

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, March 6th, 1985, at 4:00 p.m.

In attendance were Alderman Michael Wright, Alderman George Laking.

Also in attendance were K. Janna Taylor, Parks & Recreation Director and Bryan Kirk, City Administrator (Item No. 4 only).

CONFIRMATION OF MINUTES

That the minutes of the meeting of the Parks & Recreation Committee held on Thursday, February 28th, 1985, be taken as read and adopted.

Item No. 1 Wilson Centre Advisory Board Constitution

Attached is a memorandum from Bev Irvine with regard to the Wilson Centre Advisory Board Constitution.

Recommendation:

That the revised Wilson Centre Constitution be approved.

CARRIED

Item No. 2 Port Coquitlam BMX Association

It was reported that the BMX lease expires July 13th, 1985, and that they have requested that their lease be renewed. (Please see attached letter.) According to the lease agreement it can be renewed for one year.

Recommendation:

That the BMX lease be renewed for one year effective July 13th, 1985, under the same terms.

CARRIED

/2.

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Item No. 3 Vandal Watch

A letter was received from the Royal Canadian Mounted Police, with regard to their Vandal Watch Program, in which they request the use of the Mabbett Room for a fund-raising dance. The Committee discussed this item and agreed that the charges should be at a minimal rate from the hours of 9:00 p.m. to 12:00 midnight.

Recommendation:

That Vandal Watch be charged the minimal rate for the Mabbett Room.

CARRIED

Item No. 4 Como Lake Connector Road

Bryan Kirk came in for this item and the Parks & Recreation Committee wanted to get a decision on the location of the Como Lake Connector. It is essential to determine the road location before a conceptual design of the Reeve Street Park can be done.

Recommendation:

That the Public Works Committee finalize the location of the Como Lake Road Connector.

CARRIED

Item No. 5 First-Aid Room

It was brought to the attention of the Committee that the referee's room is too small for referees. It was agreed that the staff would look into expanding the referee's room.

Recommendation:

That staff look into the expansion of the referee's room and report back to the Parks & Recreation Committee.

CARRIED

ADJOURNMENT

The meeting adjourned at 4:30 p.m.

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M.R. Wright, Chairman

K. Janna Taylor, Secretary

THE CORPORATION OF THE CITY OF PORT COQUITLAM

1985 01 30

MEMORANDUM TO: K. Janna Taylor, Parks & Recreation Director
MEMORANDUM FROM: Bev Irvine, Area Supervisor
SUBJECT: Wilson Centre Advisory Board Constitution

The Advisory Board have rewritten their constitution as they have outgrown the old one. They have written the new one with the intent of it being basic enough that it will not require changes or amendments on a regular basis.

The Board sought the help of Bert Smith, and with his assistance they have used the formal wording of associations and societies.

The language has changed but not the intent or purpose. It was felt that the new format gave them a clearer understanding of their "mandate".

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CONSTITUTION AND BY-LAWS
OF THE
SENIOR'S ASSOCIATION OF THE WILSON CENTRE.

PAGE	NO.		PAGE	NO.	
		<u>CONSTITUTION</u>			<u>BY-LAWS (continued)</u>
1	1	Name of Association			<u>Part 5-Directors & Officers</u>
1	2	Purpose of Association	3	17	Directors' powers
1	3	City Property & Control	3	18	Board of Directors--make-up
1	4	Share of City Budget	3	19	Election of Officers
1	5	Advisory Capacity of Association	3	20	Officers--titles
1	6	Civic Staff--Veto but no vote	3	21	Appointment of Committees
		<u>BY-LAWS</u>	3	22	Committee elects two Directors
		<u>Part 1-Interpretation-Definitions</u>	3	23	Directors must be residents
1	1	"Board"	3	24	Filling an Officer vacancy
1	2	"Directors"	3	25	Consultative Meetings
1	3	"Ordinary Resolution"			<u>Part 6-Proceedings of Directors</u>
1	4	"Special" Resolution	3	26	Set their own time & place
		<u>Part 2-Membership</u>	3	27	Quorum for Directors meetings
2	5	Age=50 years + & Fees	3	28	Responsibilities of Directors
2	6	"Honorary" Memberships	4	29	Bank Accounts--Signing Officers
		<u>Part 3-Meetings of Members</u>	4	30	Majority voting--Chair & tie vote
2	7	General (Quarterly)	4	31	President presides
2	8	Annual General	4	32	Vice-President replaces
2	9	Special General	4	33	Secretary--Duties
		<u>Part 4-Proceedings-General Meetings</u>	4	34	Treasurer--Duties
2	10	Quorum required	4	35	Secretary & Treasurer-combined
2	11	Quorum at Annual or Special= (70)	4	36	<u>Part 7-Notices to Members</u>
2	12	Quorum at Quarterly= (50)	4	37	Seven days notice
2	13	Chair may adjourn/must adjourn			Mailed notices
2	14	Mover and Seconder required	4	38	<u>Part 8-By-laws & Amendments</u>
2	15	Chair may use tie-breaking vote	4	39	Members must be given copy
2	16	No proxy voting			Changes require 75% majority

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CONSTITUTION

1. The name of the Association is "THE SENIOR'S ASSOCIATION OF THE WILSON CENTRE".
2. The purpose of the Association is to promote year-round programs and activities that meet the leisure needs of senior citizens/retired adults in the community and to encourage their participation in such programs and activities. Without limiting the generality of the above, to provide indoor activity programs and outdoor activities of a recreational, social, cultural, informational, arts, crafts or musical nature.
3. The Association and it's members acknowledge that the physical premises and equipment are the property of the City of Port Coquitlam and that the control of the Wilson Centre shall be under the administration of The Parks and Recreation Department of the City. All expenses relating to the salaries of civic staff, utilities, services, maintenance, supplies and programs and activities shall be covered by a civic budget for The Parks and Recreation Department, who shall have jurisdiction over usage or rental of the Centre by other organizations such as O.A.P.O. etc.
4. The Association also recognizes the responsibility to raise sufficient monies to cover at least the portion of the budgeted expenses for The Wilson Centre as designated by the City Council and that civic staff must authorize all expenditures and approve all programs and activities and shall collect such fees and monies for membership and events so as to recover the designated portion of expenses.
5. The Association and it's Board of Directors shall consider and recommend or advise the Centre Coordinator on programs and policies.
6. Civic staff of The Parks & Recreation Department may attend all meetings of the Association and it's Board of Directors, but shall not have voting privileges per se but shall have the right to veto any decisions that are not in accordance with the expressed policies of the City Parks and Recreation Department.

BYLAWSPART 1 -- INTERPRETATIONS (Definitions)Para.

1. "Board" means the Board of Directors of the Association.
2. "Directors" means the Directors so elected by the members.
3. "Ordinary Resolution"--means a resolution passed at any General Meeting of the Association which requires only a simple majority vote of the members present, i.e. 50% + 1.
4. "Special Resolution"--means a resolution which requires a majority of at least 75% of the members present at any Special or General Meeting AND FOR WHICH at least a 14-day advance notice has been given and which Notice has specified the intent to propose the "Special Resolution" and the wording and purpose of that Resolution. (E.G. Change of Bylaws.)

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BY LAWS (continued)

PART 2 -- MEMBERSHIP.

Para.

5. The members of the Association are those persons fifty (50) years of age or over who have paid their annual membership fees. A reduced fee may be considered upon application.
6. "Honorary Memberships" may be granted to a member if nominated by the Board of Directors and subsequently approved by a vote of the members at a General meeting.

PART 3 -- MEETINGS OF MEMBERS.

7. General Meetings shall be held at such times and dates as the Board of Directors may decide but will normally be held every three months and the notice of such meetings shall be published in the "Newsletter".
8. An Annual General Meeting shall be held each year in the month of September at a date and time set forth in a mailed notice to all members.
9. A Special General Meeting may be called at any time as a matter of urgency by the Board of Directors for the sole purpose of considering one or more Special Resolutions but such Special General Meetings shall require at least a 14-day written mailed notice to all members and the meeting shall then only consider and vote upon the Special Resolutions stated in that Notice and shall conduct no other business.

PART 4 -- PROCEEDINGS AT GENERAL MEETINGS.

10. A General Meeting shall not commence until a quorum of member is present and the meeting shall be adjourned when sufficient members have left the meeting so as to constitute a lack of a quorum.
11. An Annual General or Special General Meeting, 70 members present shall constitute a quorum.
12. At Quarterly General Meetings, 50 members present shall constitute a quorum.
13. The Chairman of a Meeting may adjourn a meeting if it is considered appropriate by him/her but MUST adjourn a meeting if a quorum is not present.
14. All Motions, including those included in a Notice of Motion, shall require a Mover and a Seconder before discussion and a vote.
15. The Chairman shall not have a vote except in the case of an equality of votes when the Chair, if it wishes, may cast the deciding vote. A tie vote shall constitute a defeat of the motion.
16. Voting by proxy is not permitted.

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[Handwritten signature]

BYLAWS (continued)PART 5 -- DIRECTORS AND OFFICERSPara.

17. The Directors may exercise all such powers and do such things as the Association or these Bylaws permit, providing that they shall not do such things or exercise such powers as are restricted solely to the Members at a General Meeting.
18. The Board of Directors shall consist of the OFFICERS of the Association plus two Directors elected by each Committee.
19. The Officers shall be elected at the Annual General Meeting to be held in the month of September and shall be elected for a one-year term and each may serve as an Officer for a maximum of four (4) 1-year terms. They must stand down after four consecutive years but may be re-elected after standing down one year. The Immediate Past President shall be a Director until such time as he resigns as such or until a President ceases to hold office.
20. The Officers shall be the President, the Vice-President, Secretary and Treasurer but the offices of Secretary and Treasurer may be combined as one office at the discretion of the Board.
21. The Officers of the Board, or the members at a General Meeting, may appoint such Committees as are deemed necessary for the conduct and development of the Association and shall define the powers and the duties of such Committees, who shall report all acts to the Board.
22. The members of each Committee shall annually elect at a meeting of their choice, two of their members to serve as Directors on the Board. Initially, one Director shall be elected for a two-year terms and one for a one-year term to ensure representative rotation. Each Committee may, at any time, elect one of it's members to fill a Director vacancy.
23. All Directors must be residents of the City of Port Coquitlam.
24. The Board of Directors may appoint any qualified member to fill an Officer vacancy for the balance of a term, but any Officer so appointed is eligible for election at the next Annual General Meeting.
25. The Board of Directors shall be charged with the responsibility of convening a consultative meeting on a regular basis with two representatives appointed from the following groups;
 - 25-1 O.A.P.O. Branch No. 21.
 - 25-2 Hawthorne Lodge Seniors.
 - 25-3 Other organizations & agencies involved with the Wilson Centre.

PART 6 -- PROCEEDINGS OF DIRECTORS.

26. The Directors may meet together at such times and places as they think fit for the dispatch of business and otherwise regulate their meetings and proceedings as they see fit, if not inconsistent with these Bylaws.
27. The quorum for a meeting of the Board of Directors shall be a majority of the Directors then holding office.

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BY LAWS (continued)PART 6 -- PROCEEDINGS OF DIRECTORS. (cont'd.)Para.


28. All Directors shall act honestly and in good faith and in the best interest of the Association and must exercise the care, diligence and skill of a reasonable and prudent person.
29. The Directors shall ensure that the Association has at least one account with a chartered bank, credit union or trust company and shall determine which Directors shall have signing authority on behalf of the Association. The Directors shall ensure that proper accounting records are maintained, including the receipt and disbursement of any monies.
30. Questions arising at any meeting of the Directors shall be decided by a majority of votes. The Chairman shall not have a vote except in the case of a tie and then the Chair may cast the deciding vote, otherwise a tie vote shall defeat the question or motion.
31. The President shall preside at all meetings of the Association except Committees & shall be considered the chief executive officer of the Association.
32. The Vice-President shall have the powers and carry out the duties of the President during his absence.
33. The Secretary shall conduct the correspondence of the Association, issue or post notices of meetings of the Association and the Board of Directors, keep minutes of all meetings of the Association and the Board and shall have custody of all records and documents of the Association, other than those maintained by the Treasurer or by staff of the Parks & Recreation Dept.
34. The Treasurer shall keep such financial records as are required by the Board and shall render financial statements to the Directors, members and others as required and shall arrange for an annual audit of the financial records.
35. The offices of Secretary and Treasurer may be held by one person if so decided by the Board and shall be then known as the Secretary-Treasurer.

PART 7 -- NOTICES TO MEMBERS.

36. A notice may be given in writing to a member, either in person, or by mail at his last recorded address at least seven days before a meeting.
37. A notice sent by mail shall be deemed to have been given on the third business day following that on which the notice is posted.

PART 8 -- BY-LAWS AND AMENDMENTS THERETO.

38. Each member in good standing at the date of revision of the Bylaws here set forth shall be entitled to receive a copy of of them and all new members on being admitted shall receive a copy of them without charge.
39. These By-laws shall not be altered or added to except by Special Resolution requiring at least 75% of a properly constituted General Meeting.


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TO ALL MEMBERS OF THE POCO SENIOR'S CENTRE,

Your Advisory Board considers that it is desirable, for several reasons, to totally replace the existing Constitution and By-laws in a briefer and simpler format. Your Board has drafted & recommends a new set of these and they are now enclosed herewith. A NOTICE OF MOTION is presented below for you to now study & to discuss and consider same at the next General Meeting, which will be held at:

--The Wilson Centre at p.m. on _____ 1985.

Please retain this set and bring it with you to that meeting.

YOUR ADVISORY BOARD.

NOTICE OF MOTION:

We give notice that the following Motion will be moved at the next General Meeting of the Poco Senior's Centre:

"Moved that the existing Constitution and By-laws be cancelled in their entirety and that they be replaced by the new Constitution and By-laws attached hereto." Moved by Bert Smith, seconded by Ed Bennett.

FROM: The Wilson Senior's Centre,
2150 Wilson Ave., Port Coquitlam.

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POCO BMX ASSOCIATION

P.O. Box 670

Port Coquitlam, B.C.

V3B 6H9

Feb. 21, 1985

Jana Taylor
Parks & Recreation Department
Leigh Square
Port Coquitlam, B.C.

Dear Jana Taylor:

Please accept this letter as application
for the renewal of POCO B.M.X. Association's
lease on the property at the foot of Wilson
and Reeves Street. Thank you.

Yours Truly
POCO B.M.X. Association
Dal Smith - Vice President.

A NON-PROFIT SOCIETY FOR THE BENEFIT OF THE SPORT

MAR 6 1985





Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Coquitlam Detachment, 3000 Christmas Way, Port Coquitlam, B.C. V3C 2M3

Your file Votre référence

85-03-04

Our file Notre référence

Parks & Recreation Department,
City of Port Coquitlam,
2253 Leigh Square
Port Coquitlam, B.C.
V3C 3B8

Attn: Joanna TAYLOR
Director of Parks & Recreation


Dear Madam:

I am writing to request your assistance in reserving the Mabett Lounge, located in the Port Coquitlam Recreation Centre on Wilson Avenue in Port Coquitlam, for the evening of the 27th of April 1985 from 7:00 p.m. to midnight.

The purpose of the booking is to provide our Vandal Watch Program volunteers with a location to conduct their first fund raising dance. The Vandal Watch volunteers donate their own time and cover gas expenses themselves while providing a very worthwhile and free service to the community.

Any consideration given to eliminating or reducing the rental fee on the hall would be greatly appreciated by the program members.

Yours truly,


R.W. FENSKE, Insp.
Assistant Officer in Charge
Coquitlam Detachment

APD/bc

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Canada