

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, September 25th, 1985, at 4:15 p.m.

In attendance were Alderman Michael Wright and Alderman George Laking.

Also in attendance were K. Janna Taylor, Parks & Recreation Director and members of the Wilson Centre Advisory Board (Item No.1 only).

CONFIRMATION OF MINUTES

That the minutes of the meeting of the Parks & Recreation Committee held on Wednesday, September 4th, 1985, be taken as read and adopted.

Item No. 1 Wilson Centre Expansion

The members of the Wilson Centre Advisory Board met with the Parks & Recreation Committee. Jack Blowers spoke on behalf of the Advisory Board and started his remarks with a rundown of the present programs and the waiting list for these programs. Attached is the information on the programs. Essentially Mr. Blowers said they would like a new building, but that they realized that this was probably out of sight and that the Advisory Board would go along with the expansion of the existing building. Alderman Wright went over the recommendation of the Council and explained that we would be putting this in a ten year plan and that we would be going for architectural drawings in 1986. Again Mr. Blowers reiterated that the Wilson Centre Advisory Board want to know exactly when the building is going to be built. They are fearful that the Council will use delaying tactics and that by having architectural drawings done these will be shelved and the building not started. Several other members present indicated the same fear. The Committee indicated that they would ensure that Council members were aware of their concerns. Alderman Wright thanked the members for making their presentation and they left at this point of the meeting. The Committee continued the discussion on the Wilson Centre expansion and it was agreed that, rather than just doing architectural drawings for Stage I, it would be more appropriate to do it for the whole building.

/2.

SEP 25 1985

Item No. 1 Wilson Centre Expansion (Cont'd)

The Committee realize that the Committee of Council did discuss architectural drawings only for Stage I of the expansion; however, it is felt by the Committee that this is rather inappropriate and that we should address the whole building all at once.

Recommendations:

1. That monies for architectural drawings of the Wilson Centre expansion be included in the 1986 budget.
2. That the expansion of the Wilson Centre be included in the provisional ten year capital works plan.

CARRIED

Also attached please find information from Bev Irvine on the program stats at Wilson Centre as well as a costing of staff for the proposed expansion. Costing of maintenance for expansion is forthcoming.

Recommendation:

That Bev Irvine's report be discussed at the next Committee meeting.

CARRIED

Item No. 2 Reeve Street Conceptual Plan

It has been brought to the Committee's attention that the acreage in the Reeve Street Park study has increased from 23 acres to approximately 140 acres. The consultants, McLaren Plansearch have been notified of the increase. Additional site survey days will be required and these entail a number of key staff in order to inventory and analyze site conditions and potential. For a detailed breakdown of adjustments in fees, see attached correspondence from MacLaren Plansearch.

Recommendation:

That the fee for service payable to MacLaren Plansearch be increased by \$3,575.

CARRIED

/3.
SEP 25 1985

Item No. 3 Reeve Street Conceptual Plan Update

I have met with the consultants on two occasions to give more detailed information on the park site and also to discuss the first public meeting. The first public input meeting has been set for October 29th at 7:30 p.m. in the Mabbett Room. The method for advertising this meeting is as follows:

1. Flyers announcing the meeting and a questionnaire will be placed on one side. These will be circulated throughout the Port Coquitlam schools.
2. Letters to special interest groups, i.e. sport groups, Hunting and Fishing Club, etc. The questionnaire will also be included.
3. Letters to residents surrounding Reeve Street Park - up to a two block radius. This letter will also include the questionnaire.
4. Banner at the underpass.
5. Flyers to all participants in adult programs.
6. Notices placed at PoCo Recreation Centre, Hyde Creek Centre and Wilson Centre.
7. Advertisements in the local newspapers.

Another meeting has been set up for Monday, September 30th, to further define the time line.

Recommendation:

That the verbal report be received.

CARRIED

Item No. 4 Summer & Winter Games

The Committee discussed the attached letter sent to the Mayor in regard to the Summer and Winter Games. The Committee agreed that until we had major athletic facilities such as a track with a grandstand, it is inappropriate at this time to make submission for the Summer Games. We do not have adequate facilities to host the Winter Games. The major area which is missing is that of downhill skiing and cross country skiing.

/4.

SEP 25 1985

Item No. 4 Summer & Winter Games (Cont'd)

Recommendation:

That we do not put in a bid for either the 1989 or 1990 Summer or Winter Games at this time.

CARRIED

Item No. 5 Purchase of Two Micro Computers

Please see attached memorandum from the City Treasurer. A recommendation for purchase has not been made by the Parks & Recreation Director due to the fact that we were waiting for the final electrical inspection which has now been completed and passed. Monies are in the capital budget for these purchases. The final cost of these computers is now being obtained.

Recommendation:

That we purchase the two micro computers for energy efficiency that are in place at Hyde Creek and the Wilson Centre.

CARRIED

Item No. 6 Viscount Elementary

It was brought to the attention of the Committee that a Mrs. Norris and a Mrs. Gregson, who are adjacent to Viscount Elementary School, have complained that during the softball season there are major disturbances created by the user groups. They have asked to come before the Committee. They will appear before the Committee October 23rd to discuss their problem.

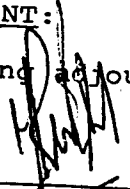
Recommendation:

That the report be received and that Mrs. Norris and Mrs. Gregson be invited to the October 23rd Parks & Recreation Committee meeting.


CARRIED

ADJOURNMENT:

The meeting adjourned at 5:30 p.m.


M.R. Wright, Chairman


Janna Taylor, Secretary

SEP 25 1985


THE CORPORATION OF THE CITY OF PORT COQUITLAM

1985 09 25

MEMORANDUM TO: K. Janna Taylor, Parks & Recreation Director
MEMORANDUM FROM: Bev Irvine, Area Supervisor
SUBJECT: Increase in Expenses - Wilson Centre Stage I Expansion

Please be aware that the attached report is a very rough estimate of costs. To do a more detailed analysis, I would require information that is not yet available, such as room sizes, equipment, space and a longer period of time to research the market and consult with the City's Purchasing Manager, regarding possible suppliers.

For the purpose of this report, Stage I Expansion will include:

- 2 activity rooms
- 1 craft room
- kitchen
- cafe
- counselling room
- office

Excluding capital expenditures, the average overall increase would be approximately 23%. This includes programming, staffing, specialties and supplies. It does not include maintenance costs. (Attached are the working figures on which the 23% is based.)

I had a brief conversation with the City's Purchasing Manager and we concluded that \$50,000 would be a feasible ball park figure for Capital Expenditures to equip the building to the Stage I level. It should be noted that the purpose of the Wilson Centre Expansion Fund is to offset some of the costs, particularly with regard to equipment and furnishings. As of July 31st, 1985, the fund is \$11,691.80.

/2.

SEP 25 1985
[Signature]

COST BREAKDOWN

A. CAPITAL

I am sure this list is incomplete, and as mentioned earlier it is somewhat difficult to ascertain what equipment is required prior to the architectural stage. In discussions with the City's Purchasing Manager it was explained to me that all items "physically attached" to the building would be covered in the building costs. The items that I consider to be a part of the building costs are marked with a * below, and have not been included in the capital estimate.

- 1) Sound System
 - * - connecting all rooms
 - * - intercom system connected from each room to the office
- 2) Activity Rooms
 - tables and chairs
 - blackboards
 - * - storage cupboards
 - bulletin boards
 - drapes and blinds
 - wall projection screen
 - * - sinks
- 3) Craft Room
 - kiln
 - pottery wheels
 - lapidary equipment
 - * - storage cupboards
 - drapes
 - heavy duty tables
 - chairs
 - bulletin boards
 - * - proper ventilation/exhaust system
 - * - heavy duty electrical wiring
 - * - electrical outlets wired to different circuits.
- 4) Counselling Room
 - desk
 - telephone
 - comfortable chairs
 - drapes
 - blackboards
- 5) Pool Room
 - 2 pool tables

/3.

SEP 25 1985

- 6) Kitchen
 - commercial style fridge, stove, micro/convection oven, freezer, dishwasher
 - buffet warmers
 - misc. items ie: cooking utensils, pots, coffee urns, trolleys
 - * - storage
 - garberator
- 7) Cafe
 - tables and chairs
 - drapes
 - * - non-slip, easy clean flooring
- 8) Office
 - cash register
 - computer
 - copying machine
 - audio visual equipment

B. STAFF

The staff hours for 1985 have already been cut to try and stay within the budget, and will be approximately \$47,000.00 for this year. I have based the expansion estimate on an increase to an average of 40 hours per week of Rec Worker(s) time. This would be an additional cost of \$8,280.00 or 17% at 1985 rates.

C. PROGRAMMING

The contract costs for 1985 will be approximately \$12,000.00. To keep the figure at this amount, we have had to cut down on programming, and have not been able to meet the membership requirements. I would estimate that with the increase in available space, and with the prospect of a newer facility to attract new members, that this figure could realistically be projected to \$15,000.00 or a 25% increase.

D. SUPPLIES

For 1985 supplies will be in the neighborhood of \$6,200.00. With a kitchen facility to stock, and more equipment to maintain, this figure could reach \$10,000.00 in an expanded facility. A 60% increase.

E. SPECIALTY

Approximately \$3,000.00 will be the 1985 figure for specialty. With the enlarged kitchen, special events could foreseeably be increased because of easier operations. I estimate a \$1,000.00 increase or 30%.

SEP 25 1985

[Handwritten signature]

THE CORPORATION OF THE CITY OF PORT COQUITLAM

1985 09 25

MEMORANDUM TO: K. Janna Taylor
MEMORANDUM FROM: Bev Irvine
SUBJECT: Wilson Centre Statistics

- 1) Memberships to September 17, 1985 is 667.
2) Monthly attendance January 1st - August 31st, 1985.

January	2939
February	3221
March	4104
April	3182
May	3151
June	2404
July	1929
August	1746

- 3) Registered Programs 1985 Winter
of programs offered = 23
of programs cancelled = 0
Total # of participants = 295

Spring
of programs offered = 23
of programs cancelled = 0
Total # of participants = 217

Summer
No registered programs.

Fall
of programs offered = 23
Further statistics will not be available until December, when all programs have been completed. To date, out of 23 programs offered 14*of them have people on waiting lists, that we are unable to accomodate.

Hoping this information is as required.

* Does not include Christmas programs.

Bev Irvine,
Area Supervisor

BI/rm

SEP 25 1985

Wilson Centre Programs

Ceramics (Beg.)	FULL	10 - waiting list
Ceramics (Adv.)	FULL	5 - waiting list
Ceramics Workshop	FULL	4 - waiting list
Crochenit	FULL	2 - waiting list
Drawing/Sketching	FULL	3 - waiting list
Knitting	FULL	
Oil Painting, Level I	FULL	4 - waiting list
Oil Painting, Level II	FULL	4 - waiting list
Papertole, Level II	FULL	1 - waiting list
Sewing	FULL	
Tai Chi	FULL	
Wet Fit	FULL	

Above data probably increased in the waiting list column.

SEP 25 1985

BP

MacLaren Plansearch

COMPUTER SCIENCES
ECONOMIC AND SOCIAL STUDIES
ENVIRONMENTAL SCIENCES
OCEAN SCIENCES AND OPERATIONS
TRANSPORTATION STUDIES
URBAN AND REGIONAL PLANNING
WATER RESOURCES

MACLAREN PLANSEARCH CORP.
SUITE 1100, 1140 WEST PENDER STREET, VANCOUVER, BRITISH COLUMBIA
CANADA V6E 4G1
TELEPHONE (604) 684-3216 TELEX 04-55112

40406

September 19, 1985

Ms. R. Janna Taylor
Director
Parks and Recreation Department
2253 Leigh Square
Port Coquitlam, B.C.
V3C 3B8

Dear Janna:

Thanks for meeting with us on Wednesday, September 18th, 1985, we had a long, but very productive meeting. The additional data you have provided us will assist us greatly in establishing a base data plan site inventory.

As we discussed, please keep us informed of the range of community groups you will be contacting concerning the upcoming public open house. James and I had discussed earlier the need to have some key informant interviews with principle active and passive recreation groups/organizations. Perhaps your Department can give us guidance as to whom you would recommend approaching at the issue identification stage of the study.

We further discussed the need to notify all adjacent property owners from the park site boundary to Shaughnessy Street. This suggestion of yours is fully endorsed by us.

With regards to the draft community announcement reviewed at our meeting, we enclose our annotated comments for your information. Essentially, the text and format is good, however we do suggest the addition of a site location plan.

Due to a revision in the park site area subsequent to the proposal call, we would like to revise both the program schedule and the budget for the site survey portion of the study only.

Our proposal (page 6.1) detailed a scheduling and budget based on a 23± acre park site. Subsequent to the parcel size revision to 120± acres we require additional site survey days for a number of key staff in order to inventory and analyse site conditions and potential.

SEP 25 1985



Lavalin

MACLAREN PLANSEARCH: THE PLANNING AND RESEARCH DIVISION OF LAVALIN
ST JOHN'S FREDERICTON TORONTO LONDON CALGARY SASKATOON

MacLaren Plansearch

Ms. R. Janna Taylor
40406
September 19, 1985
Page Two

The adjustment in fees only reflects additional site survey timing in phase one. All other study scheduling costs remain as indicated, our revised budget would be:

SITE SURVEY: ADDITIONAL TIME/COST SCHEDULE

Personnel	Phase One	Per Diem	Cost
James MacGregor	2	\$400.00	\$ 800.00
Patricia Baldwin	2	375.00	750.00
Howard Fries	1	450.00	450.00
Bruce Haggerstone	5	225.00	1,125.00
Support Services	2	225.00	450.00
TOTAL			\$3,575.00

Total fees for the study would therefore be \$18,575.00.

Due to the additional survey, analysis and soils capability review we are also recommending extending the contract deadline from December 18th, 1985 to January 9, 1986. This also recognizes timing delays due to Christmas and New Year holidays.

The first public meeting we have tentatively scheduled for October 29th, 1985, place and time to be confirmed by your Department.

We further note a meeting with the Recreation Committee on Monday, September 30th, 1985 at City Hall, a time to be confirmed by you.

Prior to this meeting, we shall prepare a draft agenda which will include the presentation of a draft Community Questionnaire and a preliminary base plan.

Do not hesitate to contact either James or myself concerning any points in this letter.

Please also find under the same cover the municipal recreation files which we have reviewed.

Thank you once again for retaining MacLaren Plansearch on this challenging study.

Yours very truly,
MACLAREN PLANSEARCH CORP.

Patricia

Patricia Baldwin
Project Planner

/sh

SEP 25 1985

BP



Province of
British Columbia

OFFICE OF THE MINISTER

Ministry of Provincial
Secretary and
Government Services

Parliament Buildings
Victoria
British Columbia
V8V 1X4



September 20, 1985

Mayor Len Traboulay
City of Port Coquitlam
2272 McAllister Avenue
Port Coquitlam, B.C.
V3C 2A8

Dear Mr. Traboulay:

RE: 1989 British Columbia Winter Games
1989 British Columbia Summer Games
1990 British Columbia Winter Games
1990 British Columbia Summer Games

On behalf of the Government of British Columbia, it is my pleasure to invite your community to bid to host the 1989 or 1990 British Columbia Summer or Winter Games. Your community may bid on all four Games or any number of the four Games. However, you would of course only be awarded one of the Events. In the event you bid on more than one of the Games, each Games you bid on must be by a separate and distinct bid.

The first British Columbia Summer Games were held in Penticton in 1978; the first B.C. Winter Games in Kamloops in 1979; the second B.C. Summer Games in Richmond in 1979; the second B.C. Winter Games in Kimberley in 1980; the 1980 Summer Games were held in Kelowna; the 1981 Winter Games in Prince George and the 1981 Summer Games in the Comox Valley. Trail hosted the 1982 Winter Games; Vernon the 1982 Summer; and the 1983 Winter Games were held in Revelstoke. The 1983 Summer Games were in Maple Ridge, Fort St. John - 1984 Winter; Burnaby - 1984 Summer; Osoyoos - 1985 Winter; and Nanaimo just recently held the 1985 B.C. Summer Games. Future Games have been awarded to Terrace - Winter 1986; Cranbrook - Summer 1986; Fernie - Winter Games 1987; 1987 Summer Games - Delta; 1988 Winter Games - Dawson Creek; 1988 Summer Games to Oak Bay.

During the past 12 months in playdowns leading up to the B.C. Winter Games in Osoyoos-Oliver and the B.C. Summer Games Nanaimo, there were 269,000 British Columbians involved, ranging in age from 13 to 79. This year's B.C. Summer Games in Nanaimo had 3,834 athletes competing.

SEP 25 1985

bl2

- 2 -

You will note in the enclosed criteria for bidding, that the Government of British Columbia will provide \$270,000.00 for each of the 1989 B.C. Summer and Winter Games and \$280,000.00 for each of the 1990 B.C. Summer and Winter Games - the Winter Games are to be held in February and the Summer Games in July.

You will also note the Government of British Columbia provides a \$70,000.00 Legacy to each host community to thank the volunteers for their efforts in staging the Games. These funds must be allocated for Amateur Sport.

Submissions, as detailed in the enclosed Guidelines, will be received by Ron Butlin, Chairman and Managing Director of the British Columbia Games at 2nd Floor - 777 Fort Street, Victoria, B.C. V8W 1G9 (Telephone: 387-1375) on or before 12:00 noon, October 20, 1985. All inquiries as to bidding, budgeting, etc. are to be made directly to Mr. Butlin.

Upon review and recommendation by the Chairman, I shall announce as soon as possible, the communities selected.

Yours very truly,



James Chabot
Minister

c.c. Recreation Director

encl.

SEP 25 1985



THE CORPORATION OF THE CITY OF PORT COQUITLAM

M E M O

TO: K.J. Taylor,
Parks & Recreation Director.

DATE: July 25, 1985

FROM: J. Maitland,
City Treasurer.

RECOMMENDATION:

That we proceed with purchasing the two micro computers for energy efficiency that are in place at Hyde Creek and the Wilson Centre.

BACKGROUND & COMMENTS:

The units have proved their worth. A comparison of our Hydro billings for the first six months shows the following:

	<u>1984</u>	<u>1985</u>	<u>Decrease</u>
Wilson Centre	\$43,906.56	\$37,318.05	\$ 6,588.05
Hyde Creek	<u>36,187.00</u>	<u>31,644.75</u>	<u>4,542.25</u>
	<u>\$80,093.56</u>	<u>\$68,962.80</u>	<u>\$11,130.30</u>

Please note that this is a rough estimate of the amount of our savings and ignores:

- (1) The fact that a portion of our energy consumption savings have not converted to dollar savings because of B.C. Hydro rate increases.
- (2) Weather variances from 1984 to 1985.
- (3) The fact that billing periods do not directly correspond from 1984 to 1985.


I feel quite comfortable in saying our dollar savings in 1985 from this equipment will amount to \$20,000.

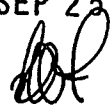
The options we now have are continuing with sharing the savings with CANPAC on the 75% CANPAC/25% CITY basis or outright purchase of the equipment.

Attached is a comparison of our options and I must point out that I have assumed that Hydro rates (and our savings) will increase by 7% each year.

Funds are provided in our 1985 budget to purchase this equipment.

JM/ms
Attachment


J. Maitland

SEP 25 1985


OPTION PURCHASE EQUIPMENT FOR \$40,000

	Cash Flows				
	Year				
	1	2	3	4	5
PURCHASE					
Cash outlay	40,000				
Lost interest (9%)	3,744	3,937	4,291	4,678	5,059
Mice contract	1,600	1,600	1,600	1,600	1,600
Salvage value					0
(A) Net cash flow	45,344	5,537	5,891	6,278	6,699

RENTAL (75/25)					
Rental payments based on 7% per yr increases in Hydro rates.	16,050	17,174	18,376	19,662	21,038
(B) Net cash flow	16,050	17,174	18,376	19,662	21,038

PRESENT VALUE ANALYSIS				8% Present	
Year	Net cash flow		Difference	Value Factor	Present Value
	Buy	Lease			
1986	45,344	16,050	29,294	1.0000	29,294
1987	5,537	17,174	(11,637)	0.9174	(10,676)
1988	5,891	18,376	(12,484)	0.8417	(10,506)
1989	6,279	19,662	(13,384)	0.7722	(10,335)
1990	5,217	21,038	(15,821)	0.7084	(11,209)

Net advantage (disadvantage) of continuing to rent (13,433)

SEP 25 1985