

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 March 13, 1989 at 3:45 p.m. in committee room.

In attendance were Alderman John Karyluk and Alderman George Laking.

Also in attendance was K. Janna Taylor, Parks & Recreation Director, Larry Wheeler, Recreation Manager for item number one and Bob Sutter, President of Port Coquitlam Amateur Athletic Association for item number five.

Item No. 1      May Day Update

The attached report was reviewed by the committee. The Recreation Manager outlined various areas of concern; theme for May Day; Queen's Tea timing; use of vehicles by dignitaries (who would supply). A further report will be forthcoming on the theme and vehicles for dignitaries.

Recommendation:

That both the verbal and written report be received.

Carried

Item No. 2      Bantam Tournament Requests

The committee reviewed the Recreation Manager's report.

Recommendation:

- 1) To approve recommendations a and b of the report.
- 2) To deny recommendation c of the report.

Carried


Item No. 3      Proposed Date for 1989 Seniors Banquet

Recommendation:

To approve the date as outlined in the Recreation Manager's report.

Carried

...2

  
MAR 13 1989

Item No. 4      Wedding - City Hall Courtyard

The attached letter was reviewed by the committee.

Recommendation:

To approve the wedding at City Hall Courtyard, but that no confetti be allowed.

Carried

Item No. 5      P.C.A.A.A. Request to Waive Charges

The report from the Recreation Manager was reviewed.

Recommendation:

To approve the waiving of charges for the Queens Ball.

Carried

Item No. 6      Spring/Summer Installation of Arena Ice Surface

The attached report was discussed.

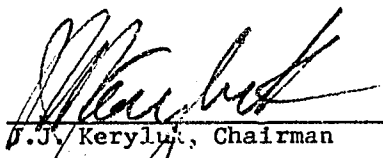
Recommendations:

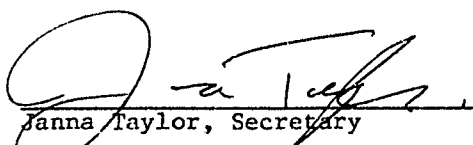
- a) That more information is required in regard to cost to the city with an early installation of ice.
- b) That a letter from Minor Lacrosse is required to support the concept.
- c) That letters from the other ice users be asked for supporting the fact that they would use the ice.


Carried

ADJOURNMENT:

The meeting adjourned at 5:00 p.m.

  
J.J. Keryluk, Chairman

  
Janna Taylor, Secretary

  
MAR 13 1989

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

1989 03 13

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: May Day Progress Report

---

Outlined below is a summary of the various actions taken to date regarding the organization of May Day.

PROMOTIONS:

A promotion plan is currently being worked on. Should be completed early next week.

CHILDRENS PARADE:

Everything is going well. In addition to organizing the event, the Royal Bank will supply a cold refreshment for participants. Everyone who participates will get a ribbon this year. Contact has been made to get a band to lead the parade.

PET SHOW:

S.P.C.A. is coordinating the registration process and organizing the event. Everyone will get a ribbon.


TALENT SEARCH:

Coordinated in its entirety by the Coquitlam Area Fine Arts Council. They have tied into the P.N.E. talent search competition...which may raise the profile of our local event. However, the result is a change in age groupings from 5 years and up to 13-21 years.

CHILDREN'S BINCO:

We are still working on this event. We have not found a sponsor at this time.

...2

  
MAR 13 1989



- 2 -

MAY DAY PARADE:

Organization going well. Toastmistresses will judge parade entries. Barb Thorburn has agreed to act as Parade Marshall. May have a lead on obtaining some parade mailing lists from other communities. Entries are arriving daily.

MOTHERS DAY BRUNCH & SWIM:

Port Coquitlam Marlins will host a brunch at Hyde Creek and will help organize special games, etc. in the pool.

CITY FLOAT:

We are still working on finding someone to put together the City Float. We are following up leads at this time.

ROYAL PARTY:

The names of the flower girls, princesses and lancers have been established. We met with parents regarding the details of the event. Training for the event will start soon.

SELECTION TEA:

Job's Daughter will do the luncheon. Considering relocating the event to City Hall. Higher profile location...possible cable involvement.

ROYAL PARTY PICTURES:

Date of pictures set. We have lost our sponsor (pictures have become too expensive). We are currently looking for another sponsor.

CRAFT FAIR:

Kaleidoscope will once again be hosting the Craft Fair.

TEEN DANCE:

Everything is fine for this event.

YOUTH ENTERTAINMENT:

Currently we are trying to line up entertainers. This could become a very exciting addition to May Day.

MAY DAY TEA:

Letters out to Silver Chord Choir

MAY DAY BANQUET:

To be discussed.

CHILDRENS CARNIVAL

Amusement rides ordered...prizes ordered. Planning going well.

In summary, planning for May Day is going very well. Although we got a bit of a late start on May Day, I believe everything is once again on schedule.

Larry J. Wheeler

LJW/pg

MAR 13 1989

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

1989 03 06

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Bantam Tournament Requests

RECOMMENDATION:


It is recommended that the Parks & Recreation Committee approve the requests being addressed in this report:

- a) Permission be granted for Tournament sponsors to display advertisements throughout the complex during the tournament. Recreation staff will work with the tournament organizers regarding the location of these advertisements.
- b) Permission be granted to install electronic games (ie. Foos-ball, air hockey, soccer, etc.) Recreation staff will review the selection of games for appropriateness and the number of electronic games on site is limited to a maximum of 6.
- c) Permission be granted to display and use the Re/Max Hot Air Balloon on March 27, 1989 (weather permitting) in a cleared and secured area of the Port Coquitlam Recreation Centre parking lot. Recreation staff will work with tournament organizers regarding location of the Hot Air Balloon to ensure safety and continued traffic flow.

PURPOSE/PROBLEM:

The purpose of this report is to provide information and a recommendation for consideration by the Parks & Recreation Committee regarding several requests received from the Bantam Tournament Organizers.

...2

  
MAR 13 1989

HISTORY/BACKGROUND:

The Bantam Hockey Tournament scheduled for March 24-April 1, 1989 is a high profile tournament in Port Coquitlam and is well known through-out hockey circles. This year, participation in the tournament will include teams from across Canada and Europe.

As with all events of this magnitude, there are many elements and requests for cooperation that must be addressed to ensure a successful event. The majority of the requests have been easily accommodated.

This year, there are three requests (letters attached) that required the attention of the Parks and Recreation Committee.

- a) Requesting permission to allow sponsors to display advertisements throughout the complex during the tournament.
- b) Requesting permission to install several electronic games within the proposed players lounge area during the tournament.
- c) Requesting permission to display and use the Re/Max Hot Air Balloon in a cleared and secure area of the Port Coquitlam Recreation Centre parking lot (March 27/89 ONLY).


ALTERNATIVES:

In light of the fact that each of the above issues is a "request for permission to; the Parks and Recreation Committee basically has two alternatives:

- \* Approve the request(s) as outlined.
- \* Deny the request(s) as outlined.

In addition, the Parks & Recreation Committee has the option to attach conditions to any approvals granted.

...3

  
MAR 13 1989



DISCUSSION/JUSTIFICATION:

REQUEST A: Permission to allow sponsors to display advertisements throughout the complex during the Bantam Tournament.

Sponsoring companies include Bauer Skates, M & R Sports, Reid's Hardware, Batty's Shoes, Coca-Cola and Finn Air. Approval from the Parks and Recreation Committee would provide the Bantam Tournament organizers the opportunity to provide exposure to the businesses involved in bringing this tournament to Port Coquitlam. None of these sponsors advertisement should generate negative criticism from the members of the general public.

If this request is approved, it may be wise to ensure that our recreation staff are involved in locating where advertisements may be displayed.

REQUEST B: Permission to install various electronic games within the proposed players lounge area, during the tournament.


Last year, the Bantam Tournament organizers proposed the temporary installation of a video arcade. This request was eventually denied by City Council. This year, the Bantam Tournament organizers have tried to address the concerns of Council and have forwarded a request more in line with the environment of a recreation centre. They are proposing that several (4-6) electronic games, such as foos-ball, air hockey, soccer, etc. be installed in a proposed players lounge for use by "Players Only". This area would be supervised at all times and would provide a social atmosphere for players to meet, mingle and relax with their peers from Europe and across Canada.

If this request is approved, it would be appropriate for tournament organizers to work with recreation staff regarding the selection of games, and regarding the lay-out of the lounge from a control and security perspective. Consideration should also be given to limiting the number of electronic games to a maximum of six (6).

REQUEST C: Permission to display and use the Re/Max Hot Air Balloon on March 27/89 (weather permitting) in a cleared and secured area of the PoCo Recreation Centre parking lot.

Permission has previously been granted for the Re/Max Hot Air Balloon to be displayed and used at other events in the City. A copy of the applicable insurance premiums attached to the letter from the Bantam Tournament organizers, for reference. Tournament organizers feel that the addition of this attraction will add to the profile of their event.

...4

  
MAR 13 1989


- 4 -

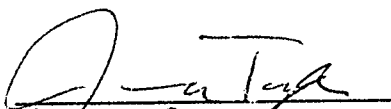
Should this event be approved, the tournament organizers should be required to work with the recreation staff, regarding location and to ensure adequate vehicle traffic flow.

CONCLUSION/SUMMARY


Many requests have been received from the Bantam Tournament organizers to ensure the success of their event. The majority of the requests require the attention of the Parks and Recreation Committee.

Each of the requests being considered in this report appear to be reasonable and each has been discussed thoroughly with representatives of the Parks & Recreation Department.

  
Report Writer  
Larry J. Wheeler

  
Directors Concurrence  
K. Janna Taylor

c.c. - B. Irvine, Area Supervisor

  
MAR 13 1989





**PORT COQUITLAM  
BANTAM HOCKEY TOURNAMENT**  
P.O. BOX 251, PORT COQUITLAM, B.C., CANADA V3C 2A0

January 31, 1989

Port Coquitlam Parks and Recreation  
2253 Leigh Square  
Port Coquitlam, B.C.

ATTENTION: Bev Irvine

RE: Bantam Tournament  
March 24 - April 1, 1989

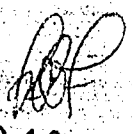
Thank you for the opportunity to meet with you and discuss the 1989 Bantam Tournaments' use of the Port Coquitlam Arena complex. Your ideas and suggestions were very helpful and are being incorporated into our planning.

Confirming our discussions, we respectfully request use of the complete arena complex including all meeting rooms from March 24 through to April 1, 1989 for the 12th Annual International Bantam Hockey Tournament. We request an ice rental fee arrangement similar to that paid last year with the rental fee for all meeting rooms waived.

We further request your permission

- 1) to have the Bantam Tournament's logo cast into centre ice in both arenas prior to the start of the tournament.
- 2) to allow sponsors to hang advertisements throughout the complex.
- 3) to use the Parks and Rec Bulletin Boards for the duration of the tournament.
- 4) to use the microphones and carpets for the opening ceremonies, all-star games and awards ceremonies.
- 5) to install a telephone

Exact details of all events are not finalized yet but as they become available we will forward them to you as you suggested. A meeting will be arranged with the arena foreman to ensure that what we are planning can be successfully implemented within the facility.

  
MAR 13 1989

Enclosed is a brief outline of our intended use of the areas of the complex for your information. Should you require clarification of any points, please contact me directly. My home phone is 941-3549 and my work phone is 683-8528.

Together we will create a tournament to remember for the Bantam players, coaches and parents.

Yours truly,

*Delmar Holbrook*

Delmar Holbrook

Tournament Chairman

encl

DH/alm

\* SPONSORS BOWER - TOURNAMENT

AD < M/R REIDS. > DIVISION  
MINOR BATTY'S. A B C

COKE ← MAJOR  
~~FAIR~~ ← TOURNAMENT  
FINN

SPONSOR ALL STAR GAMES.

MAR 13 1989

12th ANNUAL PORT COQUITLAM BANTAM  
INTERNATIONAL HOCKEY TOURNAMENT (1989)

Anticipated use of Arena Complex

ICE RINKS

March 24	Noon to 11:00 PM
March 25	
through till	7:00 AM to 11:00 PM
March 31	
April 1	9:00 AM to 4:00 PM

MABBETT ROOM

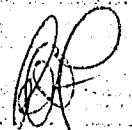
MARCH 24	Noon to 2:00 AM
March 25	
through till	9:00 AM to 2:00 AM
March 31	
April 1	9:AM to 10:00 PM

- to be used as hospitality room for adults from 4:00 PM to 2:00 AM and as a players area or sponsor display area prior to 4:00 PM.

YOUNG ROOM

March 24	Noon to midnight
March 25	
through till	8:00 AM to midnight
March 31	
April 1	9:00 AM to 6PM

- to be used as a players and coaches meeting area for showing replays of tournament games or tapes of NHL games.

  
MAR 13 1989



**REFEREES ROOM**

March 24	11:30 AM to 11:30 PM
March 25	
through till	6:30 AM to 11:30 PM
March 31	
April 1	8:30 AM to 4:30 PM

- to be used for referees changing and coordination.

**RINK PATROL ROOM**

March 24	Noon to 11:00 PM
March 25	
through till	7:00 AM to 11:00 PM
March 31	
April 1	9:00 AM to 4:00 PM

- to be used for collection of scoresheets, distribution of game related materials and as a "lost and found".

**SKATE SHOP**


March 24	Noon to 11:00 PM
March 25	
through till	7:00 AM to 11:00 PM
March 31	
April 1	9:00 AM to 5:00 PM

- to be used as a sales area for souvenirs and programs.

**OLD ARENA LOBBY AREA**

March 24	Noon to midnight
March 25	
through till	8:00 AM to 6:00 PM
March 31	
April 1	9:00 AM to 6:00 PM


- to be used as a players lounge area with access restricted to players, coaches and tournament officials.

  
MAR 13 1989

NOTE:

All communication from Bantam Tournament will be through Del Holbrook only.

Delmar Holbrook  
Tournament Chairman  
DH/alm

  
MAR 13 1989



**PORT COQUITLAM  
BANTAM HOCKEY TOURNAMENT**

P.O. BOX 251, PORT COQUITLAM, B.C., CANADA V3C 2A0

February 27, 1989

Port Coquitlam Rec Commission  
2253 Leigh Square  
Port Coquitlam, B.C.

ATTENTION: Ms. B. Irvine

RE: Port Coquitlam Bantam Tournament Players Lounge


Dear Bev:

On behalf of the boys participating in the Port Coquitlam Bantam Tournament, we respectfully request permission to temporarily install various electronic games within our proposed Players Lounge Area, for the duration of the event.

As you are aware, the emphasis this year is to increase the scope of the off-ice activities beyond the actual hockey games that will be played in order to make the Tournament more of an enjoyable experience for the participants. To this end, we wish to install electronic games such as foosball, air hockey, soccer etc., within the Old Arena lobby area, which we would designate as a "PLAYERS ONLY" lounge area.

This exclusive area will be well supervised at all times and will provide the players an opportunity to meet, mingle and relax with their peers from Europe and across Canada.

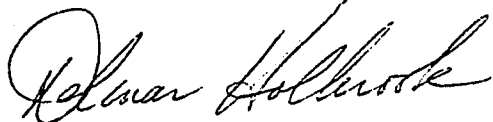
We are indeed excited about this innovative and imaginative concept being added to our event and invite your participation with regard to format.

  
MAR 13 1989



Should you require further explanation or information, please contact the undersigned at your earliest convenience.

Respectively yours,




Delmar Holbrook - Tournament Chairman

683-8525 - Days

941-3549 - Evenings

cc Ken Lonson - Players Lounge Committee Chairman

DH/alm



MAR 13 1989



**PORT COQUITLAM  
BANTAM HOCKEY TOURNAMENT**

P.O. BOX 251, PORT COQUITLAM, B.C., CANADA V3C 2A0

March 1, 1989

Port Coquitlam Recreation Commission  
2253 Leigh Square  
Port Coquitlam, B.C.

ATTENTION: Ms. Bev Irvine

RE: Display and use of Re/Max balloon

Dear Bev:

We hereby request permission from the City of Port Coquitlam and Recreation Commission to display and use the Re/Max Hot-Air Balloon, in a cleared and secured area of the Port Coquitlam Recreation Centre parking lot, during the Bantam Hockey Tournament, March 27, 1989, (weather permitting).

We also enclose for your perusal, a copy of their Liability Endorsement from Underwriters.

Yours very truly,  
PORT COQUITLAM BANTAM HOCKEY TOURNAMENT

Deimar Holbrook - Chairman

DH/am

CITY OF PORT COQUITLAM Parks & Recreation Dept.		
FILE # MAR 3 - 1989		
TO	FROM	DATE

MAR 13 1989

Endorsement No. 4

Additional Premium: \$484.00

**VARIATION OF AIRCRAFT LIABILITY COVERAGE**

Effective From January 6, 1989 to November 6, 1989

1. For the effective period shown herein, this Policy shall cover the Aircraft shown in the schedule below, for such revised coverages and limits of liability as are indicated in the schedule.

**Schedule**

**HULL COVERAGES (AS DEFINED IN INSURING AGREEMENT 1)**

Aircraft Registration	Aircraft Make & Model	Amount of Insurance	Hull Coverage	DEDUCTIBLES			Additional Premium
				In Motion	Moored	Not In Motion	
C-GRHZ	CAMERON BALLOON	\$ - - - -	No Hull Coverages	- - -	- - -	- - -	\$ 0.00
.....							
a - Landplane b - Skiplane c - Floatplane (Standard) d - Floatplane (Amphibious) e - Amphibian							

**LIABILITY COVERAGES (AS DEFINED IN INSURING AGREEMENT 2)**

Aircraft Registration	Passen- gers	COVERAGE "E"		COVERAGE "F"	COVERAGE "G"		Additional Premium
		Each Person	Each Occurrence	Each Accident	Each Person	Each Occurrence	
C-GRHZ	3 - - -	CSL** Coverages E, F, and G:			5	5,000,000 - - -	\$ 484.00
.....							
* Maximum Number of Passengers Covered, As Per Exclusion 3(h)      ** CSL = Combined Single Limit, As Per Definition (g)							

2. With respect to the Aircraft scheduled above:

- (a) the annual premiums to which conditions 4 and 5 shall apply are:

Hull Coverages: \$ 0.00  
Liability Coverages: \$ 3,095.00

- (b) Item 3 of the Declarations and all other terms and conditions of this Policy, except as to the effective dates of the extension of coverage provided by this Endorsement, shall apply;

Nothing herein contained shall be held to waive, alter, vary or extend any of the conditions, agreements or limitations of this Policy other than as expressly stated in this Endorsement.

This Endorsement shall form part of Policy Number BCB881800, issued to:  
**308155 B.C. LIMITED**

Countersigned at Toronto, Ontario  
**The British Aviation Insurance Company Limited**

This 9th day of January 1989  
**CERTIFIED TRUE COPY**

By M. Harrison  
Authorized Representative  
AUTHORIZED REPRESENTATIVE

Policy BCB881800, End. 4



BRITISH AVIATION INSURANCE CO. LTD.

MAR 13 1989



THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

1989 03 08

TO: K. Janna Taylor, Parks & Recreation Director

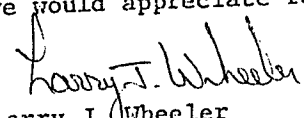
FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Proposed Date for 1989 Seniors Banquet


We are proposing that the 1989 Seniors Banquet be held on Friday, June 9th, 1989. Would you please confirm the suitability of this date with the members of the Parks & Recreation Committee and City Council.

Friday seems to be the preferred day for many of the Seniors. I am aware that in the past, this day of the week has been a problem for Alderman Laking. However, I am also aware that this may not be the case in 1989. Would you please check into this at the next Committee Meeting.

In addition we are proposing that the format remain the same as the last several years. Should Council wish any changes to the format, we would appreciate receiving this information by March 17, 1989.

  
Larry J. Wheeler

LJW/pg

  
MAR 13 1989

Port Coquitlam  
City Hall  
Parks & Recreation

March 2, 1989

Dear Janna,  
In regards to our telephone conversation in February 1989, regarding my marriage in the city hall courtyard on May 20, 1989, we would like to exchange our vows at 3:00 p.m.

I would also appreciate a schedule on the times your grounds are watered, as we would prefer dry grounds.

I trust this letter is satisfactory, and if you have any further questions please don't hesitate to contact us.

Yours Truly  
Robert Kent  
Linda Mazur

PORT COQUITLAM Parks & Recreation Dept.		
MAR - 6 1989		
		DATE

1955 FLYNN CRES  
PO Co. B.C. V3B-1W6  
941-9240

MAR 13 1989

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

1989

TO: K. Janna Taylor, Parks & Recreation Director

FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Spring/Summer Installation of Arena Ice Surface

---

Recommendation:

It is recommended that Spring and early Summer ice not be installed at the Port Coquitlam Recreation Centre at this time. Instead, ice should be installed each year in one arena in late July, once the lacrosse season starts to wind down, provided that one of the Port Coquitlam dry floor user groups are not hosting a major championship (i.e. Provincials, Nationals, etc.), in that year.


Purpose/Problem:

The purpose of this report is to provide information and a recommendation for consideration by the Parks and Recreation Committee regarding the Port Coquitlam Figure Skating Club's request to install Spring and Summer ice in one arena.

History/Background:

In March, 1987 the Port Coquitlam Figure Skating Club initiated its efforts to realize their goal of having a sheet of ice installed in one arena during the Spring and Summer months. This topic was formally, and informally discussed by Recreation staff with the Port Coquitlam Figure Skating Club during the year. In December, 1987 the Parks and Recreation Committee considered the request and declined it as a result of several concerns. These concerns ranged from the lack of budgeted funds, to the implications for dry floor users, and the lack of commitment from other ice users.

...2

  
MAR 13 1989




Alternative C

This alternative would result in a more efficient use of our Arena facilities. This alternative involves installing ice on one sheet, once the minor lacrosse season has wound down (1989 - approximately July 22nd). This leaves one dry floor surface, which will easily accommodate the needs of the other dry floor users. The ice sheet would allow for additional summer programs (i.e. figure skating school, ringette school, Junior B Training camp, etc). During our discussions, all minor ice users were supportive of ice being installed for the month of August, if it did not compromise any of the lacrosse programs. Even the lacrosse users supported this alternative on one condition: if they were hosting provincial championships; the ice would not go in. These championship locations are normally identified a year or two in advance.

Conclusion/Summary:


A couple of years ago, the Port Coquitlam Figure Skating Club approached the Parks & Recreation Department about the possibility of installing Spring and/or Summer ice, so that they may expand their program and provide better employment to their staff. This proposal was rejected by the Parks and Recreation Committee and City Council. However, City Council requested staff to work with the user groups to see if any mutually beneficial solution could be realized.

As a result of our discussions, it was discovered that there was little support (outside the Port Coquitlam Figure Skating Club) for Spring or early Summer ice. However, many ice users supported the concept of ice going in on one sheet in late July, provided that it did not compromise the dry floor users program. Dry floor users also supported this as long as any future championship tournaments would be accommodated.

  
Report Writer  
Larry J. Wheeler

\_\_\_\_\_  
Director's Concurrence  
K. Janna Taylor

LJW/pg

  
MAR 13 1989

In March, 1988 the Port Coquitlam Figure Skating Club prepared and presented a formal brief to City Council that outlined in detail their proposal being put forward by the Poco Figure Skating Club. City Council denied this request but instructed the Parks & Recreation Department to explore this proposal during 1988 with the other ice users and the dry floor users.

Since that time, meetings have been held with the various ice user groups, dry floor users and figure skating representatives to try and resolve this issue.

Alternatives:

The Parks & Recreation Committee has several alternatives available for consideration:

- a) Approve the request as outlined for the installation of Spring and Summer ice in one arena.
- b) Deny the request as outlined and install the ice as normal in mid to late August.
- c) A third alternative is to install ice in one arena as early in the Summer as possible without compromising the dry floor program.

Discussion/Justification:


Alternative A

The proposal put forward by the Port Coquitlam Figure Skating Club was well researched and in the long run probably quite feasible. However, after reviewing the proposal with the other ice users we discovered that there was very little support at this time for Spring or early Summer ice. Of course, there was no support for Spring or early Summer ice from the dry floor users.

Alternative B

This alternative would basically ensure status quo. The problem with this alternative is that we would continue to have a great deal of vacant dry floor arena time in late July and early August.

...3

  
MAR 13 1989