

CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Recreation Manager's Office on Tuesday, July 21st, 1987, at 4:00 p.m.

In attendance was Alderman George Laking.

Also in attendance was Larry J. Wheeler, Acting Parks & Recreation Director.

CONFIRMATION OF MINUTES

That the minutes of the meeting of the Parks & Recreation Committee held on Tuesday, July 7th, 1987 be taken as read and adopted.

Item No. 1      Clearing of Underbrush along Shaughnessy

The attached report and map was reviewed by the Committee.

Recommendation:

It is recommended that the process of clearing the underbrush along Shaughnessy Street be discontinued until such time as we are in the position of being able to provide the identified level of service in all areas of the city in a planned and scheduled manner.

CARRIED

Item No. 2      Wilson Centre - Food Services Operation

The attached report was reviewed by the Committee.

Recommendations:

1. That a representative of the Food Services Committee be invited to the next Parks & Recreation Committee meeting to present their comments regarding the operation of the kitchen facility.
2. That staff prepare a program operating plan to be available at the next Parks & Recreation Committee Meeting.

CARRIED

/2.

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ADJOURNMENT:

The meeting adjourned at 4:30 p.m.

G.R. Laking  
G.R. Laking, Chairman

Larry J. Wheeler  
Larry J. Wheeler, Secretary

SP  
JUL 21 1987

ADDRESS

3480 Shaughnessy

CORPORATION of the CITY OF PORT COQUITLAM  
ENGINEERING DEPARTMENT

REQUESTS & INQUIRIES

No. 249-7

Date

July 7/87

Phone

942-6902

Time

3:00 A.M.  
P.M.

Name

Mr. Watkins

In Person ☐

By Phone ☒

By Mail ☐

FILE:

REPORTED THAT:

brush across from above address needs to be cleared. Being done next door but with a weed eater or some-thing but that will only cause

Report Taken By

JH

INSTRUCTIONS:

weeds & shrubs too grow back twice as thick. It needs to be "cleared" (ie: with a backhoe).

Instructions By

J

TO:

Parks

Public Works ☐

Water Works ☐

Sewerage ☐

Sanitation ☐

Engineer's Remarks:

FOREMAN:

See Originator ☐

Investigate and Report ☐

Take Necessary Action ☐

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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1987 07 20

MEMORANDUM TO: Parks & Recreation Committee

MEMORANDUM FROM: Larry J. Wheeler, Acting Parks & Recreation  
Director

SUBJECT: Requested Underbrush Clearing at Shaughnessy  
(Old Municipal Dump Area)

Purpose/Problem:

As requested, the Parks Department started clearing at the above noted location across from 3474 Shaughnessy. As a result, an additional request has come in for further clearing and we are concerned that additional requests will come in if the process is continued.

History/Background:


Alderman Wright requested that we clear the underbrush across from 3474 Shaughnessy. In the spirit of public cooperation and in an effort to provide an excellent service, we accommodated this request. However, it appears that this move may have been precedent setting, in that others are now requesting a similar level of service.

Alternatives:

Four alternatives are available for consideration:

1. Discontinue the process of clearing underbrush in areas where the work was not budgeted to be done in 1987.
2. Budget for the clearing of all underbrush in this and other areas deemed desirable in 1988.
3. Continue the practice of sporadic clearing on public request.
4. Clear all of the underbrush along Shaughnessy between Centennial and Salisbury.

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Financial Implications:

Sporadic clearing of individual lots costs approximately \$207.59 plus the cost of equipment rental, transportation and supervision. The cost of clearing underbrush in the whole area would be approximately \$3,000 plus the cost of equipment rental, transportation and supervision.

It is very important to note that money was not budgeted in 1987 to maintain this standard of service.

Citizen/Public Relations Involvement/Implications:

Responding to citizen demand of this nature is well received practice by those receiving the service. However, problems can be encountered if there are budget over-expenditures at year end, or if there is the public perception of a discrepancy in the level of service being provided in different areas of the city.

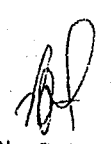
Other:

If, after reviewing this problem, it is the Committee's wish to fulfill this request, then it is suggested that the problem be referred to the Administration Committee to establish a source of funding.

Conclusion:

Alderman Wright requested that the underbrush be cleared along Shaughnessy across from 3474 Shaughnessy. Apparently, as a result of fulfilling this request, a further request has been received with potential for more requests. Although the citizen(s) receiving the service appreciate(s) a responsive municipal government, some concern from other citizens may result from the perceived inconsistent levels of service. Also of concern is the fact that this work was not planned for in the 1987 budget process. As a result, it is suggested that should this work be undertaken, a request be directed to the Administration Committee to identify a funding source.

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Recommendation:

It is recommended that the process of clearing the underbrush along Shaughnessy Street be discontinued until such time as we are in the position of being able to provide the identified level of service in all areas of the city in a planned and scheduled manner.

Larry J. Wheeler,  
Acting Parks & Recreation Director.

LJW/bh

  
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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1987 07 20

MEMORANDUM TO: Parks & Recreation Committee  
MEMORANDUM FROM: Larry J. Wheeler, Acting Parks & Recreation  
Director  
SUBJECT: Wilson Centre - Food Services Operation  
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Purpose/Problem:

As construction of the Wilson Centre expansion nears completion, our planning must turn to operationalizing the facility. The area of immediate concern is the operation of the kitchen facility.

History/Background:


As you are well aware, the expanded Wilson Centre facility includes a full kitchen facility. Money for the furnishing of the kitchen facility was raised by the seniors themselves through the auspices of the Food Services Committee. In a letter to the department in March, 1987, the Food Services Committee expressed their interest in having a part-time food services person hired by the city to ensure a well managed and economical operation. Many other senior centres have eventually gone this route and report that salary and supply costs have been recovered through food sales.

Over the last several months, we have had the opportunity to view the operation of several senior centres and have been able to develop several alternatives.

Alternatives:

1. Hire a part-time food services worker.
2. Obtain the services of a volunteer food services worker.
3. Facilitate a contract or lease arrangement with an outside agency, i.e.
4. Request existing staff to coordinate membership in providing a part-time food service.

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Financial Implications:

At the current time, without the operating program being established, financial implications of the four alternatives are difficult to determine. It is safe to presume that hiring a food services worker will increase our costs but that there should be some cost saving resulting from the more efficient purchase and use of goods.

Citizen/Public Relations Involvement/Implications:

It is anticipated that the citizens are most interested in "value for money". As long as we are able to provide some services in the most efficient manner, then the average citizen will be satisfied.

The Wilson Centre membership will be much more difficult to satisfy. Some members want a full kitchen service, while others want just a limited service.

Other:


The major point of consideration when reviewing the alternatives is that we start small and slowly. At the present time, a program for the kitchen facility has not been established, nor are we sure what the reaction will be to food services in general.

All of the senior centres reviewed to date have undergone some sort of development or growth, with regard to their level of service. It is anticipated that this is desirable and healthy, allowing the organization to move in the direction of greatest demand. This also allows the organization the opportunity to develop procedures, to learn about the equipment, to review in detail various operating methods, etc. The Food Services Committee has also requested a meeting with the Parks & Recreation Committee to discuss the food services operation.

Conclusion:

As completion of the expanded Wilson Centre nears, our planning turns to operationalizing the facility and, in particular, the kitchen facility. Although there are a variety of operating alternatives, only one makes real sense at the current point of time in our development of the operating program.

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Administratively, the most feasible alternative is to have the existing staff coordinate the membership in providing a part-time food service. Prior to making a decision on this matter, it is suggested we receive the comments from the Food Services Committee.


Recommendations:

1. That a representative of the Food Services Committee be invited to the next Parks & Recreation Committee meeting to present their comments regarding the operation of the kitchen facility.
2. That staff prepare a program operating plan.

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Larry J. Wheeler,  
Acting Parks & Recreation Director.

LJW/bh

  
JUL 21 1987