

CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Heritage Room at City Hall on April 11, 1990 at 4:45 p.m.

In attendance were Alderman Mike Gates and Alderman George Laking.

Also in attendance was K. Janna Taylor, Parks & Recreation Director and Doris Westrand, Tom Harris & Sven Urhdal were present for item number one only.

Item No. 1

Representatives from School District #43 met with the Parks & Recreation Committee on several issues.

A)

Hazel Trembath School

i) Athletic Facilities

The Parks & recreation Director presented the concept of moving the various facilities (softball/soccer field etc.) from Genstar Site #3 onto Hazel Trembath School. This concept is acceptable to Genstar and they would be prepared to build the various facilities on the school site.

Representatives who were present from School District #43 were in agreement with the proposal and indicated that a letter would be sent to the city supporting the concept.

The next step will be to meet with Genstar and rewrite the agreement with the City of Port Coquitlam.

ii) Community Use of Hazel Trembath

Mr. Urdahl presented the concept to the committee that the Parks & Recreation department could use the new extension on Hazel Trembath for recreation programming purposes.

The new extension which is being built will include a gymnasium and a couple of rooms that can be used for meetings and change rooms. The new area can be completely locked off from the rest of the school thereby making it available for community use.

It was agreed that staff from both jurisdictions would work on a joint agreement for programming.

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B) **Riverwood**

i) Park/School Site

Mr. Urdahl indicated that they would be prepared to reduce the school site, if the park site adjacent would have adequate playing fields and playground area.

Staff from both jurisdictions will work out details in regard to the park site.

ii) Purchase of School Sites

Mr. Urdahl indicated that capital monies have been requested to purchase the school sites in Riverwood. He indicated that he should know the status of the capital money request by the end of June.

iii) May Day Parade

Doris Westrand requested that the two school trustees from Port Coquitlam be included in the parade. They will provide a vehicle and signs. The Committee agreed with this request.

Recommendation:

That the presentation by representatives from School District #43 be received.

Carried

Item No. 2

Wilson Centre Advisory Association


Parks & Recreation Director's Comments:

Last year the Wilson Centre Advisory Board approached City Council to ask that they be permitted to apply for a registered society status. They want to be a registered society in order to obtain a tax exemption number.

The Parks & Recreation department had concerns in regard to the "advisory status" that they presently have. By becoming a society some of the city's interests may not be looked after.

However the City Solicitor and the Wilson Centre Advisory Board Solicitor have worked out a constitution that satisfied both party's concerns. The documents are attached.

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Conclusion:

That the proposed constitution for the Wilson Centre Advisory Board be approved. Also that they be given full support to make an application for a registered society.

Item No. 3

O.A.P.O. Requests

Committee reviewed all attached information. It was agreed that extra special events would not be appropriate.

Recommendation:

That a letter be sent to O.A.P.O. addressing their issues. Carried

Larry Wheeler will draft a letter and show to Mike Gates.

Item No. 4

Parks & Recreation Director reported about the vandalism at McLean Park:

- a) fencing around playground clipped
- b) swing clipped
- c) padlocks cut on doors
- d) garbage cans burned
- e) bleachers - painted with graffiti

Meeting with Inspector McMartin. Extra patrol will be put on during weekends. Vandal Watch will be contacted. Will cost out extra lighting.

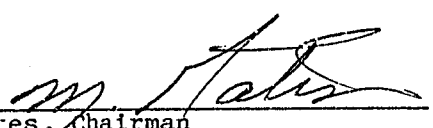
Recommendation:

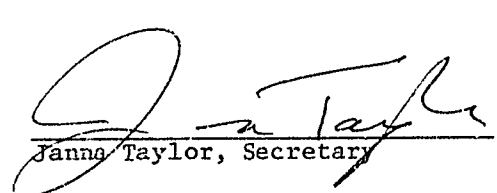
That the report be received

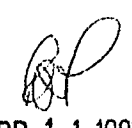
Carried

ADJOURNMENT:

The meeting adjourned at 6:30 p.m.


M. Gates, Chairman


Janna Taylor, Secretary


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THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

January 22, 1990

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Incorporation - Wilson Centre Seniors' Advisory
Association

RECOMMENDATION:

It is recommended that:

- 1) The proposal to incorporate the Wilson Centre Seniors' Advisory Association as amended, be approved. And that;
- 2) A brief agreement be entered into between the City and the Society, when created, that clearly stipulates that the City wishes to retain complete control and power over both the Wilson Centre and its operation.

PURPOSE/PROBLEM:

This report has been prepared to provide information and a recommendation for consideration by the Parks and Recreation Director regarding the proposal to incorporate the Wilson Centre Seniors' Advisory Association as a registered society.

HISTORY/BACKGROUND:

In mid 1989, the Parks and Recreation Committee and City Council reviewed a report prepared by myself regarding the Wilson Centre Seniors' Advisory Association's desire to incorporate. The report recommended that the proposal as presented be denied and that the executive of the Wilson Centre should work with Parks and Recreation staff to come up with a more acceptable proposal.

[Signature]
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After reviewing the report and the related recommendations, City Council requested a meeting with the Wilson Centre table executive. At the conclusion of that meeting (held June 26/89), City Council instructed the Parks and Recreation Director and City Clerk to investigate other options that would allow the Wilson Centre executive to accomplish their objectives.

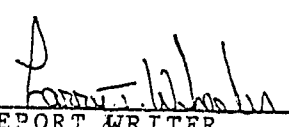
DISCUSSION/JUSTIFICATION:


Our primary concern with the original proposal was whether, as a result of the change in legal status of the Association, was the City putting itself in the position of losing control of the Wilson Centre over time. Working from this perspective, the City's Solicitor recommended several modifications to the proposed constitution which would more clearly protect the City's interests. The Wilson Centre Association reviewed these proposed modifications and subsequently instructed their lawyer to incorporate these changes into the revised proposal. In addition, our lawyer is still suggesting that a brief agreement could be entered into once the Society is in place that will clearly stipulate that the City retains complete control and power over both the Wilson Centre and its operation.

CONCLUSION/SUMMARY:

The executive of the Wilson Centre Association has proposed that they incorporate as a registered society. After discussing this proposal and meeting with the Wilson Centre table executive; City Council requested the Parks and Recreation Director and the City Clerk to explore other more suitable options.

As a result of this, the City's Solicitor proposed several options which have now been incorporated into the revised proposal.


REPORT WRITER
Larry J. Wheeler


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MACKENZIE MURDY
BARRISTERS & SOLICITORS

FAX (604) 689-9029
TELEPHONE (604) 689-3253

31ST FLOOR FOUR BENTALL CENTRE
1055 GUNSMUIR STREET
P.O. BOX 49059
VANCOUVER, CANADA V7X 1C4

January 2, 1990

Larry J. Wheeler
Recreation Manager
City Hall
Port Coquitlam, B.C.
V3C 2A8

Dear Larry:

Re: Seniors' Association
Our File No. 1262

Further to our earlier discussions and correspondence, enclosed are copies of the amended constitution and bylaws of the above captioned Association.

These documents have been amended to reflect the City's concerns.

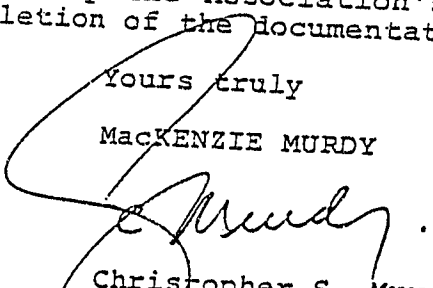
You will note in particular that:

1. the name has been amended to refer to the Association as an Advisory Association;
2. Bylaw No. 2.2 specifically provides that the Society shall act only in an advisory capacity to the City; and
3. Bylaw No. 2.6 provides that the City is not obligated to seek the Society's input or be bound by any recommendations.

We do note that there is a numbering error in the Constitution but if these documents are acceptable to the City, apart from that, we can notify the Association's solicitor who will then arrange for completion of the documentation.

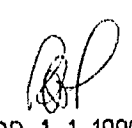
Yours truly

MACKENZIE MURDY


Christopher S. Murdy

CSM/jg/4911/CSM79
Enclosures

cc: Bryan R. Kirk, City Administrator


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PROVINCE OF BRITISH COLUMBIA

SOCIETY ACT

CONSTITUTION

OF

THE WILSON CENTRE SENIORS' ADVISORY ASSOCIATION

1. The name of the society is: "The Wilson Centre Seniors' Advisory Association".
2. The purpose of the society is to promote and develop the well-being of senior citizens and retired persons ("Seniors") in the community by:
 - (a) promoting and developing year-round educational and recreational programs and activities that meet the needs of seniors in the community on a free or nominal cost basis, including indoor and outdoor activities of a recreational, social, cultural, informational, art, craft, musical, health or fitness nature;
 - (b) providing monetary grants to needy Seniors for the relief of poverty on a confidential basis;
 - (c) providing food services to Seniors on a cost recovery basis out of the Wilson Centre Kitchen and also raising funds to develop and expand the kitchen itself; and
 - (d) providing to Seniors volunteer:
 - (i) peer counselling;
 - (ii) financial counselling; and
 - (iii) health and nursing services.
1. The society shall be carried on without purpose of gain for its members, and any profits or other accreditations in the society shall be used in promoting its objects.
2. In the event of winding-up or dissolution of the society, funds and assets of the society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations concerned with the same objects as this society, as may be determined by the members of the society at the time of winding-up or dissolution, or if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other

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organization; provided that such organization referred to in this paragraph shall be a charitable organization, charitable corporation, or charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect;

3. Clauses 3 and 4 are unalterable in accordance with section 22 of the Society Act.

BYLAWS

PART 1 INTERPRETATION

- 1.1 In these bylaws, unless the context otherwise requires:

- (a) "directors" means the directors of the society for the time being;
- (b) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
- (c) "registered address" of a member means his address as recorded in the register of members.

- 1.2 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

- 1.3 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.


PART 2 CITY OF PORT COQUITLAM/WILSON CENTRE

- 2.1 The physical premises of the Wilson Centre are and shall remain the property of the City of Port Coquitlam (the "City").

- 2.2 Control and usage of the Wilson Centre shall remain under the administration of the Parks and Recreation Department of the City and the society shall act only in an advisory capacity to the City.

- 2.3 All expenses relating to salaries of civic staff, utilities, services, maintenance, supplies, programs and activities shall be covered by the civic budget for Parks and Recreation for the City.

- 2.4 The society recognizes its responsibility to raise sufficient funds to cover a portion of the budgeted operating


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expenses of the Wilson Centre as designated by City Council (the "Designated Expenses").

2.5 The City of Port Coquitlam shall have the power to authorize all expenditures, approve all programs and activities and collect and set fees for membership in the society and programs only so as to recover the Designated Expenses.

2.6 The society and its directors shall consider and make recommendations and give advice to the Centre Coordinator, appointed by the City, on all programs and policies, provided that the City shall not be obligated to seek the society's input or be bound by any recommendations.

2.7 Staff of the City Parks and Recreation Department may attend all meetings of the society and its Board of Directors. The staff shall not have voting rights but shall have the right to veto any decisions that are not in accordance with the expressed policies of the City Parks and Recreation Department.

PART 3 MEMBERSHIP

3.1 The members of the society are the applicants for incorporation of the society, and those persons who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.

3.2 A person may apply to the directors for membership in the society and on acceptance by the directors shall be a member, however, no person under the age of 50 years old can be accepted as a member.

3.3 Every member shall uphold the constitution and comply with these by-laws.

3.4 The amount of the annual membership dues shall be as determined by the City of Port Coquitlam in consultation with the directors of the society.

3.5 A person shall cease to be a member of the society:

- (a) by delivering his resignation in writing to the Secretary of the society or by mailing or delivering it to the address of the society;
- (b) on his death or in the case of a corporation on dissolution;
- (c) on being expelled; or
- (d) on having been a member not in good standing of twelve consecutive months.

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- 3.6
- (a) a member may be expelled by a special resolution of the members passed at a general meeting;
 - (a) the notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion;
 - (b) the person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

3.7 The interest of a member in the society is non-transferable.

3.8 All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the society and he is not in good standing so long as the debt remains unpaid.

3.9 Honorary Memberships may be granted to a member if that member is nominated by the Board of Directors and is subsequently approved by a majority vote of the members at a general meeting.

PART 4
MEETINGS OF MEMBERS

4.1 General meetings of the society shall be held at the time and place, in accordance with the Society Act, that the directors decide.

4.2 Every general meeting, other than an annual general meeting or a quarterly general meeting is an extraordinary general meeting.

4.3 The directors may, when they think fit, convene an extraordinary general meeting.

- 4.4
- (a) Notice of a general meeting shall specify the place, day and hour of meeting, and in the case of special business, the general nature of that business.
 - (b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

4.5 The first annual general meeting of the society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once

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in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

4.6 The society shall hold quarterly general meetings at such times and dates as the board of directors decide (ordinarily they will be held every 3 months). Notice of a quarterly general meeting shall be published in the Society Newsletter.


PART 5
PROCEEDINGS AT GENERAL MEETINGS

5.1 Special business is:

- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
- (b) all business transacted at an annual general meeting, except,
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of directors;
 - (vi) the appointment of the auditor, if required; and
 - (vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.

5.2

- (a) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (c) At an annual or extraordinary general meeting a quorum is 70 members of the society and at a quarterly general meeting a quorum is 50 members.


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- (c) At an annual or extraordinary general meeting a quorum is 70 members of the society and at a quarterly general meeting a quorum is 50 members.


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5.3 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to the same day in the next week at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

5.4 Subject to Section 5.5, the President of the society, the Vice-President or in the absence of both, one of the other directors present, shall preside as chairman of a general meeting.

5.5 If at a general meeting:

(a) there is no President, Vice-President or other director present within 15 minutes after the time appointed for holding the meeting; or

(b) the President, Vice-President and all the other directors present are unwilling to act as chairman,

the members present shall choose one of their number to be chairman.

5.6

(a) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

(b) Except as provided in this section, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

5.7

(a) All resolutions proposed at a meeting must be seconded prior to discussion and vote and the chairman of a meeting may move or propose a resolution.

(b) The Chairman of a meeting shall not be entitled to vote unless there is an equality of votes in which case the Chairman may:

(i) cast a deciding vote; or

(ii) refuse to cast a deciding vote in which case the proposed resolution shall not pass.

5.8

(a) A member in good standing present at a meeting of members is entitled to one vote.

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- (b) Voting is by show of hands.
- (c) Voting by proxy is not permitted.

5.9 The Chairman of a meeting may adjourn a meeting if he considers it appropriate.

PART 6
DIRECTORS AND OFFICERS

6.1 All directors of the society must be residents of the City of Port Coquitlam.

6.2 The directors of the society may exercise all the powers and do all the acts and things that the society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in general meeting, but subject, nevertheless to:

- (a) all laws affecting the society;
- (b) these bylaws; and
- (c) rules, not being inconsistent with these bylaws, which are made from time to time by the society in general meeting.

6.3 No rule, made by the society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.

6.4 The directors of the society shall be the Executive Officers and the directors appointed by the Program Committees.

- 6.5
- (a) The Executive Officers of the society shall consist of the President, Vice-President, Secretary, Treasurer and Immediate Past President. However, the offices of Secretary and Treasurer may be combined and held by one person who shall be known as Secretary-Treasurer.
 - (b) The number of directors shall be 5 or a greater number determined from time to time by ordinary resolution.
 - (c) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member, or an authorized representative of a member, to take the place of the former director.

6.6

- (a) The Executive Officers shall retire from office at each annual general meeting when their successors shall be

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elected except for the Immediate Past President who shall be appointed from year to year.

(b) Separate elections shall be held for each office to be filled.

(c) An election may be by acclamation, otherwise it shall be by ballot.

(d) The Executive Officers shall be elected annually at the annual general meeting for one-year terms and an Executive Officer may serve a maximum of four consecutive one-year terms but, after standing down for one year, is again eligible for election.

(e) If during a year an office becomes vacant, the directors may appoint a member to fill the office for the balance of the term of such office and any officer so appointed is eligible for election at the next annual general meeting.

6.7

(a) The directors may at any time and from time to time appoint a member, or an authorized representative of a member, as a director to fill a vacancy in the directors.

(b) A director so appointed holds office only until the conclusion of the next following annual general meeting of the society, but is eligible for reelection at the meeting.

6.8

(a) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.

6.9 The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.

6.10 No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in the affairs of the society.

PART 7
DUTIES OF DIRECTORS

7.1

(a) The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

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- (b) The directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the directors then in office.
- (c) The President shall be chairman of all meetings of the directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the Vice-President shall act as chairman; but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (d) A director may at any time, and the Secretary, on the request of a director, shall, convene a meeting of the directors by giving notice of the meeting to the directors.

7.2

- (a) The directors may delegate any, but not all, of their powers to special committees consisting of directors or members as they think fit. At least three members of a special committee shall be directors.
- (b) A special committee so formed in the exercise of the powers so delegated, shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.

7.3 A special committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.

7.4 The members of a special committee may meet and adjourn as they think proper.

7.5 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

7.6 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or

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cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn:

- (a) no notice of meeting of directors shall be sent to that director; and
- (b) any and all meetings of the directors of the society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective.

7.7

- (a) Questions arising at a meeting of the directors and committee of directors shall be decided by a majority of votes.
- (b) The Chairman of a directors' meeting shall not be entitled to vote unless there is an equality of votes, in which case the Chairman may:
 - (i) cast a deciding vote; or
 - (ii) refuse to cast a deciding vote in which case the proposed resolution shall not pass.

7.8 All resolutions proposed at a meeting of directors need to be seconded prior to discussion and vote and the Chairman of a meeting may move or propose a resolution.

7.9 A resolution in writing, signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.


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

- (a) O.A.P.O. Branch 21;
- (b) Hawthorne Lodge Seniors;
- (c) Other organizations and agencies involved with the Wilson Centre.

PART 8 DUTIES OF EXECUTIVE OFFICERS

8.1

- (a) The President shall preside at all meetings of the society and of the directors.
- (b) The President is the chief executive officer of the society and shall supervise the other officers in the execution of their duties.


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8.2 The Vice-President shall carry out the duties of the President during his absence.

8.3 The Secretary shall:

- (a) conduct the correspondence of the society;
- (b) issue notices of meetings of the society and directors;
- (c) keep minutes of all meetings of the society and directors;
- (d) have custody of all records and documents of the society except those required to be kept by the treasurer;
- (e) have custody of the common seal of the society; and
- (f) maintain the register of members.

8.4 The Treasurer shall:

- (a) keep the financial records, including books of account, necessary to comply with the Society Act; and
- (b) render financial statements to the directors, members and others when required.


8.5 In the absence of the Secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

PART 9 PROGRAM COMMITTEES

9.1 The directors or the members at a general meeting may appoint such Program Committees as are deemed necessary for the conduct and development of the society and shall define the powers and duties of such Program Committees, who shall report all their activities to the Board.

9.2 Two members of each Program Committee shall be elected by the members of the Program Committee to act as directors. Initially, one director shall be elected for a two-year term and one elected for a one-year term such that annually the Program Committee shall elect one director from amongst its members. Each Program Committee may at any time elect one of its members to fill a director vacancy.

9.3 A Program Committee shall elect a chairman of its meetings, but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are


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members of the committee shall choose one of their number to be chairman of the meeting.

9.4 The members of a Program Committee may meet and adjourn as they think proper.

9.5 The directors or the members at a general meeting may dissolve a Program Committee.

PART 10

SEAL

10.1 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.

10.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the president and secretary or president and secretary treasurer.

PART 11

BORROWING

11.1 The members may by unanimous resolution sanction borrowing by the society to carry out its purposes and absent such unanimous resolution the society and its directors do not have the power to borrow.

PART 12

AUDITOR

12.1 This Part applies only where the society is required or has resolved to have an auditor.

12.2 The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.

12.3 At each annual general meeting the society shall appoint an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.

12.4 An auditor may be removed by ordinary resolution.

12.5 An auditor shall be promptly informed in writing of appointment or removal.

12.6 The auditor may attend general meetings.

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PART 13
NOTICES TO MEMBERS

13.1 A notice may be given to a member, either personally or by mail to him at his registered address.

13.2 Any notice to be given to members will be sufficiently given if served personally or if mailed prepaid in any post office or mail box, in the Province of British Columbia. Any notice served personally will be deemed to have been given on the third business day following the date of mailing as aforesaid; but any notice given during a strike, lockout or other labour disturbance at the post office or interruption in mail service shall be served personally and not mailed.

13.3 Notice of a general meeting except a quarterly general meeting shall be given to:

- (a) every member shown on the register of members on the day notice is given;
- (b) the auditor, if Part 12 applies; and
- (c) a representative of City of Port Coquitlam.

13.4 No other person is entitled to receive a notice of general meeting.

PART 14
BYLAWS

14.1 On being admitted to membership, each member is entitled to and the society shall give him, without charge, a copy of the constitution and bylaws of the society.

14.2 These bylaws shall not be altered or added to except by special resolution.

PART 15
NON-PROFIT PURPOSE

15.1 The society shall not carry on a business, trade, industry or profession for profit or gain except as an incident to its purpose.

15.2 The society shall have the power to accept donations, gifts, legacies and bequests.

15.3 The society shall not distribute any gain, profit or dividend or otherwise dispose of its assets without receiving full and valuable consideration to the members of the society or any of them or any other person and any profits or accretions to the assets of the society shall be used in promoting its objects.

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15.4 On the winding-up and dissolution of the society the assets shall not be distributed among the members and the assets remaining, after all debts have been or provision for payment has been made, shall be paid, transferred or delivered to a charitable institution recognized as a charity under the Income Tax Act of Canada.

Dated: _____, 19 ____.

Witness(es)

Applicants for Incorporation

(signature)

*name
*address

(full name)


(resident address)

(signature)

*name
*address

(full name)

(resident address)


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(signature)

*name
*address

(full name)

(resident address)

(signature)

*name
*address

(full name)

(resident address)

(signature)

*name
*address

(full name)

(resident address)

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MACKENZIE MURDY
BARRISTERS & SOLICITORS

FAX (604) 689-9029
TELEPHONE (604) 689-5263

31ST FLOOR FOUR BENTALL CENTRE
1055 DUNSMUIR STREET
P.O. BOX 49052
VANCOUVER, CANADA V7X 1C4

October 19, 1989

COPY

Russell & Dumoulin
Barristers & Solicitors
17th Floor
1075 West Georgia Street
Vancouver, B.C.
V6E 3G2

Attention: Dow Famulak, Esq.

Dear Sirs:

Re: Seniors' Association of Wilson Centre
Our File No. 1262

This letter confirms our telephone advice that our client, the Corporation of the City of Port Coquitlam would like to see several small changes made to the Wilson Centre Seniors' Society draft constitution and bylaws.

The City's concern is to avoid any inference of control or authority over and above the intended advisory role for the Society.

We therefore request that you seek instructions from the proposed society regarding acceptability of the following changes, so that we can advise the City and all parties can then confirm the necessary arrangements:

1. the name could be amended to call the Society the Seniors' Association of Port Coquitlam or alternatively, the Wilson Centre Seniors' Advisory Association;

2. Section 2.2 should be amended by addition of the following phraseology:

"...administration of the Parks and Recreation Department of the City and the Society shall act only in an advisory capacity to the City";

3. Section 2.6 should be amended by addition of the following phraseology:

"...provided that the City shall not be obligated to seek the Society's input or be bound by any recommendations"; and

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MacKENZIE MURDY

- 2 -

October 19, 1989

4. a brief agreement should be entered into between the City and the Society when created to clearly stipulate that the City retains complete control and power over both the Wilson Centre and its operation.

Yours truly,

MacKENZIE MURDY

COPY

Christopher S. Murdy

CSM/jg/kk/4302/CSM67

bcc: Bryan R. Kirk, City Administrator
K. Janna Taylor, Parks & Recreation Director
✓ Larry J. Wheeler, Recreation Manager

APR 11 1990

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31ST FLOOR FOUR BENTALL CENTRE
1055 DUNSMUIR STREET
P.O. BOX 49059
VANCOUVER, CANADA V7X 1C4

January 2, 1990

Larry J. Wheeler
Recreation Manager
City Hall
Port Coquitlam, B.C.
V3C 2A8

Dear Larry:

Re: Seniors' Association
Our File No. 1262

Further to our earlier discussions and correspondence, enclosed are copies of the amended constitution and bylaws of the above captioned Association.

These documents have been amended to reflect the City's concerns.

You will note in particular that:

1. the name has been amended to refer to the Association as an Advisory Association;
2. Bylaw No. 2.2 specifically provides that the Society shall act only in an advisory capacity to the City; and
3. Bylaw No. 2.6 provides that the City is not obligated to seek the Society's input or be bound by any recommendations.

We do note that there is a numbering error in the Constitution but if these documents are acceptable to the City, apart from that, we can notify the Association's solicitor who will then arrange for completion of the documentation.

Yours truly
MACKENZIE MURDY

Christopher S. Murdy

COPY

CSM/jg/4911/CSM79
Enclosures

cc: Bryan R. Kirk, City Administrator
✓ Ms. K. Janna Taylor, Parks & Recreation Director

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CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Committee Room at City Hall on April 18, 1989 at 3:45 p.m.

In attendance were Alderman John Keryluk and Alderman George Laking.

Also in attendance was K. Janna Taylor, Parks & Recreation Director, Larry Wheeler, Recreation Manager, Marg Kingsbury and Rick Mabbett of the O.A.P.O. for item number one only.

Item No. 1 O.A.P.O.

The Committee met with Marg Kingsbury and Rick Mabbett.

The attached letter was reviewed by the delegation.

1. Attitude of staff: The Parks and Recreation director indicated that the staff at all times work well in the centre and that as department head she was pleased with their work. The Parks & Recreation Director indicated that she was sorry that both Marg Kingsbury and Rick Mabbett felt there was an attitude problem; and that she hoped over time the O.A.P.O. and centre staff could resolve this perceived conflict.
2. Monthly meetings: Major concern from the O.A.P.O. is they are unable to have the total area available at 9:30 a.m. for set-up. Also concerned that when their volunteers were in the kitchen; they were not allowed to use certain areas.

The Parks and Recreation Director indicated that as far as the department was concerned the volunteers could use the centre isle in the kitchen, the counter space that faced towards the hall where their meeting was and the dishwasher. The foregoing was acceptable to Marg Kingsbury.

The Parks and Recreation Director and the Recreation Manager indicated that presently the O.A.P.O. could use one half of the hall from 9:30 a.m. and get it ready for the meeting. The fitness class runs from 10:30-11:15 a.m. and that this particular class has been going on for three years and that the tables would be set up by noon so that the O.A.P.O. could then have the tables ready for their 1:00 p.m. meeting time.

...2

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- 2 -

The flags will be provided for their meetings.

Sound system: - The foreman personally checks it before each meeting. However it was suggested that the department would provide a small training program for the users of the system.

Dishes: The O.A.P.O. asked if they could use the centre's dishes in an emergency. The Recreation Manager will look into this.

It was also agreed that the issue of getting into the hall earlier would be reviewed with a report coming back to the Parks & Recreation Committee.

3. Special event - March 19th. The O.A.P.O. was not pleased with the mix-up in the set up. The Recreation Manager indicated that the centre staff were also unhappy with the events of that day. The Committee apologized for this mix-up.
4. O.A.P.O. mandate: General discussion took place as to the mandate of the O.A.P.O. It is an advocate organization for seniors. The offering of social events was felt to be part of their responsibility. Marg Kingsbury suggested that maybe the O.A.P.O. could become a "committee" of the Wilson Centre Advisory Association; however it was pointed out that the provincial body of the O.A.P.O. may not support such a move. Marg Kingsbury indicated that seven O.A.P.O.'s had folded in B.C. and that this was due to the number of recreation activity centres being provided by municipalities.
5. Special Events: The Port Coquitlam O.A.P.O. would like to present more special events such as the one provided on March 19, 1989. The committee indicated that they would get back to the O.A.P.O. on this issue.
6. The Committee indicated that a smoking room would continue to be provided. The Parks & Recreation department will continue to monitor the situation.

...3

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7. The centre is open on Sundays for the enjoyment of seniors and the committee supports the opening of the centre on Sundays; the pool room is also open.
8. Sidewalks in front of the seniors will be fixed this summer.
9. Kitchen volunteers: the seniors who want to volunteer and made the request to the Parks & Recreation department. It is part of the overall kitchen program and the Wilson Centre Advisory Association totally supports the concept.
10. Tables and chairs on Saturday night have always been set up. Occasionally due to hockey tournaments or other special events in the PoCo Recreation Centre; the maintenance staff may be a few minutes late in setting up.

The Parks and Recreation Committee thanked the delegation for coming and indicated that the Parks & Recreation department would bring back a report on the issues raised.

Recommendations:

1. That the Parks & Recreation department bring forth a report on the various issues raised by the delegation.
2. That the Parks & Recreation department bring forth a specific report addressing the issue of additional sponsorship of special events by the O.A.P.O.

Carried

Item No. 2 May Day ~ Thursday Evening Festivities

The staff would like to hold a beer garden in conjunction with the family dance and fireworks display. The rationale for the beer garden would be that it would provide a "bigger draw" for participants to come. The Parks & Recreation Director expressed concern in regard to the notion of having alcohol combined with a "childrens event".

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Apart from the OAPC problems we
get told by various seniors these problems.

- 1 - Beautiful room used solely for a few smokers.
- 2 - If money is tight why is the hall room open
Saturday & Sunday for a few people.
- 3 - Why the sidewalk is like a lake in
front of new centre?
- 4 - Why do seniors have to volunteer to
clean the ranges & large equipment in kitchen.
- * 5 - Why some Saturday nights card tables
& chairs are not even setup

Thanks.

Rib M. M. M.

APR 11 1990

27

Sometimes the Bingo machine & speaker system are setup & tested quite regularly they are not.

The 2 flags about concern to many of Larry Wheeler promised months ago to look after this we were talking about permanent mounting in a public building; if we are lucky they are brought out on temporary stands. Many of the members look for these flags when C. Canada is sung.

These meetings average 150-160 members and are one of the largest groups in the Centre at any one time.

This past Sunday March 19 topped it off after offering the use of the hall for a Sunday afternoon. (The Centre is open at 1 P.M. for a few if you play with a paid staff in attendance)

The date was approved by Alea, we proceeded arranging entertainment tea, coffee, sandwiches which we had to make across town at Dugwood Manor because we are little banned from using the kitchen & if we use a bit of it we are criticized.

However we arrived at 1 P.M. to set tables etc. get our entertainment organized and no stage, no tables or chairs placed, nothing.

Judy (still lady) was great she really went to town and we finally were able to let 160 seniors into hall for the entertainment.

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March 88.

George, this is problems that are concerning the O.G.P. Cope Pensioner organization and will be discussed at the meeting we hope to have with P.R. Chairman.

1 - There seems to be an attitude by certain staff members, that they are granting a ~~too~~ limited amount of time to the Wilson Centre.

This organization was in Peco long before the Wilson Centre existed, and is primarily for the betterment of seniors, particularly in dealing with senior governments through Provincial body.

The members are for the most part members in both O.A.P.O. of Wilson Centre & the Directors volunteer their services willingly to better the Peco seniors way of life. Our main problem at the Centre is cooperation.

2. Our monthly meeting day is the same every month and of late we have problems with setup. It originally was ^{that} our catering committee could go to the Centre around 9³⁰ A.M. & tables & chairs etc. were setup so they could proceed to setup table covers, cups, & plates etc.

Now they have put on a fitness class right in the middle of setup time (which most other days is earlier) and this makes it difficult for our volunteers to get their lunch & finish prior to the P.M. meeting & also criticism of our people interfering with Centre staff.

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27
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& chairs are not even setup

Thanks -

Rick McNeil

APR 1 1990