

FINANCE AND AUDIT COMMITTEE

April 2nd, 1985

FINANCE AND AUDIT COMMITTEE

A meeting of the Finance and Audit Committee convened in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on April 2nd, 1985 at 3:00 p.m. with the following members in attendance:

Mayor L. Sekora, Chairman
Alderman B. T. H. Robinson
Alderman R. Mitchuk

Other members of Council in attendance were:

Alderman E. Parker

Members of staff present were the:

Municipal Manager
Municipal Clerk
Municipal Treasurer
Municipal Solicitor
Director of Planning
Municipal Engineer
Parks and Recreation Director
Fire Chief
Personnel Director

The Municipal Treasurer circulated a report containing tax information, a copy of which is attached hereto and forms a part of these minutes.

The Committee proceeded with a page by page review of the "1985 Annual Budget" document and received explanations from staff on several items contained therein.

Actions of Committee

1) The Committee recommends:

"That the funds taken from the Land Sales Reserve Fund to finance the installation of the new telephone system in various Municipal Facilities not be reimbursed from General Revenue."

2) The Committee recommends:

"That a provision be made in the 1985 Annual Budget to allow the attendance of two members of Council at the 1985 Federation of Canadian Municipalities Convention."

3) The Committee recommends:

"That the Parks and Recreation Department be provided funds to immediately proceed with repairs to the roof of the Dogwood Pavilion"

With regard to this item the concurrence of Alderman Parker was received in order that staff could proceed immediately with the repairs.

4) The Committee recommends:

"That no financial assistance be granted to the Share Society for Food Bank facilities.

5) The Committee recommends:

"That the Committee recommends that no provision be placed in the 1985 Annual Budget with respect to funding for the Harrier Drive Park Master Plan."

6) The Committee recommends:

"That a \$1,000.00 provision be made to cover waiver of fees for municipal facilities with respect to the Coquitlam Sharks "25 in 85" - Anniversary, but that no funds be included to cover costs of printing and/or stationery."

7) The Committee recommends:

"That a provision of \$6,500.00 be included in the 1985 Annual Budget to fund the Coquitlam Festival Committee."

8) The Committee recommends:

"That a provision of \$10,000.00 to be included in the 1985 Annual Budget to provide for the production of 2 Municipal Newsletters in 1985".

Adjournment

The Chairman declared to meeting adjourned at 9:30 p.m.

CHAIRMAN

DISTRICT OF COQUITLAM

TAX RATE INFORMATION

- Comparison Between 1984 and 1985 Tax Rates by Class
- % Increase Assuming Constant Taxable Value Base - 1984 to 1985
- Class Multiple to Residential Class

<u>Class Description</u>	<u>1984 Tax Rate</u>	<u>Class Multiple</u>	<u>1985 Tax Rate</u>	<u>Class Multiple</u>	<u>1984 to 1985 Tax Rate Increase</u>	<u>% Increase</u>
1. Residential	4.988	1.00	5.130	1.00	.142	2.85
2. Utilities	15.059	3.02	16.000	3.12	.941	6.25
3. Industrial	15.375	3.08	16.000	3.12	.625	4.07
6. Business & Other	12.969	2.60	13.510	2.63	.541	4.17
7. Seasonal Resort, Recreational Property	4.197	.84	4.500	.88	.303	7.22
9. Farm	5.806	1.16	6.250	1.22	.444	7.65

DISTRICT OF COQUITLAM

1984 - 1985 GENERAL MUNICIPAL TAXES COMPARISON

Roll No.	Registered Owner	Property Address	1984		1985		\$ Increase (Decrease)	% Increase (Decrease)
			Taxable Value	Mun. Taxes 4.988	Taxable Value	Mun. Taxes 5.13		
<u>RESIDENTIAL - CLASS 1</u>								
<u>RESIDENTIAL - SINGLE FAMILY</u>								
00300-002	B.P. Roberts	764 Dansey Street	182,650	911.06	184,300	945.46	34.40	3.78
00768-000	G.F. Parker	626 Grayson	64,700	322.72	62,050	331.91	9.19	2.85
01224-000	L. Bewley							
	L.W. Browning	825 Edgar Avenue	68,050	339.43	79,800	349.10	9.67	2.85
02349-000	D.R. Levi	936 Edgar Avenue	86,450	431.21	82,600	423.74	(7.47)	(1.73)
03651-000	M.E. Reid	529 Appian Way	131,300	654.92	127,650	654.84	(0.08)	(.01)
08369-000	J. & G. Tonn	1590 Thomas Avenue	86,800	432.96	89,450	458.88	29.92	5.99
11295-000	E. & O. Helman	1142 Dansey Avenue	94,450	471.12	96,200	493.51	22.39	4.75
13800-178	J. & K. Battrum	447 Alouette	144,800	722.26	145,800	747.95	25.69	3.56
13936-052	I. & M. Vaskovic	1362 Lansdowne	118,550	591.33	113,000	579.69	(11.64)	(1.97)
13936-117	P. & C. Hur	1293 Charter Hill	126,200	629.49	122,600	628.94	(0.55)	(.09)
13950-007	F. & Z. Kratoska	1279 Steeple Drive	110,450	550.92	112,200	575.59	24.67	4.48
14809-001	R. & H. Mitchuk	922 Dennison Street	160,800	802.07	160,950	825.67	23.60	2.94
20285-032	W. & S. LeClair	630 Newport Street	104,550	521.50	111,250	570.71	49.21	9.44
20285-048	B. & J. Robinson	659 Newport Street	113,800	567.63	121,650	624.06	56.43	9.94
24305-000	L. & F. Sekora	947 Porter Street	98,900	493.31	101,100	518.64	25.33	5.13
24796-000	J. Simmonds	1371 Chine Crescent	111,200	554.67	113,000	579.69	25.02	4.51
35297-081	J. & J. Huckell	1231 Bluff Drive	70,650	352.40	70,600	362.18	9.78	2.78
35340-130	J. & J. Agnello	1217 Hornby Street	82,850	413.26	84,600	434.00	20.74	5.02
35894-000	W. & E. Ward	3337 Hazel Avenue	140,150	699.07	137,750	706.66	7.59	1.09
36482-000	B. Pettie	3469 Roxton Avenue	76,900	383.58	81,300	417.07	33.49	8.73
36595-000	W. & C. Phelan	3557 Victoria Drive	121,100	604.05	122,000	625.86	21.81	3.61
36904-020	T. & J. Timm	4225 Cedar Drive	96,100	479.35	98,050	503.00	23.65	4.93

DISTRICT OF COQUITLAM

1984 - 1985 GENERAL MUNICIPAL TAXES COMPARISON

Roll No.	Registered Owner	Property Address	1984		1985		\$ Increase (Decrease)	% Increase (Decrease)
			Taxable Value	Mun. Taxes 4.988	Taxable Value	Mun. Taxes 5.13		
<u>RESIDENTIAL - APARTMENTS</u>								
03784-000-6	Carnaby Manor	675 North Road	1,860,300	9,279.18	1,983,000	10,172.79	893.61	9.63
05408-001-	Braemor Gardens	1000 Brunette	3,083,000	15,378.00	3,214,550	16,490.64	1,112.64	7.24
13914-000-8	Sidney H. Doduck Ltd	1180 Lansdowne St.	4,501,700	22,454.48	4,615,850	23,679.31	1,224.83	5.45
15508-001-3	Buchanan Manor	1964 Howie	1,279,300	6,381.15	1,336,900	6,858.30	477.15	7.48
16134-001-3	DFM Holdings Ltd.	1320 King Albert	1,668,700	8,323.48	1,790,650	9,186.03	862.55	10.36
<u>RESIDENTIAL - STRATA</u>								
04639-020	E. Kowalski	211-605 Como Lake	35,950	179.32	38,400	196.99	17.67	9.85
08344-025	W. & K. Forrest	25-315 Schoolhouse	46,400	231.44	49,600	254.45	23.01	9.94
13917-018-7	Fieldridge Townhouse	1140 Eagleridge	66,000	329.21	69,000	353.97	24.76	7.49
15446-024	A.I. Rae	123-1040 King Albert	65,000	324.22	67,300	345.25	21.03	6.49
15529-027	Blue Mnt. Place Apts	304-517 Blue Mountain	34,300	171.09	36,800	188.78	17.69	10.34
16124-005-6	R. & G. McBeth	105-511 Gatensbury	57,400	286.31	62,000	318.06	31.75	11.09
35158-377-8	N. Thakore	1-1184 Inlet Street	64,850	323.47	68,900	353.46	29.99	9.27
35184-003	D. & M. Laurea	3-3190 Tahsis	62,700	312.76	67,250	344.99	32.23	10.31
<u>RESIDENTIAL - MOBILE HOMES</u>								
90005-015	N. & M. Coventry	3-671 Lougheed Hwy.	10,550	52.62	10,600	54.38	1.76	3.34
90010-005	S. Vandyk	5-675 Lougheed Hwy.	12,600	62.85	12,650	64.89	2.04	3.25
90015-012	C. & R. Melville	12-1026 Brunette	13,900	69.33	14,050	72.08	2.75	3.97
90020-017	A. Yardley	17-201 Cayer Street	12,700	63.35	16,300	83.62	20.27	32.00
90020-072	L. & E. Hemmelgarn	72-201 Cayer Street	32,100	160.11	39,650	203.40	43.29	27.04
90035-020	W. Elliott	22-2773 Barnet Hwy.	11,450	57.11	11,550	59.25	2.14	3.75
90040-019	J.R. Martyn	19-2881 Barnet Hwy.	8,450	42.15	8,550	43.86	1.71	4.06
90045-025	B.P. Charloe	27-1133 Pipeline	10,250	51.13	14,550	74.64	23.51	45.98
90045-048	A. & E. Fraser	52 - 1133 Pipeline	27,400	136.67	38,650	198.27	61.60	45.08

DISTRICT OF COQUITLAM

1984 - 1985 GENERAL MUNICIPAL TAXES COMPARISON

Roll No.	Registered Owner	Property Address	1984		1985		\$ Increase (Decrease)	% Increase (Decrease)	Code	Actual Use
			Taxable Value	Mun. Taxes 15.059	Taxable Value	Mun. Taxes 16.00				
<u>UTILITIES - CLASS 2</u>										
21985-000-5	B C Telephone	701 Blue Mountain St.	668,200	10,062.42	678,300	10,852.80	790.38	7.85	520	Telephone
36170-000-8	G.V.W.D.	Pipeline Road	99,200	1,493.85	112,950	1,807.20	313.35	20.98	560	Water Dist. System
38209-000-9	C.P.R. Co.	R-W Fraser Mills	1,439,800	21,681.95	1,223,850	19,581.60	(2,100.35)	(9.69)	500	Railway
38212-000-4	Burlington North Inc		617,500	9,298.93	617,500	9,880.00	581.07	6.25	500	Railway
38215-000-1	Trans. Mtn. Oil Co	4.56 Miles 24" pipe	932,253	14,038.80	1,247,850	19,965.60	5,926.80	42.22	436	Oil & Gas Transp. Pipe
<u>INDUSTRIAL - CLASS 5</u>										
				<u>15.375</u>		<u>16.00</u>				
06460-022-4	Mason Land Dev.	25 Leeder Street	770,500	11,846.44	727,200	11,635.20	(211.24)	(1.78)	464	Metal Fabricating Ind.
06502-001-8	Newport Terminals	2320 Rogers Ave.	1,053,700	16,200.64	950,400	15,206.40	(994.24)	(6.14)	474	Misc. Industrial
06502-002-6	Warren Paving	2300 Rogers Ave.	2,005,850	30,839.94	1,746,850	27,949.60	(2,890.34)	(9.37)	447	Asphalt Plants
06547-020-5	Pac Athletic Supply	2445 Canoe Ave.	1,662,100	25,554.79	1,513,300	24,212.80	(1,341.99)	(5.25)	273	Storage & Warehouse
08461-010-4	First Canwest Hol.	211 Schoolhouse	90,850	1,368.11	75,300	1,204.80	(163.31)	(11.94)	450	Rubber & Plastics Pro
35208-002-2	Leslie Constr. Ltd.	1210 Pipeline Rd.	488,100	7,350.30	413,800	6,620.80	(729.50)	(9.92)	273	Storage & Warehouse
35956-000-0	Montcalm Aggregates	1530 Pipeline Rd.	130,975	2,013.74	130,100	2,081.60	67.86	3.37	448	Concrete Mixing Plant
38216-000-0	Northcoast Wood Prod	1739 Pipeline Rd.	222,250	3,417.09	222,250	3,556.00	138.91	4.07	423	Wood Preservers
38233-100-7	Ashland Oil Can. Lease	2.6 Acre Lease	160,600	2,418.48	147,550	2,360.80	(57.68)	(2.38)	447	Asphalt Plants
38233-200	LaFarge Concrete Ltd	3.36 Acre Lease	283,400	4,267.72	223,050	3,568.80	(698.92)	(16.38)	447	Asphalt Plants
40003-000	Crown Forest Prod.	Pcl 5 Pl Ref 54459	1,396,900	21,035.92	1,013,500	16,216.00	(4,819.92)	(22.91)	401	Industrial Vacant

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1984 - 1985 GENERAL MUNICIPAL TAXES COMPARISON

Roll No.	Registered Owner	Property Address	1984		1985		\$ Increase (Decrease)	% Increase (Decrease)	Code	Actual Use
			Taxable Value	Mun. Taxes 12.969	Taxable Value	Mun. Taxes 13.51				
<u>BUSINESS - CLASS 6</u>										
00004-000-6	Richfield Investment	465 North Road	1,107,800	14,367.06	1,097,250	14,823.85	456.79	3.18	204	Stores/Office
00029-000-7	Standard Oil Co Ltd	421 North Road	136,600	1,771.56	139,700	1,887.35	115.79	6.54	222	Service Station
00541-001-4	Lopton Lacoste Hold.	333 North Road	620,750	8,050.51	644,850	8,711.92	661.41	8.22	228	Auto Paint Shop & Garage
00547-001-8	Horie G.L. & W.B.	341 North Road	1,276,200	16,551.04	1,297,700	17,531.93	980.89	5.93	214	Shopping Centre
00593-000-3	Heron Dev. Ltd.	566 Lougheed Hwy.	2,334,550	30,276.78	2,301,150	31,088.54	811.76	2.68	204	Store & Offices
00889-000-6	San Remo Hotels Ltd	631 Lougheed Hwy.	2,301,600	29,849.45	2,145,900	28,991.11	(858.34)	(2.88)	232	Motel
01373-020-5	Rocky's Invest. Ltd	801 Brunette Ave.	462,400	5,996.87	420,200	5,676.90	(319.97)	(5.34)	200	Store & Services
01377-001-1	Roadrunner Motel	717-733 Brunette	1,897,900	24,613.86	1,845,750	24,936.08	322.22	1.31	232	Motel
01461-000-0	Y. & L. Lee	811 Lougheed Hwy.	103,550	1,342.94	97,700	1,319.93	(23.02)	(1.71)	256	Restaurant
02099-001-6	Capri Ventures Ltd.	845 Tupper Ave.	285,550	3,703.30	255,100	3,446.40	(256.90)	(6.94)	228	Auto Paint Shop & Garage
02129-000-2	Imperial Oil Ltd.	901 Brunette Ave.	102,650	1,331.27	97,200	1,313.17	(18.10)	(1.36)	222	Service Station
02137-005-1	Liampat Holdings Ltd	925 Brunette Ave.	595,900	7,728.23	437,000	5,903.87	(1,824.36)	(23.61)	230	Hotel
02182-000-6	Maillardville Lanes	933A Brunette Ave.	114,100	1,479.76	107,400	1,450.97	(28.79)	(1.95)	266	Bowling Alley
04554-000-2	Burq. Animal Hosp.	559 Clarke Road	255,700	3,316.17	269,050	3,634.87	318.70	9.61	200	Store Services
04570-020-0	Nickerwest Hold. Ltd	541 Clarke Road	457,850	5,937.86	452,550	6,113.95	176.09	2.97	258	Drive-In Restaurant
05265-000-9	Int. Harvester Can.	960 Lougheed Hwy.	1,672,350	21,688.71	1,439,850	19,452.37	(2,236.34)	(10.31)	220	Automobile Dealer
06460-066-1	Mason Land Dev. Ltd	35 Leeder Street	1,009,350	13,090.26	958,700	12,952.04	(138.22)	(1.06)	273	Storage & Warehouse
06544-030-7	Beedie Ent. Ltd.	2370 United Blvd.	1,186,550	15,388.37	1,180,800	15,952.61	564.24	3.67	273	Storage & Warehouse
06548-030-3	Great West Life Ass.	2440 Canoe Ave	4,634,250	60,101.59	4,787,150	64,674.40	4,572.81	7.61	273	Storage & Warehouse
07092-000-4	Cewe, Jack	Lougheed Hwy.	702,650	9,112.67	660,350	8,921.33	(191.34)	(2.10)	290	Miscellaneous
08391-001-8	Schoolhouse Hold.	101 Schoolhouse St.	1,033,750	13,406.70	903,750	12,209.66	(1,197.04)	(8.93)	276	Lumber Yard or Bldg. Supp
10603-000-1	Southland Corp	1500 Austin Ave.	145,750	1,890.23	163,900	2,214.29	324.06	17.14	206	Corner Store
11948-000-2	Maillardville Market	2120 Austin Ave.	113,350	1,470.04	113,350	1,531.36	61.32	4.17	200	Store & Services
11950-000-7	Wong, H.K. & B & A	2154 Austin Ave.	244300	3,168.33	244300	3,300.49	132.16	4.17	200	Store & Services
13740-001-6	Dolstan Dev. Ltd.									
	Mardave Dev. Ltd.	2560 Barnet Hwy.	1,358,700	17,620.98	1,179,750	15,938.42	(1,682.56)	(9.55)	273	Storage & Warehouse
15547-000-8	V. Haing Const. Co.									
	Trojan Apts. Ltd.	1053 Ridgeway Ave.	128,350	1,664.57	147,400	1,991.37	326.80	19.63	200	Store & Services

DISTRICT OF COQUITLAM

1984 - 1985 GENERAL MUNICIPAL TAXES COMPARISON

Roll No.	Registered Owner	Property Address	1984		1985		\$ Increase (Decrease)	% Increase (Decrease)	Code	Actual Use
			Taxable Value	Mun. Taxes 12.969	Taxable Value	Mun. Taxes 13.51				
<u>BUSINESS - CLASS 6</u>										
15567-000-3	JFC Invest. Ltd.	1147 Austin Ave.	339,050	4,397.14	400,800	5,414.81	1,017.67	23.14	256	Restaurant
15584-000-2	Canada Safeway Ltd.	1033 Austin Ave.	1,321,650	17,140.48	1,456,800	19,681.37	2,540.89	14.82	215	Food Market
15586-000-0	Chevron Canada Ltd.	1029 Austin Ave.	228,850	2,967.96	288,000	3,890.88	922.92	31.10	222	Service Station
24694-000-1	Chevron Canada Ltd.	1695 Como Lake Ave.	153,050	1,984.91	182,400	2,464.22	479.31	24.15	222	Service Station
30791-000-0	Tupper, Charles	858 Westwood	23,250	301.53	22,950	310.05	8.52	2.83	228	Auto Paint Shop & Garage
30974-005-8	Monterey Dev. Co.	3000 Lougheed Hwy.	9,915,300	128,591.53	12,790,000	172,792.90	44,201.37	34.37	214	Shopping Centre
31016-000-7	Shell Canada Ltd.	3051 Lougheed Hwy.	690,250	8,951.85	641,300	8,663.96	(287.89)	(3.22)	222	Service Station
31909-030-4	Norco Products Ltd	2710 Barnet Hwy.	887,950	11,515.82	773,400	10,448.63	(1,067.19)	(9.27)	273	Storage & Warehouse Closed
32599-000-0	Pension Funds Real.	2929 Barnet Hwy.	64,298,000	833,880.76	68,339,000	923,259.89	89,379.13	10.72	214	Shopping Centre
32790-010-6	Solar Ent. Ltd. Hall, W. & Warner A	3020 Lincoln	2,011,050	26,081.31	1,898,600	25,650.09	(431.22)	(1.65)	204	Stores & Offices
<u>SEASONAL RESORTS - CLASS 8</u>										
37025-000-	Pitt River Boat Club	Lincoln Ave.	126,900	532.60	126,900	571.05	38.45	7.22		
<u>FARMS - CLASS 9</u>										
36991-000-5	M. Martelli	3585 Lincoln Ave.	10,421	60.50	10,421	65.13	4.63	7.65		
37016-000-4	H. & A. Leighland	3717 Lincoln Ave.	7,006	40.68	7,006	43.79	3.11	7.65		
37487-000-4	L. & S. Paquette	3407 Galloway	7,209	41.86	7,209	45.06	3.20	7.64		

Wednesday, April 3rd, 1985

FINANCE AND AUDIT COMMITTEE

A meeting of the Finance and Audit Committee convened in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, April 3rd, 1985 at 3:00 p.m. with the following members in attendance:

Mayor L. Sekora, Chairman
Alderman B.T.H. Robinson
Alderman R. Mitchuk

Other members of Council in attendance were:

Alderman E. Parker

Members of Staff present were the

Municipal Manager
Municipal Treasurer
Parks and Recreation Director
Fire Chief
Personnel Director
Municipal Engineer
Municipal Solicitor
Deputy Municipal Clerk

The Committee proceeded with a review of the 1985 Annual Budget - Schedule of Essential Expenditures and received explanations from staff on items contained therein.

The Manager recommended the addition to the budget of the following items, copy of report attached:

1. Canadian Participaction Challenge	\$ 1,850
2. Relocate Block Bros. Building to Place des Arts	15,238
3. Coq. Sharks Fee Waiver	1,000
4. Coquitlam Festival	6,500
5. Newsletters (2)	10,000
	<u>\$34,588</u>

And:

1. Council Indemnity - 4% of \$101,397	\$ 4,055
2. New Sports Centre Sign	10,000
3. Satellite Dish for Sports Centre Lounge	4,000
4. F.C.M. - Calgary (2)	2,500
	<u>\$20,555</u>

Mayor Sekora requested detailed information from the Parks and Recreation Director with regard to grants that have been given such as free ice time and free use of facilities, etc.

The Municipal Manager recommended that the Committee recommend to Council that the Budget that has been submitted with the additions suggested by the Municipal Manager be adopted.

Actions of Committee:

The Committee recommends

That the Budget be referred to Council as a whole for consideration.

Alderman Mitchuk dissented.

The Manager reported that he will be coming forward with a proposal for creation of a trust fund for a new Municipal Hall building out of Land Sale Reserve Funds - \$500,000.00 per year.

Adjournment

The Finance and Audit Committee meeting adjourned. 4:10 p.m.

CHAIRMAN

68,557

1. Canadian Participation Challenge	1850
2. Relocate Block bus. to Pharo Des Arts	15238
3. Cog. SHARKS Fee Waiver	1,000
4. Cog Festival	6,500
5. Newsletter. (2)	10,000
	<u>34,588</u>

33,969

ADD

A) Council Indem. 4% of 10,397	4,055
B) New Sport Centre Sign	10,000
C) SAT Dist for Spt. Centre lounge	4,000
d) FCM Calgary (2)	<u>2,500</u>
	<u><u>20,555</u></u>

for Unforeseen.

\$ 13,414

Wednesday, January 23, 1985
Finance and Audit Committee - 7:30 p.m.

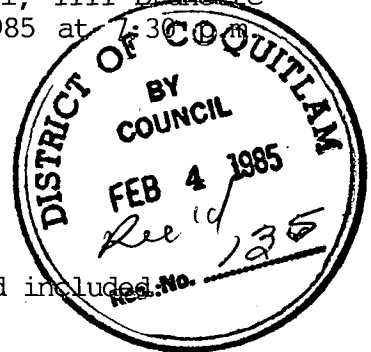
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FINANCE AND AUDIT COMMITTEE

A meeting of the Finance and Audit Committee of Council convened in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, January 23, 1985 at 7:30 p.m.

Members of the Committee present were:

- Mayor L. Sekora - Chairman
- Alderman B. T. H. Robinson
- Alderman R. Mitchuk



Others present were from the Coquitlam Library Board and included:

- Mr. T. Nikiforuk,
- Mr. B. Moffat,
- Mr. G. Fulton,
- Alderman M. Reid,
- Mr. S. Pukesh - Administrator

PURPOSE

The purpose of the meeting was to allow the Library Board to present its Budget for 1985 and to explain its programmes for the year.

REVIEW

Presented to the Committee was a copy of the Budget, a covering letter from the Chairman of the Library Board, a memo from the Municipal Treasurer as well as a memo from the Municipal Manager which said memo contained a recommendation. A copy of all the foregoing correspondence is attached and forms a part of these minutes.

The Committee reviewed the Budget and heard representation from the Library Board and adopted the following resolutions which form a recommendation to Council.

MOVED BY ALDERMAN ROBINSON
SECONDED BY ALDERMAN MITCHUK

*APPR'D
Co. Res #136/85*

That the Finance and Audit Committee recommend that Council approve a 1985 grant to the Coquitlam Library Board in the amount of \$981,775.00 for operation of the Coquitlam Public Library Service in accordance with the recommendation contained in the Municipal Manager's memo of 85 01 02 entitled "Request from Coquitlam Public Library - 1985 Annual Budget"

CARRIED UNANIMOUSLY

MOVED BY ALDERMAN ROBINSON
SECONDED BY ALDERMAN MITCHUK

*APPR'D
Co. Res #137/85*

That an additional amount of \$15,000.00 be granted to the Coquitlam Public Library in 1985 to allow for purchase of reference books and materials in order to replace outdated material presently on hand.

CARRIED UNANIMOUSLY

ADJOURNMENT

The Chairman declared the meeting adjourned at 8:30 p.m.

[Signature]
CHAIRMAN

DISTRICT OF COQUITLAM

Inter-Office Communication

TO: Mayor Sekora, Chairman
Finance Committee DEPARTMENT: DATE: 85 01 02

FROM: J. L. Tonn DEPARTMENT: Administration YOUR FILE:

SUBJECT: Request from Coquitlam Public Library
1985 Annual Budget OUR FILE:

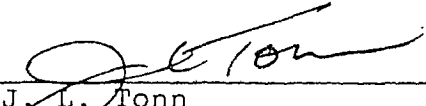
You will find attached a communication from Mr. Ted Nikiforuk, the Chairman of the Coquitlam Public Library Board, requesting a municipal grant of \$1,067,000.00 to meet the Operating and Capital needs of the Coquitlam Public Library for the year 1985.

This request represents an increase of 15.9% over and above the 1984 allocation.

It is your Municipal Manager's recommendation that the Finance and Audit Committee give consideration to recommending to Council an increase of \$61,775.00 for 1985's Budget request, bringing the total 1985 allocation to \$981,775.00, or an increase of 6.71%.

This is determined by recognizing the allocation of salaries and benefits in the amount of \$48,775.00; the Library Board's request for shelving and equipment in the amount of \$10,000; and also the creation of a vehicle replacement reserve in the amount of \$3,000.

I would request, Your Worship, that you, as Chairman of the Finance Committee, meet some time during the week of January 14th to 18th, 1985 so that you can make a recommendation to Council on January 21st, 1985.



J. L. Tonn
Municipal Manager

cc: V.A. Dong

DISTRICT OF COQUITLAM

Inter-Office Communication

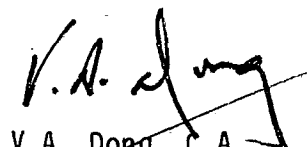
TO: J.L. Tonn, Municipal Manger DEPARTMENT: Administration DATE: Dec. 21, 1984
FROM: V.A. Dong, Municipal Treasurer DEPARTMENT: Treasury YOUR FILE:
SUBJECT: COQUITLAM PUBLIC LIBRARY - 1985 ANNUAL BUDGET OUR FILE: 1640
1800-

Pursuant to the requirements of the Library Act, the Library Board has submitted to Council their budget for the 1985 fiscal year.

The Board is requesting a 1985 grant of \$1,067,000, being an increase of \$147,000 over the 1985 grant of \$920,000.

The main reasons for the increase are attributable to salary and fringe benefit cost increases for existing staff (\$48,775) and additional requests which are highlighted within the budget report and explained on the supplementary page.

Council may now wish to determine its 1985 grant to the Library Board by giving consideration to the Board's requirements as set out within their 1985 budget submission.


V.A. Dong, C.A.
Municipal Treasurer

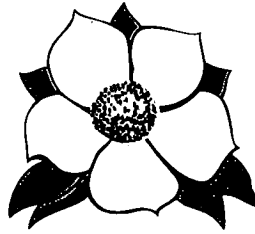
VAD/pm

COQUITLAM PUBLIC LIBRARY

901 LOUGHEED HIGHWAY,
V3K 3T3

ADMINISTRATIVE HEADQUARTERS

COQUITLAM, B.C.
TEL. 931-2416



12 December 84

The Mayor and Council,
District of Coquitlam,
1111 Brunette Avenue,
COQUITLAM, British Columbia
V3K 1E9

RECEIVED
DEC 13 1984
District of Coquitlam
Administration

Dear Mayor Sekora and Council:

On behalf of the Coquitlam Public Library Board, I am pleased to submit the proposed 1985 combined Operating and Capital Budget for your Worship and Council's consideration.

We are requesting a Municipal Grant of \$ 1,067,000 to enable the Coquitlam Public Library to meet operating and capital needs for 1985. Our 1985 grant requests represents an increase of \$ 147,000 - which has been allocated as follows: -

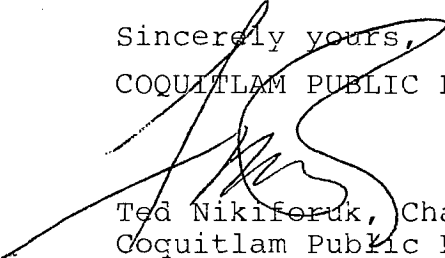
- Operating Budget \$ 84,000
- Capital Budget \$ 63,000

Total:..... \$147,000

The 1985 budget is presented with comparison to the 1984 budget as well as a statement of variance between the two budgets. Actual figures for 1984 will be provided once our statements have been audited.

In closing, I thank your Worship and Council for your consideration of this request. I and members of the Board would be pleased to respond to any request for additional clarification in this matter.

Sincerely yours,
COQUITLAM PUBLIC LIBRARY BOARD


Ted Nikiforuk, Chairman,
Coquitlam Public Library Board.

SP:ajs
attachments.

COQUITLAM PUBLIC LIBRARY BOARD
1985 COMBINED OPERATING AND CAPITAL BUDGET

<u>Account No.</u>		<u>1985 Budget</u>	<u>1984 Budget</u>	<u>Variance Favourable (Unfavourable)</u>
REVENUE				
5100	Appropriation from Surplus		18	(18)
5200	Grant - District of Coquitlam	1,067,000	920,000	147,000
5250	Grant - Province of British Columbia	97,086	97,086	--
5275	Grant - Legal Services of B.C.	400	400	--
5300	Interest	15,230	13,800	1,430
5325	Book Sales	3,300	3,000	300
5550	Fines & Fees	26,000	25,000	1,000
5650	Lost Book Fees	2,400	2,100	300
5700	Photocopy Fees	22,000	21,000	1,000
	<u>Total Revenue:</u>	1,233,416	1,082,404	151,012
EXPENSES:				
6100	Salaries	662,500	619,000	(43,500)
	<i>Salaries Additional Request</i>	<i>32,250</i>	--	<i>(32,250)</i>
6150	Benefits	53,000	47,725	(5,275)
	<i>Benefits Additional Request</i>	<i>2,580</i>	--	<i>(2,580)</i>
6500	Library Materials	97,486	97,486	--
	<i>Library Materials... Additional Request</i>	<i>50,000</i>	--	<i>(50,000)</i>
6510	Bindery Repairs	5,200	5,200	--
6550	Vehicle Operation	3,900	4,400	500
6600	Equipment - Lease Rental	12,000	10,128	(1,872)
6650	Equipment - Maintenance	1,100	1,100	--
6700	Travel	3,000	3,000	--
6740	Conferences/Workshops	1,800	1,800	--
6800	Postage	7,000	6,000	(1,000)
6950	Photocopy Supplies	6,000	4,700	(1,300)
7000	Office Supplies	3,500	3,500	--
7025	Processing/Circulation/Supplies	16,500	14,000	(2,500)
7050	Insurance	3,750	3,505	(245)
7100	Payroll Services	1,650	1,500	(150)
7125	Audit Fees	4,300	3,900	(400)
7150	Publicity/Promotion	3,000	2,900	(100)
7200	Data Processing Service/Dist. of Coq.	3,300	2,500	(800)
7250	Telephone	8,800	8,200	(600)
7300	Building Maintenance	17,700	17,200	(500)
7330	Utilities	16,800	15,250	(1,550)
7350	Rent/Taxes/Common Area Costs	200,500	198,500	(2,000)
7375	Collection Agency	1,400	1,400	--
7400	Miscellaneous	400	400	--
7450	Legal Fees	500	360	(140)
7500	Board Expenses	500	500	--
7650	<i>Contribution to Capital</i>	<i>10,000</i>	8,250	<i>(1,750)</i>
7700	<i>Vehicle Replacement Reserve</i>	<i>3,000</i>	--	<i>(3,000)</i>
	<u>Total Expenses:</u>	1,233,416	1,082,404	(151,012)

COQUITLAM PUBLIC LIBRARY BOARD
PROPOSED 1985 COMBINED OPERATING AND CAPITAL BUDGET

SUMMARY COMMENTS

REVENUE

We do not anticipate any excess revenue from our 1984 operations, nor do we maintain any reserve funds. The Provincial Grant will remain the same as it has for the past 3 years and is conditional on being expended for the purchase of library materials. Income from other revenue producing accounts is budgeted to increase by an average of 6% over 1984 results.

A) EXPENDITURES - OPERATING

1) Salaries and Benefits - Account No. 6100-6150 \$ 48,775

- To maintain existing staff levels at all operations as per collective agreement.

General Wage Increase 4%	\$ 24,760
Incremental Wage Increase 3%	\$ 18,740
Statutory Benefit Increases	<u>\$ 5,275</u>
Total:	\$ 48,775

2) Salaries and Benefits - Additional Request \$ 34,830

- Hire Reference Librarian I part-time 21 hours per week for Ridgeway Branch to meet increased patron demand for full time staffing of reference desk. \$ 19,527

- Increase part-time assistance hours of Ridgeway Circulation desk by 16 hours per week for public service on Tuesdays and Saturdays. \$ 8,233

- Increase part-time assistance hours at Lincoln Branch by 14 hours per week to meet public service demand on Mondays and Saturdays. \$ 7,070
| Total: | \$ 34,830 |

3) Non-Salaried Expenses - Account No. 6510 - 7500

- Expenses controls have been kept to a bare minimum and reflect an overall increase in expenditures of \$12,657.00 or 4% increase over 1984 budget.

B) EXPENDITURES - CAPITAL

1) Library Materials

\$ 50,000

- Informational needs of our patrons are outstripping the resources of our library collection.
 - 1983 reference queries up 12% over 1982.
 - 1984 reference queries up 16% over 1983.
 - Library membership 44.3% of the population.
- Weakness in the collection is long standing dating back to the separation of school and municipal library in 1978.
 - collection growth estimated at 2.3% in 1984.
 - collection circulation in 1984 same as 1983.
- Current provincial grant of \$ 97,486 translates to an effective buying power of \$ 70,000.
 - U.S. Exchange
 - Inflation costs

We are requesting that commencing in 1985, the sum of \$ 50,000 be set aside annually over the next 4 years in order to meet collection weaknesses in the reference and informational areas of the collection.

2) Shelving and Equipment

\$ 10,000

(a) Shelving

To complete 2 year program of increasing shelving height at Ridgeway Branch. \$ 4,500

(b) Equipment

To purchase photocopier for public use at Lincoln Branch to replace 1978 unit. \$ 3,000

To purchase IBM selectric II typewriter to replace 1979 portable electric unit at Burquitlam. \$ 925

To purchase book trucks and kick stools for branch operations. \$ 875

To purchase 1 office desk and
4 drawer filing cabinet

	\$ 700
	<u> </u>
	\$10,000

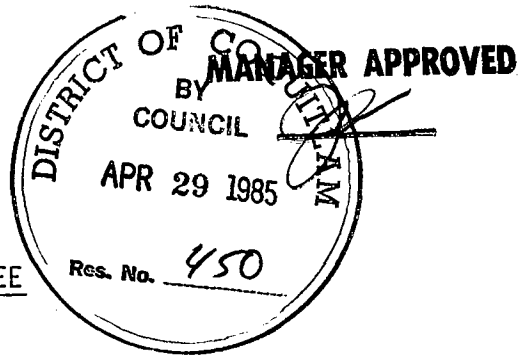
3) Vehicle Replacement Reserve

\$ 3,000

Our 1978 GMC delivery van will be entering its 7th year of service with an estimated remaining life span of 3 years barring unforeseen major repairs. In order to cushion the cost impact of its eventual replacement, we are asking that either by direct grant to the library or by internal provision within the District of Coquitlam budget that the sum of \$ 3,000 be set aside annually over the next 3 years for replacement of the vehicle.

Monday, April 15, 1985

FINANCE AND AUDIT COMMITTEE - 3:00 P.M.



FINANCE AND AUDIT COMMITTEE

A meeting of the Finance and Audit Committee of Council convened in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. on Monday, April 15, 1985 at 3:00 p.m.

Members of the Committee present were:

- Mayor L. Sekora - Chairman
- Alderman B.T.H. Robinson - Member

Members of the District Staff present:

- J.L. Tonn - Municipal Manager
- V.A. Dong - Municipal Treasurer

Members of the Municipal Library Board present:

- T. Nikiforuk - Chairman
- B. Moffatt - Member
- N. Bennett - Member

Members of the Municipal Library Board staff present:

- S. Pukesh - Administrator

PURPOSE

To provide the Municipal Library Board with the opportunity to discuss with the Municipal Council its future locational and building requirements in order to service the area presently being attended to by the Burquitlam and Ridgeway Library branches, and, to house the administrative headquarters.

DISCUSSION

- The Library Board presented a report dated May 22, 1984 entitled 'Library Project - Coquitlam' a copy of which is attached.
- Discussions revolved around various available options such as:
 - extending existing leases for a period sufficient to allow for eventual move to new premises,
 - or
 - renewing all leases on existing premises
 - or
 - constructing a library building, possibly by the end of 1988.

COMMITTEE MOVED:

That the municipal staff, in conjunction with the Coquitlam Public Library Administrator, examine the cost implications of introducing various viable alternatives that would resolve the Public Library Board's pending predicaments, and

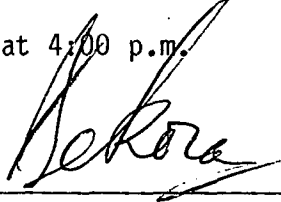
That the recommendations arising from the aforesaid study be accompanied with critical action dates from implementation on to completion, and

That the results of the aforesaid study be reported to the Finance and Audit Committee on or before the end of 1985, and

That the Coquitlam Public Library Board in the meantime be advised to renew the expiring leases for the Burquitlam and Ridgeway branches and the Headquarters for a further period ended December 31, 1988, with an option to renew for a further one (1) year term.

ADJOURNMENT

The Chairman declared the meeting adjourned at 4:00 p.m.



CHAIRMAN

TO: THE LIBRARY IMPROVEMENT COMMITTEE
 COQUITLAM PUBLIC LIBRARY BOARD

FROM: STAN PUKESH, ADMINISTRATOR

DATE: MAY 22, 1984

RE: LIBRARY PROJECT - COQUITLAM

A) BACKGROUND

In October, 1983, the Board considered a report from the Administrator in connection with future library requirements and the establishment of a "Library Improvement Committee". As a result of that report, the Board did establish the committee with the mandate of entering into discussions with the municipality that would lead to the acquisition of municipally owned land for the eventual construction of a main library/headquarters complex.

The report provided a current assessment of our facilities which concluded that the physical size of the Burquitlam Plaza branch had already imposed restrictions in the size of the circulating collection, while at Headquarters, the situation is highlighted by cramped working conditions. The situation at the Ridgeway branch is a little better in that we estimate there is sufficient room for growth until about 1986 after which we will be in the same predicament that currently exists at Burquitlam. The only bright spot in the facilities assessment is the Lincoln Centre branch which has ample room for expansion well into the early 1990's.

Given the foregoing it was generally agreed that our efforts in the short term should be directed at solving the Burquitlam, Ridgeway and Headquarters problems. These could best be solved by the closing of the Burquitlam and Ridgeway branches and transferring the collection and services to a central main library located in south-west Coquitlam. Coincidental with the branch closures, the administrative and support staff at Headquarters would also be moved to the new library complex and thus bringing three operations under one roof at considerable savings in lease costs.

Of the available municipal land, the one that would best suit our needs is a parcel comprising of about 7½ acres located adjacent to the "Sports Centre" off Poirier Street. The site is ideally located in the centre of Southwest Coquitlam and readily accessible by public transportation. The population to be serviced from a main library at this location has been estimated to be approximately 48,200 which excludes the Ranch Park and Riverview Heights areas which are serviced by the present Lincoln Centre branch.

The report which follows is based on the assumption that the three operations as outlined will be combined into one central library complex to be built adjacent to the Social Recreation complex on Poirier Street.

B) SPACE REQUIREMENTS

(1) Existing Space

Burquitlam:	2,460 sq.ft	lease expires December 31, 1985
Headquarters:	2,876 sq.ft	lease expires February 28, 1986
Ridgeway:	6,606 sq.ft	lease expires April 30, 1988
TOTAL:	11,942 sq. feet	

Library literature suggests the minimum space requirement is .50 sq.ft per capita. However, the Terry Fox Library in Port Coquitlam was constructed to a standard of .40 sq.ft per capita which is generally the accepted average in library construction in

British Columbia. Based on the estimated 1986 population for southwest Coquitlam, using a factor of .40 sq.ft per capita, we would require a building of approximately 19,280 sq.ft (48,200 x .40 = 19,280 sq.ft). Given my observation of newly opened libraries, I tend to feel that a building of approximately 18,000 sq.ft would be adequate with a per sq.ft factor .375 being applied to the estimated population. In terms of space allocation, this would translate as follows:

<u>Headquarters:</u>	Administration	1,075 sq.ft	versus	700 sq.ft	present
	Technical Services	3,000 sq.ft	versus	2,176 sq.ft	present
<u>Main Library:</u>		14,000 sq.ft	versus	9,066 sq.ft	present
TOTAL:		18,075 sq.ft	versus	11,042 sq.ft	present

Leaving my personal thoughts aside concerning size, it would seem more prudent at this juncture to go with the existing provincial standard of .40 sq.ft per capita and use a building of approximately 19,280 sq.ft as the bases for cost calculation.

C) LIBRARY CONSTRUCTION Costs/Estimates

I estimate that the actual construction of a new main library would commence in the spring of 1987 and aim for a completion date to occur sometime in September, 1987, thus allowing for a six month construction period. The construction cost alone for the Terry Fox Library came in at \$ 80.00 per sq.ft. Using that as a basis and to bring into consideration inflationary increases in both materials and labour, I suggest that cost of \$ 100.00 per sq.ft will not be outside of reality in 1987.

D) ESTIMATED BUDGET TO COMPLETE

Construction (19,280 sq.ft x \$100.00 sq.ft)	\$ 1,928,000
Architect Fees	144,600
Legal Plans	2,000
Soil Testing	14,000
Landscaping	40,000
Parking Lot - Access Road	100,000
Utility Connection	12,000
Furniture, Equipment & Shelving	60,000
Contingency Costs (Moving, etc)	30,000
Construction Supervision	25,000
	SUBTOTAL \$ 2,355,600
Add: Automation Equipment	144,400
M.F.A. Expenses 3% x \$2,500,000	75,000
	<u>GRAND TOTAL \$ 2,575,000</u>

Provision has been made within the framework of the overall capital budget for acquisition of automated equipment as it was generally agreed in discussions at Board meetings that the large capital outlay for equipment should be built into the overall budget. It should be noted that in addition to the \$ 144,400 that we are eligible to receive a further \$ 88,000 by direct grant from the B.C. Government "Automation Fund". I would not anticipate that we would commence the conversion to an automated system until the summer of 1988, some 9 months following the proposed completion date of September, 1987.

For your information, I am attaching the actual costs incurred to December 31, 1983, in the construction of the Terry Fox Library which I used as a guideline in the formulation of the above budget.

T. FOX LIBRARY

Costs to December 31, 1983

Architects Fees	\$ 130,257.59
Construction - <i>includes land cost</i>	1,203,231.34
Statue	27,500.00
Landscaping	57,616.75
Parking Lot	53,755.00
Furniture & Equipment	114,208.28
Moving	4,200.00
Soil Testing	10,996.54
House Removals	4,303.67
Legal Plans	1,450.00
Mary Hill/Wilson Improvements	34,791.34
	<hr/>
	\$1,642,310.51
	<hr/> <hr/>

E) LIBRARY FINANCING

There are two basic ways of financing a new library:-

- (1) Go to referendum and finance over 20 years at market rates through the Municipal Finance Authority (M.F.A.). I have been advised by M.F.A. to estimate an interest rate of 12½% for 1987.
- (2) Finance out of the Municipal Lands Reserve Fund at less than estimated market rates. To the best of my knowledge, the District has never financed major capital construction from this account. The District did however in 1982 authorize the transfer of \$ 4,000,000 from the Lands Reserve Fund to create a Drainage Capital Reserve Fund to provide financing for on-going ditch elimination programs and if my memory serves me correctly in 1983 the District financed the out-right purchase of its new telephone line set-up worth approximately \$ 160,000 directly from the Land Reserve Fund.

FINANCE THROUGH MUNICIPAL AUTHORITY

- Council must agree to the holding of a referendum;
- Security issuing by-law is drafted;
- Council gives 3 readings to the proposed by-law;
- Approval is sought from the Municipal Affairs Department with detailed budget background information being submitted;
- Vote of the electorate held with simple majority in favour of those voting required for passage;
- Council gives final adoption to by-law;
- By-law is then submitted to Greater Vancouver Regional District in order to obtain Certificate of Approval.
- The Certificate of Approval, together with the by-law are then presented to M.F.A. whose full Board approves such requests for financing semi-annually in March and September;
- Following approval, a bond issue is floated and depending upon market conditions, the issue will normally be completed within 2½ months.

FORM OF DEBT (Loan Agreement)

Funds are loaned to Regional Districts and Municipalities upon either an invested sinking fund basis or a serial basis depending upon the terms of the issue marketed by the Authority. I have been advised by M.F.A. that our request for \$ 2,575,000 would be met on a sinking fund basis as serial agreements are reserved for much higher requirements.

(a) Invested Sinking Fund Agreement

In general this type of loan agreement requires the borrower to pay an equal amount of principal annually into a sinking fund operated by M.F.A. The authority invests these funds and the investment, together with interest earning of 5% per annum compounded over the life of the debt are sufficient to pay it off at maturity.

Interest is paid semi-annually upon the principal sum of the loan throughout the life of the debt. The amount of annual interest is fixed and does not reduce as principal deposits are made.

(b) Interest Rates

Interest rates in all capital markets vary. In addition, they swing up or down over the course of a month or less. I have been advised by M.F.A. to estimate a rate of 12½% per annum for late 1986.

(c) Fees Paid to M.F.A.

Payments to the Debt Reserve Fund and expenses for issuance of the bond issue are deducted from the proceeds of each issue prior to us receiving the funds.

- The Debt Reserve Fund payment equals 1% of the gross amount of the loan which in our case amounts to \$ 25,000

- Expense of issue vary from 1% to 1½%, however it is recommended that we anticipate a deduction of 2% = \$ 50,000

TOTAL FEES: \$ 75,000

CALCULATION OF PRINCIPAL AND INTEREST REQUIREMENTS

Preparing an estimate of principal and interest payments requires some assumptions to be made.

- (a) The amount and term of debt to be incurred;
- (b) Interest rate;
- (c) Form of debt (Sinking Fund Basis)

AMOUNT \$ 100,000
 TERM 20 years
 INTEREST 12½% per annum

Principal payment = \$ 100,000 x .03024259 = \$ 3,024.26
 Interest payment = \$ 100,000 x 12½% = \$12,500.00
 Total estimated annual payment \$15,524.26

Estimated Borrowing Requirement for the Library \$ 2,575,000

(\$15,524.26 x 25.75) = \$ 399,749.69 per annum

(2) FINANCE FROM MUNICIPAL LAND RESERVE FUND

This method does offer a number of benefits to both the Board and Municipal Council than going through M.F.A.

- (a) lower interest rate (10%) savings of \$ 2,122,020.
- (b) no fee payments to M.F.A. saving \$ 75,000.

- (c) quite possibly a referendum would not be required, although Victoria "may" require a referendum to be held first (sec.380[3] M.A.)
- (d) "repayment" to the Land Reserve Fund cannot be made mandatory. The "repayment" would be treated as a transfer to reserves in future budgets and subject to the discretion of the Council of the day.

Although I mentioned above the possibility of not going to referendum, I think Council should consider whether or not it is right to spend 2.5 million or so of the tax-payers money without a referendum. We would also require Victoria's approval on a By-law to borrow from the Land Reserve Fund.

I'm extremely doubtful whether this second method of financing would meet with approval of Council and senior municipal staff. I do not believe at present that they have sufficient funds on reserve to cover the cost and because they have been using the fund to finance a number of small projects such as servicing to municipally owned lots. I feel that we should at least discuss this method with the Municipality but that for all practical purposes we should consider financing through M.F.A.

SCHEDULE #1

There are a lot of columns on this page which might be confusing so I hope the following comments will serve to clarify the schedule.

Column 1 - self explanatory.

Column 2 & 3 - Represent the current lease costs (excluding utilities, telephone, etc) for Burquitlam, HQ and Ridgeway combined (column 2) and Lincoln in column 3. We basically know what the lease costs will be for 1984 and 85, however, to project lease costs from 1986 forward to the year 2007 for our current facilities, I have annualized the costs at an increase of 10% per year.

Column 4 - represents the combined totals of column 2 and 3. The important totals to note are those contained within the boxed area of the 20-year span between 1988 and 2007. The bottom line being that if we were to continue leasing our premises for that 20-year period, we could expect to pay out \$ 15,627,097 with \$ 6,289,014 of the 15.6 million for Lincoln alone.

N.B. The 10% annualization figure takes into consideration yearly increases in taxes, common area costs and lease cost increases.

Column 5 - represents the additional funds required yearly over and above the projected lease costs (column 4) in order to make our annual payments to M.F.A. should we decide to construct a new library (column 6).

Column 6 - indicates the capital cost payments to build the new library plus the annual lease cost for Lincoln.

i.e. 1988 - Capital cost \$399,750 + Lincoln Lease \$109,807 = \$ 509,557
1989 - Capital cost \$399,750 + Lincoln Lease \$120,787 = \$ 520,537

In short, I estimate that over the 20 year amortization period between 1988 and 2007, the cost to build a new library and maintain Lincoln would cost \$ 14,284,014 while to continue leasing would cost \$ 15,627,097. The saving (estimated) in building rather than full leasing amounts to \$ 1,343,083.

Column 6 & 7 - are concerned with the idea of borrowing from the Land Reserve Fund at rates of either 6% or 10%.

SCHEDULE # 1

Rent/Taxes/Common Area Costs

	YEAR	BURQ/ RIDGWAY/ HEADQUARTERS COMBINED	LINCOLN	TOTAL	ADDITIONAL COST SAVINGS	LINC. & MFA @ 12½% Sinking Fund 2.575/M for 20 years annmort. \$399,750 per annum	LINC./D OF C 6% 2½/M 20 years @ \$ 217,961 per annum	LINC./D OF C 2½/M 20 years @ \$ 293,649 per annum	
Budget	1984	120,000	81,000	201,000					
	1985	122,500	82,500	205,000					
Linc/Burq/HQ Leases Expire	1986	Annualized	90,750	225,500					
Yr.	1987	@ 10%	99,825	248,050					
Ridgway Lease Expires	1	1988	109,807	272,855	236,702	509,557	327,768	403,456	
	2	1989	120,787	300,140	220,397	520,537	338,748	414,436	
	3	1990	132,865	330,154	202,461	532,615	350,826	426,514	
	4	1991	146,151	363,169	182,732	545,901	364,112	439,800	
	5	1992	160,766	399,485	161,031	560,516	378,727	454,415	
	6	1993	176,842	439,433	137,159	576,592		470,491	
	7	1994	194,526	483,376	110,900	594,276		488,175	
	8	1995	213,978	531,713	82,015	613,728		507,627	
	9	1996	235,375	584,884	50,241	635,125			
	10	1997	258,912	643,372	15,290	658,662			
	11	1998	284,803	707,709	(23,156)	684,553			
	12	1999	313,283	778,479	(65,446)	713,033			
	13	2000	344,611	856,326	(111,965)	744,361			
	14	2001	379,072	941,958	(163,136)	778,822			
	15	2002	416,979	1,036,153	(219,424)	816,729			
	16	2003	458,676	1,139,768	(281,342)	858,426			
	17	2004	504,543	1,253,744	(349,451)	904,293			
	18	2005	554,997	1,379,118	(424,371)	954,747			
	19	2006	610,496	1,517,029	(506,783)	1,010,246			
	20	2007	671,545	1,668,32	(596,937)	1,071,295			
			9,338,083	6,289,014	15,627,097	(1,343,083)	14,284,014	10,648,234	12,161,994

SCHEDULE #2

This schedule represents a cost comparison (lease vs build) with the annualized lease costs for the Lincoln branch removed from the calculation.

In the 20-year period between 1988 and 2007, the annualized lease costs for the 3 facilities totals \$ 9,338,083 versus the cost of building amortized over the same 20 years of \$ 7,995,000 yielding a cost saving in building of \$ 1,343,083. I have taken the liberty of including calculations to build with interest rates of 13% and 14% as the market rate could possibly reach that level by the time we would be ready to build.

Summary of Savings - Build vs. Lease

12½% interest rate	\$1,343,083
13% interest rate	\$1,085,583
14% interest rate	\$ 570,583
15% interest rate	\$ 55,583

RENT/TAXES/Common AREA COSTS SCHEDULE #2

	Year	Burq/ Ridge/HQ Combined	Build @ 12½ MFA 2.575 M	Build @ 13% MFA 2.575 M	Build @ 14% MFA 2.575 M
Budget	1984	120,000	for 20 yrs @ \$399,750 per annum	for 20 years @ \$412,625 per annum	for 20 years @ \$438,375 per annum
	1985	122,500			
Burq/HQ Leases Expire	1986	134,750	↑	↑	↑
	1987	148,225			
Ridgeway Lease Expires	1988	163,047	↓	↓	↓
	1989	179,351			
	1990	197,286			
	1991	217,014			
	1992	238,715			
	1993	262,586			
	1994	288,844			
	1995	317,728			
	1996	349,500			
	1997	384,450			
	1998	422,895			
	1999	465,184			
	2000	511,424			
	2001	562,872			
	2002	619,159			
	2003	681,075			
	2004	749,182			
	2005	824,100			
	2006	906,510			
	2007	997,161			
		9,338,083	399,750	412,625	438,375
			7,995,000	8,252,500	8,767,500

The attached graph shows the commulative comparison over a 20-year period of renting versus building our own library and renting Lincoln. The cross over in cummulative costs occurs at the 18th year while the actual cross-over in terms of fixed annual payments occurs at the 11th year due to the stabilizing effect of the annual payment to M.F.A. versus the 10% annualization in rent costs.

Statistical Data

- Estimated Project Cost	\$ 2,575,000
- Estimated annual payment to M.F.A. for 20 years	\$ 399,750
- Per Capita Cost (65,000) on annual payment to M.F.A.	\$ 6.15
- Total estimated cost of building over 20 years	\$ 7,995,000
- Total per capita Cost (65,000) of estimated total cost	\$ 12.30
- Estimated savings of building versus Renting	\$ 1,343,083

F) PROPOSED TIME TABLE

Year

1984	June/August	- Liaison with Mayor - re project concept.
		- Liaison with Senior Municipal Officials.
	Sept/October	- Meet with Council to obtain consent to go to referendum in 1985 - November.
	November	- include in 1985 budget provision for:
		Architect - conceptual drawings \$ 13,000
		Referendum Promotion \$ 10,000
		Quantity Survey Report \$ 2,000
1985	February/April	- Interview and select architect
	May/November	Referendum promotion
	September	Quantity Survey Report
	November	Referendum vote
1986	Jan/April	- Receipt of soils investigation report and Municipal approval of foundation technique.
	May/June	- completion of contract documents.
	July	- Final checking and approval by Municipality of tender documents for calling of Public Tender.
	August	- Submission of financé request to M.F.A.
	September	- Start tender period.
	October	- Close of tender period and approval of tender by Municipality.
	Nov/December	- Signing of Construction Contracts
1987	January	- Receipt of Financing.
	February/March	- Commencement of Construction
	July	- Completion of Construction for substantial completion inspection.
	August	- Final construction completion with installation of books and equipment.
	September	- Official opening of new library.

The above suggested time-table is based on obtaining the necessary agreements to all facets of the project. It would be necessary to renew our existing leases for Burquitlam and Headquarters for a further period of approximately 18 months during the planning and construction phase. Our lease at Ridgeway does not come due until April 1988.

CONCLUSION

The important point at this juncture is to determine whether the parcel of land we seek at the Sports Centre is available to us and whether or not the project fits in with overall development of improving municipal services within the District.

If other alternatives are offered we still have time to consider these, if not then our efforts and energies should be directed towards upgrading our current facilities.

RECOMMENDATION

That members of the Library Improvement Committee meet at the earliest possible opportunity with His Worship to discuss the project.

SP:ajs

COMMULATIVE AMOUNTS PAID OVER 20 YEAR PERIOD

