

**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 Wednesday, April 16, 1991 at 8:00 a.m.

In attendance were Alderman Mike Thompson and Alderman Marg Gordon.

Also in attendance was K. Janna Taylor, Parks & Recreation Director.

**Item No. 1      Social Development Council**

The proposal from the Social Development Council, on services to teens, was received by the Committee.

Recommendation

To invite Tami Lundy, Coordinator of Social Development Council, to a Committee meeting.

Carried

**Item No. 2      Stage 43 Theatrical Society - Request for Space**

The letter from Stage 43 was reviewed by the Committee.

Recommendations:

1. That a letter be sent to Stage 43 indicating that we have no facilities at this time.
2. That when a city owned house becomes available for rent, that Stage 43 would be considered.

Carried

**Item No. 3      Reeve Street - Removal of Stump Piles**

The Committee reviewed the tender prices.

Recommendations:

1. That we retain Arbotec Tree Services to take away the stumps.
2. That the cost of \$43,000 be taken from Park D.C.C. interest.
3. That the recommendations be taken to City Council.

Carried

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APR 16 1991

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**Item No. 4      Tentative May Day Schedule**

The tentative schedule was presented by the Recreation Manager.

Recommendation:

That the report be received.

Carried

**Item No. 5      McLean Park Concession**

The report from the Recreation Manager was reviewed by Committee.

Recommendation:

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

Carried

**Item No. 6      B.C. Festival of the Arts**

The report from the Recreation Manager was reviewed.

Recommendation:

That a letter be sent saying that, at this time, we are unable to host the festival as we do not have the appropriate facilities.

Carried

**Item No. 7      Community Parades**

The report from the Recreation Manager was reviewed.

Recommendation:

That the recommendation, contained in the report, be taken to City Council for approval.

Carried

**Item No. 8      Accounts Receivable Port Coquitlam Buckeroos**

The Recreation Manager went over his report.

Recommendations:

1. That the report be received.
2. That the Parks & Recreation Department "be tough" on collection from the Buckeroos.

Carried

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APR 16 1991  
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**Item No. 9      May Day Parade Route**

Parks & Recreation Committee reviewed last year's parade route.

Recommendation:

That the 1991 parade route be taken to Council for approval.

Carried

**Item No. 10      May Day Aerial Fireworks Display**


The report from the Recreation Manager was reviewed.

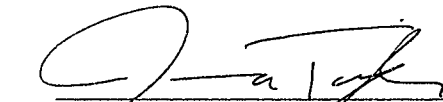
Recommendation:

That the City of Port Coquitlam enter into a contract with Pyrodyne Canada to provide the fireworks for the May Day Festival.

**ADJOURNMENT:**

The meeting adjourned at 10am

  
M. Thompson, Chairman

  
Janna Taylor, Secretary

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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: April 8, 1991

FROM: Danielle Pagé  
Administration

RE: Social Development Council - Attached

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His Worship Mayor Traboulay is referring the attached letter from the Social Development Council on teen needs to the Parks and Recreation Committee.

*Danielle Pagé*

Att.

APR 16 1991  
*cm*



Social ■■■■■  
Development  
Council of District 43

1504 Brunette Avenue  
Coquitlam British Columbia V3K 1G8  
Tel (604) 525-0528 FAX (604) 525-8814

April 4, 1991

Mayor and Council  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, B.C.  
V3C 2A8

Dear Mayor Traboulay and Council,

Enclosed you will find a report from the Social Development Council of District 43 concerning the needs of teens in our community.

This report is the result of work done by the Teen Issues Committee since September 1989, and is being presented to the Councils of Coquitlam, Port Coquitlam and Port Moody. We hope that each Council will use this report as a resource when making decisions about future budget allocations to teen recreation programming.

We will be happy to meet with Council, or your Parks and Recreation Committee, to discuss our report and its recommendations. Please advise us of a convenient date.

Sincerely,

Tami Lundy, Coordinator  
Social Development Council of District 43

encl.

APR 16 1991  
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PROVIDING THE COMMUNITIES OF DISTRICT 43 WITH SOCIAL PLANNING SERVICES  
giving special attention to youth, family services, the environment, affordable housing, multiculturalism and inter-agency communication & information

PLANNING PROPOSAL RE: SERVICES TO TEENS

Submitted to: The City of Port Coquitlam  
From: Social Development Council of District 43  
Teen Issues Committee  
Date: April 4, 1991

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SUMMARY

We would like to request that Council, in its budget deliberations, take into account the following report from the Teens Issues Committee of the Social Development Council. This committee has been investigating the needs of teens in our community since September, 1989. A process of community consultation and planning has resulted in the following recommendations to the municipal councils in District 43.

I. RECOMMENDATIONS:

1. THAT the delivery of teen services in our community should be based within the following philosophical approach:
  - a) teens are a valuable resource in our community
  - b) teens need opportunities to identify their needs and to plan with adults around decisions which affect them
  - c) teens need opportunities to work together and with adults to accomplish specific projects and goals
  - d) teens have social and recreational needs beyond organized activities
  - e) teens need a safe and comfortable environment in which to socialize and recreate.
2. THAT a facility be provided exclusively for a teen drop-in centre.
3. THAT Council investigate community funding partnerships for such a facility.
4. THAT a community committee be struck to advise on the delivery of services to teens targeted by this report. This committee should include teens.
5. THAT staffing decisions place priority on personnel with appropriate training and experience in leisure education, with specific skills working with and relating to teens. Emphasis should be placed on staff who can facilitate opportunities to work with and make use of other resources in the community.

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## II. BACKGROUND

### 1. SDC Teen Issues Committee

The Teen Issues Committee is the result of concerns raised at the first annual Community Conference in June of 1989. After the overall need for social planning in our community, conference participants gave teen issues the highest priority for future action. Following up from the conference, community members were invited to attend the first meeting of the Teen Issues Committee in September, 1989.

### 2. Community Involvement in Planning for Teen Needs

The first task of the Teen Issues Committee was to identify issues of concern to teens in District 43, and the committee believed that teens needed to be involved in this planning process. A Teen Forum was held in April, 1990; it was planned by a group of local teens and several committee members.

The Teen Forum, attended by eighty five local teens, identified and prioritized issues. These include: a gathering place for teens (drop-in centre), teen nightclub, community newspaper for teens, counselling and crisis support, and improved transportation.

A Community Workshop on Teen Issues, held in May of 1990 and attended by over 50 adults and teens, re-emphasised the need to work on the priorities identified by teens. Since that time, the committee's activities have focused on those issues prioritized by the teens; a drop-in centre was chosen as the first priority for action.

### 3. Teen Issues Committee Planning Process

A sub-committee of the Teen Issues Committee was struck in June of 1990, chaired by Shirle Dunning. Its task was to investigate teen centres in other communities, report on various models, identify potential sites, and recommend appropriate approaches for District 43.

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### III. THE SITUATION IN DISTRICT 43

#### 1. Target Population

The Teen Issues Committee identified insufficient social and recreational opportunities for the following groups of teens:

- a) teens who want a safe place to meet with other teens
- b) teens who are not currently attracted to structured programs
- c) teens who would benefit from contact with experienced and easily accessible staff
- d) teens who currently choose to meet with friends in "less acceptable" venues i.e. malls, street corners
- e) teens who want to have a say in planning and developing their recreational and social activities

### IV. WHAT'S HAPPENING IN OTHER COMMUNITIES?

Many communities are currently addressing the needs of teens in their communities. The committee investigated facilities and programs in North Vancouver (Seycove, Lynn Valley, North Shore Neighbourhood House), Surrey (Newton and Whalley), Vancouver, Delta, Maple Ridge, Burnaby and Coquitlam (Place Maillardville).

Since our community has identified the need to reach the above target populations of teens in our community, we evaluated programs in other communities in terms of appropriate approaches in District 43. The approaches in these communities can be described as fitting into a spectrum of models:

#### High Structure

- little or no unstructured social time (for teen to teen interaction or teen to staff interaction)
- largely activity oriented (everything in it's time and place)
- low comfort level for teens who want casual drop-in use
- little flexibility to deal with problems, issues as they arise

Who attends: teens who join programs.

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#### Moderate Structure

- balance of unstructured time and teen planned activities
- opportunities for teens to make choices re: level of activity, types of programming
- opportunities to "turn kids on" to activity choices (both in a teen drop-in centre and other community facilities)
- some opportunities for informal interaction with staff

Who attends: teens who join currently offered programs,  
teens who do not join pre-registered programs.

#### Low Structure

- drop-in activities only i.e. pool, foosball, games etc.
- vast amount of unstructured time for socializing
- limited referral to other activities and facilities
- many informal opportunities for interaction with staff

Who attends: teens who do not join pre-registered programs.

#### V. Needs in District 43

Teens have said that they want "a safe space where teens are comfortable and welcome, where they have a lot of input into rules and activities, where "differences" between groups can be accommodated or minimized, and where teens can find assistance when needed" (Results from April, 1990 Teen Forum).

The needs of teens in District 43 include:

1. .. teen centre which provides social and recreational opportunities for teens who do not take advantage of currently offered structured programs.
2. staff with skills and experience working with teens from a wide range of backgrounds.
3. a facility which is exclusively allocated to teens , and which is open to teens on a regular daily basis during hours most appropriate for maximum participation.
4. a process for ongoing planning and management of facilities and programs for the targeted population which includes participation from teens and other community members.

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VI. RECOMMENDATIONS TO THE MUNICIPALITIES OF COQUITLAM, PORT COQUITLAM AND PORT MOODY

1. THAT the delivery of teen services in our community should be based within the following philosophical approach:
  - a) teens are a valuable resource in our community
  - b) teens need opportunities to identify their needs and to plan with adults around decisions which affect them
  - c) teens need opportunities to work together and with adults to accomplish specific projects and goals
  - d) teens have social and recreational needs beyond organized activities
  - e) teens need a safe and comfortable environment in which to socialize and recreate.
2. THAT a facility be provided exclusively for a teen drop-in centre.
3. THAT municipal councils investigate community funding partnerships for such a facility.
4. THAT a community committee be struck to advise on the delivery of services to teens targeted by this report.
5. THAT staffing decisions place priority on personnel with appropriate training and experience in leisure education, with specific skills working with and relating to teens, and who are aware of currently available community resources.

VII. CONCLUDING REMARKS

The planning process involving teens and adults in our community has resulted in some clear guidelines for decision makers. Teens are asking that services be delivered in a non-structured, teen-directed approach. The adults are asking that we listen to the teens, and find ways for our community to better meet the broad range of teen needs for both recreational and social opportunities in a safe, supportive environment.

The committee's research has essentially confirmed what the teens said in the beginning, that the key to success for teen services in an exclusive facility and well qualified staff. We suggest that an appropriate model for service delivery would combine elements of a low and moderately structured approach.

APR 16 1991  
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P&R committee

STAGE 43  
Theatrical Society,  
1226 Brian Drive,  
Coquitlam, B.C.

Mayor Len Traboulay,  
2272 McAllister Ave.,  
Port Coquitlam, B.C.,  
V3C 2A8

April 8, 1991 ..

Dear Mayor Traboulay,

On behalf of STAGE 43 Theatrical Society, I am writing to you to ask if the City of Port Coquitlam has a vacant house, or other suitable space, which we could rent.

As you are aware, we have had no permanent home base for some considerable time. We have shuttled backwards and forwards between the Tri-Cities, grateful for any space we could get, even if only for a short time.

We would also be obliged if you would be kind enough to keep us apprised of the proposed Theatre for Port Coquitlam and if the date for the ground breaking has been set.

Yours sincerely,

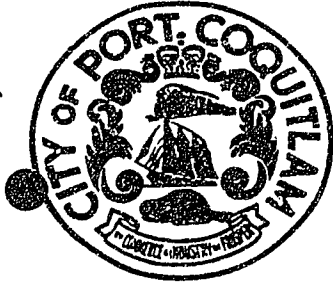


Marjorie Johnson  
Vice President  
STAGE 43.

c.c. K.Janna Taylor, Parks & Recreation Director ✓

APR 16 1991

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## CITY OF PORT COQUITLAM

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

### MEMO

To : Janna Taylor, Parks and Rec Director,  
From : Bram Hoogendoorn, Pks Spt,  
Re : Reeve Park, Remove stump piles.  
Date : March 14, 1991.

4 quotations are now available to us , as per your request of Jan 25. I checked with the low bidder, as to how he would remove the large piles from the site. His reply was hauling out, as is Bertram Excavation. Arbortec Tree Services can get letter of recommendations from B.C Hydro on request. They made this low bid because their equipment is not working at present, and they honor their bid only for 6 weeks. I recommend that we give this contract to Arbortec Tree Services, at your earliest convenient time.  
A cheaper solution , other than burning can never be obtained.

A handwritten signature in black ink, appearing to be "Bram Hoogendoorn", written over a horizontal line.

APR 16 1991  
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## HIGHLIGHTS

### MCDONALD'S CHILDREN'S PARADE

Come and see Poco's "kids on parade". Bikes, Trikes, Wagons and whatever else the imagination can dream up all parade through Lion's Park. Sponsored by McDonald's Restaurants

### CHILDREN'S CARNIVAL

Games—face painting—caricatures—clowns and the music group "Rattled" and don't miss the oversized COOKIES!

### TERRY FOX HIGH SCHOOL SHOW CHOIR, CONCERT BAND AND JAZZ BAND

Port Coquitlam's very talented Show Choir and Jazz Band under the direction of Mr. Wayne Sawyer. Take this opportunity to experience the electrifying performances of these Terry Fox High School students.



### MAZ N ME'S

Port Coquitlam's Revue Theatre group performing at Poco Rec Centre. Don't miss it! Laughs for all.

## HIGHLIGHTS



### SCULPTURE SHOW - CITY HALL

Friday May 10, 8:30 - 4:30 p.m.  
Saturday May 11, 11:00 - 5:00 p.m.  
Sunday May 12, 11:00 - 3:00 p.m.  
Featuring the works of many of our local artists.

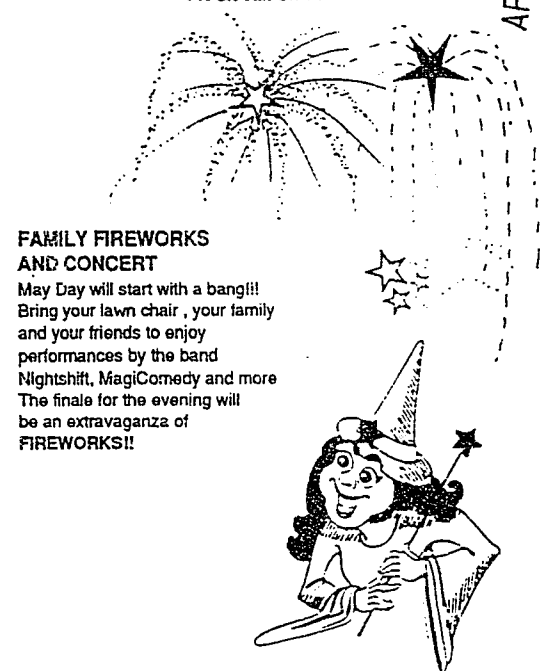
### SPRINT CART RACING - POCO REC CENTRE

Westwood Carting Association will be holding the first annual! Poco Sprint Cart Races. Practice laps will be held in the morning with heat races beginning at 1:00 p.m.

### BILLY WISEMAN

A favourite with all ages. A performer in the "Irish Rovers" style.

## HIGHLIGHTS



### FAMILY FIREWORKS AND CONCERT

May Day will start with a bang!!! Bring your lawn chair, your family and your friends to enjoy performances by the band Nightshift, MagiComedy and more. The finale for the evening will be an extravaganza of FIREWORKS!!



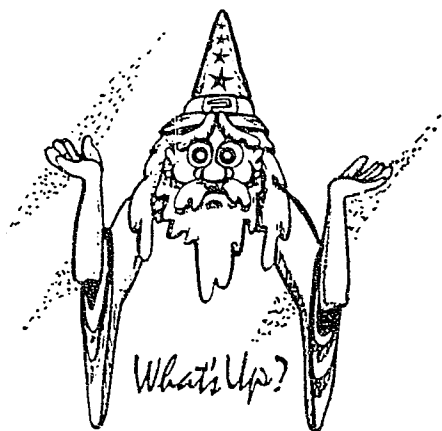
### THE GRAND PARADE

Everyone loves a parade! Come one and all to Poco's Annual May Day Parade.

### MOTHER'S DAY BREAKFAST

Treat mom on her special day, to a delicious breakfast in the park, served up by local Kinsmen.

APR 16 1991



### MAY 9 - THURSDAY

#### \* LIVE ENTERTAINMENT

7:00 p.m. - Dusk REEVE ST. PARK  
 Nightshift  
 Fun Time Express-Magic Comedy  
 Hooter the Clown  
 Gizeh Temple Shriner Clowns

#### \* FIREWORKS EXTRAVAGANZA!

### MAY 10 - FRIDAY

#### \* OPENING CEREMONIES

7:00 p.m. POCO REC CENTRE  
 May Pole Dancing  
 Terry Fox Show Choir and Concert Band  
 Crowning the 1991 May Queen

#### \* VIDEO POWER TEEN DANCE

8:00 p.m. - 12:00 a.m. HYDE CREEK

### MAY 11 - SATURDAY

#### \* ELK'S PANCAKE BREAKFAST

7:30 - 11:30 a.m. ELK'S HALL

#### \* GRAND PARADE

12:00 p.m. DOWNTOWN POCO

### MAY 11 - SATURDAY

#### POCO REC CENTRE EVENTS

#### \* CHILDREN'S CARNIVAL

1 - 4 p.m. Arena # 2. Discovery Toy display

#### \* MINI FOOD FAIR

A variety of local cuisine

#### \* LIVE ENTERTAINMENT

Arena # 1 FEATURING: Billy Wiseman - 1 p.m. Maz n' Me's  
 Revue Theatre - 2 p.m. Terry Fox Jazz Band - 3 p.m.

#### \* O.A.P.O PRE-PARADE BINGO

10a.m. - 4 p.m. Arena # 1 Sponsored by Branch # 2

#### \* WILSON CENTRE ARTISTS

1:00 p.m. - 4:00 p.m. Arena # 1

### MAY 12 - SUNDAY

#### LIONS PARK EVENTS 9:30 a.m. 3p.m.

#### \* KINSMEN PANCAKE BREAKFAST

Treat Mom on Her Special day

#### \* MCDONALD'S CHILDREN'S PARADE - 12p.m.

Trikes, bikes and wagons, watch them all parade by!

#### \* PET SHOW - 1:00 p.m.

Any size or shape - bring your critter!

#### \* ONGOING ENTERTAINMENT

Dancing Bear Story Theater	Ronald McDonald Show
Fire Safety House	Unicorn Puppet Show
Van. Police Dog Squad	Horseshoe Tournament

#### POCO REC CENTRE EVENT

#### \* SPRINT CART RACING 1:00 p.m. -arena parking lot



FOOD SERVICES AVAILABLE AT MOST EVENTS

FOR INFORMATION CALL 942-0285

### PORT COQUITLAM



THE MAGIC CONTINUES.....



EVENT CALENDAR  
 MAY 9 - 12 1991

APR 16 1991  
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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

April 16, 1991

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Proposal to Operate McLean Park Concession

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**Recommendation:**

It is recommended that the Parks and Recreation Committee deny the attached request to operate the McLean Park concession.

\* \* \* \* \*

**Purpose/Problem:**

The purpose of this report is to provide information and a recommendation to the Parks and Recreation Committee regarding a proposal received from the Ladies Auxiliary (Coastal Blazers Mens Fastball team) to operate the concession at McLean Park.

**Background Information:**

The letter of proposal is attached to this report for reference purposes. As outlined in the attached proposal, the Ladies Auxiliary is prepared to pay a nominal rental fee to cover any increased maintenance costs, and are prepared to let the facility be used by other groups during tournaments. In addition, they are prepared to provide proof of liability insurance, and are prepared to post a bond to assure replacement of any damages they might cause.

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**Discussion:**

This proposal, from the Coastal Blazers Men's Fastball team, to operate the concession at McLean Park has many pros and cons.

Advantages:

- \* Food Service would be available on a regular basis for players and spectators.
- \* The rental agreement may result in a small revenue for the City of Port Coquitlam.
- \* The addition of food services will add to the atmosphere of the park.
- \* The Coastal Blazers Men's Fastball team may generate some operating dollars for themselves as a result of providing this service to the community.

Drawbacks:

- \* The Parks and Recreation Department has a long standing practice of not dealing with individual teams. For fairly obvious reasons we have always dealt with the various league contacts only.
- \* The McLean Park concession facility is used most weekends (May - July) by various leagues who are hosting tournaments.
- \* CUPE will likely react negatively to this proposal, as the City already operates a concession facility (PoCo Rec Centre) and therefore have people on staff who are able to perform the duties.
- \* It is my understanding that there has previously been problems with this kind of arrangement at the Thompson Park concession facility.
- \* The Department has some concern that the availability of food and refreshments on a nightly basis may promote the park as a hang-out for youths.
- \* Supporting this proposal may result in some controversy; because other groups have previously inquired about the possibility of operating the concession and have been discouraged from pursuing it.

**Summary/Conclusion:**

The Ladies Auxiliary (Coastal Blazers Men's Fastball team) has proposed to operate the concession at McLean Park on a regular basis. Although the proposal would result in a number of benefits to the community, there are some legitimate concerns around the issue of dealing with a team rather than the league, and with the fact that the City is a union operation.

*Larry J. Wheeler*  
Larry J. Wheeler

LJW/pg

File No: 406.3

c.c. - Darlene Grieve, Area Supervisor

APR 16 1991  
*SN*

Joann Thompson,  
Ladies Auxiliary,  
Coastal Blazers Mens Fastball  
3164 Wellington Street,  
Port Coquitlam, B.C. V3B 3X5

Ms. Jana Taylor,  
Corporation of the City of Port Coquitlam,  
Parks & Recreation Department,  
2580 Shaughnessy Street,  
Port Coquitlam, B.C.

Dear Ms. Taylor:

It has come to our attention that the concession stand at McLean Park stands unused the huge majority of the time. Very often throughout the summer months all three diamonds are being used and many spectators are in attendance. They can't get a hot dog or a cup of coffee.

Our group would like to approach you on the following basis;

Firstly that we are a responsible group of adults and our team has the second longest tenure in the league. All of our players live in Port Coquitlam. We have responsible management, sponsorship and coaching staff.

We are interested in operating the concession as a fund raising venture for our team for the 6 months April through September.

We would be prepared to post a \$500 bond to assure replacement of any item damaged by our negligence.

Proof of liability insurance in the sum of \$1,000,000 with the City as an additional named insured would be provided.

A nominal rent (at least for the first year) of \$1,200 for the 6 months to offset any additional costs of electricity or gas we may use or the odd additional garbage bag that would be generated would be proposed.

We will do everything possible to see the area is kept clean and tidy.

We realize that occasionally various teams hold tournaments where they use the concession as part of their fund raising for the event. We will relinquish our useage of the concession during those events if you feel that is proper, provided that prior to entering into agreement with the City you outline the specific weekends that have been booked in the past.

Continued

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Page 2

Ms. Jana Taylor

The reason we ask that is if we should begin to generate a clientele, other groups could simply request the concession on a more frequent basis and our chance of recovered costs would be gone.

Our interest is in providing a basis to raise funds for our club while, at the same time, provide some humanities more in keeping with a ball park.

Our hours of operation would generally be on weekends when the park is used by our Association or others and in the evening until the end of the games - generally no later than 8:30.

We propose to serve coffee, pop, hamburgers, hot dogs, fresh popcorn and such items. We would usually use our own cooking facilities and on the odd occasion the range if available. Prices would be reasonable and product quality high.

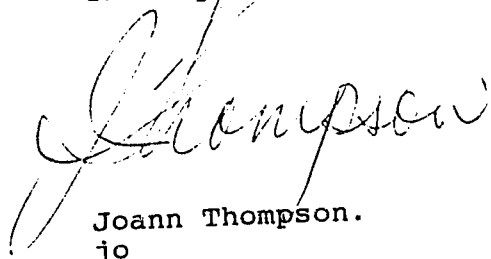
We would leave the concession clean and in good order when it was necessary to turn it over to another group for tournament use.

Because it appears that others have a key to the area we would ask to use our own locks and provide the City with a key. We would be leaving cooking facilities and other items on site and would like to feel that they would be secure.

While you may find our proposal somewhat unusual and question our sanity in expending such funds in an attempt to raise funds we do ask your serious and considered positive response.

We can see no drawback to the City and, quite honestly, many pluses. If, at the end of the season, you feel the venture has been worthwhile and we have survived and made a little money, we will be asking for rights of first option for the two following years.

Thank you for your consideration.

  
Joann Thompson.  
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APR 16 1991  
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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

April 8, 1991

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: B.C. Festival of the Arts

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**Recommendation:**

It is recommended that the attached hosting requirements for the BC Festival of the Arts be received as information and that a letter be sent to the Minister responsible thanking him for the opportunity to bid on this event but indicating that we will not be submitting a bid at this time.

\* \* \* \* \*

**Purpose/Problem:**

The purpose of this report is to provide the Parks and Recreation Committee with information and a recommendation regarding information received from the Minister of Municipal Affairs, Recreation and Culture, calling for bids from communities interested in hosting the British Columbia Festival of the Arts.

**Background Information:**


Attached is an information package outlining the requirements for hosting the BC Festival of the Arts. Requirements include commercial accommodation for 1250, seating for 1500 for sitdown meals, fully equipped theatre seating 1200, multiple workshop spaces, etc.

After reviewing these requirements it is obvious that we do not have the resources (human, financial, facility) to host an event of this magnitude, at this time. Once the Capital Improvement Plan is in place, consideration could then be given to hosting events such as this in Port Coquitlam.

  
Larry J. Wheeler

LJW/pg

File No: 406.3

APR 16 1991  




3F 05/04/91

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

TO: K. Janna Taylor, Director  
Parks and Recreation

DATE: March 18, 1991

FROM: Danielle Pagé  
Administration

RE: B.C. Festival of the Arts

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His Worship Mayor Traboulay has requested that the attached documentation on the B.C. Festival of the Arts, be referred to the Parks and Recreation Committee.

Please note that copies have not been made for the Committee members.

*Danielle Pagé*

Att.

APR 16 1991  
*SM*



Province of  
British Columbia

OFFICE OF THE  
MINISTER

Ministry of  
Municipal Affairs,  
Recreation and Culture

Parliament Buildings  
Victoria  
British Columbia  
V8V 1X4

March 11, 1991

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

Dear Mayor Traboulay:

As Minister responsible for the B.C. Festival of the Arts, I wanted to write to you personally to inform you that the Festival Society is again soliciting bids from interested communities.

The B.C. Festival of the Arts is an annual, five day festival bringing together the province's finest amateur artists. This year's Festival will be held in North Vancouver from May 22-26, with previous Festivals having been held in Kamloops, Penticton, Prince George, Duncan, Kimberley, Chilliwack and Saanich.

I believe this is an exciting opportunity to participate in the largest amateur arts festival in Canada and to create a lasting legacy of arts activity in your community.

Enclosed with this letter is information from the Festival Society outlining the requirements of the Festival and the procedures for submission. Please review this material and direct any enquiries to the Society.

Your interest in the B.C. Festival of the Arts is most appreciated and I urge you to give careful consideration to the possible involvement of your community in such a worthwhile and positive event.

Yours sincerely,

Lyall Hanson  
Minister

Enclosure



3577 DOUGLAS STREET  
VICTORIA, BRITISH COLUMBIA V8Z 3L6  
PHONE: 383-4214

March 11, 1991

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

Dear Mayor Traboulay:

The B.C. Festival of the Arts is an annual arts show-case supported by the provincial government through the Ministry of Municipal Affairs, Recreation and Culture. The Festival is a celebration of the amateur arts in the province involving approximately 1500 artists.

The Festival is held at the end of May. This year's Festival will be held in North Vancouver and previous Festivals have taken place in Kamloops, Penticton, Prince George, Duncan, Kimberley, Chilliwack and Saanich.

At this time we are seeking community interest in hosting the Festival in 1993 or 1994. To better explain the Festival and its requirements, I have included a brief information package. More detailed information can be obtained from Ms. Gabrielle Levin at the Festival office in Victoria (383-4214).

If you are interested in hosting the 1993 or 1994 Festival, please contact the Festival office by April 30, 1991. The deadline for completed submissions is June 30, 1991.

The B.C. Festival of the Arts is the largest event of its kind in Canada. I sincerely hope that your community will seriously consider being its host.

Yours sincerely,

Barry Kelsey  
President

Enclosure

BK/dm

APR 16 1991  
*sm*

**PREPARING A BID TO HOST  
THE B.C. FESTIVAL OF THE ARTS**

Opening the doors of your community to B.C.'s leading amateur arts event



APR 16 1991  
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## WHAT IS THE B.C. FESTIVAL OF THE ARTS?

- The B.C. Festival of the Arts is an annual amateur arts festival featuring competitions and showcases in all arts disciplines. Participating delegates in the Festival are emerging artists from throughout the Province of B.C. The Festival was initiated in 1982, in response to the need to present existing provincial arts Festivals under one roof. The Festival is the cornerstone of youth and community arts in the Province of B.C.

- The Festival runs for 5 days in the spring and is comprised of a full program of competitions and events that celebrate the Arts.

- Festival delegates are selected by five Provincial Arts Service Organizations (PASO's) each representing a different arts discipline. Participants are advanced to the B.C. Festival of the Arts from 75 regional festivals and events which are co-ordinated by the PASO's.

- The five Provincial Service Organizations are:

- \* Association of B.C. Drama Educators ( ABCDE )
- \* Assembly of B.C. Arts Councils ( The Assembly )
- \* B.C. Association of Performing Arts Festivals ( BCAPAF )
- \* Pacific Coast Music Festivals Association ( PCMFA )
- \* B.C. Student Film and Video Festival Association ( BCSFVA )

Participants range in age from 12 to 60 with the majority in the 17-20 age range. The delegates present work in drama, dance, instrumental and vocal music, speech arts, film and video, and visual arts. The total number of delegates is 1300 with an additional 100-200 made up of adjudicators, supervisors and parents.

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## PREPARING A BID TO HOST THE B. C. FESTIVAL OF THE ARTS

### TERMS OF REFERENCE

The enclosed information has been prepared as a guideline for British Columbia communities who wish to prepare a bid to host an upcoming Festival of the Arts. Please read this package carefully before preparing your bid. Information on the B.C. Festival of the Arts is provided under the following topics:

- "What is the B.C. Festival of the Arts?" - The Festival and the participants
- "Who co-ordinates the B.C. Festival of the Arts?"
- "The Host Community" - Clarification of the role of Host Community and the benefits derived from the project
- Guidelines for Preparing Your Bid - What to include in the written proposal
- List of Venue and Accommodation Requirements
- Festival Information Sheet
- A Sample Budget
- Promotional Material from Past Festivals - an indication of the scope of the project.

PLEASE CONTACT THE PROVINCIAL OFFICE WITH QUESTIONS REGARDING THE FESTIVAL OR THE PROCESS OF PREPARING A BID:

B.C. FESTIVAL OF THE ARTS, 3577 DOUGLAS ST. VICTORIA B.C., V8Z 3L6. PHONE 383-4214.

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## WHO CO-ORDINATES THE FESTIVAL?

The B.C. Festival of the Arts Society is a provincial non-profit society with a mandate to produce an annual Arts Festival in the Province. The business of the Society is administered by an eight member Board of Directors and the Provincial Office which directs festival production and operates according to the policies set by the Board. It receives an annual operating grant from the Province of B.C. through the British Columbia Lottery Fund to carry out these activities.

- The Provincial Festival Office is responsible for co-ordinating the B.C. Festival of the Arts. The office co-ordinates the Festival by working with the Provincial Arts Service Organizations and the Host Community.

- The Provincial Arts Service Organizations (PASO's) are responsible for selecting the delegates to the event. The 5 PASO's combined host 75 regional Festivals and showcases. Entrants from the regional events are advanced to the B.C. Festival of the Arts. All entrants are chosen by the PASO's.

- The Provincial Office provides funding to the PASO's for their regional programs and assists them financially and administratively in preparing for the Provincial Festival.

- The Host Community is responsible for setting up a Festival office and hiring staff to co-ordinate the project for the given year.

The B.C. Festival of the Arts is supported by the Provincial Government and is a collaboration between the PASO's, the Provincial Office and the Host Community. All activities are carried out with the goal to improve the quality of the amateur arts in the Province of B.C.

APR 16 1991  
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## THE HOST COMMUNITY

A community is chosen each year on the recommendation of the Minister and the B.C.F.A. Society to host the B.C. Festival of the Arts. The successful bidding community is expected to fulfil a special role when presenting the Festival and will derive a series of benefits from their involvement.

### Your Role.....

The community is required to provide a setting for the Festival, rather than to create an original event. The following list outlines essential requirements for the community. Where necessary a detailed list of specifications is included in this package.

- Venues - Before considering a bid, be sure your community is able to fulfil the list of venue requirements.
- Financial Resources - The community, in co-operation with the Provincial Office, will develop a working budget which includes a fiscal commitment from the community for certain expenses. Other operating costs are offset by a grant from the BCFA Provincial Office. A sample budget is attached for easy reference.
- Human Resources - The community must provide staff and volunteer support to administer the Festival.

The Host Community is supplied with a Festival Manual to guide them through the steps of Festival production.

### Benefits to the Host Community...

The following benefits may be realized by the community as a result of their successful bid to host the event:

- An operating grant will be provided by the BCFA Society through the Provincial Office.
- Legacy Fund - an additional amount of up to \$70,000. will be provided to the Community to be used in a major project dedicated to the development of the amateur arts in the Community.
- Economic Benefits. - The influx of an estimated 2000 visitors to the community during the Festival will provide noticeable economic benefits for local businesses and service organizations.
- Co-operative Program Opportunities. - Planning the Festival can involve co-operation between the Municipality, the School Board, local arts organizations, and service and volunteer agencies. This co-operation will continue to benefit the community after the Festival.

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\* A Quality Special Event - The festival features the finest competitions in music, dance, visual art, drama, film and speech arts. Accompanying this program is a line up of workshops and showcases in these disciplines. The Community has the opportunity to enhance this program and to use the energy of their presentations to enhance local programs.

\* Tourism - The festival may be developed as an attraction for current and future tourism.

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## GUIDELINES FOR PREPARING YOUR BID

Each written proposal must contain the following information:

- A formal letter of request by a Regional District or Municipality to host the Festival addressed to the BCFA Society.
- Letters of support from local arts organizations, school board, and local businesses indicating their commitment to the project.
- A list of available facilities which meet the venue requirements list. Included must be any proposed changes that will be made to bring the facilities in line with the requirements. It is helpful to have actual dimensions and technical specifications with photographs.
- A list of available accommodation in the community as per the attached requirements.
- An indication of the administrative and volunteer support available in the community.
- An indication of the support through other grants and donations available.
- An initial budget which projects the administration costs involved over a 12 month period. The revenue must show support from the sponsoring organization. A sample budget is attached.
- A description of the community's perception and vision for the project which includes ideas of a community theme that will compliment the Festival while offering local color.

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## VENUE AND ACCOMMODATION REQUIREMENTS

### VENUES:

- Theatre - a fully equipped theatre with seating for 500-700. This facility is for the drama productions of ABCDE.
- 20 spaces for ABCDE drama workshops. Ideally, these should be accessible to the theatre.
- Art Exhibition Gallery Space - a space with an area of 90 ft. x 90 ft. for the Images & Objects Exhibition. Examples of suitable type spaces are galleries, gymnasiums, warehouses, tennis domes, or large display halls.
- 10 Workshop spaces for the Assembly of B.C. Arts Council's visual arts workshops.
- Piano Competition Venue - an acoustically suitable venue with seating for 300 for BCPAF.
- Voice and Instrument venue - seating 200 for BCPAF.
- Speech Arts Venue - a small theatre seating 100.
- Dance Venue - A theatre space for dance performances, with the capability for adequate stage lighting, a stage area of 700 sq. ft., and an adjacent warm up area.
- Taped music venue - with high quality sound system and acoustic isolation.
- Concert Venue - A fully equipped theatre space seating 1200, for evening concerts of dance and music. The venue will hold 3 evening concerts as well as the Opening and Closing Ceremonies.
- Film and Video Venue - a space for film and video screenings with blackout ability and seating for 200. This space must be equipped with full projection and video equipment.
- Stages - at both indoor and outdoor locations for PCMA concerts, eg: schools, outdoor stages, and malls.
- Office spaces for each of the PASO's on the Festival site.
- Additional Workshop Spaces - classrooms and multipurpose recreation rooms for additional PASO workshops and seminars.
- Practice studios - Each of these must contain a piano and may be arranged in private homes.
- Registration Venue - a space that is available for the day and evenings of Wednesday, Thursday and Friday. The area must accommodate 500 at any given time.
- A meal venue - A space that will seat 1500 for sit-down meals, with access to a kitchen.
- "Green Rooms" - where participants can meet informally.

### ACCOMMODATION

The community must be able to provide accommodation for up to 2000 people during Festival week. This should include billets and hotel accommodation.

- Billets -(double occupancy) 180
- Commercial Beds - 1250

Hotels should be arranged at a reasonable rate. There is a partial subsidy for each delegate in hotel accommodation, but delegates do have a cost.

APR 16 1991  
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## FESTIVAL INFORMATION SHEET

The B.C. Festival of the Arts is held annually from Wednesday to Sunday in the week following the May long weekend.

- Community Bids are reviewed by the staff of the BCFA Society. The Society forwards a short list of bids to the Minister, who makes the final choice of upcoming host communities.
- The Host Community is responsible for establishing a suitable Administrative structure to co-ordinate the B.C. Festival of the Arts. The host may consider a separate non-profit society or an arms-length Steering Committee to the sponsoring Municipality.
- The Provincial Office is responsible for all final program decisions and for communicating with the PASO's regarding their needs.
- The Provincial Office is responsible for the co-ordination of the Opening and Closing Ceremonies.
- The Logo of the B.C. Festival of the Arts is registered, and must remain as described in all outgoing material. The host community is obligated to use the Logo in all written material relative to Festival Production.
- The Provincial Office assists the Host Community with finances, consulting services, co-ordination of specific areas and assists with costs in certain areas of Festival Management.
- The final Festival Budget is developed by the Host Community and the B.C. Festival Office.

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## FESTIVAL BUDGET

### Draft Budget - Host Community

(All figures are examples only - the level indicated should provide some guideline, but actual figures must be determined at the local level. The dollar amount indicated, including the provincial contribution, should be considered indicators only. Applicants should design a comprehensive festival program with features unique to their community and develop a budget to reflect that design. While the amount of provincial funding is limited, there is some flexibility depending on the nature of the program suggested and approved.)

#### INCOME

1. Host community			
1.1 Donation from host community (cash)	\$25,000		
1.2 Donation from host community (service)	\$10,000		
1.3 Donation from host community (facilities)	\$10,000		\$45,000
2. School district/College			
2.1 Donation from school district (cash)	0		
2.2 Donation from school district (service)	\$10,000		
2.3 Donation from school district (facilities)	\$10,000		\$20,000
3. Fund-raising			
3.1 Corporate	\$25,000		
3.2 Individual	\$2,500		
3.3. Service Clubs	\$5,000		
3.4 Ticket sales - Festival events	\$5,000		\$37,500
sub-total			\$102,500
4. B.C. Festival of the Arts			
4.1 Operating funds	\$250,000		
4.2 Legacy funds	\$70,000		\$320,000
TOTAL			\$422,500

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## EXPENSES

1. Administration			
1.1 Staff	- Coordinator (10 mo.)	\$35,000	
	- Secretary (6 mo.)	\$12,000	
	- Data Management (2 mo.)	\$5,000	
	- Technical coordinator (2 mo.)	\$5,000	\$57,000
2. Accounting/audit		\$2,000	\$2,000
3. Office			
3.1 space(10 mo.)		\$5,000	
3.2 furniture/equipment		\$2,000	
3.3 photocopying		\$1,000	
3.4 phone		\$3,000	
3.5.fax		\$1,000	
3.6 courier		\$1,000	
3.7 postage		\$1,500	
3.8 committee meetings		\$1,000	
3.9 travel (local)		\$1,000	
3.10 communication		\$1,000	
3.11 supplies		\$1,000	
3.12 insurance		\$1,500	
3.13 uniforms (volunteer recognition)		\$3,000	\$23,000
4. Promotion			
4.1 letterhead, envelopes & posters		\$2,500	
4.2 program & schedule		\$5,000	
4.3 signs		\$1,000	
4.4 newspaper ads		\$1,500	
4.5 photographs		\$500	
4.5 media		\$1,000	
4.6 banners		\$1,500	
4.7 related events (community)		\$3,000	
4.8 volunteer recognition/thanks event		\$2,000	\$18,000
5. Festival Delegates			
5.1 registration forms		\$1,000	
5.2 accommodation subsidy 1500 x \$10 x 4		\$60,000	
5.3 meals 1500 x \$17 x 5		\$127,500	
5.4 delegate I.D.		\$2,000	
5.5 delegate social events (dance/social centre, etc.)		\$5,000	\$195,500
6. Ceremonies			
6.1 opening		\$4,000	
6.2 closing		\$4,000	
6.3 awards		\$3,500	
6.4 presidents' reception		\$1,500	

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6.5 festival launch	\$1,000	\$14,000
7. Technical	\$10,000	
7.1 facilities rental	\$10,000	
7.2 equipment	\$1,000	
7.3 maintenance	\$2,000	
7.4 staff (1 week)	\$2,000	
7.5 piano moving/tuning	\$2,000	
7.6 labour	\$1,000	
7.7 security	\$10,000	\$38,000
7.8 buses - in town travel		\$5,000
8 Contingency	\$5,000	\$352,500
SUB-TOTAL		\$70,000
Legacy	\$70,000	\$422,500
TOTAL		

APR 16 1991



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

April 8, 1991

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Community Parades

---

**Recommendation:**

It is recommended that we enter the City float in the Pitt Meadows parade (June 1, 1991) and in the District of Coquitlam's Centennial parade (July 21, 1991).

\* \* \* \* \*

**Purpose/Problem:**

The purpose of this report is to provide information and a recommendation to the Parks and Recreation Committee regarding which community parades we may want to enter our City float in.

**Background Information:**

Each year we send out invitations to many lower mainland municipalities inviting them to participate in our parade. A number of the municipalities accept our invitation and enter their float in our parade.

In return, we receive a number of requests from other municipalities, etc. to enter our float in their parades. With the exception of the Pitt Meadows parade we have traditionally turned these invitations down. To date, we have received five invitations (Pitt Meadows-June 1, Coquitlam-July 21, New Westminster-May 25, Comox-August 5 and Mission-July 13) to participate in community parades in 1991. Additional invitations are likely forthcoming.

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There are a number of reasons why we have traditionally not entered our float in other community parades.


- \* Our float has not been built to travel. We are not able to dismantle it for easy storage and/or transportation.
- \* Because we are not able to dismantle it, storage has always been a problem. Once we start decorating the float each year, we have to find storage space. We usually end up renting space by the month. The more parades we enter, the longer we need to continue renting storage space each year.
- \* Because we can not dismantle the float to move it from parade to parade, our only alternative is to drive it which is expensive, dangerous and hard on the float decorations (they blow off, etc.). The more parades we enter, the more we spend driving it from community to community and the more repairs we need to make.
- \* It is hard to get a commitment from the kids (Flower girls, Princesses, etc.) to attend every parade.

In light of the aforementioned limitations on our float, we feel we should continue to limit the use of our float in other community parades. However, in recognition of the District of Coquitlam's Centennial Celebrations, it is recommended that we enter our City float in their parade in 1991. The additional cost of storing the float, transporting it and repairing decorations will be approximately \$600.00.

  
Larry J. Wheeler

LJW/pg

File No: 406.3

APR 16 1991  


# PITT MEADOWS DAY COMMITTEE

YOU ARE CORDIALLY INVITED TO PARTICIPATE IN OUR PARADE

TO BE HELD JUNE 1, 1991

STARTING AT BLAKELY AND HAMMOND ROADS AT 11:00 A.M.

Rain or shine

Numbers will be issued to each registered entrant at the corner at Blakely and Hammond Roads. Each number indicates your position of your entry in the parade. We request entries distributing candies, please give them from your vehicles. For speedier marshalling, your entry must be returned to me by May 1, 1991. This deadline will enable us to program the parade in the most effective display and be less confusing on parade day. PARADE DAY ENTRIES will not be refused but will not be registered at the judges stand. Phone entries will be accepted before the closing date of May 1, 1991.

Horse entries are requested to supply your own pooper scooper. Horse entries having no pooper scooper will be placed at the end of the parade. Please indicate pooper scooper or no pooper scooper as a separate entry and make them eligible for a trophy too.

We look forward to seeing you on Pitt Meadows Day.

Please return entries to: RON MORISSETTE  
Parade Marshall  
#28 - 19250 - 119th Ave  
Pitt Meadows, B.C.  
V3Y 2A5

or phone 465-4932

APR 16 1991

SM

# PITT MEADOWS DAY COMMITTEE

## PITT MEADOWS DAY PARADE - ENTRY FORM

JUNE 1, 1991 - 11:00 AM

PARADE MARSHALL  
RON MORISSETE  
#28 - 19250 - 119 AVE.  
PITT MEADOWS, B.C. V3Y 2A5

NAME OF ORGANIZATION \_\_\_\_\_

PERSON TO CONTRACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DESCRIPTION OF ENTRY AND HOW MANY PARTICIPATING IN ENTRY \_\_\_\_\_

(NOTE: Description is to allow proper placement in the parade, avoiding two similar entries together, etc.)

ADVISE IF ENTRY HAS MUSIC (live or taped) ON UNIT. YES \_\_\_\_ NO \_\_\_\_

PLEASE INDICATE CLASSIFICATION TO WHICH YOUR ENTRIES APPLIES

NOVELTY \_\_\_\_\_ JUNIOR ORGANIZATION \_\_\_\_\_ RIDING CLUB \_\_\_\_\_

BANDS \_\_\_\_\_ SENIOR ORGANIZATION \_\_\_\_\_ HORSE & RIDER \_\_\_\_\_

COMMERCIAL \_\_\_\_\_ ANTIQUE VEHICLES \_\_\_\_\_ HORSE DRAWN VEHICLE \_\_\_\_\_

MAJORETTES \_\_\_\_\_ DRILL TEAMS \_\_\_\_\_ CLOWNS \_\_\_\_\_

PAGEANTRY \_\_\_\_\_ POOPER SCOOPERS \_\_\_\_\_

JUNIOR ORGANIZATIONS ARE ELEMENTARY SCHOOL DOWN.

SENIOR ORGANIZATIONS ARE SENIOR HIGH SCHOOL AND UP.

APR 16 1991  
SM

# PITT MEADOWS DAY PARADE

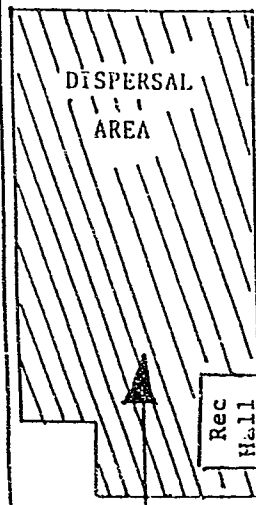
JUNE 1, 1991

PARADE MARSHALL  
RON MORISSETTE  
#28 - 19250 - 119 AVE.  
PITT MEADOWS, B.C. V3Y 2A5

PARADE CHAIRMAN: RON MORISSETTE

465-4932

LOUGHEED HIGHWAY



C.P.R. Tracks

SMALL CHILDREN'S ENTRIES  
WILL BE JUDGED AND ENTER  
THE PARADE AT  
P.M. ELEM. SCHOOL

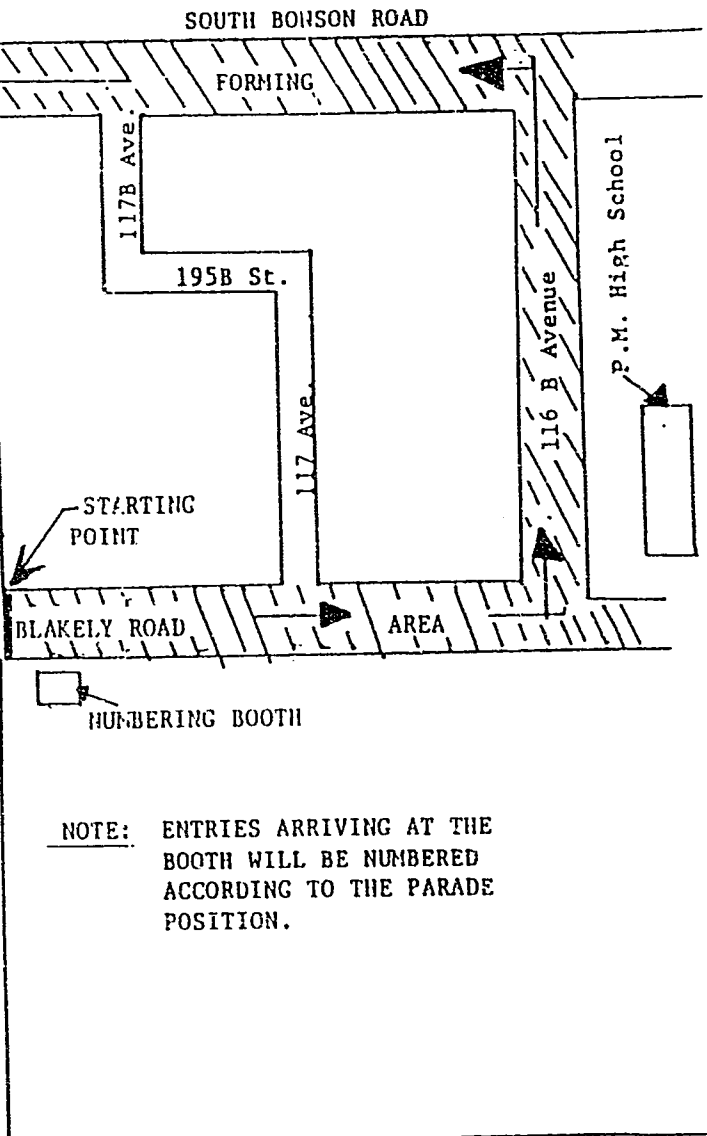
Church

FORD ROAD

JUDGES  
STAND

P.M. ELEM

HAMMOND ROAD



NOTE: ENTRIES ARRIVING AT THE  
BOOTH WILL BE NUMBERED  
ACCORDING TO THE PARADE  
POSITION.

HARRIS ROAD

APR 16 1991





## COQUITLAM CENTENNIAL COMMITTEE (1991)

1991 is a very special year for the residents of the District of Coquitlam as we celebrate 100 Years of growth and community spirit. One of the highlights of the year's festivities will be a Grande Parade on Sunday July 21, 1991 at 12:00 p.m., which we cordially invite you to participate in.

Enclosed is the entry form for our event. Please return this form no later than March 1, 1991 to:

Coquitlam Centennial Committee  
633 Poirier Street  
Coquitlam, B.C.  
V3J 6A7

Attention: Mr. Bernie Moffat

Final confirmation letters and additional information will follow.

We look forward to your participation in 1991.

Sincerely,

Bernie Moffat  
1991 Centennial Committee

**COQUITLAM CENTENNIAL COMMITTEE**

**1991 CENTENNIAL  
GRANDE PARADE**



**PARADE INFORMATION NUMBER (604) 936-3481**

APR 16 1991  
*SM*

## 1991 COQUITLAM CENTENNIAL GRANDE PARADE RULES

**CLOSING DATE: APPLICATIONS MUST BE RECEIVED BY MARCH 1, 1991 DEADLINE.**  
Confirmation of your acceptance and parade maps will be sent immediately after the deadline date.

**STARTING TIME: 12:00 P.M. SHARP**

**UPON ARRIVAL,  
ALL ENTRIES MUST FIRST GO THROUGH THE ENTRY CHECK-IN, SITUATED AT  
2929 Barnet Hwy., (South West portion of Coquitlam Centre Parking Lot)**

All persons must first be approved by the Centennial Parade Committee. Any units advocating, opposing or depicting any political or social issues are subject to approval of the parade committee. Any non-decorated cars other than those for distinguished guests of the Coquitlam Centennial will not be permitted. The Parade Committee's decision regarding all entrants is final.

All persons in charge of entries must report to the CHECK-IN AREA in order to receive their allocated positions. Corresponding position numbers will be marked.

The position number of every entry must appear on the lead vehicle, person, banner, etc., so that the parade judges, spectators and commentators can easily identify each entry.

During the parade entries must maintain a spacing of no less than 15 metres (approximately 50 feet) and no more than 30 metres (100 feet) behind the preceding unit and regulate their speed accordingly. THIS IS IMPORTANT AND WILL BE STRICTLY ENFORCED. Centennial Parade Officials will be stationed along the route and have the authority to regulate spacing and take care of any problems that may develop. Co-operation is absolutely essential or your entry will be removed from the parade. There must not be any breaks in the parade.

No material may be handed out or thrown to spectators along the line of march. Distribution of gifts, merchandise, literature or other material is strictly prohibited. Entries having completed the parade route will disperse in Town Centre Stadium. Maps will be provided with assembly information at the time of entry acceptance in early February.

Alcoholic beverages are forbidden on any float, in any vehicle or on the person of any participant. Participants consuming alcohol prior to parade start will not be permitted in the parade and persons consuming alcohol during the parade will be removed from the line of march.

**INSURANCE:** All motorized float and equestrian entries must provide evidence of insurance for bodily injury and property damage liability with combined single limits of \$200,000.00.

**THE COQUITLAM CENTENNIAL COMMITTEE RESERVES THE RIGHT TO REFUSE ANY ENTRY AND THE REMOVE THEM FROM THE PARADE AT ANY TIME.**

APR 16 1991  
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# 1991 CENTENNIAL GRANDE PARADE

NAME OF ENTRY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/TOWN \_\_\_\_\_  
 PROVINCE/STATE \_\_\_\_\_ POSTAL/ZIP CODE \_\_\_\_\_  
 NAME/TITLE OF PERSON IN CHARGE OF ENTRY \_\_\_\_\_  
 AREA CODE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_ RESIDENCE PHONE \_\_\_\_\_

## JUDGING CLASSIFICATIONS

PLEASE CHECK THE APPROPRIATE SECTION. IF YOU DO NOT CHOOSE A SECTION, YOU WILL NOT BE JUDGED

### (A) FLOAT ENTRIES:

Communities Inside B.C.  
 \_\_\_\_\_ pop. over 90,000  
 \_\_\_\_\_ pop. 30 - 90,000  
 \_\_\_\_\_ pop. under 30,000

### Communities Outside B.C.

\_\_\_\_\_ pop. over 90,000  
 \_\_\_\_\_ pop. 30 - 90,000  
 \_\_\_\_\_ pop. under 30,000

### Clubs and Associations:

\_\_\_\_\_ over 30 feet long  
 \_\_\_\_\_ under 30 feet long

### Commercial:

\_\_\_\_\_ over 30 feet long  
 \_\_\_\_\_ under 30 feet long

### (B) BANDS:

\_\_\_\_\_ Drum and Bugle  
 \_\_\_\_\_ Pipe  
 \_\_\_\_\_ Marching, High School  
     Inside B.C.  
 \_\_\_\_\_ Marching, High School  
     American  
 \_\_\_\_\_ Marching, Other  
 \_\_\_\_\_ Heritage Festivals Entries  
     American High School Bands

### (C) MARCHING UNITS:

\_\_\_\_\_ Drill Team  
 \_\_\_\_\_ Majorettes

### (D) HORSE ENTRIES:

\_\_\_\_\_ Single  
 \_\_\_\_\_ Group  
 \_\_\_\_\_ Clean-up

### (E) COMIC ENTRIES:

\_\_\_\_\_ Single  
 \_\_\_\_\_ Team

ALL FLOATS ARE ELIGIBLE FOR THE GRANDE AWARD (BEST OVERALL FLOAT).

## INDEMNITY AGREEMENT

THE UNDERSIGNED agrees to indemnify, hold harmless and defend any action against the COQUITLAM CENTENNIAL COMMITTEE and the DISTRICT OF COQUITLAM from and against liabilities whatsoever arising out of their participation in the Centennial Celebrations.

Direct all Replies to:

Coquitlam Centennial Committee  
 633 Poirier Street  
 Coquitlam, B.C.  
 V3J 6A9  
 (604) 936-3481

Signature \_\_\_\_\_

Title \_\_\_\_\_

Firm/Organization \_\_\_\_\_

Date \_\_\_\_\_

APR 16 1991  
*Cap*

### FLOATS

ALL COMPONENTS (including car, truck or tractor) MUST BE COMPLETELY DECORATED. Height limit is 12-1/2 feet, maximum length 55 feet, maximum width 14 feet. Floats must be of proper construction to allow no chance of breakdown during parade, have good brakes and provide 180 degree driver vision. Someone capable of driving must attend a float at all times while in assembly area. You must carry a fire extinguisher (dry chemical, at least 5 lbs). The exhaust pipe must be protected where it passes near any decorations. Where portable generators are used, they must be securely mounted on the float vehicle or other substantial base. Fireproof insulation must separate generator from decorative material. The Fire Department may conduct inspections on the morning of the parade. Floats must be in assembly position by 9:30 a.m. Judging begins at 10:00 a.m. Awards will be made at the start of the parade.

### MOTORIZED DRILL TEAMS

Motorized drill teams must travel the parade route as an overall unit which makes FORWARD PROGRESS AT ALL TIMES. Teams are not allowed to delegate a rear guard to stop and hold up the parade while the team performs its formations. Teams are also asked to use their skill to perform in a minimum of space and not expand the amount of space used as the parade progresses. Teams must be in position by 10:00 a.m. There is no judging of these teams.

### BANDS AND MARCHING UNITS

Bands and Marching Units must be unloaded and ready in assembly position by 10:00 a.m. We do not accept responsibility for travelling, food or lodging expenses, nor for buses or personal items. No Band or Marching Unit will be accepted for the parade unless all members are attired in uniforms considered by the Parade Committee to be appropriate. DIRECTORS and OTHER PERSONS marching with the Band or Drill Unit must be distinctively attired. All Marching Units must maintain a FORWARD MOTION! Routines which delay the progress of the parade or create gaps greater than 100 feet are not permitted. Along the parade route they will be judged for uniforms, presentation, musical ability, marching and formations at the reviewing stand. Awards will be presented immediately following the parade at 1:00 p.m. at Town Centre Stadium.

### COMIC ENTRIES

Comic entries will be judged on the parade route. They must carry on a continuous forward motion throughout the parade, even during stunts. Comic entries must be in assembly by 10:00 a.m. Awards will be handed out at the conclusion of the parade.

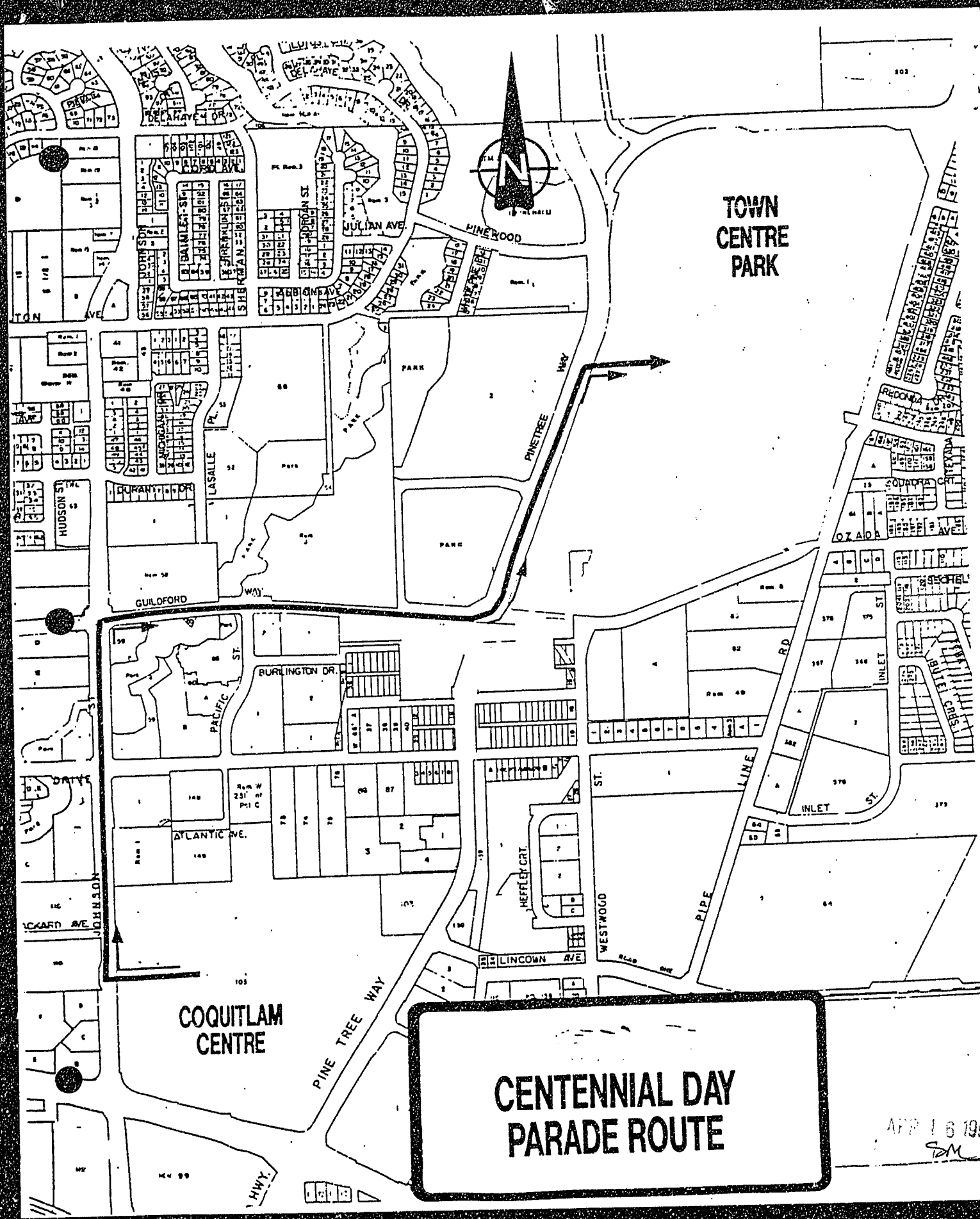
### EQUESTRIAN

No mounted unit will be accepted without a decorated clean up unit following. All riders must be attired in costume or other unit attire. Horses must be properly trimmed and shod. The Parade Committee reserves the right to bar from the parade any horse or rider deemed unsafe to other riders or spectators. All horses must be under the control of the rider at all times. Any rider or animal deemed unsafe will be removed from the parade. Equestrian units must be in position at 10:00 a.m. They will be judged before the parade at 11:00 a.m. and awards will be presented at the start of the parade 10:00.

/lh

APR 16 1991  
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**CENTENNIAL DAY  
PARADE ROUTE**

APP 1 6 1991  
DM

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

April 8, 1991

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Accounts Receivable - Port Coquitlam Buckeroos

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**Recommendation:**

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

\* \* \* \* \*

**Purpose/Problem:**

The purpose of this report is to provide information to the Parks & Recreation Committee regarding the status of the Port Coquitlam Buckeroos' account with the City.

**Background Information:**

Approximately three years ago, the Port Coquitlam Buckeroos were formed in our City. The Buckeroos are a Junior B team and play in the West Coast Junior League.

When the team was first getting started, representatives of the Club came to discuss financing with us. At the time, they indicated that they expected the first year to be tough and that they would appreciate any assistance we could provide. We agreed to a temporary subsidized rental rate, (still in place), and agreed to open an account with them so they could pay as they were able.

After three complete seasons, the PoCo Buckeroos are more than \$7,300 in debt to the City and have never been paid up since they started. In addition, the payments are received on a very irregular basis.

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APR 16 1991  
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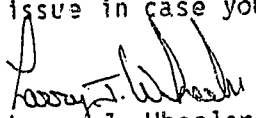
I have heard that the Buckeroos intentionally do not pay the City until last for a couple of reasons:

- \* "Deep Pocket Syndrome" - We don't need the money to stay in business.
- \* We do not charge interest on money owed to us.

It is our feeling that we have been more than fair with the Buckeroo organization and that it is now time to start "pushing" the Buckeroos to make the required payments.

**Conclusion:**

The PoCo Buckeroos are in debt to the City in excess of \$7,300.00. For three years we have patiently waited for the organization to establish itself. It is time we started to push the Buckeroos to pay up. This information has been prepared to ensure you are aware of the issue in case you get any feedback from club representatives.

  
Larry J. Wheeler,  
Report Writer

LJW/pg

File No: 406.3 & 1202.4

c.c. - J. Fraser, Deputy Treasurer

APR 16 1991  
SM

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

REPORT TO COUNCIL

March 28, 1990

TO: B.R. Kirk, City Administrator

FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: Parade Route

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Recommendation

To approve the 1990 May Day parade route as outlined in the attached diagram.

Background & Comments

Each year the May Day Parade is held in downtown Port Coquitlam. This year the parade is set for Saturday, May 12, 1990.

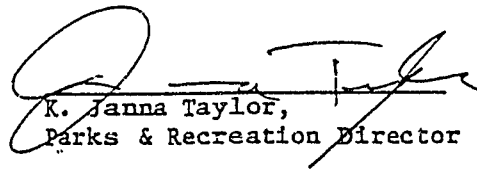
Analysis of Proposal

The parade dispersal area has been changed this year. Dispersal will take place south of Hawthorne Avenue along Tyner Avenue.

This route is being used instead of going north on Kingsway which in the past has caused major traffic congestion. Kingsway Avenue is used as an exit out of Port Coquitlam.

Conclusion:

The parade will follow last year's route with the exception of dispersal, which this year is being recommended to exit south of Hawthorne on Tyner Avenue.

  
K. Janna Taylor,  
Parks & Recreation Director

KJT/pg

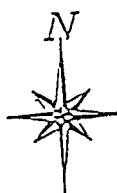
APR 16 1991  
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# PARADE ROUTE

PLEASE ASSEMBLE IN AREA MARKED ON ENCLOSED CARD  
PARADE BEGINS AT (A) AND DISPERSES SOUTH ON TYNER ST.

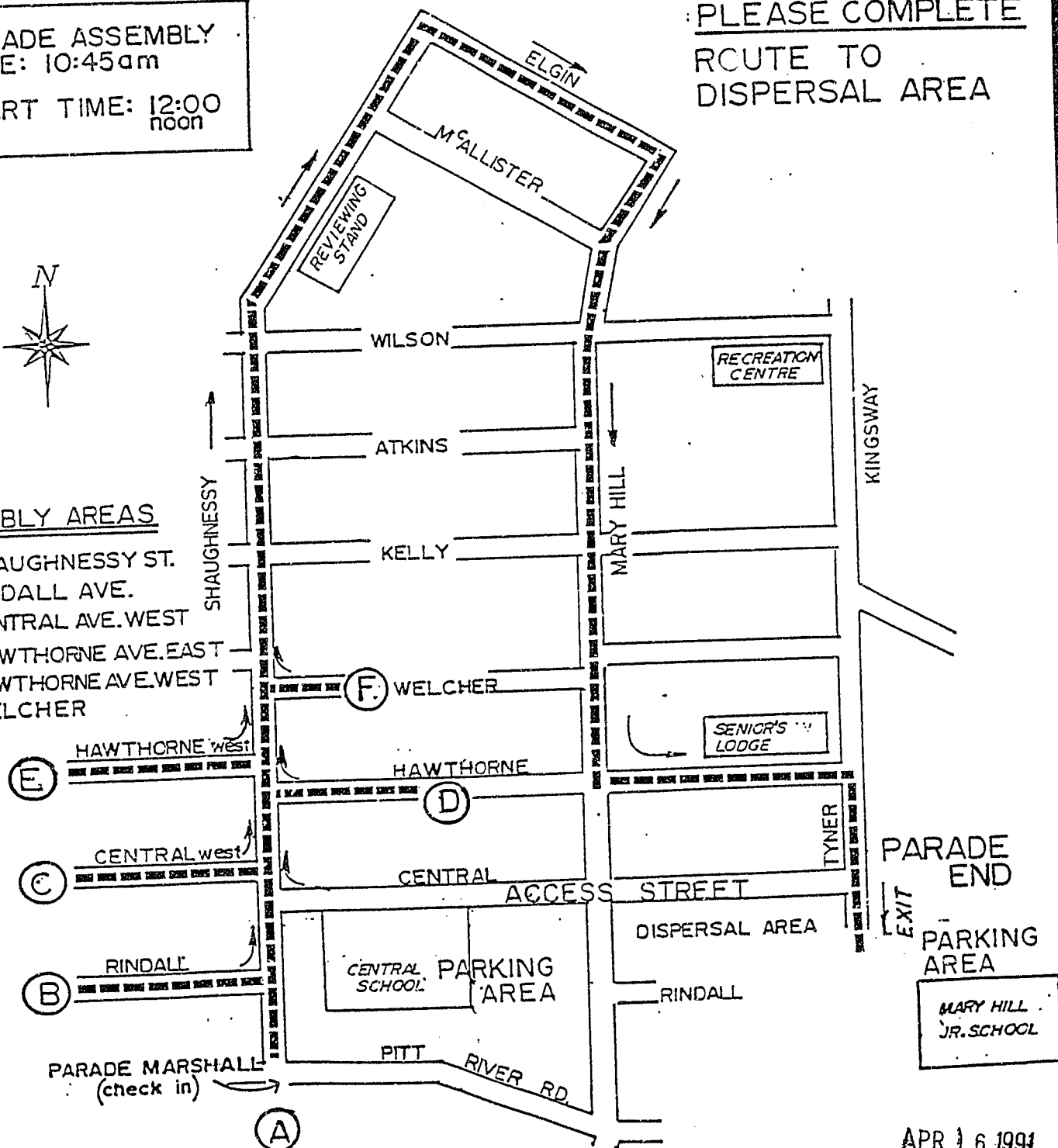
PARADE ASSEMBLY  
TIME: 10:45am  
START TIME: 12:00  
noon

PLEASE COMPLETE  
ROUTE TO  
DISPERSAL AREA



## ASSEMBLY AREAS

- A. SHAUGHNESSY ST.
- B. RINDALL AVE.
- C. CENTRAL AVE. WEST
- D. HAWTHORNE AVE. EAST
- E. HAWTHORNE AVE. WEST
- F. WELCHER



APR 16 1991  
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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

April 16, 1991

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Contract: May Day Aerial Fireworks Display

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**Recommendation:**

It is recommended that the City of Port Coquitlam enter into a contract with Pyrodyne Canada to provide the fireworks for the May Day Festival.

\* \* \* \* \*

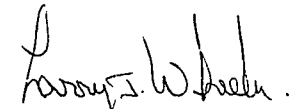
**Purpose/Problem:**

The purpose of this report is to provide the Parks and Recreation Committee with information and a recommendation regarding the proposed contract with Pyrodyne Canada for the fireworks during the May Day Festival.

**Background Information:**

Staff involved in organizing the May Day Festival have negotiated a deal with Pyrodyne Canada to provide an aerial firework display on May 9, 1991, as part of the festivities. Pyrodyne Canada requires a contract to be signed with their customers. Contracts of this nature need the approval of City Council.


Pyrodyne Canada is an experienced company in the business of firework displays. They have successfully put on many displays of all sizes, including the Calgary Olympics and the Toronto Skydome opening. They carry \$5,000,000 in liability insurance (including general liability, premises/operations liability, contractual and products liability, and bodily injuries liability) and use only qualified pyrotechnicians.

  
Larry J. Wheeler

LJW/pg

File No: 406.3

c.c. - Lorraine Sabyan, May Day Committee

APR 16 1991  






### DISPLAY CONTRACT AGREEMENT

PYRODYNE CANADA LTD., agrees to offer the following services to the customer:

- 1 Provide the finest firework display on MAY 9, 1991;
- 2 Provide liability insurance in amount of \$5,000,000.00; including general liability, premises/operations liability, contractual and products liability, bodily injury liability;
- 3 Secure all necessary provincial and local licenses required;
- 4 Provide qualified pyrotechnician;

CITY OF PORT COQUITLAM signing this contract agree to do the following:

- 1 Purchase the entire display show from Pyrodyne Canada Ltd.
- 2 Provide a suitable location for the firing of the display show;
- 3 Provide adequate security to insure safety at the firing site;
- 4 Agree to pay 50% on signing of the contract namely \$847.00;
- 5 Agree to pay balance of \$847.00 on receipt of invoice.

SPONSOR: CITY OF PORT COQUITLAM  
CONTACT PERSON: LORRAINE SABYAN

ADDRESS: 2253 LEIGH SQUARE, PORT COQUITLAM, V3C 2A8

TELEPHONE: (work) (604) 911-6622 (home) (604) N/A (fax) (604) 942-2A8

ADDITIONAL PARTIES TO BE COVERED BY INSURANCE: CITY OF PORT COQUITLAM

DISPLAY LOCATION: BALL DIAMOND, REEVE STREET PARK, PORT COQUITLAM

DISPLAY AMOUNT: \$1,500.00 PRO. TAX: \$ 90.00 G.S.T. \$105.00 TOTAL: \$1,695.00

#### BILLING INFORMATION

ACCOUNT NAME: CITY OF PORT COQUITLAM

ACCOUNT NO: NEW

ENTITY RESPONSIBLE FOR PAYMENT: (if different from above)

BILLING ADDRESS (if different from above)

SPECIAL INSTRUCTIONS: AERIAL DISPLAY - 10 MINUTES - PYRODYNE TECHNICIAN

Customer's Signature  
For: CITY OF PORT COQUITLAM

Date:

Pyrodyne Canada Ltd.

05-09-90

Date

APR 16 1991