

CORPORATION OF THE CITY OF PORT CORPORATION
PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Council Chambers on Friday, September 26th, 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 11th, 1986, be taken as read and adopted.

Item No. 1 Pitt River Road Parkland

The attached report from Janna Taylor was discussed by the Parks & Recreation Committee.

Recommendation:

1. That we negotiate to purchase lots 10 to 17 and parcel #1; as outlined in the attached map.
2. That monies for the purchase be taken from the D.C.C. Funds.

CARRIED

Item No. 2 McLean Park Changerooms


The attached drawings and report were presented to Committee. There was general agreement with the proposal, some minor changes were made to the interior of the men's washroom. We will now have to discuss the drawings with the building inspector to see how detailed he wants the drawings.

Recommendation:

That the concept of the McLean changerooms is accepted.

CARRIED

/2.


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Item No. 3 Skateboard Park

Janna Taylor indicated that a petition had been received to have a skateboard park built in Port Coquitlam. A further report will be forthcoming in regard to cost, liability and insurance coverage.

Recommendation:

That the verbal report be received.

CARRIED

Item No. 4 Tournament Rates - PoCo Old Timers & PoCo Molsons

The attached two requests for adult tournaments were discussed. One request for the reduced rate was received after the event had finished. The Committee did feel that both groups should be given the reduced rates, as they have in the past.

Recommendation:

That PoCo Old Timers and PoCo Molsons receive the reduced rental rates for their tournaments; 50% of the regular commercial rate, full rate for statutory holiday; room rental free and the City operate the concession.

CARRIED

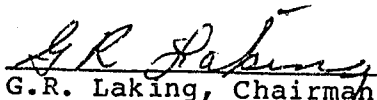
Item No. 5 May Day Coordinator

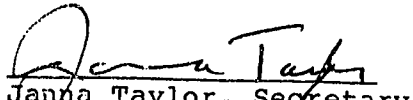
The attached report from Janna Taylor was discussed by the Committee.


Recommendation:

To proceed with the recommendations as outlined in the report, except that the salary be \$8,500 and not \$9,000.

CARRIED


G.R. Laking, Chairman


Janna Taylor, Secretary


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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1986 09 25

R E P O R T

TO: Alderman George Laking
Alderman Mike Farnworth

FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: South Pitt River Road Area

Recommendation:

1. That the Administration Committee negotiate to purchase Lots 10 to 17 and parcel No. 1 as outlined in the attached map.
2. That the monies be taken from the Parks D.C.C. Funds

Background & Comments:


Council has requested that we look into the aspect of park land in the south area of Pitt River Road. As you are aware, we have three park types which make up the recommended standards for Port Coquitlam:

Neighbourhood	-	2.5 acres per 1,000 population
Community	-	7.5 acres per 1,000 population
Specialized	-	10 acres per 1,000 population
Total	-	20 acres per 1,000 population

Not only do we have to be concerned with the number of acres, but also the service area of the park. The service area and general size for each park are:

Neighbourhood	-	Service area $\frac{1}{4}$ to $\frac{1}{2}$ mile Size $\frac{1}{4}$ acre to 20 acres Average size 6 acres
Community	-	Service area 1 to $1\frac{1}{2}$ miles Size 4 to 100 acres Average size 8 to 25 acres

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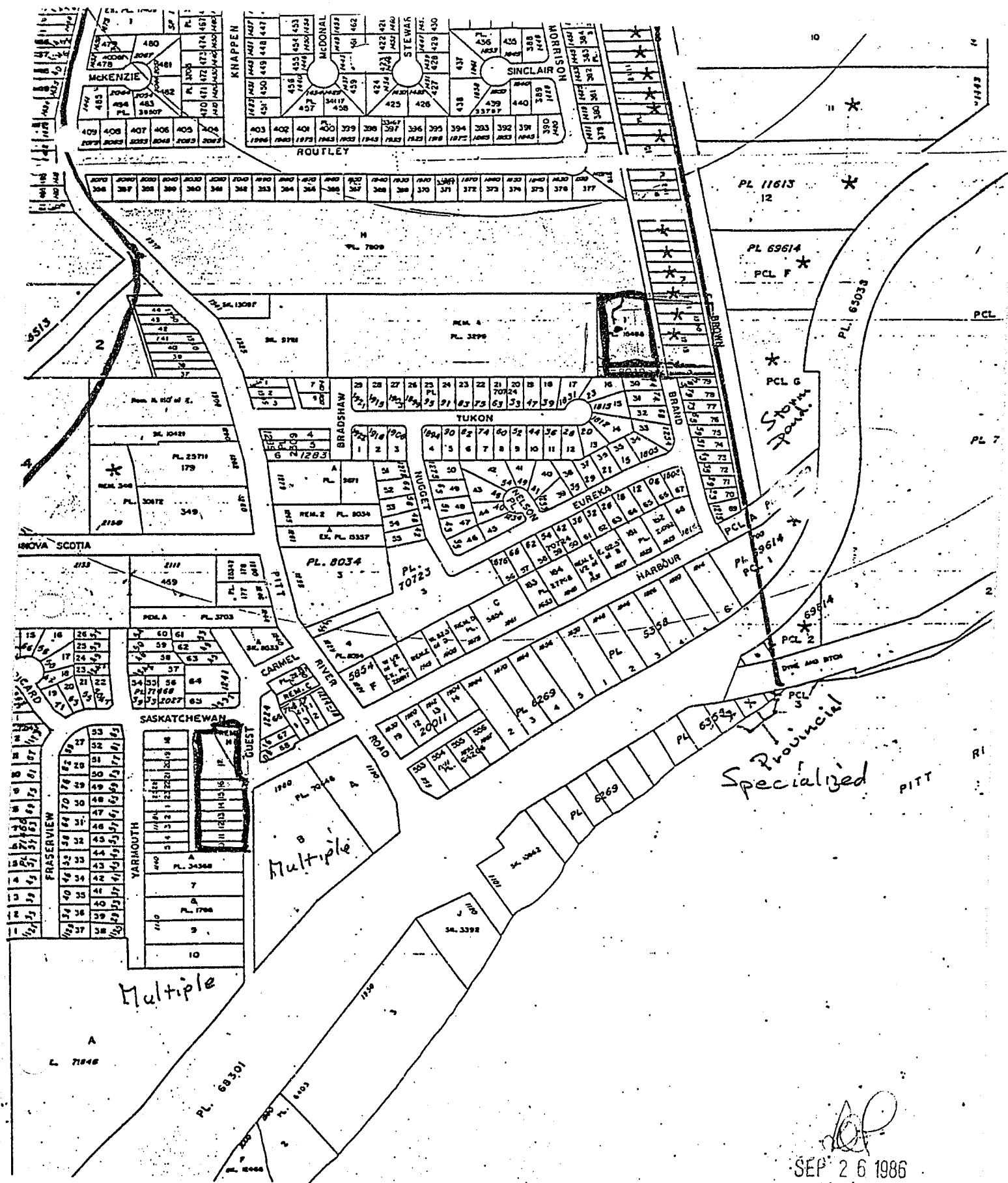
Specialized - Service area 5 to 20 miles
Size 25 to 200 acres
Average size 100 acres

Present population - 742; 1991 - 1,234; 1996 - 1,495

In this particular park catchment area we have two neighbourhood parks, Kilmer School @ 7 acres and Kilmer Park @ 7.9 acres; however, they have been treated as one neighbourhood park due to their proximity. As you can see, the service area does not include the southern part of Pitt River Road. We are in desperate need of neighbourhood park in two areas; east and west of Pitt River Road. I have spoken with Bill Brown, the Planning Director, and he has suggested that the two parcels of land, as outlined in the attached map. I also concur with his recommendation.

...T/bh


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OUR FILE

THE CORPORATION OF THE CITY OF PORT COQUITLAM

2272 McALLISTER AVENUE
PORT COQUITLAM, B.C.
V3C 2A8

TELEPHONE: 941.5411

To : Janna Taylor, Parks and Recreation Director

From: Bram Hoodendoorn

Date: Sept 23, 1986

Re : Addition Mc Lean

Costing for combined concession and ladies washroom as per supplied drawing:

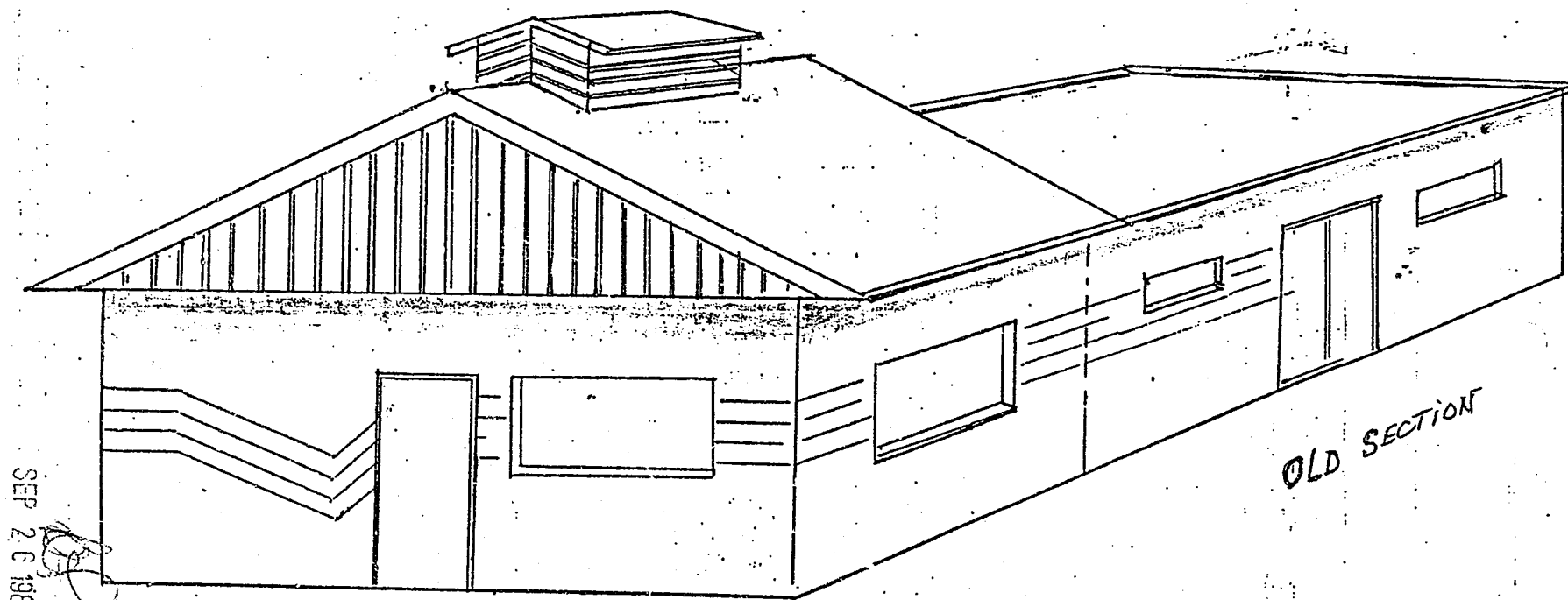
excavation, forming, roughed in pipes, stormdrains, backfill, concrete, total materials and our labour for complete slab

\$ 4700 →	
Blocks, doors, windows; labour and materials	\$ 4700
Trusses including some roof overhand westside	\$ 4500
Steel corrugated roofing and side cladding, eaves	\$ 1600
Lumber, plywood for dividerwalls and ceiling; skylight	\$ 2700
Labour for install and finish roof	\$ 1400
	\$ 2700
Total for this year	\$ 17600

This is slightly over budget as we used already up some funds for a consultant, but there is still a large sum leftover from the Mc Lean sprinkler account we could use.

In next years budget we will cover for washroom fixtures, mirrors, sinks and cupboards in concession, light and baseboard heaters, hook up for appliances.

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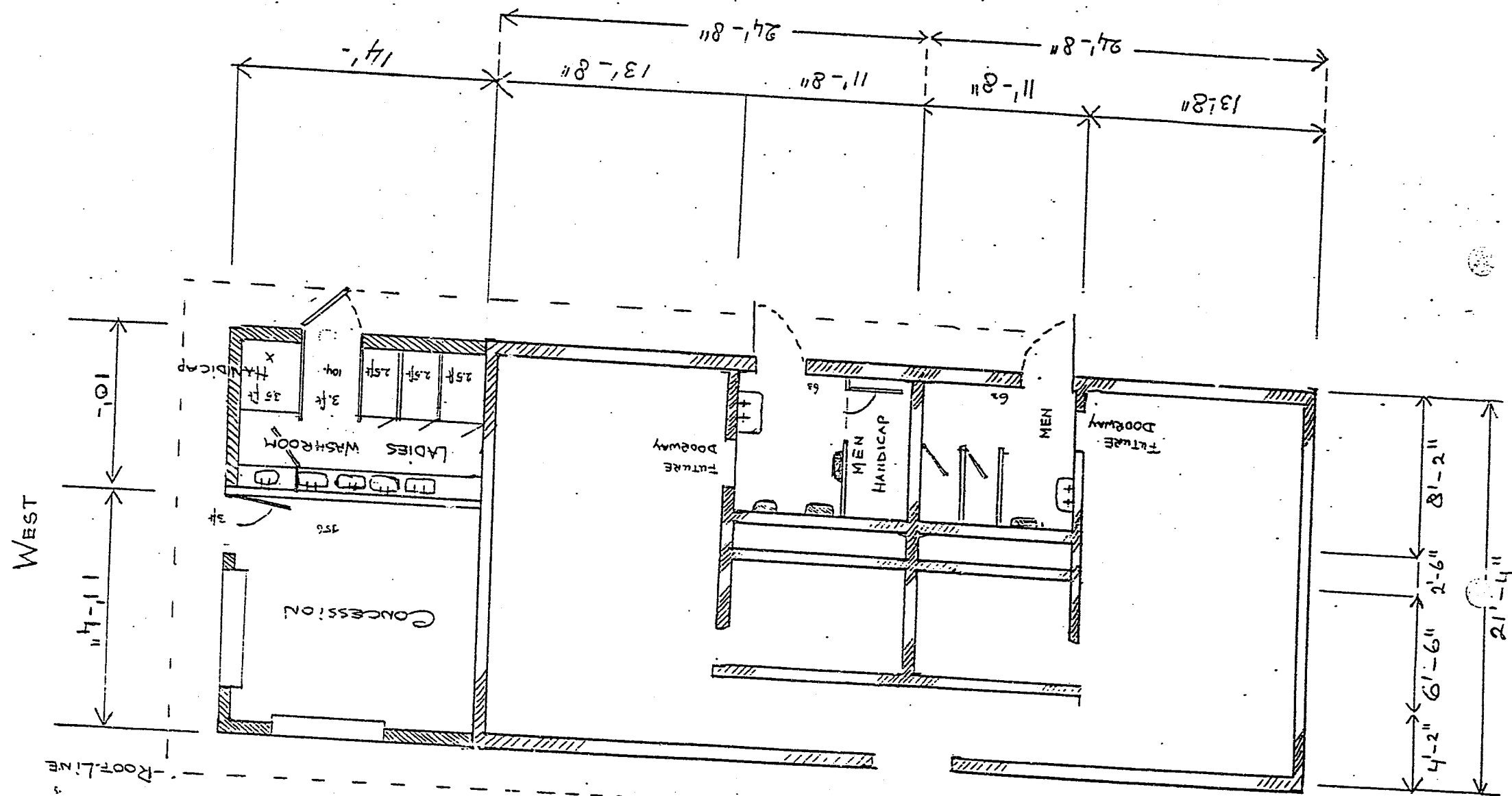


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LADIES WASHROOMS

NEW CONCESSION

OLD SECTION



Sept. 18/86

K. Janna Taylor
Parks & Recreation Director

The Port Coquitlam Recreational Old Timers hockey league is getting ready for our 8th Annual Thanksgiving Tournament on Oct. 10, Oct. 11, Oct. 12 and Oct. 13th.


We would again like to apply for the 50% reduction on the Commercial ice rate that we have received the past seven years. We are aware that we will be required to pay the full Commercial rate on Oct. 13th the holiday, Monday.

We thank you for your consideration in this matter.

Yours truly,



Gordon Stidolph
League Governor


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POCO MOLSON'S HOCKEY CLUB

PORT COQUITLAM, BRITISH COLUMBIA, CANADA • TELEPHONE: (604) 942-5885

PORT COQUITLAM RECREATION CENTRE

ATTENTION: Jana Taylor or Barb Harrison

Dear Madame:

Once again Po Co Molson's Oldtimer's are endeavouring to organize an Oldtimer's Hockey Tournament at the Po Co Rec. Centre. The tournament we are proposing has been scheduled for September 4 through September 7, 1986.

We are requesting the use of the facilities on the following dates and times:

<i>Thursday Sept. 4</i>	<i>6:00 p.m. - 11:00 p.m.</i>
<i>Friday Sept. 5</i>	<i>6:00 p.m. - 11:00 p.m.</i>
<i>Saturday Sept. 6</i>	<i>7:30 a.m. - 10:00 p.m.</i>
<i>Sunday Sept. 7</i>	<i>8:00 a.m. - 3:00 p.m.</i>

We are also requesting at this time, Council's reduced rental rate, as we have previously received. Thank you for your ever courteous attention and continued support.

Yours truly,

Gary Elgear

*Director of Po Co Molson's
Hockey Club*

AC
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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1986 09 26

R E P O R T

TO: Alderman George Laking
Alderman Mike Farnworth

FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: May Day Coordinator


In 1983 Council adopted a new direction for May Day for Port Coquitlam. The basic difference was that May Day would no longer be handled by a May Day Committee but by the Parks & Recreation Committee. Attached please find the report which was approved by Council in 1983. The contract for the May Day Coordinator in 1985 and 1986 was \$8,500. The person would start in November and would work half time until February and full time for the months of March, April and May. I would like to suggest that we increase the salary by \$500 to \$9,000.

Recommendation:

1. That we advertise immediately for the position of May Day Coordinator.
2. That the contract for the position be \$9,000.
3. That we continue with the same structure of responsibility as was done in 1984, 1985 and 1986.
4. That B.R. Kirk and K.J. Taylor do the hiring of the May Day Coordinator.

K. Janna Taylor,
Parks & Recreation Director.

KJT/bh


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THE CORPORATION OF THE CITY OF PORT COQUITLAM

COUNCIL

OCT 3 1983

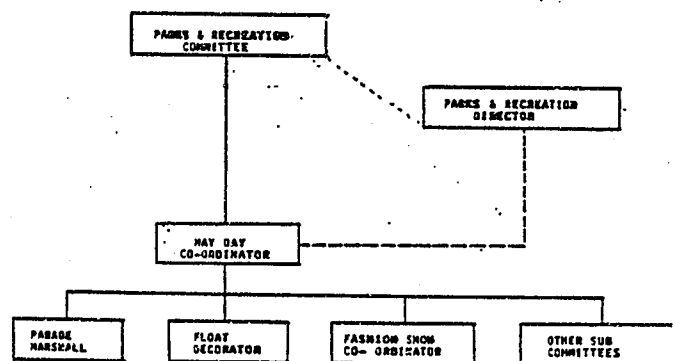
MEMORANDUM

TO: Mayor and Aldermen
FROM: May Day Review Committee

September 30th, 1983

RECOMMENDATIONS:

1. That the May Day float be entered in parades during the months of May and June only and that the parades be within the province;
2. That ^{midway type} rides not be permitted during the 1984 May Day;
3. That the Municipality advertise the position of May Day Co-ordinator in accordance with the attached job description dated 1983 09 30;
4. That the following organizational structure be adopted for May Day:



5. That any trophies won by the May Day Float be retained by the City of Port Coquitlam;
6. That a trophy showcase be tendered at a cost not to exceed \$2,700.00 with funds to be taken from the Office Supplies Account and that the trophy showcase be located in the foyer adjacent to the Mayor's Office;
7. That May Day be a 2-day festival (for the children's events) excluding the possibility of a fashion show and any other events authorized by the Parks & Recreation Committee;
8. That the above noted recommendations be implemented for 1984, and that following the 1984 May Day the existing May Day Review Committee review the 1984 May Day.

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BACKGROUND AND COMMENTS:

The special committee struck to review May Day has been meeting during the past few months. The committee agreed that the 1984 May Day should take on a "new" look. The emphasis is to make it a family affair. As you will note from the recommendations we have suggested that the rides be eliminated. Possible events for the 1984 May Day are a Penny Carnival, sponsored by the Parks & Recreation Department, trade shows, Stage 43 presentations, pancake breakfast and the Coquitlam District Fine Arts annual show. The basic aim for the 1984 May Day is to involve more community groups and individuals in the actual organizing of events.

The structure as outlined would be a change to previous years as the responsibility for May Day would now be under the auspices of the Parks & Recreation Committee. The co-ordinator would be responsible to the Parks & Recreation Director and work in conjunction with the Parks & Recreation Committee. All events would be brought to the Parks & Recreation Committee for approval.


The other area that was strongly emphasized was that it was vitally important to improve the promotion and publicity of events. Furthermore, that the VIPs are looked after in a much better manner than in previous years and that they be informed precisely of all the events and when they are scheduled to be at a particular time.

Application for membership in the Northwest Festivals has already been processed.

E.R. Kirk,
City Administrator.

K.J. Taylor,
Parks & Recreation Director.

BRK/KJT:dv


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MAY DAY COORDINATOR

TERMS OF REFERENCE

This person will have overall responsibility for the co-ordination of the May Day celebrations in Port Coquitlam. The May Day Co-ordinator is responsible for developing the program in conjunction with the Parks & Recreation Committee.

The May Day Coordinator will be directly responsible to the Parks & Recreation Director.

Responsibilities:

1. To co-ordinate the May Day Parade:
 - send out invitations for parade
 - organize placement of float
 - organize the judging
 - ensure that the Parade Marshall is familiar with all aspect of the parade.
2. Delegate responsibilities of the May Day celebrations to interested community groups and citizens:
 - give direction to each person responsible for a particular event
 - ensure that the person is carrying out their responsibilities.
 - continual liaison with the Parks & Recreation Committee and Parks & Recreation Director.
3. To enter the May Day float in parades as identified in the policy.
4. To co-ordinate the activities of the VIPs:
 - outline their itinerary
 - ensure that the VIPs are personally contacted and told what they are to do.
5. Publicity & Promotion:
 - flyers to schools
 - posters in stores
 - newspaper coverage
 - news releases
 - Channel "10"
 - Festivals B.C.
6. Filing system to be incorporated with the Parks & Recreation Department system.

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7. Ordering of supplies to be done in accordance with City Policy.
8. Budget control.
9. Co-ordinator takes minutes of the meetings held with the Parks & Recreation Committee.

B.R. Kirk,
City Administrator.

K.J. Taylor,
Parks & Recreation Director.

1983 09 30


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