

CENTENNIAL COMMITTEE

CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:10 p.m. on August 16, 1989, in the Board Room of the Library, 575 Poirier Street, Coquitlam, B. C., with the following persons present:

COMMITTEE: Nancy Konsmo, Deputy Chairman
Pat Cooper
Les Keen
Skip Proulx
Frank Dunbar
Carrie LeClair

COUNCIL: Alderman W. LeClair

OTHERS: Larry Rose

STAFF: Bob Munro
Lynda Stepura

1.0 Agenda

Moved by Pat Cooper
Seconded by Les Keen

That the amended agenda be accepted.

2.0 Resignation from the Chair

Committee accepted, with regret, the resignation letter from Mr. John Aussant, the Chairman of the Centennial Committee.

Ms. Nancy Konsmo will assume the Chair until a new Chairman is appointed by the Mayor.

3.0 Chamber of Commerce Brochure

Larry Rose from the Chamber gave a presentation on the status of the proposed Tourism Brochure. Committee members were given an opportunity to view the layouts and text. The brochure will be available by the end of September.

Moved by Les Keen
Seconded by Skip Proulx

That the Committee go on record as supporting the printing and distribution of the Chamber brochure as presented.

Carried Unanimously

Centennial Committee Meeting Minutes
August 16, 1989

4.0 Identification of Resolution Items

The Committee identified several items from the June 14, 1989 meeting requiring Council approval.

4.1 Opening/Closing Ceremonies

RESOLUTION REQUIRED: "That Council accept the proposed activities as suggested in Appendix 1 of the June Minutes for the Opening and Closing Ceremonies and give approval of a time and date for the ceremonies within the first two weeks of January for Opening, and in the last week of December for the Closing.

4.2 Birthday Week

RECOMMENDATION:

RESOLUTION REQUIRED: "That Council accept the proposed activities as suggested in Appendix 2 of the June Minutes and give approval to the proposed activities."

4.3 Marketing and Public Relations

RESOLUTION REQUIRED: "That Council give approval to the proposed marketing plan which includes the sale and distribution of souvenir pins, buttons, shirts, 1991 calendar and program guide."

RECOMMENDATION:

RESOLUTION REQUIRED: "That Council give approval that the official mascot for the Centennial Year be the 'Town Logger'; and that an official float be built for 1991; and that the city purchase and display street scape banners on lightpoles in 1990 and 1991."

5.0 Registration of Logo

It was felt by the members of the Centennial Committee that the Centennial logo should be registered.

Moved by Les Keen
Seconded by Skip Proulx

That Council instruct the Municipal Solicitor to register the Centennial Committee Logo.

Carried Unanimously

Centennial Committee Meeting Minutes
August 16, 1989

6.0 Reports from Sub-Committee

6.1 Birthday Week

Nancy Konsmo, Chairperson

It was reported by Nancy Konsmo the costs involved in the Vancouver Symphony Orchestra would be \$25,000-\$30,000 for a performance. Lucille Starr should also be booked for July 25, 1991 for the Birthday Ball entertainment.

6.2 Canada Day

Since Earle Pritchett has resigned from the Centennial Committee, a new Chairman of the Canada Day Committee will be appointed. It was suggested that a new member, Carol White, be asked to chair this Sub-Committee.

6.3 Marketing Committee

Les Keen, Chairperson

It was suggested that the Marketing Committee assist in the Fundraising/Corporate Sponsorship of 1991 Centennial activities.

Moved by Les Keen
Seconded by Frank Dunbar

That the Marketing Committee task itself to the researching of fundraising and corporate sponsorship and report back to Committee by September 20th on their findings.

Carried Unanimously

Committee Action:

All Subcommittees are to provide a proposed budget for their activities for next general meeting.

7.0 Sanctioning Committee

The Special Events Coordinator, Lynda Stepura, outlined to the group what was involved in sanctioning of activities for the Centennial Year and proposed a sample letter inviting community groups to participate in the Centennial Year.

Moved by Carrie LeClair
Seconded by Pat Cooper

That the Special Events Coordinator will chair the Sanctioning Committee with the assistance of two Centennial Committee members; and together they will determine terms of references and guidelines for sanctioning activities in 1991.

Appendix 1

3.2 Opening/Closing Ceremonies

Carrie LeClair, Chairperson

Louella Hollington requested to be removed from committee

Accepted

A new member for the committee will be appointed.

Date of the 1991 Event - in the first two weeks in January.

Location is to be announced.

Suggested Opening Ceremonies to Include:

- Lighting of the Centennial Torch
- Raising of the Centennial Flag
- Bands/ Reception after ceremony
- Fireworks

Suggested Closing Ceremonies to Include:

- Volunteer Appreciation Dinner
- Commemorative Plaque unveiling
- Time Capsule Opening

It was move by Frank Dunbar - Louella Hollington that council approve the date for the ceremonies, and preferred location; for the opening within the first two weeks of January and for the closing December 31st.

Unanimous

Appendix 1

Opening and Closing Ceremonies

Establish a place for opening and closing
Weather will have to be taken into consideration
Date to be established - first 2 weeks of January 1991.

Fireworks
Lighting of Torch
Xmas tree burning
Raising of flag (Centennial Logo) with Spotlights

Bands/Choirs
Reception after

Dignitaries to be invited

Closing
Host a volunteer appreciation reception
Lowering flag
Torch removed
Unveiling of a plaque to commemorate 100th year
Time Capsule

Last week in December 1991.

Appendix 2

BIRTHDAY WEEK CELEBRATIONS SUB COMMITTEE REPORT

The birthday week sub committee met Monday June 12 with the following present: Nancy Konsmo - chair, Carrie Leclair, Pat Cooper, Frank Dunbar.

We propose a week of celebrations as follows:

Monday, Tuesday, and Wednesday evenings- "Prelude in the Park"

This would be an evening of music and dance by local groups or residents, one evening each at Blue Mountain, Como Lake, and Mackin Park. Suggested entertainment:

- a) Jazz Groups
- b) School bands
- c) Local music schools
- d) Local dance schools - ballet, tap, ethnic
- e) Barbershop quartet
- f) Square dance demonstration
- g) French Choir
- h) Dogwood songsters
- i) Coquitlam Chorale
- j) Sweet Adelines
- k) Fiddlers
- l) A short melodrama each evening (Stage 43)

Thursday July 25 - Birthday - Coquitlam Town Centre Park

- a) Vancouver Symphony - to play 'Boston Pops' type music
(or other big band)
- b) Lucille Starr - featured entertainer
- c) Giant Birthday Cake
- d) Fireworks and Laser show

Friday July 26

Teen Night - Sock Hop

Recruit local service clubs and firemen to sponsor and provide security.

Saturday

- a) Centennial Parade
- b) Birthday dinner and ball - encourage period costume
Facility for 1500 people?
Music to span 100 years

Sunday - Family Day

- a) Children's Pioneer Parade in the Park - Como Lake
(decorated bicycles, tricycles, wagons and costume)
- b) Various children's activities

CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:00 p.m. on September 27, 1989 in the Board Room of the Library, 575 Poirier Street, Coquitlam, B.C., with the following persons present;

Committee: Nancy Konsmo, Chairperson
 Frank Dunbar
 Les Keen
 Skip Proulx
 Carrie LeClair
 Frank Dunbar
 Carol White
 Bernie Moffat
 Louella Hollington

Council: Alderman W. LeClair
 Alderman D. White

Staff: Bob Munro

1.0 Agenda

Moved by Bernie Moffat
 Seconded by Les Keen

2.0 Approval of Minutes

Moved by Les Keen
 Seconded by Frank Dunbar
 That the August 16th, 1989 Minutes be accepted.

Carried

3.0 Appointment to the Chair

It was expressed by Les Keen, on behalf of the Centennial Committee, congratulations to Mrs. Nancy Konsmo on her appointment as Chairperson.

4.0 Introduction of New Members

The Chair introduced the new Committee members, Carol White and Bernie Moffat.

Carol White will chair the Birthday Week Committee and Bernie Moffat will chair the Canada Day Celebrations.

5.0 Election of Deputy Chairperson

Moved by Frank Dunbar
Seconded by Skip Proulx

That Les Keen be elected to the position of Deputy Chairperson for the 1991 Centennial Committee.

Carried Unanimously

6.0 Direction from Council

Staff informed the Committee that Council has approved all recommendations presented, at the September 25th, 1989, Regular Council meeting.

Staff also suggested that Council is looking forward to receiving the proposed 1991 Centennial Committee budgets.

7.0 Committee Reports

7.1 Opening/Closing Ceremonies

Carrie LeClair - Chairperson

A plaque to commemorate the Centennial Year, suggested size 2' x 2', will be \$1,700.00 maximum. Centennial logo flags will need to be ordered from a Flag Shop for official functions. One or two large flags as well as several smaller flags will be required. Streetscape banners will also be required, along with Municipal street during the Centennial year. The entire budget for the Opening and Closing ceremonies will be approximately \$40,000.00.

7.2 Canada Day

Bernie Moffat - Chairperson

Bernie has just assumed the role of the Canada Day Subcommittee Chairperson and will present a report at the next meeting.

7.3 Birthday Week Carol White - Chairperson

A brief budget for the Birthday Week is outlined below:

Birthday Bash:	
Entertainer-Lucille Starr	\$15,000.00
Symphony	\$25,000.00 - \$30,000.00
Fireworks	<u>\$12,000.00 - \$15,000.00</u>
	\$52,000.00 - \$60,000.00

Stage 43 has been approached to participate in the Prelude in the Park series by presenting a short melodrama. The Centennial Parade will be held on July 27, 1989. A proposed budget for the Birthday Week is \$150,000.00.

7.4 Sanctioning Committee

Lynda Stepura - Chairperson

The Committee is in the process of developing terms of reference and procedural guidelines for the sanctioning of activities for 1991. It was suggested that all interested groups reply back by February 1990. Centennial Committee members were asked for any additional groups who may be interested in becoming a sanctioned event for 1991.

7.5 Marketing Committee

Les Keen - Chairperson

The Committee has not researched fundraising and corporate sponsorship as they are awaiting budget approval from Council. The hiring of a professional Town Logger Mascot will be tabled until the Committee can determine how often such a person would be required for appearances. Adoption of a public relations consultant resource person will be tabled until various quotes can be obtained from the companies. The Committee will discuss the contents of the Centennial Marketing Program and report back for the next meeting.

The Subcommittee discussed the packaging of calendars, programs, pins, and attached is a price list. The proposed budget for the Public Relations and Marketing Committee is \$150,000.00.

Centennial Committee Uniforms

Moved by Frank Dunbar
Seconded by Carol White

The official Centennial uniform for the Committee consists of a green blazer, blue pants or skirt and white shirt.

Carried Unanimously

Centennial Crest

Moved by Louella Hollington
Seconded by Bernie Moffat

That the official crest for the Committee will be in the same image as the logo.

Carried

Banner Design

Moved by Bernie Moffat
Seconded by Frank Dunbar

That Coquitlam school children be encouraged to design the artwork for the Centennial streetscape banners through their schools.

Carried Unanimously

10.0 Protocol

It was suggested that the Special Events Coordinator and Chairperson, Nancy Konsmo be involved in this Committee.

11.0 Time Capsule

Moved by Bernie Moffat
Seconded by Carol White

That Nancy Konsmo ask Pat Cooper if the newspapers will become involved in the coordination and collection of news articles and items for the time capsule.

Carried

12.0 Correspondence

The Committee regretfully accepts the resignation of Jean G. Riou from the Centennial Committee.

13.0 Adjournment

The regular meeting was adjourned at 9:00 p.m.

14.0 Date of Next Meeting

The next regular meeting will be at 7:00 p.m., October 11, 1989 in the Council Boardroom, Municipal Hall, 1111 Brunette Avenue, Coquiltam.

Lynda Stepura

Lynda Stepura
Special Events Coordinator

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

CHAIRMAN: LES KEEN

PAT COOPER
LOUELLA HOLLINGTON
SKIP PROULX

DISCUSSIONS TOOK PLACE WITH RESPECT TO THE COMMITTEE'S
RECOMMENDATIONS OF MAY 16, 1989 MEETING.

DATES WILL BE ESTABLISHED FOR DISPLAYS AT LIBRARIES AND
PUBLIC BUILDINGS, PLUS APPEARANCE DATES FOR THE CENTENNIAL
FLOAT DURING THE YEAR 1990.

CONTACT HAS BEEN ESTABLISHED WITH COMCORE PUBLIC AFFAIRS INC.
TO ASSIST US IN A PROFESSIONAL MANNER WITH OUR OVER-ALL NEEDS
AND PROMOTIONS.

VARIOUS PROMOTIONAL ITEMS WERE DISCUSSED AND PRICES AND SOME
SAMPLES HAVE BEEN OBTAINED.

SEE ATTACHED "ESTIMATED PRELIMINARY BUDGET" WHICH THE
COMMITTEE HOPES TO BE ABLE TO CONFIRM AT OUR OCTOBER
MEETING.

MARKETING & PUBLIC RELATIONS COMMITTEE

"ESTIMATED PRELIMINARY BUDGET - SEPTEMBER 1989"

FLOAT	\$ 30,000.00
CENTENNIAL PROGRAMME - 25,000 COPIES 4 - COLOUR - 24 pages	16,500.00
MASCOT - TOWN LOGGER - VIDEO 7 - 10 minutes	11,500.00
TOWN LOGGER - APPEARANCE BASIS 1990 1 - year contract 1991	?? ??

Figure to be established at a later date

BLAZERS - CENTENNIAL COMMITTEE 12 x \$175.00 Ea	
PANTS + SKIRTS 12 x \$ 75.00 Ea Tax \$180.00	3,180.00
CRESTS FOR BLAZERS - Embroidered 3" 12 x 34.40 PLUS TAX	412.80
HERITAGE CALENDARS - 25,000 @ \$1.78 ea To be ordered by Dec 31/89 & submit copy by Mar 1990	47,488.00
PINS - 1/2 inch - 25,000 @ 81¢ ea	20,250.00
ALL-WEATHER CENTENNIAL BANNERS 4 x \$700.00	2,800.00
SMALL FLAGS & BANNERS	??
BUTTONS	
V. I. P. RECEPTIONS & ENTERTAINMENT	??

TOTAL TO DATE

est \$ 150,000.00

revised

THIS IS JUST A ROUGH PRELIMINARY BUDGET AND ALL ITEMS ARE SUBJECT TO OVER-ALL COMMITTEE APPROVAL, WITH MORE PROMOTIONAL ITEMS, QUOTES, AND SUGGESTIONS TO BE PUT FORWARD FOR FINALIZATION

CENTENNIAL COMMITTEE MEETING MINUTES

#502-11

A regular meeting of the Centennial Committee was convened at 7:00 p.m. on October 11, 1989 in the Council Board Room, 1111 Brunette Avenue, Coquitlam, B.C., with the following persons present;

Committee: Nancy Konsmo, Chairperson
Frank Dunbar
Les Keen
Carrie LeClair
Carol White
Bernie Moffat
Louella Hollington
Pat Cooper

Council: Alderman D. White

Staff: Lynda Stepura

1.0 Agenda

Moved by Pat Cooper
Seconded by Bernie Moffat

That the amended agenda be accepted.

Carried Unanimously

2.0 Approval of Minutes

Moved by Bernie Moffat
Seconded by Carol White

That the September 27, 1989 Minutes be accepted.

Carried

3.0 Old Business

3.1 Centennial Name Tags

Lynda Stepura reported that Beaver Stamp Works Limited are working on name tags for the Centennial Committee. Lynda will be responsible for this.

3.2 Centennial Logo Quilt

Frank Dunbar reported on two groups that may wish to become involved in the construction of a Centennial Quilt. Discussion followed on the role and use of such a quilt.

Contact names are: Dogwood Quilters - Marilyn Grant
Place Des Arts - Gillian Elliot

Committee Action:

That the Committee approach these two groups and report back by next meeting.

3.3 Old Correspondence

Les Keen asked if the Chair had received any correspondence from the retired chairman. The Chair has not received any.

4.0 Time Capsule

Nancy Konsmo reported that the Coquitlam Heritage Society has been approached to take on coordination of the time capsule. Further information will be presented at the next meeting.

5.0 Committee Reports

5.1 Opening/Closing Ceremonies Carrie LeClair - Chairperson

Carrie has nothing further to report at this time.

5.2 Canada Day Committee Bernie Moffat - Chairperson

Bernie has nothing further to report at this time.

5.3 Birthday Week Committee Carol White - Chairperson

A letter from the Chair dated October 6, 1989, has been sent to Lucille Starr, entertainer, inviting her to participate in the Birthday Bash. The Chair awaits her reply and will report back next meeting.

The Vancouver Symphony has been booked for the Birthday Bash July 25, 1990.

The President of the Totem A & T has expressed the club's interest in the 1990 Parade.

5.4 Sanctioning Committee Lynda Stepura - Chairperson

Terms of Reference and the letter to the groups will be presented for approval at the next regular meeting.

7:50 p.m. - Alderman D. White arrived at this time

5.5 Marketing/P.R. Les Keen - Chairperson

The Chairman submitted the minutes from this Committee meeting on October 4, 1989. (See Appendix I).

-Sponsorship/Fundraising

Parks and Recreation Committee has approved the recommendations from a report written by Lynda Stepura on this subject. The Chairperson of the Marketing Committee will work closely with staff in order to develop guidelines for the Centennial Committee. Corporate sponsors approached must have prior approval from Council.

Centennial Float

Parks and Recreation Committee have endorsed the purchase of a parade float, to be constructed in early 1990 in order to be ready for the start of the 1990 Parade Circuit in May.

Louella Hollington reported on the possible 1990 Parade dates which Centennial Committee would like to see the float appear in.

Committee Action:

That Louella Hollington will follow up on the Parade dates.

Centennial Program

Les Keen submitted a proposed Centennial Program prepared by Pat Cooper for Committee's perusal. (See Appendix II).

Town Logger Mascot/Video

A company has been approached to make a promotional video for the Centennial Year. A suggested figure of \$11,500.00 was received from source media.

Loggers Sport Show

It was suggested that a Loggers Sport show be incorporated into the 1991 Centennial activities. Contact has been made with an interested group.

Moved by Bernie Moffat
Seconded by Carol White

That Les Keen continue to pursue the Loggers Show as part of the Centennial year's activities.

Committee Action:

That the Marketing Committee find out more about the Festival du Bois Loggers Show and the Loggers Sport show and report back.

Banners

Tabled for next meeting.

Library Displays

The Centennial Committee has access to display case #7 at the Poirier Street Library for 1990 and 1991. The Lincoln Branch will have a case available every other month for 1990.

Moved by Louella Hollinton
Seconded by Pat Cooper

That a letter of thanks and appreciation be sent to Stan Pukish of the Library Board.

Carried Unanimously

Display Signs

Skip Proulx was unavailable for this meeting, but will report back on these matters at the next regular meeting.

Selling/Packaging Souvenirs

The Marketing Committee will discuss this topic and make specific recommendations at the next meeting.

Advertising/Promotions

It was suggested that the School Board and Library be approached to include the Centennial logo to their letterhead.

Committee Action

The Committee will pursue this with the appropriate persons.

Centennial Committee Uniforms

Les Keen provided sample swatches and estimated costs for the Centennial uniforms from Claymore Clothes. Colours of uniforms were discussed. It was decided that green blazers with the crest attached and navy pants or skirts would be the official uniform. White pants or skirts would be optional summer uniforms.

Moved by Bernie Moffat
Seconded by Louella Hollinger

That Les Keen initiate the purchase of the Centennial Committee uniforms through the Municipal Purchasing Agent.

Carried Unanimously

Souvenir Sales

Les Keen presented several souvenir items which have been manufactured for Committee approval. The Marketing Committee requires approval of what items will be sold, when sales should begin, and prices to be charged. Discussion followed, with Les to report back at the next meeting. It was decided to include a polo type shirt, a sweatshirt, crinkle cotton sweat top, key chains and pins in the souvenir sales.

5.6 Protocol

There was nothing to report at this time.

6.0 Correspondence

The Chair reported correspondence had been received from local groups interested in participating during the Centennial year. It was also mentioned at this time that all Centennial activities be wheelchair accessible.

7.0 Festival Conference

It was reported by Nancy Konsmo that a conference entitled "Managing Festivals and Special Events", will be held at Whistler on October 22 - 22, 1989, and that someone from the Centennial Committee should attend.

Moved by Louella Hollington
Seconded by Frank Dunbar

That the Chairperson, Nancy Konsmo attend the conference sponsored by the Centennial Committee.

Carried Unanimously

Parks and Recreation Committee endorsed Nancy Konsmo's attendance.

8.0 Adjournment

The regular meeting was adjourned at 9:25 p.m.

9.0 Date of Next Meeting

The next regular meeting will be at 7:00 p.m. November 22, 1989 in the Council Boardroom, Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.c.

Lynda Stepura
Special Events Coordinator

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

MINUTES OF MEETING OCTOBER 4, 1989

CHAIRMAN: LES KEEN

PAT COOPER
LOUELLA HOLLINGTON
SKIP PROULX

Discussions took place on the following items.

It was decided that information would be obtained to enter the centennial float in the following events for 1990:

POCO MAY DAY PARADE	NIGHT PARADE - Squamish
DOGWOOD DAY PARADE	CLOVERDALE - Chilliwack
P N E PARADE	SEA FESTIVAL - Steveston
HYACK FESTIVAL	
WASHINGTON STATE PARADES,	Lynden Fair, - September
	Puyallup Fair

Louella was to enquire re appearances on Vancouver Island, Fraser Valley and the Okanagan.

Pat Cooper was to research contents for the Centennial program and report back at our next meeting.

It was decided that the video for the Town Logger would be done by Source Media, a local firm, per their quotation of \$11,500.

Les is researching through the P N E office re suitable candidate to act as Town Logger and will report back at a later date.

Louella is to research banners, to find out how many required, size, and which schools will participate in the designing of same. Information could be available for the next meeting.

Centennial Library displays will begin in January 1990 at Poirier and Lincoln branches. Library staff will assist in setting up displays.

Skip Proulx to research display signs and report back to the committee.

Selling and packaging of souvenirs. It was decided that the following may be approached to assist us in this endeavour - Dogwood Pavilion Store, Service Clubs, Youth Groups (Scouts, Girl Guides, etc). Committee to discuss this further at a future meeting.

Advertisements - It was suggested, should appear in all municipal and school publications beginning January 1990.

Committee to decide which V I P receptions they will be responsible for and confirm at a later meeting.

The committee is most anxious to have its proposed Budget of \$150,000 approved by Council as soon as possible, in order to proceed with confirmed and approved commitments.

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE MEETING

WEDNESDAY OCTOBER 4, 1989 - MUNICIPAL HALL

AGENDA

1. OPENING REMARKS - CHAIRMAN
2. CENTENNIAL FLOAT - 1990 EVENTS & APPEARANCE DATES
3. CENTENNIAL PROGRAM - CONTENTS
"COMMEMORATIVE BOOKLET"
4. TOWN LOGGER - VIDEO - RESEARCH MATERIAL
5. FLAGS & BANNERS - SCHOOL CHILDREN
6. DISPLAYS - LIBRARIES - PUBLIC BUILDINGS
7. SOUVENIR PACKAGE - PINS, BUTTONS, CALENDAR &
PROGRAM (SOUVENIR VILLAGE)
8. BUDGET APPROVAL
9. OTHER BUSINESS - ADVERTISING, ALL LOCAL GOVERNMENT
PUBLICATIONS, NEWS LETTERS, PARKS & RECREATION
BOOKLET, TAX BILLS, AND SCHOOLBOARD PUBLICATIONS
SPORTING EVENTS
10. ADJOURN

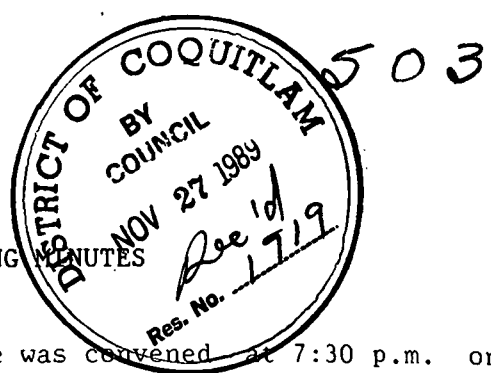
APPENDIX II

CENTENNIAL PROGRAM

1. Cover -- Picture from past.
2. Table of Contents
3. Letter from Mayor
4. Letter from Chairman of Centennial Committee
5. Calendar of Events with dates, times and locations in order from January 1, to December 31st.
6. Separate stories on major events, with pictures if possible.
7. List of Mayors and dates they served. Pictures if we can
8. Promotion story on Centennial Book
 - a. Winners of Centennial Book Story Contest
 - b. Collage of pictures from book
9. Picture and story on winner of Logo Contest and explanation on what logo represents
10. Promotional material for sale of Centennial souvenirs
11. List of corporate sponsors
12. List of members of various Centennial Committees and Subcommittees
13. Box-factual information on Coquitlam, population, square miles, etc.
14. Map - with sites of major events marked

Cent.Min

CENTENNIAL COMMITTEE MEETING



A regular meeting of the Centennial Committee was convened at 7:30 p.m. on November 22, 1989, 1111 Brunette Avenue, Coquitlam, B.C., with the following persons present:

Committee: Nancy Konsmo, Chairperson
Frank Dunbar
Les Keen
Carrie LeClair
Carol White
Bernie Moffat
Louella Hollington
Pat Cooper
Skip Proulx

Council: Alderman D. White

Staff: Bob Munro
Lynda Stepura

1.0 Agenda

Moved by Carol White
Seconded by Pat Cooper

That the amended agenda be accepted.

CARRIED

2.0 Approval of Minutes

Correction to item 5.5 Marketing and P.R. report
Loggers Sport Show

Committee Action: Corrected to Marketing Committee to pursue the idea of a Loggers Sport Show.

Moved by Bernie Moffat
Seconded by Frank Dunbar

That the corrected minutes be approved.

CARRIED

3.0 Old Business

3.1 Centennial Name Tags

Samples were reviewed by Committee and it was decided to order 2" x 3" name badges, with a pin attachment. Colours on the badges will match the colours of the Centennial logo. Staff will follow up on the order.

3.2 Centennial Logo Quilt

Nancy Konsmo will contact the quilters and report back to Committee.

3.3 Time Capsule

Nancy Konsmo will contact the Heritage Society and report back to Committee.

4.0 Festival Conference - October 20- 23, 1989, Whistler, B.C.

The Chairman gave a verbal report of the content of the festival conference held in Whistler. The information gathered is available to all Committee members upon request from the Chairman.

5.0 Committee Reports

5.1 Opening/Closing Ceremonies - Carrie Leclair - Chairperson

The Committee met on Wednesday, November 8, 1989. A verbal report followed. Committee's concerns include duplication of fireworks at events; where to hold the Opening Ceremonies, and whether or not to incorporate a Christmas Tree burning in the closing ceremonies. Discussion followed, and suggestions were given to the Committee.

5.2 Canada Day/Ethnic Celebrations - Bernie Moffat - Chairperson

Bernie presented several ideas regarding the Canada Day Ethnic Celebrations. Discussion followed. It was suggested that a three day Multicultural Food Festival be held on the July 1st, 1991 long weekend, Bernie will pursue these ideas with his Committee. The Centennial Parade date will be July 20, 1991.

5.3 Birthday Week Celebrations - Carol White - Chairperson

The Chairman submitted a written report from the meeting held November 8, 1989. (See Appendix I). Several concerns of this Committee were noted and addressed at the meeting.

Moved by Les Keen
Seconded by Carol White

RESOLUTION
REQUIRED

THAT THE BIRTHDAY CELEBRATION DAY BE CHANGED TO SATURDAY, JULY 20, 1991
DUE TO THE OPENING CEREMONIES OF THE B.C. SUMMER GAMES ON JULY 25, 1991.

CARRIED UNANIMOUSLY

*App'd B
Co. Res
1920/89*

5.4 Marketing Committee - Les Keen - Chairman

The Chairman submitted the Minutes from this Committee meeting on October 25, 1989 (See Appendix 2).

.1 Updates

Parade Dates

Louella submitted a list of possible parade dates for 1990. (see attached Appendix 3).

Committee Action

Nancy Konsmo will contact the Dogwood Days Pageant Committee to see if the Coquitlam royalty will be available on the proposed dates.

.2 Logo

A letter has been sent to School District #43 for use of the Centennial Logo on their letterhead. Correspondence from them have not been received.

.3 Centennial Banners

A letter has been sent to Catherine Mohoruk, Traffic Division Engineering Department, District of Coquitlam, October 17, 1989. The Committee advised that staff from the Traffic Division will pursue this matter with Council.

.4 Souvenirs

The Committee will sanction the following items for sale: buttons, key chains, shirts, lapel pins and coffee mugs. Processing and purchasing of the above items will be through the Municipal Treasurer and Purchasing Agent.

.5 Uniforms

A quote from Claymore Clothes has been forwarded to the Municipal Purchasing Agent. Committee expects these uniforms to be available for wear January 17, 1990.

.6 Kick Off Reception

Moved by Bernie Moffat
Seconded by Carol White

"THAT THE JANUARY 17, 1990 BE THE DATE, FROM 7:00-9:00 P.M. FOR A PUBLIC KICK-OFF RECEPTION TO BE HELD AT THE COQUITLAM PUBLIC LIBRARY, 575 POIRIER STREET."

RESOLUTION
REQUIRED

APP 10 B
Co. A-5
1921/89

.7 Committee Action

Staff are to compile and coordinate the invitation list.

.8 Town Logger

Stage 43 and members of the Dogwood Pavilion seniors will be approached by Les Keen to provide a person(s) to act as the Town Logger Mascot.

.9 Centennial Program/Calendar

The issue of charging a fee for the calendar and souvenir guide was discussed, and to determine if it was appropriate to sell advertising space in the souvenir guide. The Committee seeks Council's direction in these matters.

RESOLUTION
REQUIRED

"THAT COUNCIL AUTHORIZE THE PRINTING AND DISTRIBUTION OF 28,000 COPIES OF CENTENNIAL CALENDARS, AND THE PRINTING AND DISTRIBUTION OF AN OFFICIAL CENTENNIAL SOUVENIR GUIDE."

*APPROVED
Co. R-5
#1922/89*

5.5 Sanctioning Committee - Lynda Stepura - Chairperson

The Committee's report was tabled until the next meeting.

6.0 Correspondence

.1 Correspondence from Brian Cunningham, on behalf of Lucille Starr was received, confirmed the date appearance of July 25, 1991.

Committee Action:

Nancy Konsmo will contact Lucille Starr again to provide the new July 20, 1991 date.

.2 Festival Conference

Alderaman David White advised the Committee that proposals from the display companies have been received and a recommendation will go to Council November 27, 1991. A report from staff will follow on procedures for use and float appearances.

8.0 Budgets

.1 Council is anxious to receive the 1990 Budget requests from the Centennial Committee, prior to January 30, 1990.

.2 The Centennial Committee seeks clarification from Council in the amount of monies available for Centennial activities.

9.0 Adjournment

The regular meeting was adjourned at 9:45 p.m.

10.0 Date of the Next Meeting

The next regular meeting will be at 7:00 p.m., December 12, 1989 in the Library Boardroom, 575 Poirier Street, Coquitlam.

Special Note: 1990 meeting dates have been set for the third Wednesday of the month, commencing January 17, 1990 to e held in the Library Board room, 575 Poirier Street, Coquitlam, B.C.

Lynda Stepura
Lynda Stepura
Special Events Coordinator

APPROVED: _____
Nancy Konsmo
Centennial Committee
Chairman

BIRTHDAY WEEK CELEBRATIONS SUB COMMITTEE REPORT

The sub committee meeting was held Wednesday, November 8 with the following present--Carol White-Chair, Carrie Leclair, Frank Dunbar, Bernie Moffat.

Because of change of members of the committee we reviewed the original suggestions of:

PRELUDE IN THE PARK--originally planned as 1 night in each park. Discussion followed as to whether it would be feasible to have it 3 consecutive nights in each park. There was some concern as to the amount of staging required and the security involved if these stages were to be left in place for 3 days (nights). There is also some question as to whether there are 3 separate stages available for these productions. Stage 43 will participate in "Prelude" 3 nights - once in each park.

Coquitlam Troubadors (song and dance group) from Dogwood would also like to participate.

Nancy has a line on a contact for French Canadian input, particularly for Mackin Park.

VSO is holding July 25, 1991 for us.

Some very real concerns were raised as we have now been officially awarded the summer games. This whole week is now in conflict with the games and the places of venue for some of the planned events. We feel that we cannot do any further planning until we are assured by Council where we are to hold the opening events.

RECCOMENDATIONS: That council direct us where we are to have the opening and closing ceremonies.

As the games start on Thursday, July 25 and the track and infield will be in use at LaFarge Stadium we RECCOMEND: That the opening of the games and the actual Birthday Celebration be held in conjunction with each other--possibly the 24th of July. We will require a fairly early response to this. If the date is to be changed we will have to notify the VSO. At this point we envision the official opening of the games with the symphony, birthday cake and fireworks to follow. The suggestion is to have the fireworks on a platform-barge type affair on LaFarge Lake itself. If it is done in conjunction with the games we will have a built in audience. There will have to be close liason with the planning committee for the games and the Birthday Week Committee.

There is one other immediate area of conflict and that is for the Ball to be held on the 27th-Saturday particularly if the arena is being used for a sporting event.

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE MEETING

WEDNESDAY OCTOBER 25, 1989 - LIBRARY BOARD ROOM

AGENDA

1. OPENING REMARKS - CHAIRMAN
2. CENTENNIAL FLOAT - FINAL RECOMMENDATIONS RE EVENTS AND APPEARANCE DATES
3. CENTENNIAL PROGRAM - CONTENTS
4. TOWN LOGGER - VIDEO - RESEARCH MATERIAL
5. FLAGS & BANNERS - SCHOOL CHILDREN
6. DISPLAYS - LIBRARIES - PUBLIC BUILDINGS
7. SOUVENIRS
8. V. I. P. RECEPTION - JANUARY 17, 1990
9. CENTENNIAL COMMITTEE UNIFORMS
10. OTHER BUSINESS
11. ADJOURN

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

MINUTES OF MEETING OCTOBER 25, 1989

CHAIRMAN: LES KEEN

NANCY KONSMO
PAT COOPER
LOUELLA HOLLINGTON
SKIP PROULX

The breakfast meeting was called to order at 8:30 A. M. in the boardroom of the Coquitlam Public Library.

- CENTENNIAL FLOAT - Louella Hollington will finalize dates of parades for November 22nd Centennial Meeting.
- CENTENNIAL PROGRAM - A quotation will be received from Comcore Public Affairs for the printing of 25,000 copies. Les will ascertain whether we will seek advertisers for the program.
- KICK-OFF RECEPTION - Moved by Skip Proulx
Seconded by Pat Cooper
- That a Public Reception be held on January 17, 1990, at the Coquitlam Public Library with the following to be invited: Council, senior staff members, School Trustees, District Superintendent, local media, Service Club Presidents, and community business executives. The unveiling of the display case and other promotional items will be on view.
- Carried.
- * Nancy is to contact Lynda re sending out of invitations, per list provided by the committee.
- LOGO - The District of Coquitlam and the Coquitlam Public Library have agreed to carry the Centennial Logo on all letterheads for 1990 and 1991.
- Moved by Pat Cooper
Seconded by Skip Proulx
- That School District #43 be approached to carry the Logo also.
- Carried

SOUVENIRS

- The Committee will sanction the following items for sale:

BUTTONS, KEY CHAINS, SHIRTS,
LAPEL PINS, COFFEE MUGS

Quotes for some of the above items will be available for the November 22, 1989, meeting.

It was decided that the T-SHIRTS will go to tender

Quotations for buttons and lapel pins were presented to the Committee as a whole, and it was decided that 5,000 of each be ordered immediately to be available for the January 17, 1990, KICK-OFF RECEPTION.

CENTENNIAL HERITAGE
CALENDARS

- Calendar and bookmarks will be discussed by the Committee as a whole at the November 22nd meeting as to whether they should be "give-aways," distributed through the Library and Parks & Recreation with their Leisure Guide.

DISPLAYS

- Pat Cooper will ask the Fine Arts Council to help supply items for the display cases at the Libraries. To report to the November 22nd meeting.

TOWN LOGGER MASCOT

- To be discussed further at our November 22nd meeting. It was suggested that we search for some one to perform these duties from Stage 43, or our local school Drama Clubs. Nancy to look into this.

BANNERS

- Louella brought forward a report and will contact Mayor Sekora re hardware on lamp standards.

CENTENNIAL UNIFORMS

- Moved by Pat Cooper
Seconded by Louella Hollington

That the type of fabric, colour, and style of jackets, pants, and skirts, decided upon be accepted. Written quotes will be available at the November 22nd meeting, also quotes for crests. Delivery of same to be January 15, 1990.

Carried.

Meeting adjourned 9:45 A. M.

PROPOSED CENTENNIAL FLOAT DATES 1990

Possible Parade dates - 1990 Municipal Float

April 1	Tacoma, Washington
May 6	Maple Ridge
May 12	Port Coquitlam May Day
May 19	Cloverdale
May 24	Victoria
May 27	Hyack Festival, New Westminster
June 3	West Vancouver
June 17	Victoria
July 1	Parksville, (Vancouver Island)
July 2	Campbell River
July 15	Vancouver Sea Festival
August 4	Seattle
August 5 or 6	White Rock
August 19	Pacific National Exhibition
September 9	Port Alberni
September 16	Hope

SANCTIONING COMMITTEE REPORT

NOVEMBER 22, 1989

SANCTIONED ACTIVITIES - TERMS OF REFERENCE

1.0 Purpose

The purpose of providing this report and Terms of Reference is to:

- a) set criteria for participation in the Centennial Year
- b) ensure groups work within, or comply to the set standards outlined by the Terms of Reference

2.0 What Is Sanctioning

Definition: "Giving authoritative approval for: Endorse; Ractify; Accredit; Certify"

3.0 Who Will Be Sanctioned

- community groups, clubs, organizations
- sport groups and teams
- support group
- non-profit societies

4.0 Purpose of Sanctioning

- to encourage groups to actively participate in the Centennial Year activities
- to establish a framework on standard as a control mechanism for participation in the Centennial Year
- to include a broad spectrum of activities that reflect the nature of the community
- to set a process whereby the Committee will be able to evaluate interested groups

5.0 Terms of Reference

5.1 All proposed activities must fall within the calendar year January 01, 1991 - December 31, 1991

5.2 Activities or events may occur once, or be ongoing throughout the year

5.3 Participating groups will be expected to plan, direct and control their own activities; as well as, be financially self-sufficient

5.4 Groups will be responsible for all permits, licenses, and insurance documents, where applicable, and show proof of the same, prior to the commencement of the event or activity

- 5.5 Events shall be participatory in nature and not used to fund-raise for an activity or another event
- 5.6 Activities should encourage family or group participation and avoid the use of alcohol or prohibitive substances
- 5.7 Attention to the safety of the individual or participant is required at all times during the events
- 5.8 The Centennial Committee and the District of Coquitlam will not be, in anyway, held liable in case of loss, damage, or bodily injury during a Sanctioned Centennial Event.
- 5.9 The Centennial Committee will provide publicity and promotion for the Sanctioned Groups by listing their activities and dates in the official Centennial Souvenir Guide.

6.0 Procedural Guidelines

- 6.1 Groups will be required to submit one (1) written proposal, support documents and attached form six months to one year in advance of their event for Committee approval.
- 6.2 Detailed proposals should include:
 - Name of organization; Chairperson or Organizers, name and phone number
 - proposed venue location (where to be held)
 - time and date of the activity or event
 - numbers of participants
 - expected numbers of spectators
 - support documents, permits, licenses, copies of insurance
 - plan, nature or type of activity
 - numbers of volunteers
- 6.3 The Sanctioning Committee will then review the applications, and contact the groups within three (3) weeks of receipt of the application as to the activities or event's suitability and official sanctioning.

7.0 Appeal Procedure

Declined groups may appeal, in writing, to the 1991 Centennial Committee, whereby the whole Committee will review the entire proposal, at its General Meetings, and make the final decision of the suitability of the activity. Groups will be contacted in writing as to the outcome.

Written applications should be directed to

1991 Centennial Committee
633 Poirier Street
Coquitlam, B.C. V3J 6A9

Attention: Ms. L. Stepura



COQUITLAM CENTENNIAL COMMITTEE (1991)

1989 November 22
Our file: 293

Coquitlam Coralinas Swim Club
208 James Road
Port Moody, B.C. V3H 2S4

Attention: Heather Howard

Dear Heather:

On behalf of the Coquitlam Centennial Committee, I wish to extend the opportunity for your organization to become a part of the 1991 Centennial Celebrations.

Community groups and organizations are invited to host, or hold special activities during the 1991 Centennial Year (the event may already be in existence) and become officially sanctioned by the Centennial Committee as a Centennial Year activity.

The benefits to your group are many, including publicity and promotions of the event in the 1991 Souvenir guide, and community-wide exposure and recognition.

We look forward to your reply regarding this unique and exciting opportunity for your group to become a part of Coquitlam's Centennial Year celebrations.

Yours truly,

Nancy Konsmo
Centennial Committee Chairman

/bn



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Community groups and organizations are invited to host, or hold special activities during the 1991 Centennial Year (the event may already be in existence) and become officially sanctioned by the Centennial Committee as a Centennial Year activity.

Groups are encouraged to submit a proposal by April 1, 1989 to become an official sanctioned event. Please forward your proposals to Ms. L. Stepura care of the address below.

We look forward to your reply regarding this unique and exciting opportunity for your group to become a part of Coquitlam's Centennial Year celebrations.

Yours truly,

Nancy Konsmo
Centennial Committee Chairman

/bn

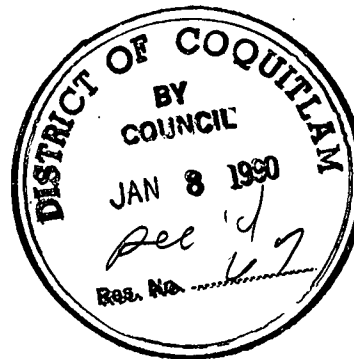
CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:10 p.m. on December 12, 1989, at the Library Boardroom, 575 Poirier Street, Coquitlam B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
Les Keen, Deputy Chairman
Carrie LeClair
Carol White
Bernie Moffat
Pat Cooper
Skip Proulx
Frank Dunbar

Council: Alderman D. White

Staff: Ross Richardson
Lynda Stepura



1.0 Agenda

Moved by Pat Cooper
Seconded by Bernie Moffat

That the amended agenda be accepted.

Carried Unanimously

2.0 Minutes

2.1 Added to item 3.1 Centennial name tags.

Moved by Bernie Moffat
Seconded by Carol White

That staff initiate the order and purchase of Centennial name badges for Committee members size 3" x 2" with the logo and matching Centennial colours.

Carried Unanimously

Corrections

2.2 Item 6.2 should read Festival Conference
Item 7.0 should read Float Update

Moved by Bernie Moffat
Seconded by Carol White

That the amended minutes be accepted.

Carried

3.0 Old Business

3.1 Name Tags

The Chair is awaiting samples of the name badges from Beaver Stamp Company. They were not received by the meeting date. Lynda to follow-up.

3.2 Centennial Logo Quilt

Nancy Konsmo will meet with the group in January, 1990.

3.3 Time Capsule

The Coquitlam Heritage Society will take on the responsibility for the Time Capsule. Discussion followed on what items to include in the Time Capsule. The local newspapers will be asked to assist in the collection of newsworthy items.

3.4 Centennial Uniforms

The Committee was reminded to be measured for the Centennial uniforms by Friday, December 15, 1989. The uniforms will be ready by the January 17, 1990 Kick-Off Reception.

4.0 Committee Reports (with Budgets for 1990)

4.1 Opening/Closing Ceremonies Carrie LeClair - Chairperson

Carrie reported that the contact for B.C. Natural Gas is Mr. Cam Avery, 1066 West Hastings Street, Vancouver for the possible torch lighting ceremonies. The Committee discussed not incorporating a tree burning into the closing ceremonies as it contributes environmental pollution.

RESOLUTION REQUIRED

"That January 12, 1991, be the date at the Poirier Street for the Official Opening Ceremonies of the 1991 Centennial Year with a Public Reception to follow."

*Records
Complete*

*APPROVED
BY CO. PRES
14 UCB/90*

Frank Dunbar to research the possibility of incorporating an official Centennial Band for all 1991 activities. Frank to report back for next meeting.

Proposed 1990 Budget \$ 3,000.

4.2 Canada Day Bernie Moffat, Chairperson

Bernie could foresee no budget expenses for 1990.

5.3 Birthday Week Carol White, Chairperson

The Committee met on Wednesday, December 8, 1989. The Chairman submitted a written report from the meeting. (See Appendix I). A proposed 1990 budget would include Entertainment expenses of \$ 5,000.

Proposed Budget - \$ 5,000.

5.4 Marketing/P.R.

Les Keen, Chairperson

.1 Kick-Off Reception

The purpose of having this Reception is to create public awareness of the Centennial Committee's activities. Les submitted an Invitation list. Lynda will assist in coordinating the invitations and catering.

.2 Centennial Counter Cards

A quotation from Comcore Public Affairs for Counter Cards for \$ 5,150. was received.

Moved by Bernie Moffat
Seconded by Frank Dunbar

"That the Counter Card proposal be forwarded to the Municipal Purchasing Agent and the cards be printed on recycled paper".

Carried

.3 Centennial Calendars

A quotation was received from A.A. Advertising for \$ 38,000 for the design and printing of the Centennial Calendars.

Moved by Bernie Moffat
Seconded by Pat Cooper

"That the quotations be forwarded to the Municipal Purchasing Agent for processing".

Carried

.4 Budget

Les will be forwarding a 1990 Proposed Budget which will include all marketing expenses by January 30, 1990.

5.5 Sanctioning Committee

Lynda Stepura, Chairperson

The tabled report from the last meeting was presented. Discussion followed and items in the report will be revised by the Committee. Letters to invite groups to participate will be sent by January 30, 1990. Proposed budget will be \$ 1,500. for postage, letterhead and correspondence.

Proposed Budget - \$ 1,500.

6.0 Correspondence

6.1 School Board

Correspondence from the School Board was tabled for the next meeting.

7.0 Items 8, 9, 10 were tabled for the next meeting.

8.0 Adjournment

The regular meeting was adjourned at 9:05 p.m.

9.0 Date of the Next Meeting

The next regular meeting will be at 7:00 p.m. on January 10, 1990 in the Committee Room, Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C.

Special Note: The Kick-Off Reception will be held at the Library, 575 Poirier Street, Wednesday, January 17, 1990. The Regular Committee meeting is cancelled for that date.

Lynda Stepura
Lynda Stepura
Coordinator, Special Events

Approved

Nancy Konsmo
Nancy Konsmo
Centennial Committee
Chairman

Cent.Min

BIRTHDAY WEEK COMMITTEE MEETING

APPENDIX I

December 6, 1989 - Municipal Hall - 7:30 p.m.

Present: Carol White, Chair
Nancy Konsmo
Frank Dunbar
Corrie LeClair

General discussion followed:

Carol had phoned Hans Lieber at B.C.I.T. re a cake to feed 5,00. B.C.I.T. did the cake for Port Coquitlam's 75th Anniversary. It fed 2,000 and cost \$900. B.C.I.T. has now amalgamated with VVI and the contact person is a Dave Cook. Suggested that a further contact be made in February. A further suggestion was that the G.V.R.D. could also be approached regarding the supply of cakes.

Parade

Some problems have arisen regarding the current route: lack of spectators along the route, the centre divider in the road being only two of the concerns. This Committee recommends that the parade route be changed to the Town Centre area for 1991. This would facilitate the events to follow at the Town Centre.

Prelude in the Parks

Due to the Summer Games being held July 25 - 28, the Prelude will have to be adjusted to be held the previous week. Suggested dates are: Tuesday, Wednesday, Thursday, July 16th, 17th, and 18th. The time frame would be from 7:00 - 9:00 p.m. at Mackin Park, Blue Mountain Park and Como Lake Park. These activities are to take place three nights in a row. Nancy has a couple who she will approach regarding the coordination of the performers, once we have decided on the format. It should require approximately 6 - 9 performers for each park.

Opening Ceremonies

To take place Friday evening July 19th at Town Centre Stadium. This is envisaged as being from approximately 7:00 - 10:00 p.m., with the V.S.O. and Lucille Starr from 7:30 - 8:30 - 9:00 p.m. Fireworks to follow. Saturday, July 20th, the parade starting at 12:00 Noon - 2:00 p.m. Events at Town Centre 2:00 - 6:00 p.m. This would include magicians, face painting, entertainment, food pavilions.

Grand Ball

To take place Saturday, July 20th. Cocktails 8:00 - 9:00 p.m. Dance 9:00 - 12 Midnight, Buffet - Midnight to 1:00 a.m. Suggested place of venue - the Arena.

Teen Dance

Various discussions of where this should be held and the age group that should be targeted. It was decided that this should be held at a later date when there are fewer activities planned.

Sunday Service

To be held in one of the Parks as a non-denominational service.

CENTENNIAL COMMITTEE

APPENDIX II

PROPOSED 1990 BUDGET

Committees

Opening/Closing Ceremonies		\$ 3,000
Birthday Week	- Entertainment	5,000
Public Relations	- Calendars	45,000
	- Brochures	
	Counter Cards	
	- Uniforms	3,180
Sanctioning		1,150
Marketing		<u>T.B.A.</u>
	Sub-Total	\$ 57,680

General

Internal Printing		\$ 5,000
Receptions		<u>2,000</u>
		\$ 7,000
	Total	\$ 64,680