

CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Parks & Recreation Department Office on Thursday, October 20th, 1988 at 4:45 p.m.

In attendance were Alderman George Laking and Alderman Mike Gates.

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

Item No. 1      Evergreen Tennis Courts

Committee Discussed the letter from Michael Wright and indicated that they did not want to lock the gate into the courts.

Recommendation:

Not to lock the gate into the courts.

CARRIED

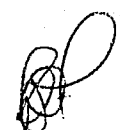
Item No. 2      Christmas Tree Burning

The attached letter from the firefighters was reviewed.

Recommendation:

That Reeve Street Park all-weather field be utilized for the Christmas Tree Burning.

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Item No. 3      Reeve Street - Dyking Alignment

We reviewed the attached documents from the dyking people. The Parks & Recreation Director indicated that the active are would not be usable with the proposed alignment. Committee members agreed that it was necessary to get some refinement to the alignment. The project team will be coming to Council on Monday, October 28th to present their findings and to outline the proposed alignment.

Recommendation:

That the verbal report and written report be received.

CARRIED

Item No. 4      Mission Statement

The committee reviewed the attached mission statement.

Recommendation:

That the mission statement be received.

CARRIED

Item No. 5      Parks & Recreation Department - Master Plan


The committee reviewed the attached report on the master plan.

Recommendation:

The committee received the report for information.

CARRIED

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Item No. 6      1989 May Day

The committee reviewed the report.

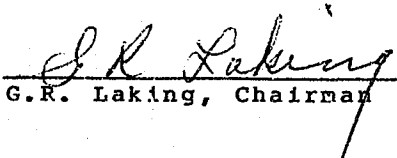
Recommendation:

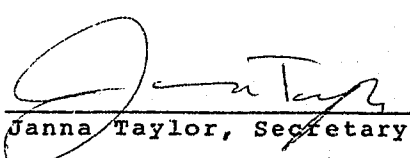
That the 1989 May Day be under the auspices of the Parks & Recreation Department and that this be for a trial period.

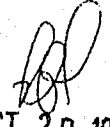
CARRIED

ADJOURNMENT:

The meeting adjourned at 6:00 p.m.

  
G.R. Laking, Chairman

  
Janna Taylor, Secretary

  
OCT 20 1988

1008 Cornwall Drive,  
Port Coquitlam, B.C.  
V3B 5X1.

9 October 1988.

Dear Janna,

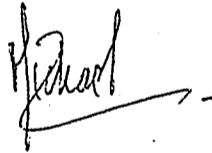
This past summer the tennis courts in Evergreen Park have been well used and, as far as I could tell, there was less vandalism this year over previous years. Now that Fall is upon us and Winter is not far behind, there is much less tennis being played on the courts, instead there has been an influx of skateboards, 'street hockey' and other activities none of which are conducive to the preservation of a good tennis surface.

You will recall that after the surface was repaired in the Fall of 1987, the tennis courts were locked to prevent the kind of activity which we are presently experiencing.


Would you please give consideration to again locking these tennis courts in an attempt to reduce unnecessary maintenance costs which would be incurred if activities other than tennis are allowed to continue.

I look forward to hearing from you soon.

Yours truly,



Michael Wright.

  
OCT 20 1988



# Port Coquitlam Fire Fighters Association

## Local 1941



AFFILIATED WITH  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS AND B.C. PROVINCIAL ASSOCIATION OF PROFESSIONAL FIRE FIGHTERS

Sept. 15 1988.

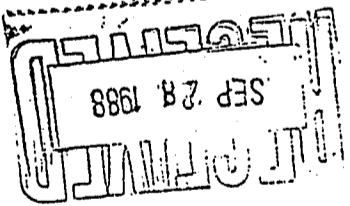
Mike Gates  
Alderman, Port Coquitlam  
City Council.

All Communications to:  
Secretary:  
2352 McALLISTER AVE.  
PORT COQUITLAM, B.C. V3C 2B1  
TELEPHONE 942-9828 & 942-6625  
TOLL FREE 524-1911 LOCAL 255

Dear Mike,

Re: Port Coquitlam Firefighters Local 1941, The Muscular Dystrophy drive for 1988.

The firefighters of Port Coquitlam will be out on the streets again soon shaking their donation cans for the Muscular Dystrophy Association. This year we would like to add a new dimension to our M.D. drive by having a Christmas Tree Burn. All donations to go towards curtotal donation from Port Coquitlam, S. firefighters. We would like to ask you on our behalf to present this to city council for approval so we can make plans for this big day for the firefighters of Port Coquitlam and their drive to help fight Muscular Dystrophy. We plan on looking after this endeavour ourselves and are asking for permission to hold the Tree Burn at Reeve Parks all weather field. Other Fire Dept. have started the trend of holding a tree burn annually and it has generated thousands of needed dollars to be donated to the Muscular Dystrophy Association for a needy cause. We will be looking forward to a responce from city council on this matter. I will be glad to discuss this with you at your convience.



Port Coquitlam Firefighters  
Local 1941  
Secretary.

*Terry Horstetter*

OCT 20 1988

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

TO: J. Taylor,  
Director of Parks & Recreation

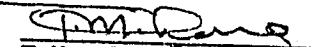
October 17, 1988

FROM: T.M. Chong, P. Eng.,  
City Engineer

SUBJECT: Coquitlam River Dyking Alignment (Reeve Street Park Area)

Attached please find copies of correspondence received from the Project Manager, Mr. Bonham, regarding the pros and cons of the two dyke alignments in the Reeve Street Park area.


Would you please review this material and be prepared to discuss this matter in Council in Committee on October 24, 1988? At that time the consultant (AESL) will be making a presentation on this matter.

  
T.M. Chong, P. Eng.,  
City Engineer

TMC:jlh

attachments (2)

cc City Administrator  
City Clerk (Note: Please include in Council in Committee Agenda for  
October 24, 1988)  
Deputy Engineer

  
OCT 20 1988



Province of  
British Columbia

CITY OF PORT COQUITLAM  
ENGINEERING DEPT

# MEMORANDUM

SEP 25 1988

FILE NO. 59122

FROM:

Mr Tony Cheng

City Engineer

City of Port Coquitlam

Auth Brown

Project Manager

Franklin Flood Control

SUBJECT:

Dyke Alignment in Reeves St. Park

DATE: Sept 19/88

FILE: B-164

☐ For Your Information

☐ Please O.K. and Return

☐ Please Discuss With Me

☐ Per Your Request

☐ For Your Signature

☐ Please Process

☐ Return With More Details

☐ Investigate and Report

☐ Please Answer

☐ For Your File

Attached, as per our discussion is a copy of a submission by Associated Engineering concerning the 2 different dyke alignments through the Reeves St. Park. This is written mainly from the technical point of view, as requested at the Sept 7 meeting.

For various reasons, a similar submission requested from the environmental agencies is not available at this time but will be forwarded as soon as available.

As discussed, I have excluded page 3 of the Assoc. Eng.

REPLY: submission as it deals with Colony Farm Dykes which is outside the scope of the Reeves St. Park. This will be addressed separately. I shall be in further contact with you concerning a possible submission to your Council meeting on about October 17, 1988.

WRITE YOUR REPLY AND RETURN THIS SHEET CC: Assoc. Eng.

(GP 4036)

ISLAND BUSINESS FORMS LTD.

OCT 20 1988

FRASER RIVER FLOOD CONTROL PROGRAM  
COQUITLAM RIVER DYKING PROJECT

Preliminary report on route selection on the left bank of the river between Pitt River Road and Wilson Avenue.

1.0 TERMS OF REFERENCE

Under the terms of reference issued by the Ministry of Environment dated March 14, 1988, two alternative routes were proposed for investigation for the section of the river between Pitt River Road and Wilson Avenue. The two routes are shown on the Reeve Street Park Report, Figure 3.3 (copy attached).

2.0 ROUTE A: RIVERBANK ALIGNMENT

The existing dyke alignment along the left bank of the river, which is part of the PoCo Trail.

3.0 ROUTE B: PREFERRED ALIGNMENT

This route starts just east of the Bailey bridge and goes through the undeveloped wooded areas west of Reeve Street. This route traverses sections of the old landfill areas. It meets with Route A at the west end of Wilson Avenue.

4.0 ROUTE A: RIVERBANK ALIGNMENT


- Environmental agencies are not in favour of Route A as trees and vegetation on the dyke slopes and toe areas have to be completely removed for the enlargement and reconstruction of dykes, thus disturbing the Fisheries habitat.
- On some sections, the dyke is too close to the riverbank or has a common waterside slope and it is not feasible to improve the dyke without disturbing the banks and the flow channel. On such locations the improvements will be located landward of the existing dyke.
- The floodway or the flow cross section is narrower than for Route B hence the flood level and the backwater effects are higher. The dyke has to be built to higher elevations.
- Route A is longer than Route B by about 400 m. By incorporating part of the existing embankment, fill quantities on Route A would be approximately the same as reconstructing a new dyke along Route B. Therefore the costs of both alignments would be similar. Foundation problems are not encountered along Route B.



#### 5.0 ROUTE B: PREFERRED ALIGNMENT

- As this alignment is setback from the riverbank, the Environmental Agencies are amenable to developing this route over Route A.
- Hydraulically this is a better route as the flood flow channel is much larger and the high water level will be lower than Route A by an average of 500 mm.
- There could be some foundation problems along this route as the dyke has to be built over the previous landfill sections. These areas could be delineated by further soils investigations and shifting the route to avoid areas with poor foundation conditions.
- Route B cuts through the proposed Reeve Street Park development and with proper planning the dyke could be made a feature of the park and the lands situated inside the dyke could still be used for recreational purposes. The permanent buildings and other facilities could be located outside the dyke.
- The PoCo Trail along Route A can be left undisturbed along with the shady trees. This appears to be a popular trail used by hikers and bikers.
- Overall costs of development of this route may be somewhat higher, but this will be more than offset by other advantages such as wider floodway with lower flood levels and avoiding environmental concerns along Route A.
- Influence of the (lower) high water levels extend from Pitt River Road up to Loughheed Highway selecting this route. Therefore, even if the costs are higher for a new dyke along Route B, there will be savings from lower dykes and bank protection works on both banks of the river up to Loughheed Highway and for the proposed dyke along Scott Creek.
- Three project meetings were held to date with the participation of the various environmental representatives. The second meeting was an actual on-site walk along the riverbank identifying the extent of tree removal for bank protection and dyke construction, as well as removal of dangerous trees, which could fall during a heavy runoff and build up log jams with disastrous results, such as the one that formed against the Red Bridge in the January 1961 flood. So far there is no consensus of opinion on this aspect.

Using Route B alignment the velocity for any section will be less than the corresponding velocity for Route A. Therefore the potential for uprooting of trees during heavy flows will be less for Route B than for Route A.

  
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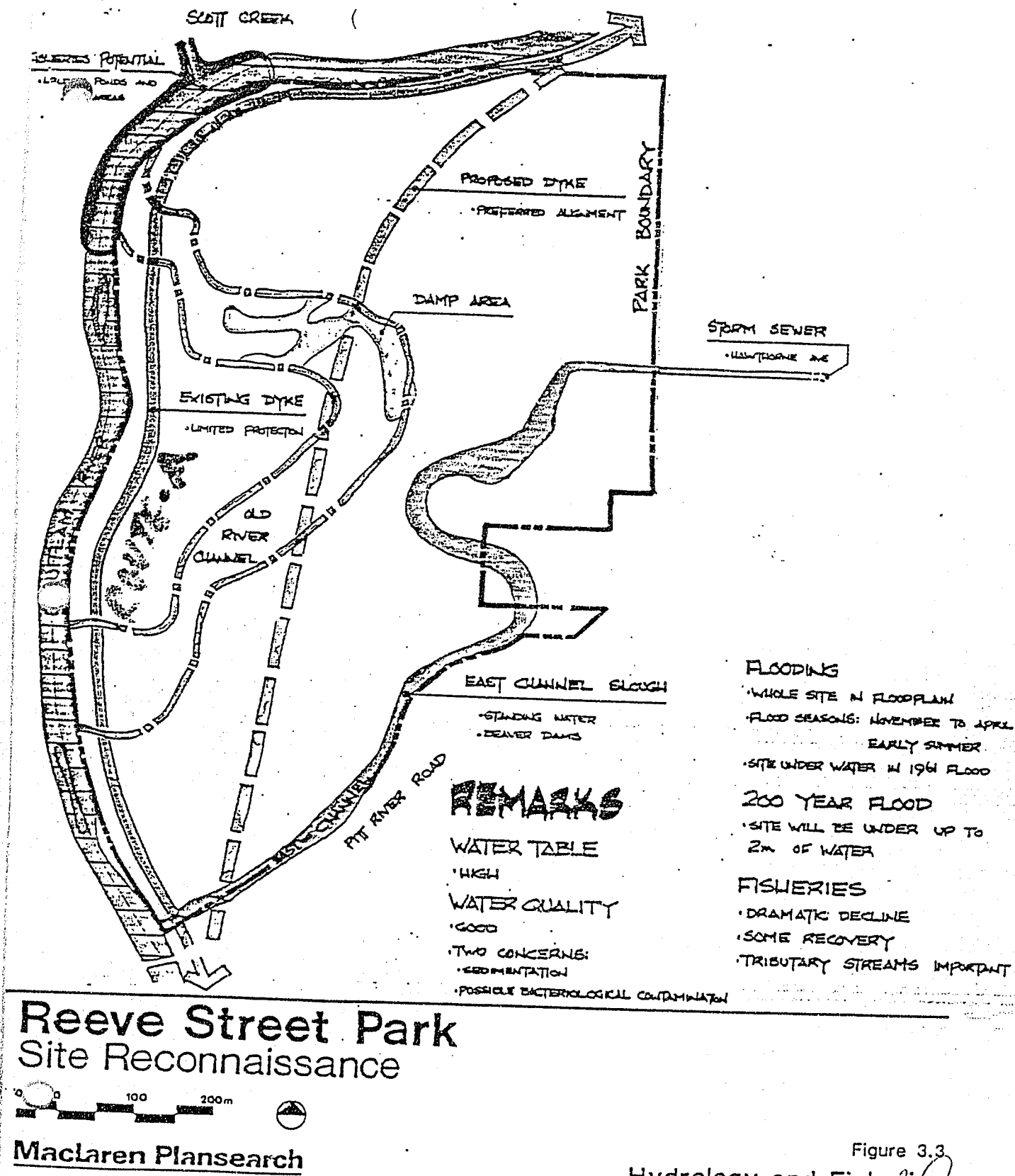


Figure 3.3  
Hydrology and Fisheries

OCT 20 1988



Province of  
British Columbia

CITY OF PORT CHILDE  
ENGINEERING DEPT.

MEMORANDUM

TO:	TONY CHONG P. ENG	FILE #	406	FROM:	H. Brown
	CITY ENGINEER, 2272 McALLISTER AVE	TO:		DATE:	PROJ. H.B.R., FRASER RIVER FLOOD CONTROL PROGRAM, VICTORIA
SUBJECT:	PORT COQUETAM	DATE:		FILE:	
	ENVIRONMENTAL COMMENTS RE	SETBACK DYKE	OCT 5/88		BIGN
<input type="checkbox"/> For Your Information	<input type="checkbox"/> Please O.K. and Return	<input type="checkbox"/> Please Discuss With Me	<input type="checkbox"/> Per Your Request	<input type="checkbox"/> For Your Signature	
<input type="checkbox"/> Please Process	<input type="checkbox"/> Return With More Details	<input type="checkbox"/> Investigate and Report	<input type="checkbox"/> Please Answer	<input type="checkbox"/> For Your File	

Attached is a copy of a FAX message from Bruce Cox re the environmental comments on the set-back dyke. I regret that I was unable to supply them to you earlier, but I just received them. Also, please note that there are no comments from Department of Fisheries & Oceans. I will try to get them for you (should be available at next meeting - Oct 12/88).

At any rate Mr. Gundersen and I will attend the Council meeting on October 24<sup>th</sup>, or whatever date you can arrange, to discuss the advantages of the set back dyke.

cc: Associated Engineering: Allen S Gundersen

H. Brown

WRITE YOUR REPLY AND RETURN THIS SHEET

(OP 4036)

ISLAND BUSINESS FORMS LTD.

OCT. 20 1988



Province of  
British Columbia

Ministry of  
Environment

Lower Mainland Region  
10334 - 152A Street  
Surrey  
British Columbia  
V3R 7P8  
Telephone: (604) 584-8822  
Facsimile: 880-8926

Fax: 660-8926

ADDRESSEE Aubrey Brown

TELEPHONE 0387-3306

MINISTRY Environment

ADDRESS 737 Courtenay Street, Victoria

COMMENTS These are the comments that Hazel sent me re setback dates. I haven't received any comments from Ron Johnson as we have all had time to prepare my comments. However, I think that Hazel's comments cover all of the wildlife factors very thoroughly so I'm satisfied with his comments & will reply. I suggest you request Ron to provide comments re fish directly to you.

SENDER Bruce Cox

TELEPHONE \_\_\_\_\_

MINISTRY Env +

ADDRESS \_\_\_\_\_

NUMBER OF PAGES TO FOLLOW 3 (including this page)

OCT 20 1988

Government  
of CanadaGouvernement  
du Canada

## MEMORANDUM

## NOTE DE SERVICE

TO: Bruce Cox  
BCM/EP  
10334-152A Street  
SURREY, B.C. V3R 7P0

FROM: Laszlo Kettfau  
EC, CWS  
PO Box 390  
DELTA, B.C. V4K 3Y3

SECURITY - CLASSIFICATION - DE SÉCURITÉ
OUR FILE/NOTRE RÉFÉRENCE 9169/10 Flood control
YOUR FILE/VOTRE RÉFÉRENCE
DATE September 8, 1988

SUBJECT  
OBJETSetback dykes - factors to consider

This is further to our discussion of the subject on Sept. 7, 1988.

1. The rationale for favoring set-back dykes is to protect habitat associated with riverbanks.
2. River-bank habitat / riparian habitat has high values for wildlife because of its diversity of flora, its high productivity both in plant and insect matter and its high diversity of ecological niches to suit a high diversity (and abundance) of wildlife species. All insectivorous and predatory bird species rely on habitat provided during their breeding seasons and especially during migration.
3. Set-back dykes tend to remove the need to ~~destroy~~ or drastically control vegetation growth along riverbanks.
4. The greater the distance between the river edge and the top of the dyke generally increases the stability of the community, especially versus physical forces, such as wind. A minimum distance of "2x height of trees" is recommended.
5. Old dykes grown in with vegetation should be left intact as far as possible and the new dykes should be pushed back or altogether set back to leave vegetation unimpacted. If engineering/economic factors dictate the incorporation of old dykes into the new ones then the river side should be left intact to protect the root-zone of its established vegetation. The 2 meters <sup>pushback</sup> mentioned by the design engineer, may not be sufficient. In the latter case trees should be topped @ 5-6 meters to prevent windblows that otherwise could occur. The topped trees will grow stronger side branches, some will coppice and generally will maintain the bank protection that vegetation roots provide by anchoring the soil. Decadent trees should not be topped because they do not threaten the dyke; i.e. wind would rather snap them than uproot them. Decadent trees are essential habitat for birds.

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nesting birds.

6. Dykes set back great distances from the riverbank (as in the case at Poco Center) should be favored from the conservation point of view because the area remaining as part of the flood plain would have a high degree of security from further alienation. Any future development in such area would be subject to "flood proofing" and thus environmental scrutiny. Such area, furthermore, would still be available for recreation as natural areas and could even accommodate some intensive recreational activity.

Please call if you wish to discuss further.

Cheers

Larry R. Rife

OCT 20 1988

POCO PARKS & RECREATION DEPARTMENT


MISSION STATEMENT

The following is the mission statement of the Parks & Recreation Department.

"To help make the City of Port Coquitlam the best place to live by creating opportunities for the people to meet their leisure needs and by enhancing the open space environment".

DEPARTMENT OBJECTIVES:

1. To ensure that sufficient suitable public land is reserved for park use.
2. To preserve and maintain dedicated public open space, serving aesthetic, natural, park or recreation functions, using environmentally sound maintenance practice.
3. To develop quality park and recreation facilities to serve the expressed needs of the community.
4. To promote and develop cultural, athletic and other recreation services for citizens of all ages, regardless of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.
5. To encourage the provision of recreation opportunities by sports groups, service clubs, cultural groups and other community organizations.
6. To stimulate public non-profit and commercial involvement in the development of recreation facilities and the delivery of recreation programmes.

  
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PORT COQUITLAM PARKS AND RECREATION DEPARTMENT  
"GOING FOR THE YEAR 2000"

Port Coquitlam is growing at a tremendous rate...with this growth comes a considerable amount of change and maturation. Change and growth result in a more complex community...greater diversity, a desire for additional leisure opportunities and a desire for a greater range of choice. Increased demands on the available public dollars reinforces the need to maximize the value received for each dollar expended and to maximize revenue generating opportunities. As a result of this increasingly complex environment and the related desire for a greater range of choice of recreation opportunity, the Parks and Recreation Department is faced with a variety of issues or decision packages.

The following are examples of issues needing to be dealt with in the not too distant future:

- \* Community Parks and Recreation needs identification
- \* Hyde Creek retrofit and expansion
- \* PoCo Recreation Centre retrofit and expansion
- \* Development of a "park system"
- \* Art Policy development
- \* Community facility development in Citadel Heights
- \* Systemizing maintenance procedures
- \* Integration with the F.R.E.M.P. program
- \* PoCo Trail development
- \* Standards for future park development standards
- \* Reeve Street Park development
- \* Future of Centennial Pool and other outdoor pools
- \* Program service growth (i.e. teens, tots, arts, etc)
- \* Community development process
- \* Fees and charges system/revenue generating alternatives
- \* Park retrofits
- \* Need for a coordinated approach for community involvement in public projects

In light of the fact that the City is moving towards its saturation point...these issues become increasingly important.

The logical way of effectively and efficiently dealing with this abundance of issues is through a highly organized, planned approach to recreation planning. The majority of communities use a process called master planning. This process is sometimes called comprehensive planning, leisure service planning, strategy development, etc. Planning is a process of determining needs, ranking them and allocating available resources according to those needs. Planning helps to identify where we are and where we want to be and then develops an approach to get there. In this way, the planning process and the plan itself provide a framework and guidelines for decisions and actions.

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Therefore, a Parks and Recreation Master Plan provides a community with detailed direction regarding the provision of parks and recreation services over a specific time period. Parks and Recreation plans identify where a community is in regards to community recreation and open space development; they develop an approach to help the community meet its long-term recreational needs. Master planning also functions as a corrective measure. Identifying problems that have occurred can help prevent their recurrence. Parks and Recreation Master Planning considers both the natural and man-made environments within which recreation occurs and the people who live in these environments.

The advantages of master plans, in general are:

- \* Guide the planning of public leisure for the foreseeable future.
- \* Assist in long range budgeting for Parks and Recreation program and facility development.
- \* Place in priority order the program and facility needs in order to justify expenditures to the public.
- \* Reduce "pressure group planning" by considering all of the needs of the community, not just those which are the most vocal.
- \* Provide direction for service clubs and citizen groups which are allocating their own resources to public projects.
- \* Provide support to other City Departments by identifying roles and General Municipal Plans or added as addendums.
- \* Direct the development of resources over a specific 5-10 year period.
- \* Coordinate all available leisure resources to ensure they are used in an effective and efficient manner.
- \* Provide continuity relative to the changing Parks and Recreation staff and Councils.
- \* Develop levels and systems of leisure services.
- \* Involve key decision makers in the planning of their future.

The typical Master Plan Process is outlined as follows:

- \* Development of the Terms of Reference
- \* Tender Award
- \* Goals and Objectives: Review/Identification (framework)
- \* Information Collection
- \* Issue Identification
- \* Community Process
- \* Information Interpretation
- \* Recommendations
- \* Public Meeting
- \* Ratification
- \* Implementation


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A plan of the scope required in Port Coquitlam would likely cost approximately \$50,000-\$60,000. It should be remembered that the Port Coquitlam Parks and Recreation Department has never previously had a master plan and therefore much of the data is not available and would have to be generated by the consultants. In light of this, the price is not unreasonable when you take into consideration that it would guide the department over the next 10 years. This sum represents less than 2% of our annual budget and less than 1/5 of 1% of the dollars likely to be expended on parks and recreation services over the next decade.

It is the feeling of Parks and Recreation staff that some of this money could be generated from the community itself. Several organizations have already expressed an interest in providing assistance to this project. If the project was spread out over two budget years (1988/89) some of these organizations could contribute in 1988 and possibly more in 1989. This would also split the City's portion over two budget years. In addition, there may be a possibility of accessing some planning dollars from the Provincial Government (i.e. Culture - Let's Go B.C. Program, Lottery Funds, etc.).

In summary, the Port Coquitlam Parks and Recreation Department has reached a point in its evolution, in which the development of a master plan is required. This plan would ensure that the needs of the majority of the citizens have been taken into consideration and acted upon. This plan would serve to focus the ideals of elected officials, staff, and the general public in one common direction. The result, a Parks and Recreation service delivery system second to none for our community!

Parks and Recreation Services - Going For The Year "2000"

  
OCT 20 1988

THE CORPORATION OF THE CITY OF PORT COQUITLAM

1988 10 13

CONFIDENTIAL

TO: Alderman G.R. Laking  
Alderman M.D. Gates

FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: 1989 May Day

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Time is fast approaching where we need to hire a May Day coordinator or look at some other alternatives. Some years ago, the organization of May Day was put under the auspices of the Parks & Recreation Committee. The May Day coordinator was hired on contract and reported to the Parks & Recreation Director. Prior to that, a citizens May Day Committee was responsible for the functioning of May Day.

Helen Fitch was hired as the May Day coordinator under the new structure. Helen has done May Day for four years and Marguerite Morrison for one year. Helen did an excellent job of building May Day to an extremely successful event and made many good solid contacts in the community. The year that Marguerite ran it was not as successful due to the fact that she wanted more independence and did not appreciate being directed by the Parks & Recreation Committee or myself.

It would seem that we are at a point, in the history of May Day, that continuity is very important and that changing coordinators on a yearly basis is not advantageous. Community groups are faced with different coordinators and things do get lost in the shuffle.

I feel we are at a stage in the development that we need to explore other possibilities.

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I would like to recommend that consideration be given to organizing May Day festivities under the auspices of the Parks & Recreation Department as a special event and that this be under the guidance of Larry Wheeler, who is in charge of the program division of the Parks & Recreation department. The actual responsibility for May Day would come under the auspices of one of the Area Supervisors. We would need to hire a part-time person to help with the organization; this would come out of the May Day Coordinator's salary. By having the department responsible for organization, continuity would be maintained. The other part of the re-organization would be that the Parks & Recreation Committee and the Mayor meet on a regular basis with both the Recreation Manager and the Area Supervisor to ensure that the city's requirements were being met. I would see a much more open system of planning the event than in the past years.

I feel that if we go on a contract basis, again this year, that we stand to lose some continuity in the May Day and furthermore I feel that someone on contract, who wishes to use the contract to its fullest extent, can say that because it is a contract position they will run things the way they see fit.

Time is of the essence as it is now mid October. We need to start sending out parade entries and meeting with groups in November.

KJT/pg

  
OCT 20 1988