

CITY OF

C O Q U I T L A M



HERITAGE SQUARE LIAISON COMMITTEE MEETING

AGENDA

DATE: Monday, December 21, 1998

TIME: 9:00 a.m.

**LOCATION: Meeting Room - Main Floor
Coquitlam City Hall**

I. MINUTES

1. Approval of minutes of Liaison Committee Meeting held August 10, 1998.

II. BUSINESS ARISING FROM MINUTES

1. Phase 3 Construction Progress
 - A. Budget Update
 - B. Schedule Update

III. OTHER BUSINESS

1. Phase 4 Project Status
 - A. Tender Update
 - B. Schedule Update

IV. ADJOURNMENT

Ms

CITY OF

COQUITLAM



HERITAGE SQUARE LIAISON COMMITTEE MEETING MINUTES

AUGUST 10, 1998

A regular meeting of the Heritage Square Liaison Committee convened on Monday, August 10, 1998 at 3:30 p.m. in Coquitlam City Hall Meeting Room, 3000 Guilford Way, Coquitlam, B.C. with the following persons present:

Committee Members Present: Councillor Kent Becker, Chair
Gillian Elliott, Place des Arts
Doug Battrum, Canadian Historical Railroad Association
Dave Gallagher, Heritage Square Liaison

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

Distribution: All Present
Fern Bouvier, Heritage Square Liaison
Margot Baur, Heritage Society
Ian Smith, Canadian Historical Railroad Association
Barry Elliott, General Manager, Leisure & Parks

The Chair greeted and introduced newly appointed member Dave Gallagher to the Heritage Square Liaison Committee

ITEM I MINUTES

505-1 - Approval of Minutes

Minutes of Meeting of Heritage Square Liaison Committee January 12, 1998 were approved.

ITEM II BUSINESS ARISING FROM MINUTES

505-2 - Phase 3 Project Status

A. Tender Update

Tenders were received on March 30, 1998 and the lowest tender was more than 30% over available budget. Project scope was reduced and architect was instructed to revise documents for re-tendering. Revised tenders received on July 24, 1998 were analyzed and contract is now awarded to the lowest bidder, K Edgar King.

B. Budget Update

The total revised budget for phase 3 is \$760,000 which includes construction of 7 parking spaces from phase 4 to under link in this phase.

C. Schedule Update

Construction on phase 3 is to commence this week and anticipated to be substantially completed by January, 30, 1999

D. Other Grant

Grant Application submitted to Heritage Trust for restoration of Ryan House. To date we have not received any confirmation from them. It was discussed that the City will review the financial benefits prior to accepting this grant, as it may force the City to comply with Provincial Fair Wage Act.

ITEM III OTHER BUSINESS

505-3. Phase 4 Project Status

A. Infrastructure Grant - Phase 3 & 4

Federal/ Provincial Infrastructure Grant in the amount of \$378,896. is approved for phase 3 and 4.

B. Project Scope

Architect has been instructed to proceed with design of phase 4 in accordance with the approved program and available project budget of phase 4.

C. Funding and Budget Analysis

Memo from Ken Wright to City Manager for contract award of Phase 3 and including project funding and budget analysis was distributed.

D. Schedule Analysis

Phase 4 documents are being prepared for tendering in October, commence construction in November and substantial completion by 30 March, 1999.

505 - 4. Air Conditioning for Ryan House

Gillian stated that after the revised scope, phase 3 is a bare bone project, with basement to be finished in future by Place des Arts. She expressed concern that currently the Ryan House has no provision for air conditioning, and requested that required rough-ins be included now for cost efficiencies to allow future installation of equipment.

Project Coordinator estimated \$7,000. to \$8,000. for this work and stated it can be added to the contract by September end without any significant impact on the schedule.

City Manager instructed Project Coordinator to work out details for inclusion of rough-ins only for future air conditioning.

505 - 5. Moving of Caboose

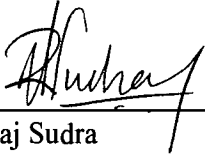
Proposed location of Caboose on the site is acceptable to Railroad Association. Doug will get cost estimates for moving and confirm funding amount Railroad Association has for Caboose relocation.

ITEM IV ADJOURNMENT

The Committee thanked Ken Wright for his efforts and cooperation on this project and wished him success in his new job with the Water Works Department in Victoria.

The meeting adjourned at 4:20 p.m.

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



Vraj Sudra
Project Coordinator

Councillor K. Becker, Chair



Mayor L. Sekora

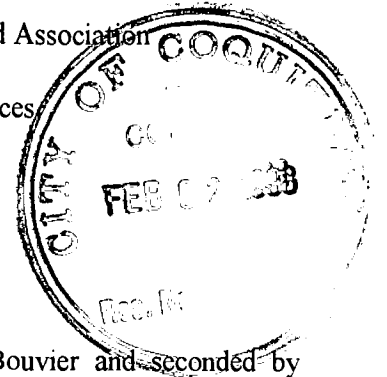
505

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 19th.

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

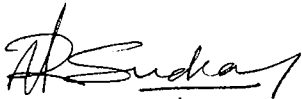
505-5 - Grants

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

Councillor K. Becker, Chair