

HERITAGE SQUARE  
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1997

**HERITAGE SQUARE LIAISON COMMITTEE  
MINUTES**

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Mayor L. Sekora

HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES

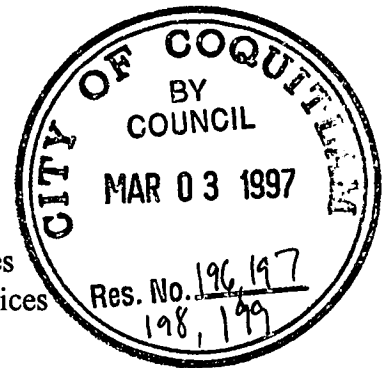
FEBRUARY 24, 1997

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A regular meeting of the Heritage Square Liaison Committee convened on Monday, February 24, 1997 at 3:30 p.m. in the Council Chambers, Coquitlam City Hall, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor K. Becker, Chair  
G. Elliott  
F. Bouvier  
M. Baur

Staff Present: N. Cook, City Manager  
K. Wright, Director of Permits & Licences  
D. Buchanan, Director of Corporate Services  
V. Sudra, Project Coordinator



ITEM 1 NEW BUSINESS

505-1 - Update on Design for Phases 3 and 4

The Director of Permits & Licences updated the committee members on scope of Phases 3 and 4 and the associated project budget of each phase. He also summarized the terms of the contract with the Iredale Partnership for Phases 3 and 4.

App'd  
Kesh 1997

**COUNCIL ACTION:** The Committee recommends that the Iredale Partnership be retained as consultants to continue and complete contract documents for Phases 3 and 4.

505-2 - Addition of Representative from Canadian Historical Railroad Association

App'd  
Kesh 1998

**COUNCIL ACTION:** The Committee recommends that Mr. Doug Bettrum be added as Committee member to represent the Canadian Historical Railroad Association.

505-3 - Committee Terms of Reference

App'd  
Kesh 1999

**COUNCIL ACTION:** The Committee recommends that the proposed Terms of Reference be approved.

**ITEM II OTHER BUSINESS**

505-4 - Program Modification

Ms. Elliott stated that there are some modifications to the program that were drafted in 1992 and that she would review these modifications with the Project Coordinator and identify major changes.

505-5 - Relocation of Caboose

The Director of Permits & Licences will investigate relocating the caboose to the Heritage Square site and report to the Committee at the next meeting.

505-6 - Business Plan for Museum

Ms. Baur will prepare and present business plan for establishing, operating and maintaining a Heritage Society Museum.

505-7 - Accessibility from Southeast Corner

The Director of Permits & Licences will review and clarify accessibility requirements from Begin Street through the southeast corner of the property.

505-8 - Moving of Ryan House

The Committee agreed that moving of Ryan House should only be considered if it is approved by the Planning Department and further is within the allocated budget of Phase 3.

**ITEM III ADJOURNMENT**

The Chair declared the meeting adjourned at 5:15 p.m.

The next meeting of the Heritage Square Liaison Committee was scheduled for Monday, March 24, 1997 at 3:30 p.m.

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Councillor K. Becker, Chair

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Vraj Sudra  
Project Coordinator



Mayor L. Sekora

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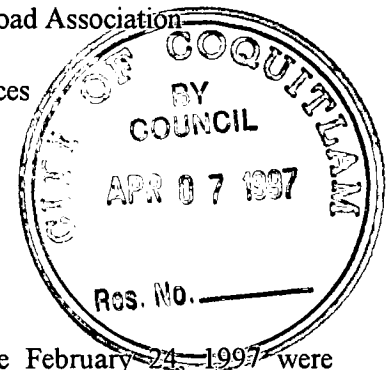
**HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES**

**MARCH 24, 1997**

A regular meeting of the Heritage Square Liaison Committee convened on Monday, March 24, 1997 at 3:45 p.m. in the Permits & Licences Department Meeting Room, Coquitlam City Hall, 1111 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
Gillian Elliott, Place des Arts  
Fern Bouvier, Heritage Square Liaison  
Margot Baur, Heritage Society  
Doug Battrum, Canadian Historical Railroad Association

Staff Present: Ken Wright, Director of Permits & Licences  
Vraj Sudra, Project Coordinator



**ITEM I MINUTES**

505-1 - Approval of Minutes

Minutes of meeting of Heritage Square Liaison Committee February 24, 1997 were approved with the correct last name spelled as Battrum in Item 505-2.

The Chair informed that Council have approved all three recommendations by the Committee as stated in the last meeting.

**ITEM II BUSINESS ARISING FROM MINUTES**

505-2 - Changes to Original Program

Ms. Elliott submitted documents outlining the revised program. She clarified that changes to the original program, drafted in 1992, are due to the increase in demand for more students wanting to enroll and participate in the arts and crafts activities offered by Place des Arts.

The revised documents also address the concerns the Committee have for the proposed Ryan House restoration and site development and design by the architect.

Project Coordinator to review the documents and identify major and minor program revisions.

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505-3 - Relocation of Caboose

Drawings indicating two proposed locations for the caboose on Heritage site were distributed. It was stated that caboose relocation is contemplated in Phase 4 and the City does not have any funds to undertake relocation at this time. Mr. Battrum to discuss current lease extension to 1999 with Fraser Mills.

505-4 - Business Plan for Heritage Society Museum

Ms. Baur updated the Committee with the progress on drafting business plans. Input from CHS members and Coquitlam citizens is being compiled which is taking time. Documents will be ready by June 1, 1997. Update on progress by Ms. Baur at the next meeting.

505-5 - Accessibility from Southwest Corner

Proposed drawings showing pedestrian/bicycle route from southeast corner were reviewed. Accessibility will be from Brunette Avenue. Wheelchair access from the southeast corner to the site is not feasible due to existing road and site conditions.

505-6 - Moving of Ryan House

The Director of Permits & Licences through the Planning Department to confirm with Heritage Trust in Victoria the importance of original location and impact on available restoration grant.

The Liaison Committee to re-visit full basement space requirements, additional funding sources and project timing with the Place des Arts Expansion Committee.

**ITEM III      OTHER BUSINESS**

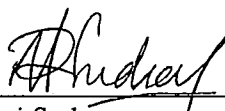
505-7 - Phases 3 and 4 Funding Sources

The Chair to review available funding sources, including commitments by the City and Heritage Square Board, and the timeline for funds availability with Director of Finance.

**ITEM IV      ADJOURNMENT**

The Chair declared the meeting adjourned at 5:25 p.m.

Next meeting schedule for Monday, April 28, 1997 at 3:45 p.m.

  
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Vraj Sudra  
Project Coordinator

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Councillor K. Becker, Chair

VS/fb



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Mayor L. Sekora

**HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES**

**APRIL 28, 1997**

A regular meeting of the Heritage Square Liaison Committee convened on Monday, April 28, 1997 at 3:50 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
Gillian Elliott, Place des Arts  
Fern Bouvier, Heritage Square Liaison  
Margot Baur, Heritage Society  
Doug Battrum, Canadian Historical Railroad Association

Staff Present: Ken Wright, Director of Permits & Licences  
Vraj Sudra, Project Coordinator



**ITEM I MINUTES**

505-1 - Approval of Minutes

Minutes of meeting of Heritage Square Liaison Committee March 24, 1997 were approved.

**ITEM II BUSINESS ARISING FROM MINUTES**

Project Coordinator passed on a draft analysis for Phase 3 program for review and comments by Committee Members prior to finalizing.

Director of Permits & Licences informed the Committee that 1997 revised program together with proposed drawings by Dave Nichols have been forwarded to the architect.

505-3 - Caboose Lease Extension

Mr. Battrum informed that the current lease extension to 1999 has been accepted by Fraser Mills.

505-4 - Business Plan for Heritage Society Museum Update

Ms. Baur updated the Committee that the progress on drafting business plans are on track. It is now at the stage of working document with few blanks to be filled in. Update on progress by Ms. Baur at the next meeting.

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505-5 - Moving of Ryan House

The Director of Permits & Licences obtained written confirmation from Heritage Trust in Victoria that moving of heritage structure would be treated with a loss in its heritage value. The trust grant could be denied or substantially reduced.

The Place des Arts Expansion Committee has unanimously voted that the adequate 'functioning' of the Place des Arts facility requires Ryan House be moved as designed with the link and the basement.

The Director of Permits & Licences informed the Committee that although the Planning Department does not support moving of Ryan House, they have agreed to present it to Council with pros and cons for development permit recommendation.

**ITEM III OTHER BUSINESS**

505-6 - Phases 3 and 4 Funding Sources

Councillor Becker presented the proposed available funding sources for Phase 3 and timeline of 1998 for funds availability. The Chair also speculated possible funding sources for Phase 4 by the year 2000.


505-7 - Phases 3 and 4 Design Review

The Committee requested a meeting with the architect to discuss and review outstanding issues of the Heritage Square design such as cobblestone, Renaissance Room location, etc. The project coordinator to schedule meeting in the next 2 to 3 weeks.

**ITEM IV ADJOURNMENT**

The Chair declared the meeting adjourned at 5:00 p.m.

Next meeting schedule for Monday, May 26, 1997 at 4:00 p.m.

  
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Vraj Sudra  
Project Coordinator

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Councillor K. Becker, Chair

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Mayor L. Sekora

HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES

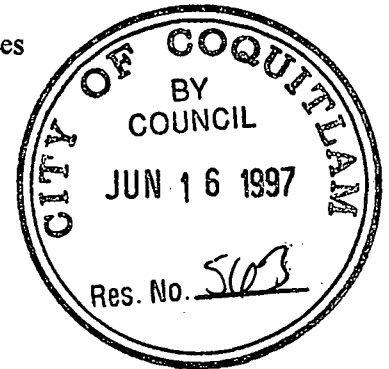
MAY 26, 1997

A regular meeting of the Heritage Square Liaison Committee convened on Monday, May 26, 1997 at 4:00 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
Gillian Elliott, Place des Arts  
Margot Baur, Heritage Society  
Doug Battrum, Canadian Historical Railroad Association

Staff Present: Ken Wright, Director of Permits & Licences  
Vraj Sudra, Project Coordinator

Distribution: All Present  
Fern Bouvier, Heritage Square Liaison



ITEM I MINUTES

505-1 - Approval of Minutes

Minutes of meeting of Heritage Square Liaison Committee April 28, 1997 were approved.

ITEM II BUSINESS ARISING FROM MINUTES

505-2 - Final Program Analysis

Project Coordinator passed the final draft analysis for Phases 3 and 4 program for review and comments by Committee members. Comments from Place des Arts and outdoor spaces requirements are incorporated in this final draft.

505-3 - Business Plan for Heritage Society Museum

Ms. Baur informed the Committee that the final draft of business plans are now complete. Heritage Society will be meeting with City Manager tomorrow to review the plans prior to taking it to Council for approval. Mackin House has to be designated as a museum prior to applying for any museum related grants.

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505-4 - Heritage Square Design Update

Director of Permits & Licences to discuss with Planning Department possible parking variance by considering parking available in Mackin Park and on King Edward Street.

505-5 - Progress with Architect

Architect had provided revised project budget based on the Expansion Committee 1997 program and drawings. Estimate was substantially over the available budget. Committee had met with the Architect on May 22, 1997 to review possible savings and getting Committee's requirements within the budget. Revised plans and recommended savings to be submitted by the Architect by June 3, 1997 for review.

**ITEM III OTHER BUSINESS**

505 - 6 - Outdoor Spaces Design

The Committee agreed that the Phase 4 design must be completed as per the original project scope. Unresolved issues have to be ironed out. These issues are:

- Location of Renaissance Room
- Location of station and caboose
- Outdoor museum space
- Cobble stones/donor recognition design
- South property wall
- Additional parking as required

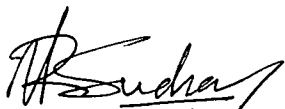
**ITEM IV ADJOURNMENT**

The Chair declared the meeting adjourned at 5:25 p.m.

Next meeting schedule for Monday, June 23, 1997 at 4:00 p.m. in Ryan House Board Room.

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Councillor K. Becker, Chair



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Vraj Sudra  
Project Coordinator

VS/fb



Mayor L. Sekora

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**HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES**

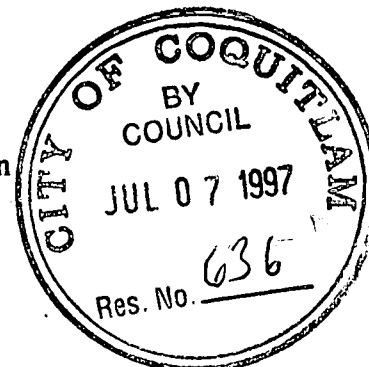
**JUNE 23, 1997**

A regular meeting of the Heritage Square Liaison Committee convened on Monday, June 23, 1997, at 4:00 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
Margot Baur, Heritage Society  
Fern Bouvier, Heritage Square Liaison

Staff Present: Vraj Sudra, Project Coordinator

Distribution: All Present  
Gillian Elliott, Place des Arts  
Doug Battrum, Canadian Historical Railroad Association  
Ken Wright, Director of Permits & Licences



**ITEM I MINUTES**

505-1 - Approval of Minutes

Minutes of meeting of Heritage Square Liaison Committee May 26, 1997, were approved.

**ITEM II BUSINESS ARISING FROM MINUTES**

505-2 - Final Program Analysis

Final draft of program analysis for Phases 3 and 4 approved by the Committee.

505-3 - Business Plan for Heritage Society Museum

Business plans for the museum submitted to the Council. Plans were well received. Designation of Mackin House as a museum has commenced.

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505-4 - Parking Requirement Variance

Director of Permits & Licences discussed parking variance with Planning Department and Traffic. Both have indicated they will review possibility of granting variance once application is submitted.

505-5 - Design Progress on Phases 3 and 4

Revised plans submitted by Architect have been reviewed by Expansion Committee. Their comments and recommendations have been forwarded to the Architect, together with final fee offer, to complete the next phase. Staff is waiting for Architect's response and acceptance. Project Coordinator will update the Committee on the progress.

**ITEM III OTHER BUSINESS**


505 - 6 - Project Budget

The Committee recognizes that project budget of \$570,000 is very tight and there will be no additional funding from the City. Finishing of basement, equipment, appliances, furniture, PA system, telephones, cables, sound system, security system, window coverings, etc. not included in the budget will be funded in the future from funding raising and donations.

**ITEM IV ADJOURNMENT**

The Chair declared the meeting adjourned at 5:05 p.m.

Next meeting schedule for Monday, August 25, 1997, at 4:00 p.m. in Ryan House Board Room.



Vraj Sudra  
Project Coordinator

VS/fb

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Councillor K. Becker, Chair



Mayor L. Sekora

**HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES****AUGUST 25, 1997**

A regular meeting of the Heritage Square Liaison Committee convened on Monday, August 25, 1997 at 4:00 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

**Committee Members Present:** Councillor Kent Becker, Chair  
Gillian Elliott, Place des Arts  
Fern Bouvier, Heritage Square Liaison  
Margot Baur, Heritage Society

**Staff Present:** Ken Wright, Manager of Development Services  
Vraj Sudra, Project Coordinator

**Distribution:** All Present  
Doug Battrum, Canadian Historical Railroad Association

**ITEM I MINUTES****505-1 - Approval of Minutes**

Minutes of Meeting of Heritage Square Liaison Committee June 23, 1997 were approved.

**ITEM II BUSINESS ARISING FROM MINUTES****505-2 - Parking Variance**

Manager of Development Services informed that parking variance could be included with Development Permit application for the whole project. Submission of site development drawings from the architect will determine the exact number of parking spaces for which the variance is required. It may be argued that the existing parking lot across King Edward would offset parking shortage on site.

**505-3 - Design Progress**

Revised Ryan House floor plans were reviewed by Expansion Committee. Generally, the layout is acceptable by the Committee with the following understanding:

1. Move the main floor porch entry door west and add the area into stair lobby circulation.
2. Recondition and reuse existing hot water heating where possible for cost savings.
3. Upper level bridge jog at east end could be eliminated for cost savings.
4. Minor changes for better circulation and cost savings would be reviewed as we progress into detail design and contract documents.

It was agreed that a report on schematic plans by the architect should be prepared for approval and signing by the Chair, Place des Arts Director and Project Coordinator.

### ITEM III OTHER BUSINESS

#### 505-4 - Phase 3 Schedule

Director of Place des Arts stated that restoration and link should be completed by mid-June 1998 to meet the public needs and overwhelming program attendance.

#### 505-5 - Phase 3 Project Budget

It was recognized by the Committee that the architect's estimate is \$32,600 over the established project budget. Other cost savings options will be reviewed and implemented as we go into the design and construction phase.

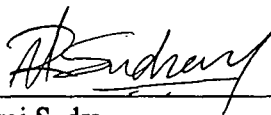
#### 505-6 - Phase 4 Progress

The Committee agrees that the Phase 4 design should be completed including finalizing the railroad station and caboose location, Renaissance Room and all other areas of site development.

### ITEM IV ADJOURNMENT

The Chair declared the meeting adjourned at 5:10 p.m.

Next meeting schedule for Tuesday, October 14, 1997 at 4:00 p.m. in Ryan House Board Room.



Vraj Sudra  
Project Coordinator

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Councillor K. Becker, Chair

VS/fb

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Mayor L. Sekora

## HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES

OCTOBER 14, 1997

A regular meeting of the Heritage Square Liaison Committee convened on Tuesday, October 14, 1997 at 4:15 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
Gillian Elliott, Place des Arts  
Fern Bouvier, Heritage Square Liaison  
Margot Baur, Heritage Society

Staff Present: Ken Wright, Manager of Development Services  
Vraj Sudra, Project Coordinator

Distribution: All Present  
Doug Battrum, Canadian Historical Railroad Association

### ITEM I MINUTES

#### 505-1 - Approval of Minutes

Minutes of Meeting of Heritage Square Liaison Committee August 25, 1997 were approved.

### ITEM II BUSINESS ARISING FROM MINUTES

#### 505-2 - Development Permit Progress

Project Coordinator stated that he and Ken Wright met with the Architect on September 25, 1997. Authorization to proceed with development drawings has been given to the Architect. Development permit application will be submitted no later than October 24, 1997.

### 505-3 - Phase 3, Project Discussion

#### A. Overall Progress

Schematic layout for Ryan House and the link has been approved by the Committee. Architect is preparing drawings for this phase development permit in accordance with the approved layout.

City staff believes that since the construction cost estimate is about half a million dollars, the most appropriate way is to tender the whole project and award as a stipulated price contract.

#### B. Budget

The latest Architect's estimate is \$602,593. The approved budget is \$570,000. It is our understanding that all possible options will be discussed with the Architect to meet the approved budget during design and contract document stages.

#### C. Schedule

Development application for restoration of Ryan House and the link by October 24, 1997.

Early start of contract documents by November 10, 1997. Tender call for stipulated price contract by January 19, 1998. Tendering period and contract award about 4 to 5 weeks. Start of construction by early March 1998, and substantial completion of the project by end of August 1998.

Ken Wright suggested that some of the activities such as raising the house could be done early to expedite completion.

### 505-4 - Progress on Phase 4 Design

Addressing the unresolved issues of site development could be tackled after Phase 3 design is approved. These issues, among others, are to work out best location for Renaissance Room, station, caboose and design for donors' recognition into the overall project and parking variance.

## **ITEM III OTHER BUSINESS**

### 505-5 - Future Parking Requirements

The Committee expressed their concerns for shortage of parking, particularly when City Hall parking will not be available for evening and weekend events. It was agreed by the Committee that parking demand for the project would be best calculated and justified after Phase 4 is complete.



505-6 - Temporary Accommodation

The Director of Place des Arts stated that they will be required to move administration offices into the portable during Ryan House restoration. Provision for power, heat and telephone will have to be made in the portable and Renaissance Room. The Project Coordinator and Place des Arts Director will coordinate and organize these requirements prior to start of construction.

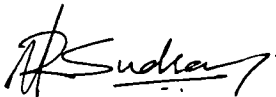
505-7 - Transfer of Place des Arts Funds

Place des Arts have \$140,000 in hand from golf tournaments and pledges to be transferred to the City for capital expenditure for Phase 3. It was agreed that the funds will be transferred prior to start of construction.

**ITEM IV      ADJOURNMENT**

The Chair declared the meeting adjourned at 5:30 p.m.

Next meeting schedule for Monday, December 8, 1997 at 4:00 p.m. in Ryan House Board Room.



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Vraj Sudra  
Project Coordinator

VS/fb

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Councillor K. Becker, Chair



Mayor L. Sekora

## HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES

DECEMBER 8, 1997

A regular meeting of the Heritage Square Liaison Committee convened on Monday, December 8, 1997 at 4:05 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair  
 Gillian Elliott, Place des Arts  
 Fern Bouvier, Heritage Square Liaison  
 Margot Baur, Heritage Society  
 Doug Battrum, Canadian Historical Railroad Association

Staff Present: Ken Wright, Manager of Development Services  
 Vraj Sudra, Project Coordinator

Others Present: Rand Iredale, The Iredale Partnership  
 Liz Scremin, The Iredale Partnership

Distribution: All Present

## ITEM I MINUTES

505-1 - Approval of Minutes

Minutes of Meeting of Heritage Square Liaison Committee October 14, 1997 were approved.

## ITEM II BUSINESS ARISING FROM MINUTES

505-2 - Development Permit Progress

Development permit drawings were received from the architect on December 5<sup>th</sup>. Application was submitted to Planning on the same day. Planning response anticipated by December 15<sup>th</sup>. If all comments are positive, the report would go to the Growth Management Committee on December 22<sup>nd</sup>, and Council could consider the issuance of permit by January 5, 1998. It was suggested that Gillian, Fern and Rand should attend the Growth Management Committee meeting on December 22<sup>nd</sup> at 7:30 p.m. Ken Wright to confirm presentation by above delegates is on the Committee Agenda.

### 505-3 - Phase 3, Project Status

#### A. Overall Progress

Development permit drawings being reviewed by Place des Arts and the City. Architect to reassess alternates to leave and adequately protect the Japanese Maple during construction. This is a very valuable 75 year old tree and has significant heritage value.

#### B. Budget

The latest Architect's estimate of November 5, 1997 is \$643,580. The Chair reiterated that the total maximum budget available is \$570,000. Fixed bids must be received for construction prior to committing construction.

#### C. Schedule

Working drawings complete by January 20, 1998. Check period by Place des Arts and City to January 30, 1998. Bidding period February 1998.

Bid review, Council reports and award March 1998. Early start of construction April 1998 and anticipated completion by October 1998.

### 505-4 - Progress on Phase 4 Design

Current location of Renaissance Room does not work to the program of Place des Arts. Parking on-site should be maximized. Forestry, museum, amphitheatre and outdoor garden spaces can be reduced to add more on-site parking. Architect agreed to study and present couple of quick alternates for review. Details of donors' recognition into the overall project required to show to the committed donors and future fund raising.

## ITEM III OTHER BUSINESS

### 505-5 - Future Parking

A parking study should be undertaken after Phase 3 is complete.

### 505-6 - Presentation by the Architect

Mr. Iredale explained the current drawings for the Development Permit to the Committee.

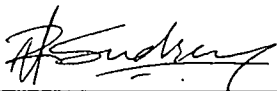
The basement is unfinished other than the rated stair walls and bare studs to support floor structure. Concerns were expressed for heat, adequate lighting and safety.

Reception counter is deleted for budget saving. Gillian to review gift shop display millwork requirements.

ITEM IV      ADJOURNMENT

The Chair declared the meeting adjourned at 5:45p.m..

Next meeting schedule for Monday, December 22, 1997 at 4:00 p.m. in Ryan House Board Room.



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Vraj Sudra  
Project Coordinator

VS/fb

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Councillor K. Becker, Chair



Mayor L. Sekora

**HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES**

JANUARY 12, 1998

A regular meeting of the Heritage Square Liaison Committee convened on Monday, January 12, 1998 at 4:15 p.m. in the Ryan House Board Room, 1120 Brunette Avenue, Coquitlam, B.C. with the following persons present:

Committee Members Present: Gillian Elliott, Place des Arts  
Fern Bouvier, Heritage Square Liaison  
Doug Battrum, Canadian Historical Railroad Association

Staff Present: Ken Wright, Manager of Development Services  
Vraj Sudra, Project Coordinator

Distribution: All Present  
Councillor Ken Becker, Chair  
Margot Baur, Heritage Society

In the absence of the Chair, the meeting was ordered to convene by Fern Bouvier and seconded by Gillian Elliott.

**ITEM I MINUTES**505-1 - Approval of Minutes

Minutes of Meeting of Heritage Square Liaison Committee December 8, 1997 were approved.

**ITEM II BUSINESS ARISING FROM MINUTES**505-2 - Development Permit Progress

Development permit report will go to the Growth Management Committee. Ken stated that Planning has positive recommendation in the report, except one that states Heritage Trust grant may be lost or reduced due to moving of Ryan House. Presentation by delegates as discussed in the last meeting is not required. Report would go to Council on January 19<sup>th</sup>.

505-3 - Phase 3, Drawing Status

## A. Working Drawing Progress

Ken stated that consultants are working on the contract documents now.

B. Budget

It was stated that bids must be received to confirm the exact budget. Revisions to drawings or budget could only be analyzed after bid close.

C. Schedule

Completion of working drawing may be delayed by couple of weeks. Schedule will have to be updated after Rand Iredale is back from his holidays. A pre-qualification ad for general contractor is anticipated in the next week or two.

505-4 - Phase 4 Design Progress

Additional on-site parking study sketches not received from the architect. No further progress on Phase 4 design.

**ITEM III OTHER BUSINESS**

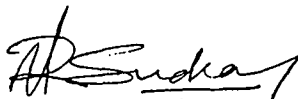
505-5 - Grants

Vraj to obtain application forms and criteria for grant application to B.C.21 and Heritage Trust. B.C. 21 grant application could be for new link construction and Heritage Trust application for restoration of Ryan House.

**ITEM IV ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

The next meeting to be scheduled at the call of the Chair.



Vraj Sudra  
Project Coordinator

VS/fb

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Councillor K. Becker, Chair