

Item No. 3.

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

M E M O R A N D U M

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

DATE: August 8, 1991

FROM: Danielle Pagé  
Administration

RE: Letter from Indian Arm Ratepayers' Association - Destination Park

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His Worship Mayor Traboulay is referring the attached correspondence to the Parks and Recreation Committee, for consideration at its next meeting.

*Danielle Pagé*

Att.

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*cc: Aldermen*

INDIAN ARM RATEPAYERS ASSOCIATION

2910 Panorama Drive  
North Vancouver, B.C. V7G 2A4  
July 12, 1991

RE: Destination Park:

The Indian Arm Ratepayers Association (I.A.R.A.) is seeking support from interested groups, cities, and municipalities that share Indian Arm to encourage the Greater Vancouver Regional District and the Ministry of Parks into establishing a marine (water only access) destination park on the northern end of Indian Arm.

The year-round and seasonal residents have noticed the necessity for a facility which accommodates moored pleasure boats, canoeists, kayakers and campers at the north end of the inlet.

The present parks of Belcarra, Twin Islands, and Raccoon Island are overcrowded, severely lack usable foreshore and mooring, and are too limited in expansion potential. Their proximity to residential areas causes conflicts with the residents as the "overflow" people try to find somewhere to go, but unfortunately none exist. These and other findings are verified in the Quadra Report commissioned by the Vancouver Ports Corporation.

The I.A.R.A. suggests an area called Bishop Creek and/or Clementine Creek (see accompanying map). This area has acres of flat land, large beaches, sheltered moorage, fishing, scuba diving and fresh water. Being as far as possible from residential areas, conflicts are minimized and navigation is not impaired for through traffic to other areas of the inlet. The area is composed of crown and privately owned land, with its future use being marginal logging, and gravel mining, with log storage in the water, which is now allowed under the current zoning ordinance. Proposals for all these usages has been received by the governing agencies.

The I.A.R.A. feels these areas have a great potential for public recreational use, and sincerely hopes that this potential will be realized before it is lost to short term industrial development. Communities with large population growth and a strong tourism image, can not let such an accessible, suitable and enjoyable recreational area be lost to inaction.

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To show your support fill out the box below and mail it to:  
Indian Arm Ratepayers Association 2910 Panorama Drive, North Vancouver,  
B.C. V7G 2A4.

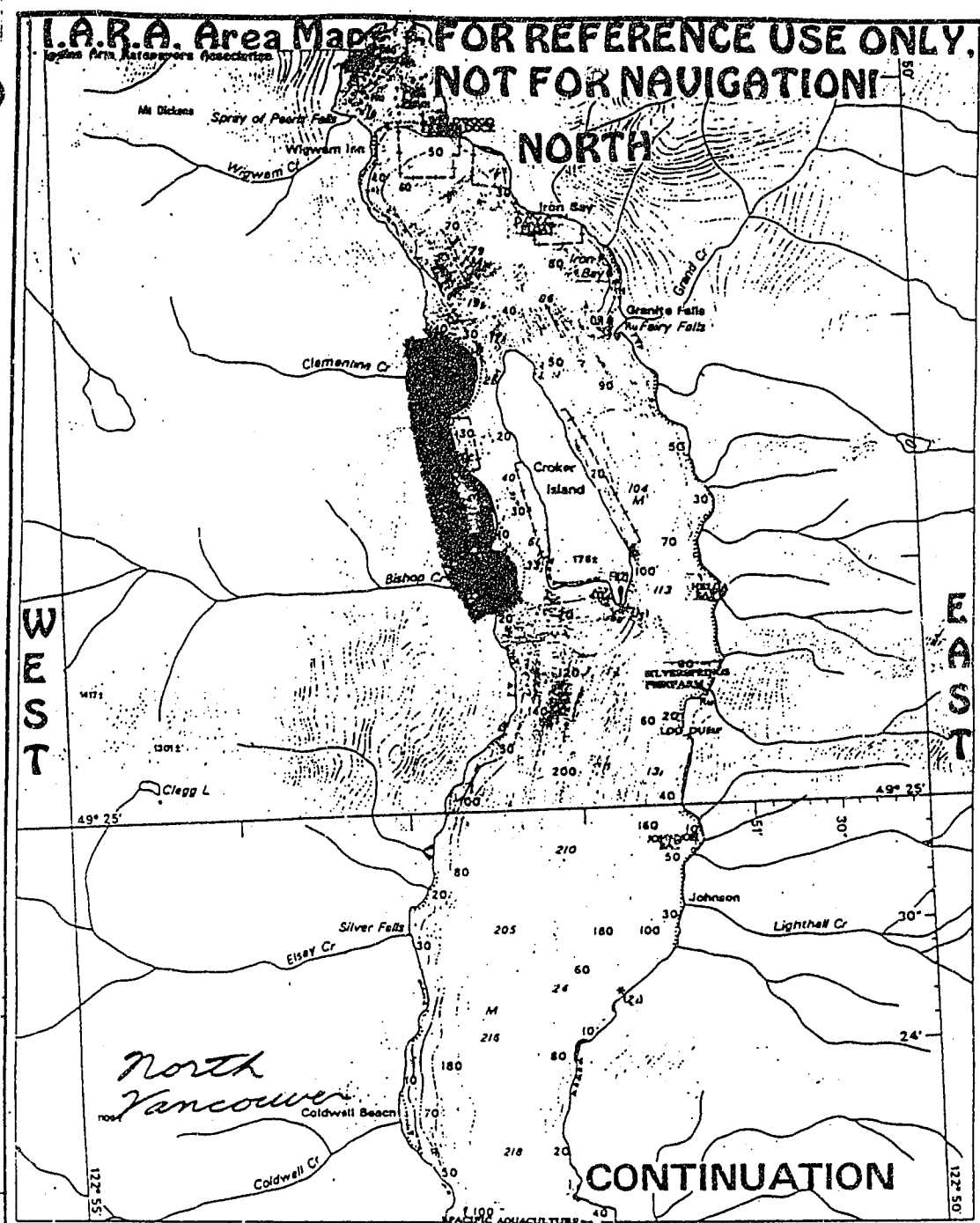
We the undersigned, encourage the G.V.R.D. and  
the Ministry of Parks to establish a Destination Marine  
Park at the Northern end of Indian Arm.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

SEP - 4 1991 *sm*



**DEPARTMENT OF FISHERIES**  
 (SPORTS FISHING) 666-0383

**FISHERIES:**  
 Mr. Mike Coon 387-9684  
 Aquaculture Operations  
 Ministry of Agriculture & Fisheries  
 808 Douglas Street Victoria B.C.,  
 V8W 2Z7

**FORESTRY:**  
 Ministry of Forestry  
 Box 159  
 Rosedale, B.C., V0X 1X0  
 Mr. Murray Stach

Fisheries & Oceans  
 510 Dewdney Way  
 New Westminster B.C. V3M 5Y3  
 Mr. Glen Kinnik

**WASTE MANAGEMENT:**

Waste Management Branch  
 Ministry of Environment  
 10334 - 152A Street  
 Surrey, B.C.,  
 Mr. Alan Spidel 584-4822

Greater Vancouver Regional District  
 4330 Kingsway  
 Burnaby B.C., V5H 4G8  
 412-6200

Vancouver Port Corporation  
 1900 Granville Square  
 200 Granville Street  
 Vancouver, B.C., V6C 1P9  
 666-1226

**SOUTH**

**MAKE SURE YOU KNOW LOCATIONS  
 NAMES - IMPORTANT DETAILS - AND  
 OTHER NECESSARY INFORMATION  
 BEFORE CALLING**

SEP - 4 1991 *SN*





*Office of the Mayor* — THE CITY OF PORT COQUITLAM

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

Fax: 464-3524  
Phone: 941-5411

August 20, 1991

Mr. Steve Witiuk, Chairperson  
Terry Fox Hometown Run  
Kinsmen Club of Port Coquitlam  
P.O. Box 111  
Port Coquitlam, B.C.  
V3C 3V5

Dear Mr. Witiuk:

Thank you for your letter of August 18, 1991, requesting the City's assistance with this year's Terry Fox Hometown Run.

I have referred the matter to both the Public Works and Parks Committees for consideration and report.

Thank you for writing.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Len Traboulay".

Mayor Len Traboulay

c.c.: I. Zahynacz, P.Eng.  
K.J. Taylor

SEP - 4 1991 *cm*



Chartered  
Feb. 25, 1965

PAST PRESIDENTS

65-66 Hans Schinz  
66-67 Don Waterston  
67-68 Bob Sutton  
68-69 Norris Moore  
69-70 Frank Findlay  
70-71 Ron Talbot  
71-72 Ted Hartley  
72-73 Barry Hodson  
73-74 Howard Darrah  
74-75 Stan Pukesh  
75-76 Bud Dorfman  
76-77 Tom Mangan  
77-78 Rod Henderson  
78-79 Don Logie  
79-80 Locky Downie  
80-81 Howard Dea  
81-82 Don Magor  
82-83 Harold Peters  
83-84 Dave Rice  
84-85 Hugh McDonald  
85-86 Derrick Hill  
86-87 Cyrille Barnabe  
87-88 Walter Van Drimmelen  
88-89 Wayne Moser  
89-90 Ken McCargar  
90-91 Randy Stanley

KINSMEN CLUB OF PORT COQUITLAM

THE ASSOCIATION OF KINSMEN CLUBS

DISTRICT 5

LOWER MAINLAND ZONE

P.O. Box 111  
Port Coquitlam, B.C.  
V3C 3V5

PH. (604) 464-7811

Office of the Mayor,  
Corporation of the City of Port Coquitlam,  
2272 McCallister Avenue,  
Port Coquitlam, B.C. V3C 2A8

August 18, 1991

Attention City Recreation Department/City Engineering:

Re: Terry Fox Hometown Run

Dear Mayor Trauboulay,

The Purpose of this letter is two fold.

First, the Kinsmen Club of Port Coquitlam requests the City of Port Coquitlam's sponsorship of this City's Terry Fox Hometown Run. The National Organization Committee has set the date for this year's run for Sunday, September 15. For the eleventh consecutive year, the Kinsmen Club of Port Coquitlam have been recognized as the organizers of the run which will take place in Terry's hometown. The format will follow the same as in year's past. The Kinsmen would be very please if you would be able to participate in the brief ceremony which will take place at 9:45 am on Sunday morning. The platform party will consist of only the Kinsmen M.C., the Fox Family, Mayor Driscoll, Mayor Sekora, and yourself.

Secondly, the Kinsmen Club of Port Coquitlam would like to ask for the assistance of the Recreation and City works yard for the use of the following needed materials to successfully hold the run. All materials, that have been listed below, have been loaned to the Kinsmen in the previous runs, and no new items are listed. The city could greatly assist the Kinsmen efforts by providing the club with the use of the following:

a) The use of Hyde Creek Centre - Sunday September 15 - 5:00 am til 4:00pm

- \* Controls of all parking stalls
- \* The gymnasium (in case of rain ceremony will be indoors)
- \* Changing and washroom facilities
- \* 2 conference/meeting rooms for the storage of run materials

\*Gymnasium stage unit - Green Carpet from Cemetery to cover

\*Speaker's podium

\*Tables and chairs

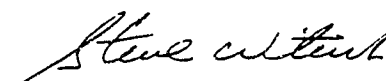
b) Two small 4' x 8' plywood stage units for sound system base

c) Orange traffic control vests (5)

- d) Extra garbage cans for the Hyde Creek Site
- e) May Day Canada flags (30)
- f) The use of the washroom facilities at Cedar & McLean Parks 10:00 am - 3:00 pm
- g) Traffic barricades (12), traffic cones (100)
- h) moderate police supervision (9:45am - 12:00pm)

While the Hometown Run continues to grow in participation, we will be approaching the local fire department and the volunteer emergency groups and ask for their support and active involvement in this year's run. Through the team efforts of the community, we feel the Terry Fox Hometown Run will again be a tremendous success. Thanking you in advance for your continuing support and cooperation.

Yours Truly,



Steve Witiuk  
Chairman, Terry Fox Hometown Run  
2459 Chilcott Avenue,  
Port Coquitlam, B.C. V3B 1Y5  
942-2726



SEP - 4 1991 *SK*