

THE CORPORATION OF THE CITY OF PORT COQUITLAM

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PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in City Hall on Tuesday, August 11th, 1987, at 4:45 p.m.

In attendance were Alderman George Laking and Alderman Mike Gates.

Also in attendance were K. Janna Taylor, Parks & Recreation Director; Larry Wheeler, Recreation Manager; Thelma Forbes and Mac McCullough, Wilson Centre (Item #1).

CONFIRMATION OF MINUTES

That the minutes of the meeting of the Parks & Recreation Committee held on Tuesday, July 21st, 1987 be taken as read and adopted.

Item No. 1      Wilson Centre - Kitchen Expansion

The committee heard a presentation from the delegation in regards to their wishes for the new kitchen. In essence, their push was for a food services worker. The delegation was in agreement, with the proposal, of the "phase in" food service as presented to the committee by staff.

After the presentation it was pointed out, to the delegation, that there were no monies in this year's budget to hire a food services worker. However, this did not preclude the fact that such a position would not be included in the 1988 provisional budget.

Committee strongly pointed out, to the delegation, that it was extremely important to move slowly and to look at all options before considering hiring a food services worker. There are different ways of providing food services.

Attached to the minutes is the "phase in" program for food services and also the presentation from the delegation.

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Recommendations:

1. That the "phase in" program for food services be approved.
2. That the Wilson Centre kitchen committee be informed as to how phase one will be implemented.

CARRIED

Item No. 2

1987 Tournament Rates


In September 1986 a report was taken to Committee of Council recommending that various rates be increased. Council adopted the recommendations except for #1 and "#4 - full rental room charges"

It was agreed, by Council, that the rates should come into effect in September 1988. All the organizations have been written to indicating the proposed new rates and the rates have been received with a positive response. No organization has indicated any concern in regard to the increase.

Recommendations:

1. National and provincially recognized championships;
  - a) That minor groups no longer have charges waived for national or provincially recognized tournaments or figure skating competitions.
  - b) That the rate be 50% of the regular hourly rate.
  - c) Rates for rooms be waived.
2. That minor groups be charged 60% of the regular hourly rates for all other tournaments and special events. Room rentals be free.
3. That adult tournaments be charged 75% of the regular hourly rate.

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Item No. 3

Opening of Wilson Centre

Discussion took place as to an appropriate date for the official opening of the expansion. September 26th is not appropriate due to the fact that a bus trip is going to Reno. Alderman Laking indicated that getting another Saturday off was very difficult. The aspect of Sunday was discussed; concern around Church, etc., however we will check back with seniors.

Recommendation:

That the tentative date for the official opening, of the Wilson Centre Expansion, be October 4th, 1987.

CARRIED

Item No. 4

PoCo Recreation Centre

Janna Taylor indicated that it was the intent, of the department, to take the colours of the Wilson Centre on the outside and inside and repeat these colours in the arenas; it is hoped over time to enhance the image of the arenas and to include more plantings in front of the bare walls and also to eventually look at some alternations in the interior. Alderman Laking brought up the question of the leaking roof in the arena. A report on the cost of replacement has been received and this will be brought forth to the next Parks & Recreation Committee meeting. Hopefully we can find some money to do the repairs this year.

Recommendation:

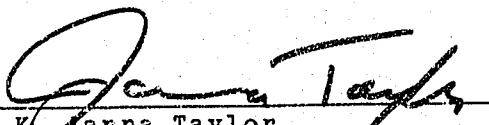
That a report and costing be brought to the next Parks & Recreation Committee in regard to the (old) arena roof.


CARRIED

ADJOURNMENT:

The meeting adjourned at 6:00 p.m.

  
G.R. Laking, Chairman

  
K. Janna Taylor,  
Parks & Recreation Director

  
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1987 08 10

MEMORANDUM TO: K.J. Taylor, Parks and Recreation Director

MEMORANDUM FROM: Larry J. Wheeler, Recreation Manager

SUBJECT: Food Services Program at Wilson Center

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The attached Food Services operating plan outlines in general terms, the phases anticipated in developing a quality food services program at the Wilson Center. As you can see, we plan to start small and expand services over time as demand dictates and resources permit. As a result, time lines have not been identified.

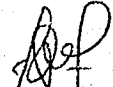
It is important to note that the Wilson Center Food Services Program will be adjusted as necessary, relative to the volume of people using the Wilson Center during each program season.

I hope this outline gives some indication of our plan of action for operationalizing the food services program at the Wilson Center.

Larry J. Wheeler  
Recreation Manager


encl.

LJW/slh

  
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WILSON CENTER  
FOOD SERVICES PROGRAM

- PHASE I: Organization of a volunteer care and a familiarization with kitchen equipment, its operation, policies and procedures.
- PHASE II: An upgraded coffee service which could include;
- coffee, tea, juices, baked goods for purchase
  - baking to be done on site.
- PHASE III: Provide a weekly meal in the format of a light lunch, one day a week.
- PHASE IV: Provide a monthly meal service, over and above the weekly lunch program.
- this would operate utilizing advance ticket sales.
  - this meal would be a hot meal designed to meet 50% of the daily nutritional requirements for an average adult over 50 years of age.
  - this meal would include a beverage, entree, and dessert.
- PHASE V: Increase the number of hot meals provided during each month.
- PHASE VI: Cater to special events and functions occurring at the Wilson Center.

  
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MEETING WITH PARKS & RECREATION

August 11, 1987

1. Advise mandate of Food Service Committee
  - bring to reality the desires of a select number of Centre members of a few years ago to expand kitchen facilities - Centre expansion a natural.
  - develop and equip a first rate kitchen and food service to be the focal point and gathering place for seniors of the Centre.
  - particular emphasis on nutritious meals especially for those seniors who might otherwise not practice a well balanced diet.
  - as a draw for those seniors of the community not presently using the Centre.
  - cannot overlook training for meal preparation and member involvement.
2. Our purpose for meeting today to emphasize the need for a food services person. This person to be qualified as a nutritionist with purchasing ability to stock shelves for food services and to have good organizational ability.
3. Brief outline as how we see the food service developing.

FOOD SERVICES DEVELOPMENT

1. It is our recommendation that the food service be developed gradually, with emphasis on nutrition, health standards, and good service including a friendly atmosphere.
  - in this regard committee members and Centre staff have visited other Centres and talked with their people so as to benefit from their experience.
  - Alethe did a recent survey of Centres and it clearly re-emphasized the need for qualified help by using a food services person.
2. Initially we see limited service, i.e.,
  - (A) Coffee/tea/milk - muffins/doughnuts/cakes and easy to make goodies.
  - the food service person would only be required at this phase on a limited basis. Development of a volunteer

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staff to operate the kitchen starts at this phase and this is crucial, as it will be the basis for future operation.

- (B) Develop to a weekly light meal on peak program days.
- (C) Expand to monthly meal on presale basis with the meal to be 50% of daily nutritional requirements.
- (D) Expand monthly meal to say bi-weekly, weekly, etc.
- (E) Cater special events and functions.

3. During these developments which will need to be closely monitored, the services of the food services person will continue to expand.
4. Perhaps we can discuss briefly a ball-park figure as to cost.


#### COST/EXPENSE REVENUE

1. Firstly, we should mention that those Centres which are operating fully advise expenses and labour are covered by revenues.
2. Initially the food services person will probably be required 8-10 hours per week, say September/October and increase to 15 hours November/December --will of course depend on acceptability of and demand of members for food services. Using the estimated hours the labour cost to end of calendar year would be about 225 hours at say \$10 per hour, \$2,250. There would also be a cost for stocking and for this we guess at \$2-3,000 so a budget of about \$5,000 appears reasonable for the balance of this year. This does not take into account profit but this will probably be minimal given the limited service planned in the development stage.
3. A reasonable attainable goal would be operational break even early in 1988.

  
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CONCLUSIONS AND COMMENTS

1. We obviously cannot achieve our goals without a food service person. We need this help.
2. The grants obtained for kitchen development were approved on the basis of a food service for the benefit of seniors, i.e., New Horizons, Seniors Lottery, to a large extent the expansion fund. We are deeply disappointed that the Provincial Lottery (their letter Aug 5/87) have seen fit to decline our application \$18,500 because of a grant from the Lottery Fund to the city.
3. We need to make plans and the food services person is a very large part of these plans. An early decision shall be appreciated.

  
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CENTRE NAME & LOCATION	COST/MEAL	FOOD SERVICE WORKER RATE OF PAY & HOURS PER WEEK	NUMBER OF VOLUNTEERS EACH DAY	EXPENSES AND LABOUR	REVENUES	OPERATE WITH VOLUNTEERS PRIOR TO HIRING	NUMBER OF MEMBERS	NUMBER OF MEALS SOLD PER DAY	OTH COMMENTS
Edmonds House Burnaby 525-1671	\$2.50/meal -coffee, tea -entree -dessert	\$10.55 per hour + 21.8% benefits 29 hours per week	4 per day 5 day week	\$2300.00 monthly (does not include July & Aug.)	\$4300.00 monthly (does not include July & Aug.)	Approx. one year	1200	30 break even Serves 35 to 40 per day	While on volunteer only, kit- chen lost money
Century House New Westminster 526-2733	\$2.50/meal -beverage -entree -dessert	\$12.05 per hour (incl. benefits) 30 hours per week, 5 hours per day	4 - 6 per day 5 day week	\$50,000.00 annual	\$58,000.00 annual	Jun.- Nov. new kitchen, coffee only No volunteer meal service	1800	33 break even Serves 40 to 50 per day	These do not include staff meals
Dogwood Coquitlam 936-1737	\$1.75 entree only \$2.25 entree only at Sept./87	\$9.05 per hour + 10% benefits. concession wk II. 20 hour week 27 @ Sept./87	3-5 per shift 10-12 per day	\$2800.00 monthly	\$3000.00 monthly	No volunteers due to health standards	1800	30 break even 80 per day	
Sunrise Surrey 588-9541	soup \$1.00 sand. \$1.50 meal \$2.50	\$7.73 per hour + 14% in lieu of benefits 33 hour per week	2-3 per day	\$400.00 to \$600.00 monthly	\$400.00 monthly	No	1762	40 break even 40 per day minimum	new person under revision. Domestic kitchen no eating area.
West Vancouver 926-4375	\$2.50/meal Tues. lite lunch. Thurs. meal service	\$8.25 per hour plus benefits (Program staff)	Tues. = 8 Thurs. = 6				2400	Tues. = 100 Thurs. = 40 (no seating area for lunch)	



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1986 11 28

Rick Maki, President  
PoCo Figure Skating Club  
1241 Ellis Drive  
Port Coquitlam, B.C.

Dear Rick:

re: Proposed Increased Rates for Tournaments,  
Carnivals & Provincial Championships

The Parks & Recreation Department in conjunction with City Council have been reviewing the policy on subsidy for hockey tournaments, ringette tournaments and figure skating carnivals. Having done a thorough examination of other municipalities, it becomes evident that Port Coquitlam heavily subsidizes the various associations. Furthermore, our costs are increasing each year in our arena and our income level is not keeping up with the increases. It is, therefore, absolutely essential that a reduction in subsidy to the various associations be implemented for the new ice season (September, 1987).

Enclosed with this letter are the proposed new rates for the upcoming season; also please find a survey of the other municipalities and how they handle tournaments. Please feel free to call me in regard to these recommendations and I will be pleased to discuss them with you.

Yours truly,

K. Janna Taylor,  
Parks & Recreation Director.

KJT/bh

Encl.

  
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### Comparison Rates of Other Municipalities

#### Coquitlam

- Minor Hockey - They have two tournaments per year. They are charged the full rate which is; prime \$30.00 per hour, non-prime \$22.00 per hour.
- They used to have a 50% policy but that has now disappeared.
- They do have the opportunity to ask for a waiver but Council has denied this for the past 3 years.
- Figure Skating - they are charged the same rate as Minor Hockey for their carnival. They also face an additional cost of \$100.00 per day for set up and \$150.00 per day for set-up on day of event.

Ringette - They are charged the same rate as Minor Hockey.

Adult Hockey - They presently have two tournaments. The charge is the regular rate which is \$80.00 per hour.

#### New Westminster

Minor Hockey - They are restricted to three tournaments per year. The rates that they are charged are;

Mon to Fri - 6:00am-8:00pm \$13.50 per hour

Sat & Sun - 6:00am-8:00pm \$27.00 per hour

After 8:00pm \$89.00 per hour

Adult Hockey - They are charged the commercial rate, which is \$89.00 per hour.

Figure Skating - They have one carnival and one test day.

Mon to Fri before 6:00pm \$13.50 per hour

Mon to Fri after 6:00pm \$27.00 per hour

#### Port Moody

Minor Hockey - They have not had a tournament since 1983. the charge would be \$29.75 per hour however they can request a waiver through Council.

Adult Hockey - They are charged the non-prime rate which is \$56.00 per hour, but they also pay for room rentals if they use them.


  
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Figure Skating - They are limited to one event per year and it is for no more than 2 days. The charge is \$29.75; however they can apply for a waiver through Council.

Maple Ridge

Minor Hockey - They have three tournaments per year. For these they pay \$32.12 per hour to a maximum of 8 hours. After 8 hours they do not pay.


Adult Hockey - They have one tournament per year. Their charge is \$42.50 per hour to a maximum of 8 hours, after 8 hours there is no further charge.

Abbotsford

Minor Hockey - They have 3 tournaments per year. A special day rate is charged, which is \$536.00 for 24 hours.


Adult Tournaments - One tournament per year. The special day rate is \$805.00 for 24 hours.

Ringette - Same charge as minor hockey.

  
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New Recommended Rates for Port Coquitlam

1. National and provincially recognized championships;
  - a) That minor groups no longer have charges waived for national or provincially recognized tournaments or figure skating competitions.
  - b) That the rate be 50% of the regular hourly rate
  - c) Rates for rooms be waived.
2. That minor groups be charged 60% of the regular hourly rates for all other tournaments and special events. Room rentals be free.
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