

CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Council Chambers on Wednesday, October 1st, 1986, at 3:45 p.m.

In attendance were Alderman George Laking and Alderman Mike Farnworth.

Also in attendance was K. Janna Taylor, Parks & Recreation Director.

CONFIRMATION OF MINUTES

That the minutes of the meeting of the Parks & Recreation Committee held on Wednesday, September 26th, 1986, be taken as read and adopted.

Item No. 1 Routley Park - Youths Congregating in Park

The Committee met with representatives from the Eastern Drive and Routley Park area. John went over the attached proposals. The following estimates had been received for the lamp post and the moving of the hedge:

A. Street Lamp


a)	Steel street light with cement base (installed)	\$2,600
b)	Underground wiring	\$1,500
c)	Light fixture including cage	\$375
d)	Equipment for trenching, etc., and clean-up	\$750
TOTAL		\$5,225

The reason for a steel lamp is to conform to the others in the park, which are also steel. I would recommend that we include this in the 1987 provisional budget.

B. Hedge Removal

The cost to remove the hedge and relocate to another part of town	\$2,800
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It was generally agreed that monies would be put in the 1987 provisional budget for the lamp post(s) and the removal of the hedge. Also we would look into the cost of cutting down the stump; the branches around the lamp post would be trimmed. Myrna indicated that her particular problem was in the Eastern Drive area with the youths congregating by the bus stop. She was fearful that there would be a problem at Halloween. Alderman Laking indicated that he would speak with the R.C.M.P. about patrolling the area at Halloween.

Recommendation:

That monies be included in the 1987 provisional budget for the lamp post(s) and the removal of the hedge.

CARRIED

Item No. 2

B.C. Festival of the Arts


The Committee discussed the letter from Hugh Curtis.

Comments

The organization of this festival is similar to that of the Winter and Summer Games. The host community will be provided assistance of up to \$300,000 for the festival; however, the host community must provide the budget for the General Manager, and other expenditures which do not conform with festival policies, i.e. province wide advertising. They will leave a legacy of \$70,000 which is to be used solely for cultural endeavours in the community.

Unfortunately we do not have the ability to host such a festival; we do not have theatre space (they want a minimum of two); plus, some of the other kinds of spaces required we do not have. Page four of the guidelines outlines the specifics of space requirements.

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Recommendation:

That we do not put in a submission for the hosting of the B.C. Festival of the Arts.

CARRIED

Item No. 3

Genstar Parksites

Janna indicated that she and Bram have met on two occasions with Kevin Smith and David Mitchell, Landscape Consultant. They have agreed to correct the grade on the park by cutting away some of the area and by increasing the bedding area. A meeting is being held with the solicitor on Friday to discuss whether we should take over the rest of the park. There is some concern in regard to liability if we take over the park.

Recommendation:

1. That the solution presented by Genstar for fixing up the problem of grades be accepted.
2. That a letter be drawn up accepting the rest of the park except for the area that is being regraded and that the City assume no liability in this area.

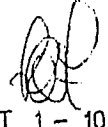
CARRIED

Item No. 4

Proposed Sub-Division

Please see attached proposed sub-division. It has been suggested by Fred Peters that we may wish to utilize the outlined piece of property for parkland. (The lot does not conform to a building lot.) There is city owned land adjacent to the sub-division and this particular parcel of land would give good access to a possible larger park in this area. However, the Committee would prefer the D.C.C. funds rather than the lot.

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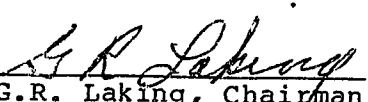
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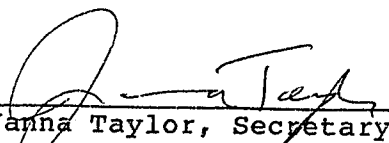
Recommendation:


That we not take the lot and that we take the D.C.C. funds instead.

ADJOURNMENT

The meeting adjourned at 4:30 p.m.


G.R. Laking, Chairman



Janna Taylor, Secretary


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PROPOSALS FOR ROUTLEY PARK

1. Removing the hedge along Western Drive so that the park is visible from the road.
2. Two or three light standards placed at strategic locations in the park...
 - a) Crest of the hill.
 - b) S. W. corner of the park.
 - c) Swing area.
3. Strongly recommend a dusk curfew similar to provincial parks which use this regulation to deter traffic after dark. (rowdiness and drinking)
4. Removal of large stump in the S.E. part of park as it has been set on fire numerous times.

Joe Mataska


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Province of
British Columbia

OFFICE OF THE MINISTER

Ministry of Provincial
Secretary and
Government Services

Parliament Buildings
Victoria
British Columbia
V8V 1X4



September 23, 1986

His Worship Mayor Len Traboulay
City of Port Coquitlam
2272 McAllister Avenue
Port Coquitlam, British Columbia
V3C 2A8

Dear Mayor Traboulay:

I am delighted to be able to advise you that Cabinet has approved an annual B. C. Festival of the Arts commencing in September 1987.

The opportunity to host this showcase of dance, theatre, film, music, drama and the visual arts, is open to all communities. I urge you to consider making an application based upon the attached guidelines. Unsuccessful applications for the 1987 festival will be considered for 1988 or 1989.

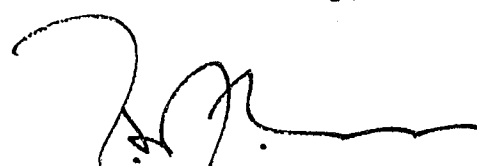
The 1986 festival was held in Prince George. They showed community spirit and had the prerequisite for staging an arts festival - a strong reserve of volunteers, an appreciation of the arts and good facilities.

As planning time is short for the 1987 festival, I would ask that submissions be forwarded to my office by November 15, 1986.


Every effort will be made to advise you of the decision, by late November.

I look forward to receiving your proposals.

Yours sincerely,



Hugh A. Curtis
Minister

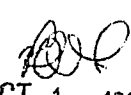


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MINISTRY OF PROVINCIAL SECRETARY
AND GOVERNMENT SERVICES

BRITISH COLUMBIA FESTIVAL OF THE ARTS
GUIDELINES


September 1986


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A. FESTIVAL ORGANIZATION

- I. Policies governing the British Columbia Festival of the Arts will be established by the Provincial Secretary and Minister of Government Services.
- II. The General Manager will be responsible for the implementation and administration of Festival policies. He will liaise with the Government of British Columbia and coordinate the participation of the Host Community Festival Society, arts organizations and all others involved in Festival development, administration and financial operations to ensure the fulfillment of Festival policies. The General Manager will have overall responsibility for the staging of the Festival.
- III. The office of the General Manager will liaise with government support services to coordinate related activities such as the publication and distribution of Festival publicity and promotional materials. The office of the General Manager will also liaise with arts organizations and the Host Community Festival Society to provide technical assistance and/or information and to assist with the coordination of all Festival participants.
- IV. A Festival Society will be established by the residents of the Host Community to act as the organizing body in the Host Community. The Festival Society will be a registered non-profit society and as such will elect a President and a Board of Directors. The President of the Host Community Festival Society will be responsible for the local operations of the Festival.

The Board of Directors, consisting of between six and twelve people, will provide specific assistance to the President and the Host Community Festival Society. The accompanying list (Appendix I) can be considered as suggested committees.


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The Host Community Festival Society will employ a Festival Coordinator on a full-time term basis. The Festival Coordinator will coordinate the activities of the Board of Directors and provide to the Directors all information necessary to arrange the performance and related social functions.

B. BUDGET

- I. The Government of British Columbia, through the Provincial Secretary, will provide assistance of up to \$300,000 to the Host Community for its participation in the administration and operation of the 1987 British Columbia Festival of the Arts. These monies will be disbursed, on an as-needed basis, to the Host Community to cover administration, local transportation, accommodation and subsistence of performers, adjudicators and officials while in the Host Community.

Any portion of the Provincial contribution not used in the operation of the Festival will remain with the Province.

- II. The Host Community Festival Society will provide the General Manager with interim financial statements of revenues and expenditures at 30-day intervals. An audited financial statement will be prepared and forwarded to the General Manager within 90 days of the conclusion of the British Columbia Festival of the Arts.
- III. The President of the Host Community Festival Society will be responsible, under the authority of the General Manager, for the financial operations of the Festival in the Host Community. Expenditures by the Host Community that do not conform with Festival policies (for example province-wide advertising) must have the approval of the Provincial Secretary and the General Manager.


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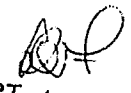
- IV. The Host Community Festival Society must be prepared to employ a Festival Coordinator and secretary for a term of approximately one year. The salaries may be part of the Host Community's contribution or a contribution from some other source but should be reflected in the overall budget of the Host Community Festival Society. If temporary staff are required during the course of the Festival, application may be made to federal and/or provincial job creation programs to cover their salaries.

C. LEGACY

- I. A legacy of \$70,000 will be provided to the Host Community by the Provincial Secretary, on behalf of the Government of British Columbia, in appreciation of the many hours of volunteer work. This legacy is to be used solely for cultural endeavours in the community. Festival Society members may make recommendations to their municipality on how the funds should be used. The Host Community Legacy must expend the full amount of the legacy within 12 months of receipt of the funds.

D. SUBMISSIONS

- I. The closing date for submissions is November 15, 1986.
- II. The submission must be typewritten in a document of not more than 15 pages. It must clearly state the extent of the Host Community's proposed direct and indirect contributions, both fiscal and otherwise, to the Festival.
- III. The Festival may be attended by up to 1,000 performers in the areas of dance, music, theatre, drama, visual arts and film.


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IV. In addition performers, workshop leaders, officials, accompanying relatives and audiences must be considered in terms of accommodation, subsistence, transportation and leisure activities.

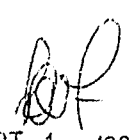
V. As the Festival will run for 5 days in September, the community submission should include preferred dates.

E. POINTS TO CONSIDER

In submissions, the community should expand upon its ability to host a major festival and details should be provided in the following areas:

I. Facilities for Performance

- a) Theatre space; a minimum of 2 theatres or the equivalent, each with a seating capacity of at least 500 plus equipment and personnel.
- b) Recital hall(s) or school auditoriums(s); a minimum of 5 halls or the equivalent, two of which have a seating capacity of at least 150.
- c) Gallery equipment, personnel and facility which can accommodate an exhibition of approximately 500 pieces of art work. This includes adjustable lighting and display panels. The setting should be able to accommodate large volume traffic flows over the course of the Festival.
- d) Film equipment, personnel and facilities that can accommodate both 16mm and super 8 film and seat 150 people.
- e) Arena or convention/banquet hall for both opening and closing ceremonies.
- f) Workshops and a number of rehearsal and/or practice spaces should be available on a continuous basis. They may include the halls, basements or rooms of churches, schools and clubs.


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II. Facilities


- a) Accommodation sufficient to house up to 1,000 performers.
- b) Cafeteria and/or catering capabilities convenient to housing, competition sites and other events.
- c) Accommodation available, as per type and numbers and cost, for adjudicators, officials, accompanying relatives and visitors.

III. Facilities for Administration

- a) Office space central to competition/housing sites. This office should be of a size adequate to handle a large flow of people as it may be called upon to act as an administrative office, information centre, registration site and/or common room. The office should be the pivotal point of the Festival.
- b) Communications and information flows, pertaining to schedules, changes in schedules, ticket sales/availability, sites, maps, etc., between administrative staff, competitors, competition sites and the public are important. Proposed dispersement methods should be outlined.
- c) Staff requirement projections and proposed assigned duties for full-time, part-time and volunteer personnel. A core of 500-600 volunteers should be available.

IV. Financial Information

The submission should include a budget that outlines community and other contributions as well as a breakdown of projected expenditures and revenues. A suggested budget format has been attached (Appendix II) for your consideration.


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V. Transportation

Modes and capabilities for intra-and inter-community transit should be listed. As a guideline, the Host Community should be serviced by both municipal and provincial carriers.

VI. Communications

The Host Community should have a local radio station, print shop, facsimile and newspaper. In addition, both an affiliated television station with a studio and an integrated telephone network would be beneficial.

VII. Related Information


The submission may include additional information regarding:

- a) recent Provincial, National or International events in which the community has been involved;
- b) extent of support from local arts groups and business and/or educational sectors;
- c) maps or scale diagrams of the community depicting location of facilities to be used;
- d) proposals for related events such as street entertainers, etc.

ENCLOSED FOR YOUR INFORMATION

- Appendix I Suggested format of Host Community Festival Society
- Appendix II Host Community Festival Society Operating Budget

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APPENDIX I

SUGGESTED COMMITTEES

Facilities

Administration

Performance

Promotion and Public Relations

Transportation and Communication


Accommodation and Food Service

Security and Medical

Financial Support

Ceremonies and Protocol

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APPENDIX II
BRITISH COLUMBIA FESTIVAL OF THE ARTS
Host Community Festival Society Operating Budget
(Suggested Format)

EXPENDITURES

Administration

Salaries
Employee Benefits
Office Rental
Equipment
Supplies
Telephone
Postage
Travel & Meetings
Insurance
Miscellaneous

Ceremonies

Awards
Protocol
Opening Ceremony
Award Ceremony
Flags, Banners, etc.

Festival

Facilities
Equipment
Maintenance
Mail out - ie registration forms
Miscellaneous

Participates

Transportation - Internal
- External

Meals
Accommodation
Security
Medical

Publicity

Programs and schedules
Posters and signs
Miscellaneous

TOTAL EXPENDITURES:

REVENUE

Government

Provincial Secretary \$300,000
Job Creation Programs
Provincial
Federal

Contributions

Host Community
Private
Corporate

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Sales

Advertising
Ticket Sales
Program Sales
Concession Sales

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