



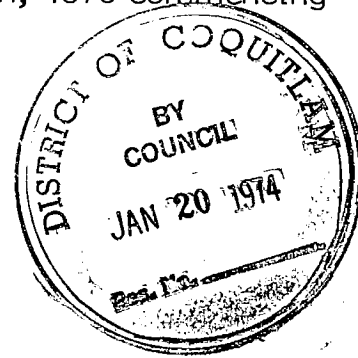
Tuesday, January 14th, 1975,  
Budget Study - 6 p.m.

BUDGET STUDY

A meeting of Council was held on Tuesday, January 14th, 1975 commencing at 6 p.m. to study the 1975 Provisional Budget.

The following Members of Council were present:

Mayor J. L. Tonn,  
Ald. L. Garrison,  
Ald. L. Sekora,  
Ald. L. A. Bewley,  
Ald. C. J. Filiatrault,  
Ald. D. Howarth,  
Ald. J. Gilmore.



Ald. Filiatrault left at 7.30 p.m. to attend a School Board Meeting.

Also present were the following Members of staff:

Mr. R. A. LeClair,  
Mr. V. A. Dong,  
Mr. J. McPherson,  
Mr. D. Buchanan,  
Mr. A. Phillips,  
Mr. H. Hockey,  
Mr. B. Falcon,  
Mr. D. Cunnings,  
Dr. S. Stratton,  
Mr. J. Thomson,  
Mr. E. Newson,  
Mr. T. Klassen.

ATTACHMENTS TO MINUTES

1. Manager's Report dated December 23rd, 1974 outlining the contents of the 1975 Provisional Budget.
2. Treasurer's Report dated January 13th, 1975 on the matter of planning for Data Processing.
3. Letter from Family Division Committee with respect to 1975 Budget provision.
4. Municipal Engineer's Report dated December 17th, 1974 dealing with the acquisition of new street cleaning equipment.
5. A report on equipment replacement.

DISCUSSION

The Budget was examined section by section with Members of Council seeking clarification on various items and budget allocations.

The Municipal Treasurer informed Council that some consideration may need to be given to the matter of additional staff to perform municipal functions previously handled by the Assessment Department. Matters such as local improvements, business tax and sewer rentals. Mr. LeClair stated that clarification was still being sought on this matter from the Provincial Assessment Authority.

Tuesday, January 14th, 1975,  
Budget Study, cont'd.

Ald. Howarth requested that the Engineering Department produce a report prior to Final Budget discussion on the matter of placing "Litter Containers" in areas where a high level of rubbish accumulates, such as in the vicinity of local convenience stores or in business sections of the Municipality.

Ald. Bewley inquired as to the budget allocation for outdoor swimming pool operation and Mr. Cunnings explained that a 17 week season was budgeted for.

RESOLUTIONS

1. DATA PROCESSING

MOVED BY ALD. GILMORE  
SECONDED BY ALD. GARRISON:

That the contents of the Municipal Treasurer's Report dated January 13th, 1975 on "Planning for Data Processing" be accepted and to facilitate such planning, the necessary studies be undertaken with the assistance of consultants with the maximum cost of such a study not to exceed \$50,000.00.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA:

That the Treasurer summarize proposals received from consultants on the method and cost of undertaking the data processing study and this be submitted to Council for a decision on the appointment of the consultant.

CARRIED

2. STREET CLEANING EQUIPMENT

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA:

That in accordance with the report of the Municipal Engineer, funds be included in the 1975 Provisional Budget to allow for the purchase of a new vacuum type street sweeper and a light weight pickup truck.

CARRIED

Tuesday, January 14th, 1975,  
Budget Study, cont'd.

3. EQUIPMENT REPLACEMENT

1. Single Axle Dump Truck #224 - Public Works.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. GILMORE:

That a provision be made in the 1975 Provisional Budget to allow for the replacement of Truck #224 from the Depreciation Reserve Account.

CARRIED

2. Single Drum Vibrating Roller #901 - Public Works.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA:

That a provision be made in the 1975 Provisional Budget to allow for the replacement of Roller #901 from the Depreciation Reserve Account.

CARRIED

4. CAPITAL - PRINTING DEPARTMENT COLLATOR

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY:

That a provision be made in the 1975 Provisional Budget of \$400 to allow the Municipality to exercise an option to purchase a collator for the Printing Department.

CARRIED

5. FAMILY DIVISION COMMITTEE.

Council indicated that the Budget allocation of \$500 should be the amount placed in the Budget for 1975 as Coquitlam's share with respect to the Family Division Committee which would mean a total budget of \$803.47 based on the Simon Fraser Health Unit Formula.

ADJOURNMENT

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY:

That the Budget Study Meeting adjourn. 10.15 p.m.

CARRIED

\_\_\_\_\_  
CHAIRMAN

December 23, 1974

His Worship, the Mayor,  
and Members of Council  
District of Coquitlam.

Gentlemen,

RE: 1975 Provisional Budget

Pursuant to Section 197 of the Municipal Act a proposed 1975 Provisional Budget has been prepared by your staff and is herewith presented for the consideration of Council.

This Budget, as prepared or as altered by Council, must be adopted no later than Monday, January 20, 1975. Adoption may be by by-law or resolution, and it is recommended that the adoption be by resolution.

Council must bear in mind when considering this 1975 Provisional Budget, that until a 1975 Annual Budget is adopted (on or before May 15, 1975), no expenditure shall be made that is not provided for in the 1975 Provisional Budget.

The preparation of the 1975 Provisional Budget was undertaken with the following guidelines being observed:

1. Budgetary provisions to be concentrated entirely on maintenance and operations.
2. Existing policies of Council to be continued with present approved staff complement.
3. Salary and wage costs to be projected on the basis of the 1974 Union contract.
4. Budgetary provisions to be allowed for the replacement of vehicles and office equipment from equipment reserves, but for said vehicles, the appropriate equipment history must be provided for each.  
eg. Description of vehicle  
Date of acquisition  
Repair and Maintenance history  
Principal uses  
If involved in an accident, describe operating effectiveness etc.
5. "Police Protections" - budget to be prepared complete with total 1975 operating and capital requirements because it is a joint operation with the City of Port Coquitlam.
6. All provisions of a general nature variously described as, Sundry, Miscellaneous, General, Other, etc. to be supported by details.
7. Capital provisions to be reflected where they either are to be met from already approved debt authorization by-laws, or have been previously contemplated by Council, or are representative of the normal repetitive capital needs (refer to sewer and utility enterprises)

To facilitate your review of this Budget, the accompanying file document is provided, and is composed of summaries filed on the left hand side, with certain related details being filed on the right hand side. Comparisons with 1974 Amended Budget figures and 1973 Actuals are shown on each individual summary page.

The Budget document being provided consists of the following sections:

Section

Summary and Detail Pages

- A. General Revenue Fund  
i. Revenues

A, F

<u>Section</u>	<u>Summary and Detail Pages</u>
A. General Revenue Fund (continued)	
ii. Departmental Expenditures	- Operations B, H, I, J, K, L, M, N, O - Capital Q
B. Sewer Enterprise	- C, R
C. Water Utility Fund	- D, S
D. Departmental Apportionment of certain shared common costs	- G
E. Trust and Reserve Funds and Debenture Debt appropriations	- E
F. Salary projections	- X

To comment on each section:

A. GENERAL REVENUE FUND

This fund basically reflects an estimate of the various items of general revenues and expenditures for 1975, summarized so as to calculate the estimated net cost of providing the proposed municipal services which are to be charged against property assessments. Knowing the end result of the provisional estimates of revenues and expenditures at the outset will assist Council in proceeding to establish within the Final Budget an ultimate level of service at an acceptable level of cost.

i. Revenues - "A, F"

The primary revenue source consists of taxation arising from the application of the tax mill rate. Pursuant to the 1974 amendments (Bill 170) to the Assessment Act (Bill 151), and particularly to Section 24, contained therein, "land and improvements shall be assessed at the same value and on the same basis at which the land and improvements were assessed for the calendar year 1974. Where a change in the value of land and improvements occurs by reason of,

1. a change in the physical characteristics of the land or improvements, or both; or
2. new construction or new developments thereto, thereon, or therein; or
3. a change in the zoning or reclassification of land and improvements,

that is not included in the assessment roll for the calendar year 1974, the land and improvements shall be assessed at the same value and on the same basis as if those changes in value had occurred and had been taken into account in the preparation of the assessment roll for the calendar year 1974."

Simply and basically speaking, a freeze was placed upon 1974 assessed values, with the concomitant result that more "mills" would be required just to generate sufficient tax revenues to compensate and meet the inflationary cost increases presently being experienced within all phases of the municipal operation.

Accordingly, for this 1975 Provisional Budget, an initial mill rate increase of 2.47 is reported, which of course will be

subjected to a critical study by Council.

Other sources of revenues worthy of mention are:

- Business Tax - Reflects the approved percentage increase from 3% to 4% effective January 1, 1975 thereby allowing a projected revenue increase from \$162,000 to \$235,000, or \$73,000
- Sand - anticipates the sale of disposable sand by way of tender - \$100,000
- Soil Removal Permit Fees - reflects an increase in permit fees from 15¢ to 20¢ per cubic yard effective March 1, 1975 and anticipates a significant increase in the volume of gravel removed occasioned by the granting of additional permits - from \$262,500 to \$612,550, or \$350,050
- Public Fines - Final judgement has been rendered by Dec. 31/74 on most infractions which occurred prior to April 1, 1974, the date of the Provincial take-over. The 1974 revenue of \$70,500 is accordingly reduced by \$ 65,800 to \$4,700.
- Interest on Investments - anticipates a reduction in the average rate of return from that experienced in 1974 and a reduction in the volume of funds available for temporary investments, resulting in a decrease from \$200,000 to \$160,000, or (\$40,000)
- Local Government Grants - Anticipates no change to present per capita rate of \$34.00
- Appropriation from Revenue Surplus - the 1974 budgetted surplus of \$100,000 plus a portion of prior years' accumulated surpluses of \$320,000.00 is taken into the 1975 current budget.

All other revenue sources appear consistent with the 1974 experience.

## ii. Expenditures

The estimates of expenditures for each and every department was concentrated primarily on maintenance and operations. Firstly, the financial requirements to carry out existing policies and to meet debt commitments were first determined. Then a general provision was established in order to meet unavoidable 1975 salary and wage increases and other contingencies. As a result the total 1975 expenditure provisions exceeds that of 1974 by approximately 10.42%.

On this basis then, the following observations are made re certain significant areas of expenditures presently provided:

### (1) General Government - H

- The assessment functions were assumed by the Province in July 1974, and therefore, these costs will now take the form of levies by the B.C. Assessment Authority.
- Provision is made to reflect the establishment and operation of a branch library (H<sub>5</sub>)
- Provision for the enumeration of voters provides for the maintenance of the master file only, rather than a repeat of the total enumeration process (H<sub>3</sub>)

(2) Protective Services -

(a) Police - I<sub>A</sub>, I<sub>B</sub>

Because this service is operated jointly with the City of Port Coquitlam, the 1975 budget is being presented complete for all areas of operating and capital.

- provision made for six (6) additional civilian personnel for approximately \$48,000
- provision made for four (4) additional R.C.M.P. personnel for approximately \$50,500.
- reflection of the increase in contractual rates for the employment of R.C.M.P. personnel approximating in total \$121,200.

(b) Fire Department - I<sub>C</sub>, I<sub>D</sub>

The present fire fighting force remains unchanged, consisting of the Fire Chief, his Deputy and forty-eight (48) firefighters. Also there is employed a Fire Investigation and Prevention Warden. The increased budgetary provisions made reflect the results of commitments made in the latter part of 1974 e.g., employment of eight firefighters, purchase of two fire trucks. In addition and pursuant to By Law 232, 1973 the Hydrant charge, being based on a rate of \$3.40 per capita applied to an increased population figure of 62,000, results in a cost of \$210,800, an increase over 1974 of \$20,400.

(3) Transportation Services - J

Increases reflected in this department arise generally from the inflationary effect upon material, equipment, and professional service costs. The level of services provided is consistent with that attained in the immediate prior year. Recognition is also given towards the employment of a Training Officer.

It can be noted that if certain capital works are proceeded with, certain costs presently provided from general revenues can be capitalized as cost of such works, and amortized over the financed term.

(4) Garbage and Waste Collection - K

- Municipal garbage collection provision reflects the employment of a seventh vehicle and accordingly exceeds the 1974 requirements by \$81,400
- this service now absorbs its share of works yard costs and staff training

(5) Department of Human Resources - L

- Increase representative of higher per capita welfare costs

(6) Environmental Development Services - M

- Cost provisions consistent with the same level of services as experienced in 1974

(7) Recreation & Cultural Services

- Cost provisions consistent with the same level of services as experienced in 1974



(8) Fiscal Services - 0

The 1975 cost of servicing the municipal debt is reflected herein. A significant net increase of \$418,800. is required in order to meet the cost of 1975 debt instalments on debt being committed on capital projects undertaken.

e.g.

- 1973 & 1974 Drainage - \$1,350,000
- Parks & Recreation Referendum - \$1,910,000

(9) Pursuant to the Municipalities Enabling and Validating Act, an amount equivalent to such portion of the annual requisition by G.V.S. & D.D. for sanitary sewer purposes may be charged to the general revenue of the Municipality to a maximum of 4 mills. Council has in the past adopted this procedure, and accordingly this provisional budget reflects the need to appropriate the maximum 4 mills.

(10) General Provision - Operating and Capital

This provision of \$778,300. is to meet the unavoidable costs which will result from pending salary and wage negotiations, to meet further Private Hospital costs, and to meet intended capital requirements on a priority basis. However from experience, it is questionable that this provision would be adequate to meet all the potential costs that would arise from the indicated purposes.

(11) Amounts available (if any) from other surplus or reserve funds will not be determinable until the completion of the 1974 Annual financial statements (early March, 1975). Additional grants from senior governments, should they materialize, and revised estimates would alter this preliminary forecast.

**B. SEWER ENTERPRISE**

The sewer frontage tax revenues provided in the 1975 Provisional Budget reflect the recent increase in rates pursuant to By-Law 439, 1974. That is:

- Municipally installed sewers - from \$65.00 to \$75.00
- Developer installed sewers - from \$35.00 to \$40.00

In addition, revenues from sewer rentals reflect the revised basis of rate imposition in accordance to B.L. # 440, 1974.

These changes were necessitated to maintain this fund on a self-liquidating basis.

**C. WATER UTILITY FUND**

The revenues from rates and related costs reflect the effects of imposing increased water rates against certain users pursuant to By-law 432, 1974. For example:

- Flat rate users - from \$45.00 to \$53.00
- from \$40.00 to \$48.00
- Metered users - minimum \$68.00 per year

In addition the revenue from hydrant charges has increased by \$20,400. as a result of By-Law 232, 1973 which applied the per capita rate of \$3.40 to an increased population of 62,000.

These changes were necessitated to maintain this fund on a self-liquidating basis. For the Water Utility Fund, a provision for meeting presently unspecified expenditures was set aside equal to the amount of revenues remaining unapplied to operations and maintenance.

I would recommend that Council undertake to establish budget meeting dates at their earliest convenience in order to address themselves, not only to the contents of the 1975 Provisional Budget but other essential projects that have yet to be considered. This would facilitate and assist your staff in meeting and achieving in 1975 the intended objectives of Council.

Respectfully submitted,



R.A. LeClair,  
MUNICIPAL MANAGER

VAD/sm

TO: R.A. LeClair Administration January 13/75  
FOR MAYOR AND MEMBERS OF COUNCIL Treasury File: 1542  
FROM: V.A. Dong  
RE: PLANNING FOR DATA PROCESSING

In early 1969 Coquitlam, by way of a letter of intent, entered into an agreement with the District of Surrey to utilize certain computer services. Again in late 1972, there was a further need to extend our use of computerized equipment, and this was accomplished by the utilization of services provided through Urban Computers Ltd., a commercial service bureau.

For 1974, the cost of all data processing services rendered, inclusive of own personnel costs, approximated \$78,000.00. This sum served to provide for those applications set out and summarized on Schedule A.

The broad scope of applications have been developed over the years in order to meet legislative requirements, to satisfy the increasing need for accumulating data, and to provide the appropriate informational reports. They must continue to be improved upon in order to keep pace with the needs generated by the rapid growth and development being experienced within the District of Coquitlam.

Not only must we be concerned with the quality of our reporting system, but now alternate means for processing data must be investigated. The District of Surrey has given us notice that data processing services to their users will discontinue possibly as early as October, 1975. (copy of their letter attached as Schedule B)

These two factors then are the prime reasons giving rise to the initiation of this report.

To plan and prepare for the ultimate course our data processing requirements will take, we foresee the need to consider the following sequences of decisions:

- To define our system requirements - present and proposed
- To decide the most appropriate means of processing data to satisfy these requirements
- To select the type of equipment or computing services in accordance with the path chosen
- To implement the selected system

It will be the sum of all these decisions and their inter-related consequences that will govern the choice of our overall data processing system.

Such an intensive study, undertaken with outside consultants, is expected to take a minimum of one year to complete. The costs for carrying out a broad study of this nature are expected to range from \$40,000 to \$50,000.

Because time is so critical, there is an urgency to proceed immediately with Phase 1 of this study. This phase, encompassing a complete study of the present and proposed systems leading up to a recommended basis of processing data, will as with subsequent phases, entail many considerations requiring expertise and technical know-how. For example, within Phase 1, the detailed work to be carried out should include:

- Analysis of present procedures
  - are they being performed efficiently? can they be eliminated or combined with others? what are their limitations in respect of new, broader demands?
- Defining the operating requirements of the proposed system
  - includes details of information required, frequency, volume of data, etc.

- Designing the proposed system
  - will require flow charts and outline of procedures
- Recommending the basis of data processing
  - manual means, electronic accounting machines, computers, etc., or combination thereof

It is important to review our data processing operation in the widest possible perspective. We feel that this can best be achieved by the use of professional consultants who are properly trained, who have the necessary expertise, and who are up-to-date in all forms of data processing techniques. With such a professional consultant undertaking a feasibility study, the possibility of serious mistakes and poor judgment can be reduced, thereby increasing the likelihood of a successful data processing operation.

Therefore I would now seek Council's concurrence to proceed with the necessary studies utilizing the services of consultants in order to meet and satisfy our unavoidable data processing obligations. The following resolution is proposed for Council's adoption:

"That we accept the contents of the Municipal Treasurer's report dated January 13, 1975 on 'Planning for Data Processing', and that to facilitate such planning, the necessary studies be undertaken with the assistance of consultants."

Respectfully submitted,

  
V.A. Dong,  
MUNICIPAL TREASURER

VAD/sm

PRESENT ELECTRONIC DATA PROCESSING APPLICATIONS

I. SERVICES THROUGH THE DISTRICT OF SURREY (HONEYWELL EQUIPMENT)

1. ASSESSMENT:

- Maintain - Property File
  - Name/Address File
- Produce - Assessment Roll
  - Assessment Notices
- Information Listings
  - Roll Number order
  - Property Location Order
  - Plan Number Order
  - Owner Order Alphabetically
- Analysis of Property Sales

2. LOCAL IMPROVEMENTS:

- Maintain - Local Improvement Master
  - Local Improvement Initiative Master
- Produce for Both Masters
  - Rolls
  - Notices
  - Labels

3. TAXATION:

- Produce - Collector's rolls for General, School, Hospital, M.F.A. and G.V.R.D. Purposes
  - Tax Notices
  - Related Reports
- Cash Control
  - Trial Balances
  - Ageing of Accounts for Tax Sale etc.

4. UTILITY BILLING:

- Flat Water
  - Notices
  - Cash Control
- Sewer Rental
  - Notices
  - Cash Control
- Metered Water
  - Notices
  - Cash Control

5. PAYROLL (HOURLY PAID EMPLOYEES):

- Extension of Hours
  - apply burden rates
- Summarize Extensions
  - employee number order
  - equipment number order
  - production type order
  - work order number order

PRESENT ELECTRONIC DATA PROCESSING APPLICATIONS

5. PAYROLL (HOURLY PAID EMPLOYEES): (CONT'D)

Card Output for Summarized Charges  
-input to General Ledger

II. SERVICES THROUGH URBAN COMPUTERS LTD. (UNIVAC EQUIPMENT)

1. General Ledger

Maintain - Ledger Master  
Produce - Exception Reports  
- Detail Listings  
- Summary Listings

Burden Stores Charges

2. GENERAL CHEQUE WRITING

Maintain - Supplier Master  
Produce - Cheques  
- Cheque Register  
- Payables Listing

3. BUSINESS TAX

Apply Rates to Assessments  
Produce - Assessor's Roll  
- Collector's Roll  
- Tax Notices

4. VOTERS LIST

Sort Card File  
Generate Sequence Number  
Produce Voter's List

III. SERVICES THROUGH IN HOUSE EQUIPMENT (NCR 395, IBM 129 & 026)

1. PAYROLL

Produce - Net Cheques from Gross  
- Related deduction Listings  
- Year end T-4 Slips

2. DATA PREPARATION

Keypunch from Source to Punched Cards for - Surrey  
- Urban  
- In House Payroll

# The DISTRICT

Municipal Hall 14245 - 56th Avenue, Surrey, B.C. of SURREY Telephone

V3W 1J2

**DATA PROCESSING**  
**REGISTERED MAIL**

MD04

October 8, 1974.

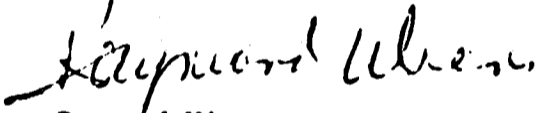
Mr. F. L. Pobst - Clerk  
The District of Coquitlam  
1111 Brunette Avenue  
Coquitlam, B.C.  
V3K 1E8

Dear Mr. Pobst:

The District of Surrey Data Centre will be changing to a new computer in the very near future. The District of Surrey will not be providing Data Processing Services to our users on this new computer. However, we are prepared to maintain the status quo for the next twelve to eighteen months. During this time, we will be prepared to provide our regular services on the existing computer.

It has been my pleasure to deal with you and your staff during the past years. We will do all we can to make this transition as easy as possible.

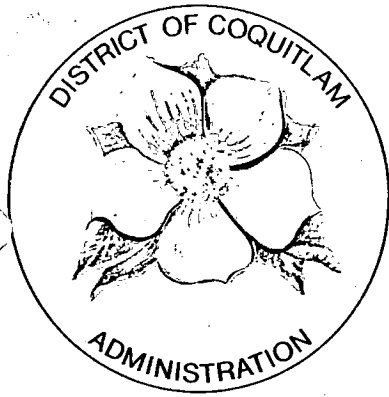
Yours truly,



Raymond Wiens  
Acting Data Centre Co-ordinator

RW/bt

cc: Mr. V. A. Dong - Treasurer  
Mr. Wyatt - Assessor  
Barry Baldigara ✓  
Mr. D. J. Closkey - Municipal Manager  
Peter Nixon - Boeing Computer Services



301

# DISTRICT OF COQUITLAM

1111 BRUNETTE AVENUE, COQUITLAM, B.C. PHONE 526-3611

V3K 1E8

January 10th, 1975

MAYOR J.L. TONN

The Mayor and Members of Council,  
District of Coquitlam,  
1111 Brunette Avenue,  
COQUITLAM, B.C.

Dear Sirs:

Re: 1975 Family Division  
Committee Budget.

The "School District #43 Family Division Committee" have instructed the undersigned to request of the three Municipal Councils a budget allocation of \$900 for the operation of the Committee in 1975. It is proposed that the cost sharing of this amount would be based on the Simon Fraser Health Unit formula.

The Family Division Committee uses funds to reimburse members for expenses incurred as a result of attendance at workshops and would, on occasion, use some funds to act as "seed money" for projects deemed worthwhile for which no other type of funding is available.

I would point out to members of Council that in the past the District of Coquitlam maintained a budget allocation of \$500 annually to cover Family Division expenses and never has the full amount been expended by the Committee.

I would further point out that any funds which the Committee may wish to expend, over and above incidental expenses incurred by Committee members, would require approval by all three Councils prior to the expenditure being made.

Consideration of this request by your Council would be most appreciated.

Yours truly,

T. Klassen, Secretary,  
Family Division Committee.



**DISTRICT OF COQUITLAM**

Inter-Office Communication

TO: R. A. LeClair DEPARTMENT: Administration DATE: Dec. 17/74  
FROM: A. Phillips DEPARTMENT: Engineering YOUR FILE:  
SUBJECT: Street Cleaning OUR FILE: 003-016

REPORT TO THE MUNICIPAL MANAGER FOR COUNCIL:

# 421

Dear Sir:

At the meeting of Council on July 22, 1974, Ald. Gilmore pointed out that our District appeared to him to need more attention given to keeping the streets clean. He requested that the Municipal Engineer provide Council with a report on our street-cleaning equipment.

The Municipality presently owns and operates 1 mechanized sweeper. It is the only piece of equipment retained specifically for street-cleaning purposes. Where it is found necessary to remove litter from boulevard and sidewalk areas, a 1-ton truck and 2-man crew are employed to pick up and remove it.

The 4-wheel Wayne sweeper was purchased in 1969 and has travelled approximately 26,000 miles since that time. In the last two to three years, this equipment has given very poor service. It has required extensive maintenance work. For instance, both the primary and secondary engines have been replaced and the transmission is without high-range gears. Maintenance work on this equipment has been protracted by the difficulty in obtaining parts. This type of equipment is subject to a great deal of wear and tear and one can normally anticipate frequent replacement of expendable parts such as brushes. It seems, however, that this piece of equipment is fundamentally weak. We would be well advised to discard it and obtain a vacuum sweeper such as has recently been delivered to Burnaby where it is demonstrating a remarkably improved performance by a comparison to the two conventional Wayne sweepers which they own.

The budget established for street-cleaning in 1974 was \$12,000, which was subsequently amended to \$16,000. As an indication of current cost levels for this function, Appendix "A", attached to this report shows the costs incurred by neighbouring municipalities for street-cleaning. The costs are related to population and road miles in these municipalities. These figures indicate that the District of Coquitlam has a lower budget for street cleaning than other municipalities shown, namely Burnaby, New Westminster, Richmond and North Vancouver. From my own observations over the past six months, I cannot say that our streets are many times dirtier than those in adjoining municipalities as the cost figures in Appendix "A" might imply.

The physical conditions of our streets convey an untidy appearance. The presence of ditches containing largely uncontrolled weed growth; gravel road shoulders which develop depressions from water ponding; and loose gravel spilling onto paved areas; the lack of curbs and gutters, all create a general impression of untidiness.

As we are a Municipality in which the mileage of roads increases significantly each year, we must come to the point at which it is necessary to increase our equipment inventory in order to maintain the same level of service over increased road mileage.

If it is felt desirable to improve the level of service beyond that now provided, then again we must obtain additional equipment. These decisions call for careful consideration and judgement. The addition of another sweeper would necessitate doubling the present budget level for this service, although this would still produce yearly costs significantly below those of the municipalities shown in Appendix "A".

In my opinion, the present level of service could be improved by disposing of the present sweeper and replacing it with a more reliable machine. Our practice has been to sweep those areas observed to be in need of sweeping or when a complaint is received. This results in the business areas, principally on Brunette Avenue, Clarke Road, and Austin Avenue, being swept at least every second week, if weather conditions permit; and residential streets being swept less frequently. A reliable piece of equipment would permit the initiation of a regular program requiring its full-time use, whereby all streets in the Municipality are travelled regularly and if they are found to be in need of sweeping, they can be, and if they are found to be clean, they can be quickly by-passed.

In addition, the operator can observe litter generators such as commercial areas, corner stores, schools, etc. and where litter is observed, it can be removed by a back-up crew of one man in a light-weight pick-up. For this purpose, it would be desirable to obtain a light weight pick-up.

On the basis of the sweeper being able to cover 25 miles of road a day, based on 200 working days per year, with an allowance for down-time and inclement weather, it is possible that all streets in the Municipality could be visited by the sweeper and the litter picked up at least once every two weeks.

The capital cost of a new vacuum sweeper is approximately \$35,000 and the capital cost of a light weight pick-up truck is \$4,000. Capitalizing these costs over a 5-year period including normal maintenance costs and operator's cost, this program would require an annual budget of \$30,000.

I feel this is an adequate level of service which should ensure that our streets are maintained at least as clean as those in the adjoining areas for similar type streets.

I recommend that the 1975 Budget Committee consider the purchase of a new vacuum type sweeper and light weight pick-up truck and the provision of a street-cleaning budget of \$30,000 to cover the cost of the operation in 1975.

*Simon*  
*Sebor*  
*Conrad*  
*V*

*A. Phillips*  
\_\_\_\_\_  
Alan Phillips, P. Eng.  
Municipal Engineer

AP:cw

35 000  
4 000

STREET SWEEPING AND FLUSHING

	<u>Population</u>	<u>Miles of Road</u>	<u>1 9 7 2</u>			<u>1 9 7 3</u>		
			<u>Cost</u>	<u>Cost/ Mile</u>	<u>Cost/ Capita</u>	<u>Cost</u>	<u>Cost/ Mile</u>	<u>Cost/ Capita</u>
BURNABY	130,000	129	\$115,181	\$893.	\$0.89	\$114,015	\$883.	\$0.88
NEW WESTMINSTER	44,000	95	57,939	610.	1.32	78,006	821.	1.77
RICHMOND	80,000	283	16,753	59.	0.21	17,390	62.	0.22
NORTH VANCOUVER	65,000	186	34,053	183.	0.52	34,464	185.	0.53
COQUITLAM	62,000	157	6,566	42.	0.11	11,714	75.	0.19

NOTE: Burnaby operates 3 sweeper and 1 flusher, one shift per day.  
 New Westminster operates 1 sweeper, two shifts per day.  
 Richmond operates 1 sweeper, one shift per day, and occasionally rents 2 sweepers.  
 North Vancouver operates 1 sweeper, two shifts per day.  
 Coquitlam operates 1 sweeper, one shift per day.

DISTRICT OF COQUITLAM


Inter-Office Communication

TO: H.F. Hockey                      DEPARTMENT: Engineering              DATE: Feb. 20/74  
FROM: V.A. Dong                      DEPARTMENT: Treasury              YOUR FILE:  
SUBJECT: Equipment Replacement - 1974              OUR FILE:

In order to facilitate Council's early consideration of the intended 1974 vehicle replacements, it is necessary that you provide the following basic information for each:

1. Age of vehicle.
2. Mileage accumulated.
3. Normal use of vehicle.
4. Repair history.
5. Reason for replacement -  
- obsolescence, or  
- wear and tear, etc.
6. Operating costs (can they be improved upon with a vehicle change).
7. Cost advantages (if any) re a complete overhaul versus replacement.
8. Cost of original equipment.
9. Cost to replace.
10. Specifications of intended replacement.

I have been assured by the Mayor that Council will review 1974 replacement equipment requests as soon as complete information is available.

  
\_\_\_\_\_  
V.A. Dong,  
Municipal Treasurer

VAD:jh

cc E. Newson  
R.A. LeClair

*Gavin  
Gibson  
Approved  
DU*

Age - 1969

Mileage - 70,000

Normal Use - Used in Public Works Department for hauling gravel, dirt, ditch cleaning material, sand, salt, culvert pipe, asphalt and other material used in road maintenance and construction.

Repair History - (1972)

New front spring shackles, pins and bushings  
New drag link ends  
New distributor  
New leaves in front springs  
New tires

(1973)

New window washer  
Running boards repaired  
Box and tail-gate repaired  
New muffler  
New left rear spring shackle  
New reflectors

(1974)

New right rear spring shackle  
New front and rear drag link end  
Repair two speed harness  
New speedometer ends  
New door handles and window winder  
Repair power steering valve  
New side boards and mirror head  
New regulator  
New fuel tank sending unit  
New signal and 4-way flasher harness  
New throwout bearing  
New coil  
New oil sender

For each year above, this vehicle had grease, oil and oil filter changes every 1,000 miles. Plus, points, condenser, rotor and cap when needed.

Reason for Replacement - Requires new motor, new pins and bushings, transmission and rear end are possible trouble areas, rebuilding of hydraulic hoist. Repairs and breakdowns can be expected due to metal fatigue. New tires required. Estimated cost \$3,500.00.

Operating Costs (not including fuel.) -

1972 - \$2,822.00  
1973 - \$1,771.00  
1974 - \$1,845.69  
1975 - \$3,500.00 (estimated)

A complete overhaul will provide a vehicle which should be relatively trouble-free for another year, however, vehicles that have had hard use can expect more repairs due to wear - metal fatigue.

Original Cost - \$8,468.00

Estimated Replacement Cost - \$12,900.00

Specifications of Proposed Vehicles - (attached)

SINGLE AXLE TYPE DUMP TRUCK  
SPECIFICATIONS

Gross Vehicle Weight: 26,000

Wheel Base: 151" approximately

Cab to Axle: 84" approximately

Cab: Standard tilting hood or swing out fenders  
5 cab lights  
Seat full width (foam and spring)  
Heater and defroster, fresh air type  
Duel windshield wipers and washers (2 speed or air)  
West coast mirrors - 6" x 16"  
Duel electric horns or single air horn

Engine: V-6-53 Detroit Diesel, 225 Caterpillar Diesel, or V-8 DV-550 IHC Diesel  
195 H.P. Minimum  
62 Amp. Alternator  
4 - 6 Volt 150 Amp. hour batteries  
Perry water filter  
H.D. Dry air cleaner  
Alcohol evaporator cold start aid  
Heigh output starter

Clutch: Size 14" minimum heavy duty

Transmission: 5 speed - direct in fifth

Rear Axle: 18,500 lbs. minimum, two speed

Front Axle: 9,000 lbs. minimum (state track width)

Frame: Reinforced (state section modules if heat treated and size)

Fuel Capacity: 40 gallons with fuel gauges

Brakes: Air with spring type emergency brake and front wheel limiting valve  
12 cu. ft. compressor  
16" x 6" rear brake lining  
Total effective area 570 in. minimum  
Emergency air tank.

Additional Equipment: Front tow brakes and rear tow loop  
Engine tachometer  
Duel tail and stop lights  
Signal lights - fender mounted front with 4-way flasher control and self-concelling  
Dash gauges  
Cigarette lighter  
Anti-freeze (40 degrees below zero protection)  
Front shock absorbers H.D.  
Painted - Adirondack Green

Body and Hoist: 5 cu. yard aluminum box (Knight) with tapered tail gate  
Cab protector  
Mud flaps front and rear of wheels  
Clearance lights  
Hoist - 12 ton capacity -  
Installed on chassis

SINGLE DRUM VIBRATING ROLLER #901  
PUBLIC WORKS

*Buyer  
Suberal  
approved*

Age - 1970

Normal Use - Used in the Public Works Department for compaction of asphalt and gravel material

Repair History - (1970 - 1974)

New roll bearings  
New drive chain  
New main drive shaft bearings  
New clutch assembly  
New coupling sox

Reason for Replacement -

Requires motor repairs  
Drive train gears are badly worn  
Drive gears chain sprochet needs replacing  
Belt drive pulleys are worn causing belt slippage  
Control lever pins and bushings needs replacing  
Estimated cost \$1,000

Operating Costs - (including fuel)

1972 - \$1,085  
1973 - \$ 728  
1974 - \$1,089 (to October)

Original Cost - \$3,325

Estimated Replacement Cost - \$4,500

Specifications of Proposed Replacement - (attached)

SINGLE DRUM VIBRATING ROLLER #901  
SPECIFICATIONS

Approximate Weight

1,240 lbs.

Engine

7-H.P. minimum, magneto ignition, muffler, oil bath air cleaner.

Electrical System

12V system with starter and generator. Battery ammeter and starter button in lockable compartment.

Transmission

Closed system Hydrostatic drive with speed and direction controlled by variable displacement piston pump.

Final Roll Drive

Chain and sprocket.

Vibrator Drive

V-belt direct to excentric shaft with clutch control at operators position.

Roll

24" diameter, 30" wide (approximate)

Edge Roll Clearance

To compact flush with curb.

Vibrator

Located inside of roll.

Sprinkler System

Rust-resistant water system supplies filtered water to cocoa mat.

Roll Scrapers

Front and rear, adjustable.

Stabilizing Rolls

Front and rear.

Brake

Provided by Hydrostatic transmission.

Controls

On/off switch, single lever, conveniently located at operators position.

Carrying Handle

Steel hangers to hook over dump truck tail gate, for easy transport.



Tuesday, April 8, 1975  
Budget Study - 4:25 p.m.

## B U D G E T   S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Tuesday, April 8th, 1975 commencing at 4:25 p.m.

Present were all members of Council as well as the following staff members:

Mr. R.A. LeClair  
Mr. V.A. Dong  
Mr. J. McPherson  
Mr. H. Castillou  
Mr. D. Cunnings  
Dr. S. Stratton  
Mr. R. Venhuizen  
Mr. T.K. Klassen

### 1974 COMPARISONS OF ACTUAL TO BUDGET

Mr. Dong presented to Council a folder entitled "1974 Comparisons of Actual to Budget" which Council examined at length and received explanations from the Treasurer on various items.

Mr. Dong advised Council that a surplus of \$535,000.00 existed from 1974 operations, however, this figure still must be confirmed by the Auditors.

Mr. Dong informed the meeting that during 1974 a return of 11.2% was obtained on investments, however, this rate of return cannot be expected in 1974 because of the lowering of interest rates in the Country.

Council were advised that the actual revenue for 1974 was \$7,967.00 under those figures projected in the Budget.

### FLAT RATE WATER CHARGES

Ald. Gilmore requested a report on consumption of water by residents since the changeover from meter billings to flat rate billings. He stated some comparison of consumption on a per capita basis would be helpful to Council in order to evaluate the changeover.

### 1975 DRAFT ANNUAL BUDGET

Mr. Dong presented to the Council the 1975 Draft Annual Budget which he stated reflected Operations only with no Capital items being included. He advised that a total of \$515,850.00 of surplus funds had been included in this Draft Budget and as a result the 1975 General Mill Rate was the same as the 1974 General Mill Rate.

Council were advised that 1 mill will produce \$149,402.00 in 1975.

Council proceeded with study of the Budget and completed the following sections:

- 1) All "A" Schedules
- 2) All "G" Schedules.

PURCHASE OR LEASE OF OFFICE EQUIPMENT

Council requested a study of the possibility of leasing office equipment as opposed to purchase of equipment. It was suggested that such a policy could be instituted as new equipment is purchased and possibly one area of administration could be isolated for study to provide comparison costs.

COUNCIL INDEMNITIES

The Mayor suggested that Council should discuss the existing Council Indemnity By-Law as well as the present policy on Council Expenses with a view to making changes.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. FILIATRAULT

That a discussion on Council Indemnities be held at the April 15th, 1975 Budget Meeting.

MOTION DEFEATED

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That Council Indemnities for Aldermen be increased for 1975 by the amount of the rise in the cost of living in 1974 as determined by the Canadian Consumer Cost of Living Index.

CARRIED

Ald. Sekora, Ald. Howarth and Ald. Filiatrault registered opposition.

A Committee consisting of Mayor Tonn, Ald. Howarth and Ald. Sekora were selected by Council to study the Indemnity By-Law and report back to Council at a Budget Study Meeting with recommendations.

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the Policy of Council on expenses also be studied by the Special Committee and report back to a Budget Study Meeting with recommendations.

CARRIED UNANIMOUSLY

LEGAL SERVICES

Mr. Castillou gave some background on the services which his Department renders to the Municipality and advised that there is a need for upgrading of the Municipal Law Library. He advised that such a Library could cost in the vicinity of \$10,000.00.

ADJOURNMENT

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the Budget Study Meeting adjourn: 10:30 p.m.

CARRIED UNANIMOUSLY

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CHAIRMAN

Wednesday, April 9, 1975  
Budget Study - 5:30 p.m.

### B U D G E T   S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, April 9th, 1975 commencing at 5:30 p.m. to study the proposed 1975 Budget.

Present were all members of Council as well as the following staff members:

Mr. R.A. LeClair  
Mr. V.A. Dong  
Mr. J. McPherson  
Mr. D. Cunnings  
Mr. R. Falcon  
Mr. J. Thomson  
Mr. R. Venhuizen  
Mr. R. Gidloff  
Mr. T. Klassen

#### MANAGER'S REPORT - A.S.P.O.-C.P.A.C. CONFERENCE

The Municipal Manager submitted a report dated April 7, 1975 dealing with the matter of attendance by the three Municipal Planners attending the 1975 A.S.P.O.-C.P.A.C. Conference in Vancouver April 12th, 1975 to April 16th, 1975.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. GARRISON

That Council authorize it's three Professional Planners to register and participate in the A.S.P.O.-C.P.A.C. Conference to be held April 12th, 1975 to April 16th, 1975 in the City of Vancouver as outlined in the Manager's Report dated April 7, 1975.

CARRIED

#### GENERAL GOVERNMENT SERVICES

The Council discussed all "H" schedules of the 1975 Draft Budget with the following matters arising from the discussions:

- 1) Council members requested a copy of Policy on Advertising.
- 2) Council requested the Treasurer to prepare a report on the Stores and Purchasing Department outlining the following:
  - A. Amount of inventory maintained
  - B. The amount of inventory as of two years ago
  - C. The turnover of inventory
  - D. An aging report
  - E. The amount of dead inventory being maintained.
- 3) Council requested a complete breakdown on Automobile Allowance for all staff.
- 4) Place Des Arts - Council requested the Mayor to obtain a copy of the 1974 Audited Statement for this facility as well as complete estimates for 1975. Also, Council felt that all charges, included in the Parks and Recreation Budget, should be shown against the grant being provided to Place Des Arts.

5) Conventions

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the matter of Council attendance at Conventions and Conferences be considered by the Special Committee established by Council to study Council Indemnities.

CARRIED.

- 6) Council instructed the Parks and Recreation Director to table a report on the actual cost to operate individual recreational facilities.

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. SEKORA

That staff provide a report to Council on the actual subsidy involved in the operation of various recreational buildings to indicate the difference between the actual cost and the rate being charged.

CARRIED.

7) C.F.M.M.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. BEWLEY

That the District of Coquitlam discontinue it's membership in the C.F.M.M.

CARRIED.

Ald. Howarth registered opposition.

8) Senior Citizens Annual Dinner

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON

That Ald. Sekora act as Council representative in the planning of the 1975 Annual Senior Citizens Dinner.

CARRIED.

9) Memorial Fund

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the Memorial Fund for Mrs. Christmas be raised to \$150.00 per month providing this does not create any problems with other pensions which she may be entitled to.

CARRIED.

LIBRARY

The Mayor appointed Ald. Howarth Chairman of the School Board Liaison Committee and Council instructed the Committee to prepare background information of the present Library Agreement with the School Board to obtain a complete budget of the operation of the Centennial Community Library.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That the Municipality not proceed with the establishment of a Library at Westwood Mall and the amount allocated or reserved in the Budget for this facility be deleted.

CARRIED.

Ald. Howarth registered opposition.

FIRE DEPARTMENT

Council completed study of the proposed 1975 Budget.

MOSQUITO CONTROL

It was suggested that the amount provided in the 1975 Budget should be \$4,000.00.

INSPECTION FEES

Council suggested that some study take place on building inspection fees and re-inspection fees.

LICENCE FEES

Ald. Sekora requested some study on the matter of Annual versus Semi-Annual Licence Fees.

WELFARE SERVICES

Council completed study of the Welfare Services portion of the Budget.

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the contingency in the amount of \$65,548.00 for Private Hospitals subsidy being carried forward as a reserve be deleted and the funds be credited to Revenue Surplus.

CARRIED.

ADJOURNMENT

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the Budget Study Meeting adjourn at 10:00 p.m.

CARRIED.

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CHAIRMAN

Thursday, April 10, 1975  
Budget Study - 3:30 p.m.

## B U D G E T   S T U D Y

A meeting of Council to study the 1975 Draft Annual Budget was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. commencing at 3:30 p.m. with all members of Council present except Ald. Sekora who came to the meeting at 6:00 p.m.

Also present were the following:

Mr. R.A. LeClair  
Mr. V. Dong  
Mr. J. McPherson  
Mr. A. Phillips  
Mr. H.F. Hockey  
Mr. E. Newson  
Mr. R. Venhuizen  
Mr. T. Klassen

Mr. Phillips distributed several sheets detailing operations as follows:

- 1) Drainage System Maintenance
- 2) Roadway Surface Maintenance
- 3) Garbage Disposal Tonnage
- 4) Gravel Walks

### RENTAL OF VEHICLE

Ald. Filiatrault requested a report on a vehicle which was leased in 1974 from a Maple Ridge firm but which had a CHARTERS insignia on it. He wished information on the manner in which the lease was finally secured.

### GARBAGE AND WASTE COLLECTION

The matter of garbage collection by private firms was discussed and the Engineer suggested that possibly a control programme could be established in the North East portion of the Municipality, allowing collection by private agencies in order that a cost comparison could be obtained.

### TRANSPORTATIONS SERVICES - OPERATIONS

Account No. 232361 - This account should be \$30,000.00 not \$18,200.00.

### CAPITAL - REFUSE CONTAINERS - Account No. 543200

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT

That the \$5,200.00 provided in Account No. 543200 for 50 Refuse Containers be deleted from the Budget.

CARRIED.

Ald. Gilmore, Ald. Howarth and Ald. Bewley registered opposition.

ADJOURNMENT

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the Budget Study Meeting adjourn at 7:15 p.m.

CARRIED.

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CHAIRMAN

Tuesday, April 16, 1975  
Budget Study

B U D G E T S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Tuesday, April 16th, 1975 commencing at 3:30 p.m. with the following members of Council present:

Mayor J. L. Tonn  
Ald. C. J. Filiatrault  
Ald. L. A. Bewley  
Ald. L. Sekora  
Ald. J. W. Gilmore

Ald. Howarth - arrived at 6:00 p.m.  
Ald. Garrison - arrived at 6:45 p.m.

The following members of Staff were present:

Mr. R. A. LeClair  
Mr. V. A. Dong  
Mr. J. McPherson  
Mr. D. Buchanan  
Mr. E. Tiessen  
Mr. D. Cunnings  
Dr. S. Stratton  
Mr. R. Bryne  
Mr. T. Klassen

ENVIRONMENTAL DEVELOPMENT SERVICES

Council completed study of the Environmental Development Services Budget, "M" Schedules.

RECREATION AND CULTURAL SERVICES "N" SCHEDULES

Account No. 275200 - Arena Programs

Council requested clarification as to the makeup of wage costs for 1974 and 1975 programmes relative to programmes provided and to be provided.

The study of the balance of the Recreation and Cultural Services Budget was completed by Council.

FISCAL SERVICES - "O" SCHEDULE

Council completed study of the Fiscal Services Budget.

ADJOURNMENT

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the Budget Meeting adjourn at 7:00 p.m.

CARRIED.

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CHAIRMAN



Thursday, April 17, 1975  
Budget Study

B U D G E T S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Thursday, April 18, 1975 commencing at 3:30 p.m. with all members of Council present save Ald. Gilmore.

The following members of Staff were present:

Mr. R. A. LeClair  
Mr. V. Dong  
Mr. A. Phillips  
Mr. H. F. Hockey  
Mr. E. Newson  
Mr. T. Klassen

WATER UTILITY - "S" SCHEDULES

Mr. Dong explained that the rates have already been established for 1975 and the Budget has been established in accordance with those rates.

Mr. Phillips suggested a change within the Water Department in accordance with the attached Schedule "A" to these minutes.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the recommendations as outlined in his report submitted be approved.

CARRIED.

WAIVER OF WATER RATES

Mr. Dong advised that the amount of \$20,000.00 shown in this account will not be sufficient to cover the amount of claims expected to be made by Senior Citizens. Corresponding changes with respect to this Amount will be necessary throughout the Budget.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT

That the Waiver of Water Rates account be increased from \$20,000.00 to \$22,000.00.

CARRIED.

ACCOUNT 984200 - PURCHASE OF WATER

Council were advised that the G.V.R.D. had increased their rates for the purchase of water and therefore an increase of \$14,600.00 would be required in this account.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the Purchase of Water Account No. 984200 be increased from \$205,000.00 to \$219,600.00.

CARRIED.

SEWER ENTERPRISE - "R" SCHEDULES

Mr. Dong advised that Reserves in the Sewer Enterprise as of December 31, 1974 amounted to \$596,518.00.

Mr. Dong was advised to examine the amount of contribution to the Sewer Enterprise from General Revenue with a view to this amount possibly being reduced in 1975.

KERWIN PLACE - PAVING

The Mayor advised Council that shortly the major portion of Kerwin Place not yet paved will be paved from contributions from developers which will leave a small portion unfinished. The Mayor requested that this small portion be completed by the Municipality from General Revenue in order that the street may be fully completed. Several members of Council went out on site for an inspection.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That authority be granted to Engineering to complete the paving of Kerwin Place from General Revenue up to a maximum cost of \$1,500.00.

CARRIED.

ADJOURNMENT

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the Budget Meeting adjourn at 5:20 p.m.

CARRIED.

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CHAIRMAN

# SCHEDULE "A"

## STATEMENT OF FUTURE COST BENEFIT OF REDUCING WATER UTILITY STAFF BY MODIFYING SUBDIVISION CONTROL BY-LAW TO PERMIT DEVELOPERS TO PROVIDE AND INSTALL NEW WATERMAINS

	Hourly Rate	+27% F.B.	Yearly Salary 1960 hrs.	Existing Staff	Proposed Staff	Reduction
Superintendent	\$6.78	\$8.61	\$16,878	(1) 16,878	(1) 16,878	- -
Foreman	6.18	7.85	15,386	(1) 15,386	(1) 15,386	- -
Ppftr.in Charge	5.69	7.23	14,170	(2) 28,340	(1) 14,170	(1) 14,170
Pipefitter	5.15	6.54	12,818	(2) 25,636	(1) 12,818	(1) 12,818
Eqpt.Optr. 3	5.39	6.85	13,426	(1) 13,426	(1) 13,426	- -
Meter Reprman.	5.14	6.53	12,799	(1) 12,799	(1) 12,799	- -
Meter Man	4.79	6.08	11,917	(1) 11,917	(-) -	(1) 11,917
Labourer	4.715	5.99	11,740	(9) 105,660	(4) 46,960	(5) 58,700
				(18) 1,230,042	(10) 1,132,427	(8) 97,605

Approximate 1974 Prepaid Watermain Value = \$200,000

Income from Inspection Fee - 4% = \$8,000

Creation of new position of Inspector II for water works installation, 1974 rate cost = \$13,500

### Additional Duties of Inspector:

Inspect \$1.1M Capital Program and advise generally on capital projects.

### SUMMARY

Reduction in staff costs	\$97,605
Income from Inspection	<u>8,000</u>
	105,605
Less Inspector cost	<u>13,500</u>
Net Saving	<u><u>\$92,105</u></u>

There will be no income from prepaid watermain charges which has been used in the past to offset the above staff costs.

Tuesday, April 22, 1975  
Budget Study - 3:30 p.m.

B U D G E T   S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B. C. on Tuesday, April 22nd, 1975 commencing at 3:30 p.m.

Present were all members of Council save Ald. Filiatrault. Also present were the following members of staff:

Mr. R.A. LeClair	Mr. D. Cunnings
Mr. V. Dong	Dr. S. Stratton
Mr. D. Buchanan	Mr. A. Phillips
Mr. E. Tiessen	Mr. H.F. Hockey
Mr. R. Venhuizen	Mr. E. Newsen
Mr. B. Falcon	Mr. T. Klassen
Mr. R. Gidlof	

SUGGESTED AMOUNT OF FUNDS FOR CAPITAL WORKS

The Mayor suggested that Council select an arbitrary dollar figure to work towards with respect to capital expenditures for 1975. He suggested a figure of \$469,785.00 which is the amount of funds likely to be received in grants from the Province as well as reserve funds for Private Hospital subsidy.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That a figure of \$469,785.00 be the amount used to work towards with respect to expenditures for Capital items.

CARRIED

NO. 1 FIRE HALL ADDITION - MANAGER'S REPORT APRIL 17, 1975

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That the recommendation of the Municipal Manager be approved and Council allocate from the 1975 Provisional Budget appropriation for Capital and Loan, an amount of \$17,291.00 additional to the reserved \$40,550.00.

CARRIED

REVIEW OF OFFICE SPACE ALLOCATION IN MUNICIPAL HALL

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOWARTH

That the firm of Carlberg - Jackson Partners be hired at a maximum cost of \$2,000.00 to conduct a review of office space allocation as outlined in the report of the Deputy Clerk of April 17th, 1975.

CARRIED

CAPITAL ITEMS - ADMINISTRATION

1. Mail Room Furniture - request withdrawn.
2. Four Hole Punch - \$75.00

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That this item be approved.

CARRIED

CAPITAL ITEMS - PERSONNEL

1. Filing Cabinet - \$375.00

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That this item be approved

CARRIED

CAPITAL ITEMS - TREASURY

1. Photocopying Equipment - Justice Building

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That approval be granted to change the type of copiers at the Justice Building to Xerox #4000 copiers at a total increase in cost to the Municipality of \$2,498.88.

CARRIED

2. Electronic Printing Calculators

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That approval be granted for the purchase of two new electronic printing calculators with one being a replacement from Equipment Reserve and one being a new capital item at a cost of \$400.00 each.

CARRIED

3. Storage Boxes - Dockets, Microfilms, etc.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That \$200.00 be approved for storage boxes.

CARRIED

4. Data Processing

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That an amount of \$50,000.00 be allocated for implementation of Data Processing.

CARRIED

CAPITAL ITEMS - FIRE DEPARTMENT

I. Account #224740

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That approval be granted for an additional budgetary provision of \$904.60 to Account #224740 to meet the cost of emergency electrical service repairs to No. 2 Fire Hall at 1053 King Albert Avenue.

CARRIED

Page 2 - Supplementary Requests - Account #524400, 524500, 52460, 524700, and 524800

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That all the items as shown on page 2 of the supplementary requests for the Fire Department with the exception of the following particular items be approved

A - Electric Drill - reduced by	\$ 50.00
B - Typewriter	600.00
C - Adding Machine	200.00
D - Filing Cabinet	250.00
E - Bookcases and Shelves	200.00
F - 2 - 110V Converters	1,400.00

Total amount approved being \$30,120.00

CARRIED

II - Expansion of Services

#1 Priority

Deferred pending study of total staff requests

#2 Priority

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That #2 Priority be deleted at this time and the subject be brought forward at the time of the negotiations on a Land Use Contract with the Provincial Government with respect to Essondale Lands.

CARRIED

#3 Priority

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That additions to No. 4 Fire Hall as outlined in #3 Priority be approved.

CARRIED

#4 Priority

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That Priority #4 be deleted.

CARRIED

#5 Priority

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA (a)

That the provision of \$70,000.00 for offices and dormitory addition and remodeling be deleted.

CARRIED

MOVED BY ALD. BEWLEY (b)  
SECONDED BY ALD. GARRISON

That the provision of \$3,000.00 for an underground diesel tank and pump be approved.

CARRIED

(c)

Updating of electric wiring in the amount of \$3,000.00 withdrawn.

(d)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the provision of \$1,000.00 for additional personnel lockers be approved.

CARRIED

(e)

Emergency lighting in the amount of \$1,000.00 withdrawn.

(f)

Bookcases for station library in the amount of \$400.00 withdrawn.

(g)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That the provision in the amount of \$400.00 for safety glass be approved.

CARRIED

#6 Priority

Deferred pending decision with respect to additional staff.

#7 Priority

Deferred pending discussions on Land Use Contract with Provincial Government.

#8 Priority

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the provision of \$2,000.00 for one snowmobile be deleted.

CARRIED

#9 Priority

Provision for replacement of Rescue Vehicle (Unit 433) to be re-examined.

#10, #11 and #13 Priority

No action taken on these three priorities.

#14 Priority

(a)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$1,000.00 for sewer hookup to #3 Fire Hall be approved.

CARRIED

(b)

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That a provision of \$300.00 be provided for replastering of rough interior wall of #3 Fire Hall.

CARRIED

(c)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the provision of \$2,000.00 for an underground diesel tank at #3 Fire Hall be deleted.

CARRIED

(d)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the provision of \$550.00 for a new chesterfield and chair be approved.

CARRIED

Ald. Sekora registered opposition.

(e)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOWARTH

That the provision for a kitchen range hood and fan be approved.

DEFEATED

The Mayor, Ald. Garrison and Ald. Sekora registered opposition to the motion.

(f)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the provision for the bench grinder and buffer in the amount of \$100.00 be approved.

CARRIED



#12 Priority (b)

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That the provision of \$1,000.00 for furnishings and equipment for No. 7 Fire Hall be approved.

CARRIED

#15 Priority

No action taken.

Volunteer Fire Fighter Salary Recommendations

The Mayor advised the Fire Chief to make a presentation to the Bargaining Committee of Council dealing with this subject.

ENVIRONMENTAL DEVELOPMENT SERVICES

1. Minor Capital Items

Items b), c), f), and j) to be obtained from Assessment Department equipment.

Item d) - Planner withdrew his request for this item.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That items a), g), h), i), and k) be approved for inclusion to a total amount of \$735.00.

CARRIED

2. Personnel Additions and Changes

This item was deferred to later when all requests for additional staff members will be discussed.

TRANSPORTATION SERVICES - CAPITAL

Request for additional full time staff members for assistance for sub-division co-ordinator. This would mean for 1975 a total cost of \$9,000.00. Mr. Phillips advised that this position would take the place of the Project Technologist I (part-time) already included in the budget.

Account 532312 Road and Lane Construction

Mayfair Way

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That the Solicitor be authorized to negotiate with Marabeni with a view to extending the deadline of the contract between Marabeni and the Municipality from November 1975 to November 1976.

CARRIED

Harrison Avenue

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the appropriation of \$6,600.00 for Harrison Avenue be approved.

CARRIED

McCavour Property Walkway

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the appropriation of \$2,700.00 for walkway at 566 Cottonwood Avenue be approved.

CARRIED

Lane North of King Albert

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the appropriation of \$5,930.00 for the lane north of King Albert Avenue east of Berry Street be approved.

CARRIED

Intersection of Pinecrest & Thermal Drive

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the appropriation of \$3,500.00 for the improvements to the intersection of Pinecrest and Thermal Drive be approved.

CARRIED

Pinetree Road from Barnet Hwy. to Pipeline Road

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the extra \$14,830.00 placed in reserve for this expenditure be returned to General Revenue and the total expenditure of \$30,000.00 be approved.

CARRIED

Account 532312 - 011

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the appropriation of \$1,000.00 for Clarke Road reconstruction and the appropriation of \$1,500.00 for final clean-up of 1972 local improvement road programme be approved.

CARRIED

Account 532312 - Other Items

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$86,700.00 for improvements to Como Lake Avenue and Clarke Road intersection be deleted at this time.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. GARRISON

That the appropriation of \$7,810.00 for the intersection improvement at Coleman/Cape Horn/Brunette Avenue be approved.

CARRIED

Account 532314 - Paving of Roads

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the provision of \$2,800.00 from Debentures for L. I. Paving of lane parallel to Montgomery between Palliser and 2022 Blantyre be deleted.

CARRIED

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the provision of \$185,000.00 from Debentures for reconstruction of Ridgeway Avenue from Nelsen to Marmont be deleted.

CARRIED

Account 532317 - Opening of Roads & Lanes

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$2,500.00 for unassigned opening of roads and lanes be approved.

CARRIED

Account 532331 - Sidewalks

MOVED BY ALD. GARRISON  
SECONDED BY ALD. GILMORE

That Council allocate within the 1975 Budget \$100,000.00 for construction of sidewalks with the Engineer to report to Council on sidewalks which he would propose to see done on a basis of using screenings and/or concrete.

CARRIED

Ald. Bewley reistered his opposition to the motion.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That the Engineer include in his proposed sidewalk programme improvements to the Coast Meridian sidewalk from Harper to Galloway on the basis of using screenings.

CARRIED

Account 532342 - Municipal Culverts

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the appropriation of \$15,960.00 for culverts on Dansey Avenue at LeBleu Street and on Cape Horn Avenue at Dawes Hill be approved.

CARRIED

Account 532344 - Storm Sewers

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$3,200.00 for storm sewer in the lane west of Poirier Street south of Regan Avenue be approved.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the appropriation of \$2,900.00 for storm sewer extension between 2101 and 2121 Como Lake Avenue be approved.

CARRIED

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$1,000.00 for manhole on easement between Sonora Drive and Huron Drive be approved.

CARRIED

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$1,800.00 for the storm sewer across former Spiragester lot between Pasture Cres. and B.C. Hydro right-of-way be approved.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the appropriation of \$3,500.00 for Scott Creek improvements be deleted.

CARRIED.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the appropriation of \$5,000.00 for the storm sewer extension across Rochester Avenue at Ravine between Schoolhouse and Laval be approved from reserve funds.

CARRIED

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the appropriation of \$1,625.00 for Barnet Hwy. east of Pinetree be approved.

CARRIED

Account 532600 - Traffic

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That the appropriation of \$8,500.00 for bus turn-outs be approved.

CARRIED

Account 532640 - Traffic Signals

Council were made aware of the appropriation of \$5,000.00 from 1974 reserves as Coquitlam share for signals at Cameron and North Road.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That the appropriation of \$5,625.00 for signal modifications at Austin and North Road be approved.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOWARTH

That the provision of \$17,250.00 for signals at Poirier St. and Como Lake Ave. be deleted.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That the provision of \$5,625.00 for signals at Clarke Road and Glenayre be deleted.

CARRIED

Account 532990 - Miscellaneous

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the provision of \$5,000.00 for remodelling of the East Wing of the Municipal Hall be deleted.

CARRIED

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the balance of the items under the Miscellaneous Account be approved with the total expenditure being \$17,416.00 not including items marked to be done from reserve funds; which items are also approved.

CARRIED

Account 532120 - Works Yard

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the provision of \$37,260.00 for an addition to the garage for relocation of welding shop be approved.

CARRIED

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the provision of \$2,750.00 for paving of vehicle parking lot be deleted.

CARRIED

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the provision of \$300.00 for sun blinds for the service building be approved.

CARRIED

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That the provision of \$660.00 for office furniture equipment and renovations for Training & Safety Foreman be approved.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$39,420.00 to cover  
1) Regrading and paving of portion of equipment storage area - \$9,920.00  
2) Equipment shelter - \$27,000.00  
3) Landscaping at Yard entrance - \$2,500.00  
be deleted.

CARRIED

Account 512260 - Purchasing & Stores

MOVED BY ALD. GARRISON  
SECONDED BY ALD. HOWARTH

That the provision of \$750.00 for alterations to Storekeeper's office be approved.

CARRIED

Other items under this account were deferred at this time.

TRANSPORTATION SERVICES - CAPITAL NEW EQUIPMENT

Mr. Dong was instructed to review all requests for office furniture and equipment as set out in the budget and report to Council on which items can be acquired from the Assessment Department.

Account 532110 - Engineering Administration

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the provision of \$145.00 for an overhead cupboard and the provision of \$450.00 for a calculator be approved.

CARRIED

Account 532210 - Survey

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the provision of \$1,500.00 for transit and tripod be approved.

CARRIED

Account 532220 - Maintenance Engineering

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the provision of \$150.00 for a calculator and the provision of \$300.00 for a wall plan holder be approved.

CARRIED

Account 532240 - Inspection

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOWARTH

That the provision of \$50.00 for an electronic flash for a 35 mm camera be approved.

CARRIED

Account 532250 - Design

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$550.00 for drawing storage cabinets for technologists be deleted.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$1,000.00 for traffic equipment accessories be approved.

CARRIED

Account 532260 - Drafting

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOWARTH

That the provision of \$300.00 for a wall plan holder be approved.

CARRIED

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That the provision of \$5,035.00 for the balance of the items under this account be approved.

CARRIED

Account 532290 - Building

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the provision of \$600.00 for the following items in the Building Department be approved:

- 1) Dictaphone - \$100.00
- 2) Miscellaneous for office - \$200.00
- 3) Plan storage racks - \$300.00

CARRIED

Account 533100

MOVED BY ALD. SEKORA  
SECONDED BY ALD. HOWARTH

That the provision of \$1,385.00 for the following items be approved:

- 1) Hammer drill - \$135.00
- 2) 6" belt and 12" disc finishing machine - \$750.00
- 3) Screen washer - \$500.00

CARRIED

Account 531300 - Garage

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the provision of \$100.00 for a 1/2" heavy duty Drill be approved.

CARRIED

Account 531120 - Public Works

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the following items in the amount of \$1,550.00 be approved:

- 1) 3" diaphragm trench pump - \$900.00
- 2) 2 - 100 ft. drain cleaning tapes - \$250.00
- 3) 1 brush cutting saw - \$400.00

CARRIED.

Account 531330 - Radio Equipment

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That the provision of \$1,200.00 for portable radio for Inspection Department be approved.

CARRIED

SOCIAL WELFARE SERVICES

Account 55710A

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the provision of \$240.00 for the two four drawer filing cabinets be approved.

CARRIED

ADMINISTRATION

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That a provision of \$4,000.00 for replacement of curtains in the Municipal Hall be approved.

CARRIED



MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That a provision of \$200.00 be provided to clean up the lot  
at 211 Marmont Street recently purchased by the Municipality.

CARRIED

Paving - Victoria Drive

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That a provision of \$4,500.00 be made to allow for the  
paving of Victoria Drive.

CARRIED

ADJOURNMENT

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the Budget Meeting adjourn at 10:40 p.m.

CARRIED

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CHAIRMAN

Wednesday, April 23, 1975  
Budget Study

B U D G E T   S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, April 23, 1975 commencing at 3:30 p.m.

Present were all members of Council save Ald. Garrison. Also present were the following members of staff:

Mr. R.A. LeClair  
Mr. V. Dong  
Mr. D. Cunnings  
Dr. S. Stratton  
Mr. A. Phillips  
Mr. H.F. Hockey  
Mr. E. Newson  
Mr. T. Klassen

SEWERAGE ENTERPRISE - CAPITAL

Account 652510 - Installation of Collector Sewers

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the sanitary sewer extension on Mayfair Way and Leeder Avenue in the amount of \$77,000.00 be deferred and the Solicitor be authorized to negotiate with Marabeni with a view to extending the deadline of the contract between Marabeni and the Municipality from November 1975 to November 1976.

CARRIED

Account 652530 - Installation of Pumps

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the sewage pump for Mayfair Way in the amount of \$60,000.00 be deferred to 1976.

CARRIED

Account 652710 - Sewer Department Equipment

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$900.00 for a radio for the Sewer Department be deleted.

CARRIED

MOVED BY ALD. SEKORA  
SECONDED BY ALD. BEWLEY

That the balance of the items requested in this account be approved.

CARRIED

Sewer Financing Charges

Mr. Dong advised that an additional appropriation of \$15,000.00 was required to be budgeted to cover financing charges attributable to costs of the Stage I Sewer Construction.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That a provision of \$15,000.00 for financing charges for the Stage I Sewer be included in the 1975 Budget.

CARRIED

WATER UTILITY - CAPITAL

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That all the Capital Items set out in the Water Utility Budget - 1975 be approved.

CARRIED

CEMETERY - SUPPLEMENTARY ITEMS

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That the provision of \$1,000.00 for a lowering device and the provision of \$2,811.00 for Blacktopping Cemetery Road and Cul-de-sac be approved.

CARRIED

EMERGENCY PROGRAMME - SUPPLEMENTARY ITEMS

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That the provision of \$10,200.00 for replacement of the 1958 Rescue Vehicle with a four-by-four Van Unit be approved with the Municipality to assume \$1,020.00 of the total cost.

CARRIED

RECREATION AND CULTURAL SERVICES - SUPPLEMENTARY ITEMS

Priority #1

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT

That priority #1 be approved with the understanding this will be absorbed in the regular Parks and Recreation Budget.

CARRIED

Priority #2

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority item #2 be deleted.

DEFEATED

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOWARTH

That priority item #2 be included.

DEFEATED

Priority #3

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That this item be deferred until overall study of additional staff requests.

CARRIED

Priority #4

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That the provision of \$5,000.00 for air conditioning be approved.

CARRIED

Priority #5

The Parks and Recreation Director was instructed to have discussions with officials of the School Board on how recently approved S.W.I.M. employees will be assigned by the School Board.

Priority #6

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GILMORE

That priority #6 be approved in the amount of \$8,200.00.

CARRIED

Ald. Filiatrault registered opposition to the motion.

Priority #7

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. FILIATRAULT

That priority #7 be deleted.

CARRIED

Priority #8

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. FILIATRAULT

That priority #8 be deleted.

CARRIED

Priority #9

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOWARTH

That priority #9 be deleted.

CARRIED

Priority #10

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOWARTH

That priority #10 be deleted.

CARRIED

Priority #11

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. SEKORA

That priority #11 in the amount of \$800.00 be approved.

CARRIED

Priority #12

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. GILMORE

That items b) and c) in the amount of \$400.00 of priority #12 be approved.

CARRIED

Priority #13

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That items 1,3,4,5 and 7 in the amount of \$6,280.00 of priority #13 be approved.

CARRIED

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That item #6 in the amount of \$1,120.00 of priority #13 be approved.

CARRIED

Priority #14

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #14 be deleted.

CARRIED

Priority #15

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #15 in the amount of \$500.00 be approved.

CARRIED

Priority #16

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GILMORE

That priority #16 in the amount of \$600.00 be approved.

CARRIED

Priority #17

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That item #2 in the amount of \$3,600.00 of priority #17 be approved.

CARRIED

Priority #18

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #18 in the amount of \$20,000.00 be approved.

CARRIED

Priority #19

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #19 in the amount of \$3,935.00 be approved.

CARRIED

Priority #20

MOVED BY ALD. SEKORA  
SECONDED BY ALD. FILIATRAULT

That items no. 2, 3 and 4 of priority #20 be approved and that \$4,000.00 for item #1 be approved for a total approved amount for priority #20 of \$8,500.00.

CARRIED

Priority #21

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority item #21 be deleted.

CARRIED

Priority #22

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. BEWLEY

That priority item #22 be deleted.

CARRIED

Priority #23

MOVED BY ALD. GILMORE  
SECONDED BY ALD. FILIATRAULT

That priority item #23 be not approved but that a \$7,500.00 expenditure from equipment reserve be approved to purchase a garbage packer to be placed on an existing one ton dump truck.

CARRIED.

Priority #24

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT

That priority #24 be deleted.

CARRIED

Priority #25

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #25 be deleted.

CARRIED

Priority #26

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #26 in the amount of \$2,650.00 be approved with funds to come from equipment reserve.

CARRIED

Priority #27

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. BEWLEY

That priority #27 in the amount of \$20,500.00 be approved.

CARRIED

Priority #28

MOVED BY ALD. GILMORE  
SECONDED BY ALD. FILIATRAULT

That priority #28 in the amount of \$10,300.00 be approved.

CARRIED

Mayor Tonn registered opposition.

Priority #32

MOVED BY ALD. SEKORA  
SECONDED BY ALD. FILIATRAULT

That priority #32 in the amount of \$450.00 be approved with funds to come from equipment reserves.

CARRIED

Priority #33

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That priority item #33 be deleted.

CARRIED

Priority #34

MOVED BY ALD. SEKORA  
SECONDED BY ALD. FILIATRAULT

That priority item #34 in the amount of \$400.00 be approved.

CARRIED

Priority #35

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority item #35 in the amount of \$345.00 be approved.

CARRIED

Priority #36

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #36 be deleted.

CARRIED

Priority #37

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. SEKORA

That priority #37 in the amount of \$3,600.00 be approved.

CARRIED

Priority #38

MOVED BY ALD. SEKORA  
SECONDED BY ALD. FILIATRAULT

That priority item #38 in the amount of \$120.00 be approved.

CARRIED

Priority #39

MOVED BY ALD. SEKORA  
SECONDED BY ALD. FILIATRAULT

That priority item #39 in the amount of \$385.00 be approved.

CARRIED

Priority #40

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That priority #40 be deleted.

CARRIED



Priority #29

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That priority item #29 in the amount of \$3,630.00 be approved.

CARRIED

Priority #30

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That priority #30 be deleted.

CARRIED

Priority #31

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That priority item #31 be deleted.

CARRIED

BUILDING DEPARTMENT - CONFERENCES

The Manager reported to Council that the Chief Building Inspector had requested authority to allow Mr. J. Huisman, Building Inspector I to attend a Cross Connection Control Seminar to be held April 29, 1975 in Burnaby and approval of Council of this request was sought.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That Mr. J. Huisman be allowed to attend the Cross Connection Control Seminar in Burnaby on April 29, 1975.

CARRIED

1975 MUNICIPAL EQUIPMENT RENTAL RATES

The Treasurer submitted a report dated April 21, 1975 with respect to 1975 Municipal Equipment Rental Rates seeking authority to include the proposed rates as presented in the 1975 Budget.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY

That the 1975 Equipment Rental Rates as set out in the Treasurers report be included in the Budget.

CARRIED

ADJOURNMENT

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That the Budget Study adjourn at 7:10 P.M.

CARRIED

Tuesday, May 6, 1975  
Budget Study

B U D G E T   S T U D Y

A meeting of Council was held in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B. C. on Tuesday, May 6, 1975 commencing at 4:00 p.m. to study the 1975 Annual Budget.

Present were all members of Council save Ald. Filiatrault.  
Also present were the following members of staff:

Mr. R. A. LeClair  
Mr. V. Dong  
Mr. D. Buchanan  
Mr. A. Phillips  
Mr. H. F. Hockey  
Mr. B. Falcon  
Mr. D. Cunnings  
Mr. T. Klassen

SELECT COMMITTEE - COUNCIL INDEMNITY BY-LAW  
AND COUNCIL EXPENSE POLICY

The Mayor presented to the meeting a report from the Committee.

1. The Committee advised that they had no recommendation to make with respect to the proposed By-Law No. 447.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That consideration of By-Law 447 be set aside and that the following points be dealt with:

1. How Council indemnities should be set.
2. How much indemnities should be for Aldermen.
3. How much the indemnity should be for the Mayor.
4. The policy for re-imbusement of expenses for members of Council.

CARRIED UNANIMOUSLY

2. Expense Policy - The Committee recommended that the Policy as set out in Schedule "A" of proposed By-Law No. 447 be adopted with the following changes:

1. Clause 3 (c) - in the second line following the word "province" insert the words "excluding the Greater Vancouver area".
2. Clause 3 (c) - in the forth line remove the words "first-class" and insert the word "economy".

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY

That the word "economy" be inserted in the place of the words "first-class" in Clause 3 (c).

CARRIED

Ald. Howarth registered his opposition.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That a By-Law be drafted in line with the recommendations of the Committee and placed before Council.

CARRIED UNANIMOUSLY

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. GARRISON

That the words "excluding the Greater Vancouver Area" be not included in the By-Law.

CARRIED UNANIMOUSLY

3. Acting Mayor

MOVED BY ALD. GILMORE  
SECONDED BY ALD. GARRISON

That Clause 5 of the proposed By-Law No. 447 be included in the By-Law dealing with Council Indemnities relating to the position of Acting Mayor.

CARRIED

Ald. Sekora registered opposition.

4. Indemnities

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That a By-Law be drafted for 1975 to reflect a 12% increase in indemnities for both the Mayor and Aldermen over the 1974 rates.

CARRIED AS AMENDED

Ald. Howarth and Ald. Sekora registered opposition.

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. BEWLEY

That the rate of 12% in the above motion be deleted and the indemnity rate for Aldermen be established at \$6,300.00 per annum and the rate for Mayor be established at \$21,500.00 per annum for 1975.

CARRIED

Ald. Sekora registered opposition.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GILMORE

That By-Law No. 477 be submitted to the next regular meeting of Council with a recommendation that it be adopted.

DEFEATED

Ald. Bewley, Ald. Gilmore, Ald. Sekora, Ald. Garrison and Mayor Tonn registered opposition.

1975 BUDGET CONSIDERATIONS

The Mayor outlined a recommendation which he was making to Council with respect to changes in the 1975 Budget in order to come to a conclusion.

He suggested the following:

1. Revenue Changes

A. Private Hospital Grant	\$210,000.00
B. Resource Revenue	262,000.00
C. Reduce contribution to Sewer Utility	250,000.00
D. Private Hospital additional Grant	59,000.00
E. Westwood Library	25,000.00
Total	<u>\$806,000.00</u>
Adjust Gravel Revenue to \$325,000.00	<u>205,000.00</u>
	<u>\$601,000.00</u>

2. Expenditures

Added items already budgeted	\$532,542.00
Additional items recommended	<u>144,663.00</u>
Total	\$677,205.00

Additional items to consider

A. Private Hospital charges	\$ 9,000.00
B. Hospital Society	2,500.00
C. Volunteer Firefighters pay increase	2,000.00
D. Ranch Park - Community School programme wages	2,000.00
E. Travelling playground	5,000.00

Comeback items

Stores:	Pallet Rocks	1,250.00
	Mezzanine	3,750.00
Fire:	Blankets	2,600.00
	Laundry	1,196.00
	Ass't Chief	11,665.00
	Car	4,500.00
	Rescue Vehicle	15,000.00
Planning:	1 Planner	
	1 Steno	
	Capital Items	14,702.00
Engineering:	Marmont	153,700.00
	(to be done by short term borrowing)	
	Interim Paving reduce to from \$63,720.00	50,000.00
	Paving strips	30,000.00
	Project Technologist	9,000.00

Parks: Design Technician \$ 9,216.00  
Recommended deferral of  
this item

Burke Mountain: a budget item of - 25,000.00  
however, this to be offset by  
an equal amount of Revenue  
to come from Provincial Government.

3. Items to be Reduced or Deleted

Account No:

- 212-199 - Study Course reimbursement reduce by \$200.00.
- 219-210 - Mayors and Municipalities Conference delete \$2,250.00
- 219-210 - In-House Management Seminar delete \$3,500.00
- 232-311 - Road way maintenance reduce by \$5,000.00
- 232-371 - Snow ploughing reduce by \$3,200.00
- 232-372 - Sanding and salting reduce by \$3,200.00
- 271-155 - Programme advertising reduce by \$1,500.00
- 271-160 - Staff conferences reduce by \$1,000.00
- 278-115 - Rochester Park reduce by \$2,000.00
- 278-123 - Mountain View Park reduce by \$2,000.00
- 278-129 - all other parks reduce by \$2,000.00
- Sidewalk Programme - reduce by \$30,000.00
- 532-342 - Deferral of Municipal culverts in the amount of \$15,960.00
- 532-990 - Delete \$6500.00 for Consultants for L.I.P. street lighting schemes
- 224-826 - Reduce by \$350.00

The Mayor stated this would mean a total reduction of \$83,460.00, which would mean a 1/4 mill rate increase.

4. Library

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. GARRISON

That Council approve the allocation of \$198,675.00 for Library services for 1975.

CARRIED UNANIMOUSLY

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. BEWLEY

That a budget allocation of \$2,000.00 be established to hire a consultant to develop a plan for Library Services in Coquitlam.

CARRIED UNANIMOUSLY

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. GILMORE

That a budget allocation of \$14,500.00 be established for the development of library services in 1975.

CARRIED

Ald. Bewley registered opposition.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. GILMORE

That the staff be authorized to prepare the 1975 Budget to reflect a 1 mill increase over the 1974 rate.

CARRIED

Ald. Bewley registered opposition.

5. Misc. Items

1)

The Manager advised that an additional \$6,500.00 would be required in the 1975 Budget to cover increased Council Indemnities.

2)

MOVED BY ALD. GILMORE  
SECONDED BY ALD. SEKORA

That Council reject any funds for the Community School Worker for Ranch Park School.

CARRIED

Mayor Tonn registered opposition.

3)

MOVED BY ALD. GARRISON  
SECONDED BY ALD. SEKORA

That the School Board Liason Committee of Council request from the School Board a statement of purpose of Community Schools.

CARRIED UNANIMOUSLY

4)

MOVED BY ALD. GARRISON  
SECONDED BY ALD. HOWARTH

That the recommendations of the Mayor as amended by Council with respect to the 1975 Budget be adopted.

CARRIED UNANIMOUSLY

5)

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. SEKORA

That the provision of \$1,020.00 in the 1975 Budget for a four-by-four Van Unit under the Emergency Programme be increased to a figure of \$5,000.00.

CARRIED UNANIMOUSLY

6)

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. SEKORA

That the total allocation in the Grants Committee Budget be increased to \$50,000.00.

CARRIED UNANIMOUSLY

7)

MOVED BY ALD. HOWARTH  
SECONDED BY ALD. GARRISON

That the Treasurer prepare a report on funds for land acquisition taking into account the following matters:

- A. How much presently in reserves for Land Acquisition
- B. The status of reserve funds used for Land Acquisition
- C. How much is being placed in reserve each year for Land Acquisition, i.e.
  - impost fees
  - parkland acquisition fees
  - land sales
- D. Should Council be budgeting an amount each year from General Revenue for Land Acquisition

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED BY ALD. SEKORA  
SECONDED BY ALD. GARRISON

That the Budget Meeting adjourn at 7:20 p.m.

CARRIED UNANIMOUSLY

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CHAIRMAN