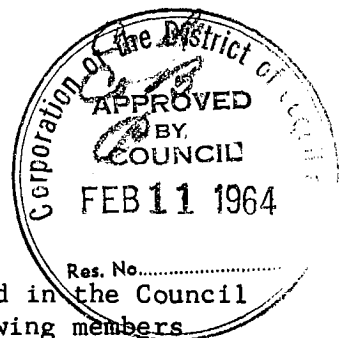


Thursday, January 30th, 1964



SPORTS CENTRE COMMISSION

The First Meeting of the Coquitlam Sports Centre Commission was held in the Council Chambers of the Municipal Hall on January 30th, 1964 with the following members present:- Co. R.E. Boileau, Co. M.J. Butler and Mr. C.W. Coote. Also present were Mr. J. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer.

Moved by Co. Butler seconded by Co. Boileau:
That Co. Clarke be Chairman to receive nominations for the position of Chairman of the Commission.

Carried.

Co. Clarke called for nominations.

Moved by Co. Butler seconded by Co. Boileau:
That Mr. Coote be the Chairman of the Commission.

Carried.

Mr. Coote accepted the nomination and took the chair.

Moved by Co. Clarke seconded by Co. Boileau:
That By-Law 1106 be considered read, since it had been circularized to all members prior to the meeting.

Carried.

A Budget discussion took place.

Moved by Co. Clarke seconded by Co. Butler:
That the condition of the Arena floor be brought to the architect's attention and that the Commission be supplied with a report as to the condition when the ice is removed from the premises.

Carried.

Moved by Co. Butler seconded by Co. Clarke:
That the architect be written for a report and recommendation on improvements to the P.A. system in order that the building be better served.

Carried.

Moved by Co. Butler seconded by Co. Clarke:
That it be recommended to Council that the undermentioned capital expenditures be proceeded with at as early a date as possible.

Office accommodation in the Sports Centre lobby-		\$ 1,733.00
Fire extinguisher -	Up to -	500.00
Doors from skaters' lobby to ice -	Up to -	800.00
	TOTAL	\$ 3,083.00

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That the Council be approached to give favourable consideration to the appropriation of further funds to pave a portion of the Sports Centre parking lot.

Carried.

Mr. Dukowski reported that a serious leak in the roof of the curling lobby area had developed.

Moved by Co. Clarke seconded by Co. Boileau:
That the above condition be brought to the attention of the architect for report and recommendation.

Carried.

Thursday, January 30th, 1964, continued.

Moved by Co. Butler seconded by Co. Boileau:
That the Financial Statements as presented be accepted.

Carried.

Moved by Co. Boileau seconded by Co. Clarke:
That the Treasurer's report regarding the handling of cash at the Sports Centre be accepted.

Carried.

Moved by Co. Boileau seconded by Co. Clarke:
That the ventilation in the curling lobby and the skate sharpening dust collector contract be awarded Neal & Bolton Limited for the sum of \$1,618.00 as described in their letter dated December 16th, 1963 and that the back draft damper at an extra cost of \$85.00 be also installed.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the Canadian Institute of Timber Construction be invited to install their instruments as requested in their letter, after being in touch with Mr. Dukowski.

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That the notice from Mr. C.T. Conley, Chairman of the Steering Committee of the proposed Coquitlam Curling Club be received and filed.

Carried.

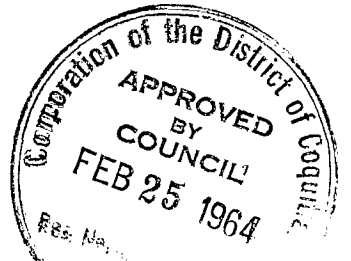
Moved by Co. Butler seconded by Co. Boileau:
That the correspondence regarding the breakdown of equipment which occurred in November, 1963 be referred to our Solicitor for his opinion as to the liability of the Corporation in this regard.

Carried.

The meeting then adjourned.

..... CHAIRMAN

Thursday, February 20th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission was held in the Council Chambers of the Municipal Hall on February 20th, 1964 with all members present. Also present were Mr. J. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer.

Moved by Co. Butler seconded by Co. Boileau:
That the minutes of the meeting of January 30th, 1964 be adopted.

Carried.

Letter received from the Coquitlam Figure Skating Club regarding washrooms was read.

Moved by Co. Butler seconded by Co. Boileau:
That the lack of washroom facilities be investigated for possible action.

Carried.

Letter from the Coquitlam Figure Skating Club regarding subsidy for initial year was read. Manager reported Club was \$504.00 in arrears for ice time.

Moved by Co. Butler seconded by Co. Clarke:
That the Coquitlam Figure Skating Club be permitted to carry on to the end of the season and that the Club be requested to present a financial statement to the Commission.

Carried.

A body of correspondence regarding the expulsion of a member from the Coquitlam Figure Skating Club was discussed.

Moved by Co. Clarke seconded by Co. Butler:
That Mr. Fitzgerald be advised that this appeared to be an internal matter of the Club and that from the evidence presented the Commission was powerless to take any action.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the financial statements for the month of January be adopted as presented.

Carried.

Letters from the Glen School P.T.A. and the Glen and East End Ratepayers' Association were read.

Moved by Co. Butler seconded by Co. Clarke:
That the Glen School P.T.A. and the Glen and East End Ratepayers' Association be written advising them to be in touch with a bus or transport company for the services suggested in their correspondence.

Carried.

The Chairman reported having received two complaints -

- 1) The unsatisfactory conduct of performers at the last Jamboree held at the Sports Centre
- 2) A person having been denied admission to the curling area because the person was accompanied with a child when a bonspiel was on,

Commissioner Hughes reported having attended a meeting of the local Ministerial Association to hear of complaints pertaining to -

- a) Consumption of liquor on public property - to wit - curling rink lobby

Thursday, February 20th, 1964, continued.

b) Drop in church attendance coinciding with the activities at the Sports Centre.

Commissioner Hughes agreed to again meet with the Ministerial Association and to convey the Commission's policy with regard to item (a) above.

A letter from the Mainland Senior B Box Lacrosse Association was read.

Moved by Co. Boileau seconded by Commissioner Hughes:
That a cheque for \$150.00 be forwarded to the Mainland Senior B Box Lacrosse Association in full settlement of gate receipts for the lacrosse season in 1963.

Carried.

Manager reported that the Minor Hockey Association were \$1,084.00 in arrears in ice rentals to this date.

Moved by Co. Clarke seconded by Co. Butler:
That the Minor Hockey Association be requested by letter to make full settlement of the arrears of ice rentals.

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That a special meeting be called by the Chairman in the near future for the settlement of outstanding items of business.

Carried.

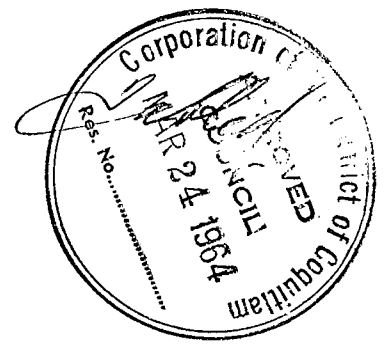
Mr. D.S. Jackson of Carlberg Jackson Partners and Mr. Robert Warwick of Barvic Engineering Ltd. then discussed problems extant in the Coquitlam Sports Centre building. It was agreed that as soon as the meeting adjourned the Commission along with these two gentlemen were to make an on-site inspection of the Sports Centre.

Moved by Co. Butler seconded by Commissioner Hughes:
That the meeting adjourn.

Carried.

..... CHAIRMAN

Extra-Ordinary Meeting,
Monday, March 9th, 1964.



SPORTS CENTRE COMMISSION

This meeting was called principally to review arena policy matters, to give the Commission members, particularly the non-Council representatives, a better understanding of the background and to try to develop a better policy for the future.

Councillor Butler was unable to attend and the arena manager attended only briefly at the end of the meeting since he was very busily engaged at the arena earlier.

Reeve Christmas attended the meeting for a short time at the opening.

Discussions ranged over a wide area, commencing with general dissatisfaction at the condition of the property as seen at the time of inspection following the last Commission meeting.

In order to get action on a number of important matters, the Chairman agreed to prepare a set of notes and to follow up on some of the items with the arena manager. The following items were reviewed:-

Meeting Place:

We should meet at the arena and the next meeting, Thursday, March 19th, will be at that location at 7:30 P.M.

Building Changes:

Members felt that quite a few changes had been undertaken in a manner that was not consistent with the quality in the original building. The arena manager will be asked to prepare a list of all changes that have been made and his reason for doing them.

With regard to future changes, no decisions were reached, but it is the strong recommendation of the Committee that much more care should be taken before proceeding.

Past Due Accounts:

The meeting was pleased to learn that the figure skating club is relatively current but not at all happy with the arrears in curling and in minor hockey.

P.A. System:

Barvic were to give written specific recommendations regarding minor changes and clear instructions concerning the system controls for both voice and music. The speakers were to be set at different elevations for different types of building use.

Winter Activities:

The manager had recommended that ice be withdrawn on March 29th but the Commission felt that the arena operation should be continued through to April 4th and should feature a large proportion of public skating with considerable promotion attached. The manager will recommend for finalization at the next meeting plans for the curling section.

- continued -

Extra-Ordinary Meeting,
Monday, March 9th, 1964.

- continued -

Activities - General:

To date there are only three definite summer bookings, roller skating was reviewed but not finalized. The Commission stressed that it is up to the arena manager to go after events which will serve the public need, return a reasonable profit and require the minimum in further capital outlay.

.....CHAIRMAN

Thursday, March 19th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Sports Centre Commission was held in the club room at the Sports Centre on Thursday, March 19th, 1964 with all members present. Also in attendance were Mr. J.A. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer. The Chairman, Mr. Coote, was not present for the initial portion of the meeting and Co. Clarke presided over the meeting until Mr. Coote arrived.

Moved by Co. Boileau seconded by Co. Butler:
That the minutes of the previous meetings held on February 20th, 1964 and March 9th, 1964 be adopted as circularized.

Carried.

A delegation headed by Mr. Conley, Chairman of the Steering Committee for the formation of a curling club, discussed at length the merits of forming a curling club with the blessing of the Sports Centre Commission. The consensus of the meeting was that while the formation of a club as was proposed would contribute towards a good climate for curling within the municipality, however, that the Commission could in no way approve, sanction, bless or prevent the formation of such an Association.

Moved by Co. Clarke seconded by Co. Boileau:
That Coquitlam clubs who now take up six sheets of ice at a time be permitted to reserve for the next curling season the same time allotted to them for the season now concluded.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That the Financial Statements for the month ended February 29th, 1964 be accepted as presented.

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That the Minor Hockey Association be invited to attend the next regular meeting.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That in connection with letters to be circularized by the Manager to curling groups for ice time in the next season, that the groups be advised that the fee shall be payable quarterly in advance.

Carried.

It was decided that the matter of washroom facilities for the skating club be laid over for a later date.

Commissioner Hughes reported that the policies of the Commission were conveyed to the Coquitlam Ministerial Association and that an expression of satisfaction resulted.

The Manager was asked to prepare a report as to how absolute control of all aspects of liquor problems were being maintained.

The Manager reported progress on improvements to the sound transmission.

The Manager reported that plans were for withdrawing ice from the arena on Sunday, April 5th and from the curling area on Saturday, April 11th.

Thursday, March 19th, 1964, continued.

Moved by Co. Clarke seconded by Commissioner Hughes:
That the feature of the last week of skating at the Sports Centre be reduced rates.

Carried.

R.A. LeClair was asked to be in touch with the Solicitor, Mr. Hogarth, to draw a Right of Use and Occupancy or any form of agreement as he suggests incorporating the other matters and things that in his opinion should be taken into consideration in the agreement.

Manager reported that he had been approached by prospective lessees to have the rates reduced for the summertime use of the Sports Centre premises. The matter was left with the Manager for specific recommendation based on costs of operation.

Moved by Co. Clarke seconded by Co. Boileau:
That Co. Butler investigate after consulting with the Sports Centre engineer the cost and specifications of gates valves and report to the Commission at its next meeting.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That the report of the Auditor and Treasurer regarding cash handling procedures be circularized to all members, and at the call of the Chair a special meeting be arranged if necessary.

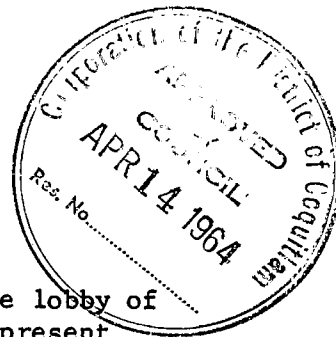
Carried.

Moved by Co. Butler seconded by Commissioner Hughes:
That the meeting adjourn.

Carried.

.....CHAIRMAN

Special Meeting,
Thursday, April 9th, 1964.



SPORTS CENTRE COMMISSION

A special meeting of the Sports Centre Commission was held in the lobby of the Sports Centre on Thursday, April 9th, 1964 with all members present except Commissioner Hughes.

In attendance at the meeting were J. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer.

The Chairman declared the minutes adopted as circularized.

R.A. LeClair, having been asked by the Chairman of the Commission to determine what the plans for landscaping around the Sports Centre were, reported that one of the areas to be landscaped would soon be prepared by the Parks Department for reception of shrubs and plants to be donated by the City of New Westminster.

The Parks Superintendent has agreed to develop an estimate of cost of developing the area to the west of the curling portion of the building as well as the area to the south of the arena portion of the building. This estimate would be presented at the next regular meeting.

Mr. Dukowski reported that he planned to employ three of his regular men in the next while to cleaning, painting and repairing the Sports Centre premises. The one regular man remaining would be employed by the Parks Commission for duties at the swimming pool. Co. Clarke made mention of the possibility that other municipal departments might employ arena personnel for holiday relief.

The Chairman called for a general discussion on the letter from the Auditor dated March 17th, 1964 and the joint report of March 17th, 1964 by R.A. LeClair and D.L. Northrup respecting the unsatisfactory cash handling procedures at the Sports Centre. The Municipal Treasurer went on to read a letter dated April 9th, 1964 to the Chairman which pointed out a continuance of the unsatisfactory results of handling cash at the Sports Centre -- that a further shortage had occurred between March 17th and March 31st in the amount of \$80.23. The Treasurer went on to state that suitable assistance must be provided before the commencement of the next busy season which commences in September, 1964.

Moved by Co. Clarke seconded by Co. Butler:

That this Commission recommend to Council that an assistant to the Manager capable of administering office procedures be hired for the Sports Centre with duties to commence not later than August 15th, 1964.

Carried.

Moved by Co. Butler seconded by Co. Boileau:

That a statement be prepared showing separately the operations of the concession and those of the bar and that such statement be available for the next meeting of the Commission.

Carried.

The Manager made a verbal report to the Commission on roller skating as a possible event to be held at the Sports Centre. He felt that the revenues which would reasonably be expected from such activity for a four month period would gross \$4,400.00. Special event help would cost an estimated \$720.00. He reported that he was able to purchase 100 pair of roller skates from the Corporation of Pitt Meadows at a cost of \$1,200.00 plus tax. He investigated the purchase of additional 100 pair of skates from Bauers at a cost of \$17.00 per pair.

Moved by Co. Clarke seconded by Co. Boileau:

That it be recommended to Council that 100 pair of skates be bought from the Corporation of Pitt Meadows at a cost of \$1,200.00 plus tax and 50 pair from Bauer at \$17.00 a pair plus tax.

Carried.

Special Meeting,
Thursday, April 9th, 1964. - continued -

Moved by Co. Boileau seconded by Co. Clarke:
That price of admission for roller skating be set at 50¢ and that rental rates for roller skates be 25¢.

Carried.

Moved by Co. Butler seconded by Co. Clarke:
That the Commission cannot allow the Kinsmen to rent grounds only for the Royal Canadian Shows.

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That Mr. Dukowski notify the Kinsmen that the Commission is prepared to receive offers in respect to the rental of the building and grounds in conjunction one with the other for fairs or exhibitions in the future.

Carried.

After due consideration to the summertime fixed expenses for the Sports Centre and after considering the fact that equipment such as chairs and tables available at the Sports Centre were in limited supply, a revision of the rental rates for the arena and curling sections of the building was determined.

Moved by Co. Clarke seconded by Co. Butler:
That for the year 1964 the summer rates of building rentals be as follows:-

For Charitable Groups - Arena - \$275.00 per day
Curling Area - \$ 75.00 per day

All facilities required by the patrons and not owned by the Sports Centre to be rented at the cost of the patron over and above the mentioned daily rates.

For Non-Charitable Groups - That the above rates apply and in addition thereto that a percentage of the gate or other suitable arrangements negotiated by the Manager apply.

Carried.

The Arena Manager reported a request had been received by the Port Coquitlam Bowling Association for the rental of the arena lobby for the purpose of setting up a smorgasbord.

Moved by Co. Clarke seconded by Co. Boileau:
That a daily rental rate of lobby space at the Sports Centre be:-

For Non-User Groups - 25¢ per head

For User Groups - no charge.

Carried.

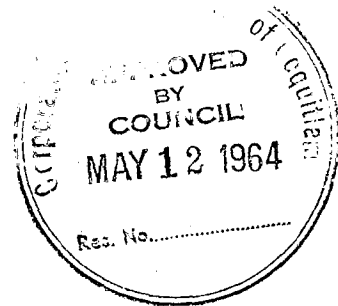
Co. Butler stated that he was unable to give a final report on the cost and specifications of valves for Sports Centre use.

The next regular meeting of the Commission was postponed from April 23rd to April 30th to be held at the Sports Centre at 7:30 P.M.

The meeting then adjourned.

.....CHAIRMAN

Thursday, April 29th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission postponed from April 23rd was held on April 30th, 1964 at the Sports Centre at 7:30 P.M., all members of the Commission being present. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Treasurer.

Moved by Co. Boileau seconded by Com. Hughes:
That the minutes of the meeting of April 9th, 1964 be adopted as circularized.

Carried.

A delegation from the Coquitlam Minor Hockey Association consisting of Ted Killingsworth, J. McIntyre and E. Hale presented a written report of activities for the season 1963 - 1964. The report consisted of four typewritten pages and appendages, including a financial statement for the season then ended. After an excellent presentation, the Chairman thanked Mr. Killingsworth for his fine delivery.

Moved by Co. Butler seconded by Co. Clarke:
That it be recommended to the Municipal Council that an amount of \$1,000.00 of the \$1,564.00 outstanding account of the Coquitlam Minor Hockey Association be written off by way of a grant to be provided by the Recreation Commission or otherwise.

Carried.

Co. Boileau reported on having received a letter from the Glen School P.T.A. The letter was read to the Commission.

Moved by Com. Hughes seconded by Co. Clarke:
That a letter be written to Columbia Stage Lines Ltd. setting out the facts described in the Glen P.T.A. Association's letter urging the Columbia Stage Lines to investigate the possibility of providing a weekly service which would accommodate the East End residents.

Carried.

Moved by Co. Butler seconded by Com. Hughes:
That the financial statements for the month ended March 30th, 1964 be accepted as submitted.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the Commission set aside funds in the approximate amount of \$50.00 to purchase a suitable trophy to be awarded to the best Coquitlam curling team on rules to be decided at a later date.

Carried.

The Commission then considered the detailed statement presented disclosing concession operation for the months of January, February and March, 1964.

Co. Butler reported on the availability of valves required at the Sports Centre.

Moved by Co. Boileau seconded by Co. Butler:
That a Purchase Order be issued to Crown Zellerbach Corporation for the purchase of two gate valves and four flanges at a total cost of \$86.00.

Carried.

Thursday, April 29th, 1964, continued.

Moved by Co. Clarke seconded by Co. Boileau:
That the Chairman be empowered to select and name committees to deal
with details that would assist the Manager from time to time.

Carried.

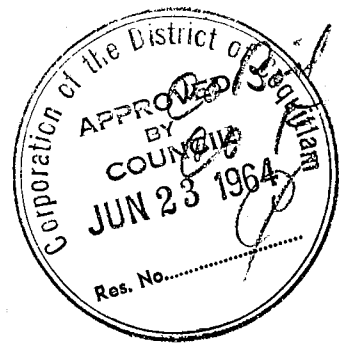
A discussion of the annual budget then took place.

The Manager announced that a meeting of the B.C. Arena Association
was to be held in Nanaimo on May 24th, 1964. He expressed the hope that a
member of the Commission might attend along with him. It was agreed
that Co. Boileau would attend.

The meeting then adjourned.

.....CHAIRMAN

Thursday, June 4th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission postponed from May 21st, 1964 was held on Thursday, June 4th, 1964 at the Sports Centre at 7:30 P.M., all members of the Commission being present. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer. Com. Coote, Chairman, called the meeting to order.

Moved by Co. Butler seconded by Co. Boileau:
That the minutes of the meeting of April 30th, 1964 be adopted as circularized.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the Chairman's recommendation of sub-committees to the Commission be adopted as follows:-

Booking, promotion and publicity - Co. R. Boileau and Com. Bill Hughes

Grounds and Buildings - Co. R. Boileau and Co. M.J. Butler

Finance - Co. J. Clarke and R. LeClair, Treasurer

Carried.

Co. Butler gave a brief report on works done around the premises and requested approval of the Commission to contact the City of New Westminster regarding their offer to plant the main bed. He pointed out that because the other beds were now planted, that an early completion of the main bed would be desirable. Co. Butler went on to report that the paving which was now completed exhausted the budget, but stayed within the amounts appropriated for this work. The curb which was constructed along the Poirier Street sidewalk and replacing the fence which was there heretofore was also constructed within the paving budget.

A delegation from F. Butcher, Sign & Display Service Ltd. was on hand to address the Commission on a proposal to initiate what would become an annual "Western Family Festival". In support of this Company, delegates from the Coquitlam Chamber of Commerce were present. The delegation went into some detail as to the proposed financing arrangements without disclosing the actual theme of the festival. After a considerable discussion took place in the open meeting, the Chairman requested the standing sub-committee on booking, promotion and publicity to meet in an adjoining area with the delegation with a view to receiving a report. The sub-committee and delegation then left the open meeting.

The Manager then gave a report on the current position of outstanding accounts receivable as of May 31st, 1964. At this date curling accounts receivable amounted to \$97.25 while the Arena accounts receivable amounted to \$1,237.00. The Manager indicated that some of the curling accounts receivable might be adjusted for disputes and some might be written off. He pointed out that while the thousand dollar grant applied for to be applied towards the Minor Hockey indebtedness had not been received, that the amounts indicated took the grant into consideration in the outstanding amount reported above.

Moved by Co. Butler seconded by Co. Clarke:
That a letter be written to the Minor Hockey Association setting out that the Commission, as a result of having received the report from the Association, had been successful in obtaining a \$1,000.00 grant to be applied to arrears for ice rentals and that the Commission looked forward to receiving the balance of \$564.00 from the Minor Hockey Association in the next season.

Carried.

Moved by Co. Butler seconded by Co. Clarke:
That the Financial Statements for the month ended April 30th, 1964 be adopted as presented.

Carried.

Thursday, June 4th, 1964, continued.

The standing committee on Booking, Promotion and Publicity now rose and reported on a proposal which might be acceptable to the Commission as follows:

"That the Commission grant an option to F. Butcher, Sign & Display Ltd. for the use of the Sports Centre on August 13th, 14th and 15th, 1964 for the Western Family Festival, such option to be exercised on or before July 10th, 1964 at which time final proposed program will be divulged and an agreement might be entered into at a meeting between the Commission and F. Butcher, Sign & Display Ltd.

Moved by Com. Hughes seconded by Co. Boileau:

That the above report by the Booking, Promotion & Publicity Committee be adopted.

Carried.

A verbal report was given by R. LeClair on a telephone reply received from Columbia Stage Lines Ltd. relative to the possible institution of transportation between the Glen and East End Area and the Sports Centre. Mr. Northrup of the Stage Lines suggested that he will be in touch with the Glen and East End P.T.A. as well as other P.T.A.'s and organizations after studying the skating schedule for the next season.

A discussion on the budget approved then took place.

The Chairman suggested that all large expenditures be handled by the Manager through the sub-committees and re-emphasized the need for competitive bids. A quick run-down of expenditures or commitments was made by the Manager as they related to items in the budget.

Moved by Co. Clarke seconded by Co. Butler:

That a letter be dispatched from the Manager to the Municipal Council listing matters for attention under the contractor's maintenance bond. The maintenance bond expires July 22nd, 1964 for all works falling within the jurisdiction of the main contractor and on July 22nd, 1965 for all refrigerated slabs.

Carried.

The Manager was requested to prepare for the next meeting a statement setting out roller skating revenues and expenditures related comparing same to the original budget.

Moved by Co. Boileau seconded by Co. Butler:

That the undermentioned rates for roller skating be adopted.

Carried.

PUBLIC SKATING:

Morning - 2 hrs. - Children - 15¢ Adults - 25¢
Afternoon - 2 hrs. - Children - 25¢ Adults - 35¢
Evening - 2½ hrs. - General Admission - 50¢
Skate Rental - 25¢

PRIVATE SKATING:

Before 6 P.M. - 2 hr. Session

Up to 50 - Adm. - 40¢ - Min. Rental - \$17.50
Up to 100 - Adm. - 35¢ - Min. Rental - 25.00
Up to 150 - Adm. - 30¢ - Min. Rental - 30.00
Over 150 - Adm. - 25¢ - Min. Rental - 35.00
Skate Rental - 25¢

After 6 P.M. - 2 hr. Session

Up to 50 - Adm. - 50¢ - Min. Rental - \$25.00
Up to 100 - Adm. - 40¢ - Min. Rental - 35.00
Up to 150 - Adm. - 35¢ - Min. Rental - 40.00
Over 150 - Adm. - 30¢ - Min. Rental - 45.00
Skate Rental - 25¢

Thursday, June 4th, 1964, continued.

The Manager made a verbal report as to attendance at student dances. The crowds are not large but felt that exams may be a factor. An improvement was expected.

The proposed Winter Schedule of ice time and Rate Schedule was tabled for the next general meeting of the Commission.

The Manager reported an estimated \$160.00 profit on the recent Danish Gym Team Display.

Com. Coote at this point left the chair and passed the gavel to Co. Clarke.

Moved by Co. Butler seconded by Co. Boileau:

That a request be made to Council to have a clear definition of duties and responsibilities laid down as between the Director of Recreation and those of the Sports Centre Manager.

Carried.

The Manager reported on a shortage of \$84.00 noticed upon his return from the Convention held in Nanaimo.

Moved by Co. Boileau seconded by Co. Hughes:

That when the Manager entrusts cash to the care and custody of his subordinates, the following procedures are to prevail:

- 1) Upon the release of cash from the Manager to a subordinate, a cash count, mutually accepted, is to be carried out and a receipt issued by the recipient to the Manager therefore.
- 2) Upon the return of the cash, the subordinate must count the cash over to the Manager.
- 3) Subordinates are to be impressed with this procedure and alerted that the same procedure is to take place on down the line, if same becomes necessary. Interim responsibility will lie with the person last entrusted with cash, but the ultimate responsibility will be with the Manager.

Carried.

The meeting adjourned following which an inspection tour of the Sports Centre took place.

During this time a suggestion by the Manager was made whereby the present partition and ticket wicket in the main lobby would be moved from its present location to the location suggested by the plan for additional office accommodation in the main lobby.

.....CHAIRMAN

Thursday, June 25th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission postponed from June 18th, 1964 was held at the Sports Centre on June 25th, 1964 at 7:30 P.M., all members present save Comm. Hughes. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer. Comm. Coote, Chairman, called the meeting to order.

Moved by Co. Butler seconded by Co. Clarke:
That the minutes of the meeting held June 4th, 1964 be adopted as circularized.

Carried.

Co. Clarke made a report on behalf of the Finance Committee relative to cash shortages which have been occurring from time to time. The report concluded with three recommendations -

1. That petty cash be on an imprest basis.
2. That adherence of all accounting and cash handling procedures as outlined by the Municipal Treasurer and the Auditors be a condition of employment to those responsible.
3. That the Building Committee take immediate steps to provide proper and adequate office facilities.

Moved by Co. Butler seconded by Co. Boileau:
That the report of the Finance Committee be adopted and that it be clear that the Manager is held responsible for all cash either entrusted into his care or received at the said Centre.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That the Building Committee proceed with the immediate improvement of office facilities with the amounts provided for this in the budget.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That the position of Assistant to the Manager be posted and that applicants be interviewed by the Finance Committee and Chairman.

Carried.

Moved by Co. Butler seconded by Co. Boileau:
That the Financial Statements for the period ending May 31st, 1964 be adopted as presented.

Carried.

The Manager then presented figures on activities of roller skating, lacrosse and student dances for the period May 9th to June 23rd, together with related revenues and wages.

	<u>Revenue</u>	<u>Wages</u>
Roller skating	\$ 433.50	\$ 304.00
Skate shop	269.50	111.00
Concession #1	165.05	89.74
Lacrosse	152.50	45.50
Concession #2	102.20	37.30
Student dance	167.35	38.50
Concession #3	65.16	33.15

Thursday, June 25th, 1964, continued.

Moved by Co. Butler seconded by Co. Clarke:

That the Finance Committee study and investigate rates charged to lacrosse clubs and report to the next meeting.

Carried.

Co. Boileau then gave a verbal report on the programme of the Western Family Festival. He reported that while the programme had not been finalized, that good progress was being made in this direction. He presented the specimen of the literature which is being circularized on which the term "Sponsored by the District of Coquitlam" was indicated. He reported, however, that this indication would be eliminated.

Mr. Dukowski presented figures which he assembled which would likely resemble the show's budget. These figures indicated an estimated loss of \$3,668.00.

Co. Clarke reported that the Council had agreed in principal of the Western Family Festival to be jointly promoted by the Chamber of Commerce and F. Butcher Sign & Display Service Ltd. He went on to state that the Council had directed that no employee of the Corporation should be a member of the committee promoting the said Festival.

Co. Clarke went on to say that the Council had made it clear by letter that the Municipality was in no way responsible, either financially or otherwise.

Moved by Co. Butler seconded by Co. Boileau:

That this Commission go on record as not being responsible for any commitments or expenditures incurred for the Western Family Festival.

Carried.

Moved by Co. Clarke seconded by Co. Butler:

That a letter be sent to the Chamber of Commerce stating that the Commission expects the option granted to F. Butcher Sign & Display Ltd. for the use of the Sports Centre to put on the Western Family Festival must be accepted on or before July 10th, 1964 by letter and that in accepting, it should be made clear that the Sports Centre Commission will in no way be liable for any related expenses, and further that services will be supplied to the satisfaction of the Sports Centre Manager.

Carried.

Co. Butler reported that the Council had made clear to the Recreation Director the functions of the Arena Manager and the Recreation Director.

The Chairman referred to the Finance Committee the proposed ice allocation for the Winter Schedule and the Rates Schedule for further study and report at the next meeting of the Commission.

Moved by Co. Butler seconded by Co. Boileau:

That the Manager inform the Bargaining Committee of Council of any suggested amendments to the Union Agreement which may be desirable in connection with the Sports Centre personnel with particular reference to statutory holiday pay.

Carried.

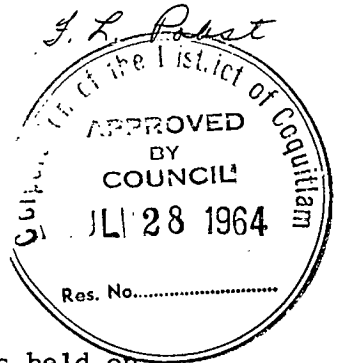
The Manager reported a possibility of attracting the R.C.M.P. Band to perform at the Coquitlam Sports Centre.

Moved by Co. Butler seconded by Co. Boileau:

That the meeting adjourn.

.....CHAIRMAN

Thursday, July 9th, 1964



SPORTS CENTRE COMMISSION

A special meeting of the Coquitlam Sports Centre Commission was held on July 9th, 1964 at 8: 30 p.m. at the Sports Centre - Commissioners Coote and Hughes and Councillors Clarke and Boileau present. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer. Comm. Coote, Chairman, called the meeting to order.

The Chairman explained that this special meeting was called in order to hear from F. Butcher Sign & Display Services Ltd. as to whether or not the option to use the Sports Centre for August 13th, 14th and 15th granted would be taken up. Mr. Ashbaugh, Chairman of the Chamber of Commerce, then addressed the meeting advising that the prospects of the Western Family Festival now appear improbable. He went on to read three letters received recently. The first a letter from R. LeClair writing for the Sports Centre Commission; the second a letter from Mr. F.L. Pobst, Clerk of the Municipal Council; and third a letter from Mr. Hanley on behalf of F. Butcher Sign & Display Services Ltd. His report culminated in two new suggestions - one that the whole matter of putting on the Western Family Festival be turned over to Conventions Unlimited who in their sole discretion would carry out the programme and renting the facilities, that is the arena building, from the Commission only. Second, that the whole matter be turned over to the Sports Centre Manager who might hire Conventions Unlimited to sell display booths or whatever he felt would be required in order that the show might go on. In this situation the Chamber of Commerce would lend its full support to carrying out the venture to a successful conclusion.

At this point the Chairman asked Mr. Hanley to give his views speaking for F. Butcher Sign & Display Services Ltd.

Mr. Hanley reported that in view of commitments already made wherein it was expressed that the Chamber of Commerce and the District of Coquitlam were co-sponsoring the venture, whereas it now appeared that the District of Coquitlam would not be prepared to sponsor the show, now made it imperative that a complete withdrawal from the proposition to stage the Western Family Festival by his company must be seriously considered. Mr. Hanley went on to report that the letter received signed by R.A. LeClair was so vague as to completely change the whole concept of what was proposed in the first instance. Instead of his company acting with freedom, the wording of that letter could have unduly hampered the successful production of the Western Family Festival. In view, therefore, of these unstable basic regulations, there appeared to be no choice for his company but to withdraw from the whole display. Co. Clarke at this point explained that while the letter from R.A. LeClair could have been technically interpreted in such a way as to bind unduly the production of the Western Family Festival, that such was certainly not the intent. The intent was that the Manager should have full control over the protection of the premises and safety of the patrons. Nothing beyond this was intended.

The Chairman then asked whether in view of the explanations received by the Commission and the apparent willingness to co-operate by the Chamber of Commerce, that F. Butcher Sign & Display Services Ltd. would not reconsider its position and carry on with the staging of the Festival. To this end it was suggested that the Chamber of Commerce and the Company meet privately to discuss its current position and to advise the Commission with finality as to whether or not such staging could not go on despite the apparent misunderstanding. With this, both the Chamber and the Company agreed to report within a few minutes. The group then retired to other quarters to reconsider the whole proposition.

The meeting then went on to discuss two things - a) Manager's holidays to commence August 22nd, 1964 and b) recent experience with regard to rollerskating.

Thursday, July 9th, 1964, continued.

The Chamber of Commerce representative then returned to the meeting and reported that F. Butcher Sign & Display Services Ltd. had completely withdrawn and would not exercise its option to use the Sports Centre to put on the Western Family Festival. The second proposition put forth by the Chamber that the Sports Centre Manager might carry on with the promotion was discussed briefly and the decision was that no such attempt be made this year. It was felt, however, that perhaps in the next year that an earlier start might be made and such a proposition could be entertained.

Moved by Co. Clarke seconded by Co. Boileau:
That the meeting adjourn.

Carried.

.....
CHAIRMAN

Monday, July 27th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission was held on July 27th, 1964 to accommodate the Chairman who would not be present for the regular meeting date of July 30th.

The meeting was called to order at 7:00 P.M. Present were Comm. Coote, Co. Clarke and Co. Butler. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Municipal Treasurer.

Comm. Hughes arrived at 8:00 P.M.

Moved by Co. Butler seconded by Co. Clarke:
That the minutes of the meeting of June 25th, 1964 be adopted as circularized.

Carried.

The minutes of the meeting held on July 9th were tabled for consideration at the next meeting.

Co. Clarke gave a summary of what had transpired to date regarding the applications for the Assistant to the Manager. He reported that 120 applications were received. Of these, all of the 18 residents of the District of Coquitlam had been interviewed. In addition eight non-residents with the best qualifications of the remaining applicants were also interviewed.

Co. Clarke reported that six candidates had been selected to appear before the Commission in order that a final selection could be made.

The Secretary then presented to the Commission a job description which he and the Manager together composed of the work entailed in the position "Assistant to the Manager".

The meeting then went on to interview the six applicants. Those interviewed were:

O.L. Holien
Daryl Coates
Bob Hammond
Roy Hammond
Charles Lawrence
Les Edwards

Moved by Co. Butler seconded by Comm. Hughes:
That Co. Clarke, R.A. LeClair, and Mr. Dukowski meet again with Mr. Lawrence and upon satisfaction of further queries, that the Committee be empowered to hire him for the duties of Assistant to the Manager.

Carried.

After a further discussion of the matter, it was decided that Mr. Lawrence should immediately be contacted to have certain points re-clarified and that upon satisfaction, that the meeting could then go on to make the final appointment on that evening.

Upon Mr. Lawrence's return, Co. Clarke then discussed in detail requirements of the position and returned to the meeting to state that Mr. Lawrence had finally considered all aspects of the position and was now prepared to accept the offer. Mr. Lawrence stated that he would be prepared during the month of August to attend the Sports Centre during evenings in order to become acquainted with the requirements of the position. He went on to say that he was not in a position to commence his regular duties with the Sports Centre until the 1st of September. The Secretary was then asked to make a credit check on Mr. Lawrence for a reference to Council who would finally ratify the appointment upon recommendation of the Commission.

Monday, July 27th, 1964, continued.

Moved by Co. Butler seconded by Co. Clarke:
That the financial statements for the period ended June 30th, 1964 be adopted as presented.

Carried.

The Manager reported on efforts to resurrect the Western Family Festival as a project to be undertaken and promoted by the Commission. He pointed out that due to the lack of time to promote the festival as was originally contemplated, it was no longer possible. He went on to report, however, that a modified promotion could be proceeded with and details were presented for their consideration. The Commission determined that the only out-of-pocket expenses which would precede the show would, at the maximum, amount to \$900.00 for promotion and advertising.

Moved by Co. Butler seconded by Co. Clarke:
That subject to ice plant expenditures being held over and provided that a written understanding of the share gate arrangements from shows and other admissions as stated, that the family frolic as proposed by the Manager be proceeded with.

Carried.

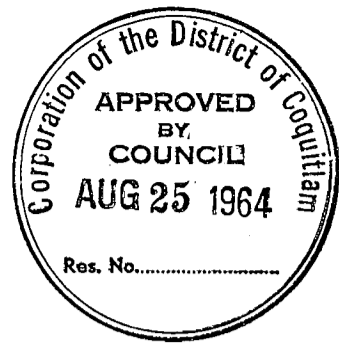
Co. Butler reported for the Building and Grounds Committee stating that a plan of office accommodation for the Sports Centre have been drawn and presented by Carlberg Jackson Associates, Architects.

LeClair went on to report that the Architects had called, or were in the process of calling, for select tenders from Hartley, Leslie, Hartley and M. & C. Contractors. The Commission directed that Mr. Alf Zirk be also contacted and an estimate received from him. The Commission agreed that provided tenders were received to the satisfaction of the Grounds and Building Committee and that the amount was within the budget, that a contract be awarded.

The Building Committee went on to report and tabled with the Manager propositions on air cooling from Canadian Ice Machine Co. Ltd. for an amount of \$2,796.00 plus applicable taxes and George J. Cory Refrigeration Ltd. for an amount of \$4,405.00 plus applicable taxes.

The meeting then adjourned.

.....CHAIRMAN



SPORTS ARENA COMMISSION MINUTES

August 3rd, 1964.

A special meeting was called by Co. Butler at 5:00 p.m., Monday, August 3rd, 1964, at the Municipal Hall to open Tenders for "Alterations to the Main Lobby, Sports Centre".

The following were present:

Co. Butler.
Mr. J. Dukowski.
Mr. F. L. Pobst
Mr. H. F. Hockey.

Tenders were as follows:

Hartley, Leslie & Hartley Ltd.	\$1,070.00
M & C Contractors	\$1,180.00

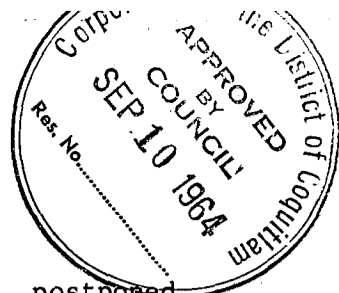
Co. Butler indicated he would confirm with Comm. Coutts, the other member of the Building Committee, to award the contract to the lowest tender and if Comm. Coutts was in agreement, Mr. Dukowski instruct the successful Contractor.

The meeting then adjourned.

.....Chairman.

Thursday, September 3rd, 1964

SPORTS CENTRE COMMISSION



The regular meeting of the Coquitlam Sports Centre Commission, postponed from August 20th, 1964 was held September 3rd, 1964 at the Sports Centre at 7:30 P.M.

The Chairman called the meeting to order at 7:30 P.M. Present were Comm. Coote, Co. Clarke, Co. Butler, Co. Boileau. Also present was Mr. R.A. LeClair, Municipal Treasurer.

Moved by Co. Butler seconded by Co. Clarke:
That the minutes of the meeting held July 27th, 1964 be adopted as circularized.

Carried.

Moved by Co. Boileau seconded by Co. Clarke:
That the minutes of the meeting held July 9th, 1964 be adopted as circularized.

Carried.

The Chairman then asked for comments of any members of the Commission on the latest attempts to proceed with the Western Family Festival as described in the minutes of July 27th, 1964. In this connection Co. Clarke reported having had a discussion with Mr. Dukowski and that it had been decided that due to the lack of time, plans had to be abandoned. Co. Clarke went on to report that plans for the raffle of bicycles were also abandoned.

Co. Butler reported that on August 3rd, 1964 bids for the construction of an office in the lobby and the relocation of ticket booths were opened. Tenders were received as follows:

Hartley, Leslie & Hartley Ltd.	\$ 1,070.
M & C Contractors	1,180.

Based on the above tenders, it had been decided that Hartley, Leslie & Hartley Ltd. be awarded the contract. However, upon later consultation with the contractor, it was found that proceeding with this work could not take place until some six to eight weeks later. As a result of this information, it was later decided to award the contract to M & C Contractors.

Moved by Co. Clarke seconded by Co. Boileau:
That efforts be made to obtain the services of the Municipal maintenance man to install a Dutch door in the ticket office.

Carried.

Moved by Co. Boileau seconded by Co. Clarke:
That Co. Butler look into the feasibility of providing ventilation in the ticket booth.

Carried.

Co. Clarke then asked for a discussion as to the intended use the new office would be put to. He stated that it was his impression that this office was to be the administrative office and that the upstairs office was to be the Manager's office. Co. Boileau stated that he also was of that opinion, as he had recalled that the Manager preferred the upper location in order that he could survey the activities on the ice-skating surface. The matter was left for further discussion with the Manager as soon as he returns from vacation.

Thursday, September 3rd, 1964, continued.

Co. Clarke then suggested a meeting of the Finance Committee together with the Chairman of the Commission to discuss the administrative process with particular reference to the duties of Mr. Charles Lawrence. The Chairman suggested that such a meeting should be held as soon as possible after the staff meeting to be held on September 9th.

Moved by Co. Clarke seconded by Co. Butler:
That the matter of air cooling in the curling rink as proposed in the final paragraph of the minutes of July 27th, 1964 be left with the Chairman in his discretion.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That Mr. Cross be paid a week's wages in lieu of the overtime worked as was agreed by Mr. Cross and the Manager.

Carried.

The Secretary was asked to bring forth a breakdown of expenditures under the heading "Ice Plant and Engine Room" which on the statement dated July 31st was recorded as \$694.28.

Moved by Co. Butler seconded by Co. Clarke:
That the Financial Statements for July 31st, 1964 be approved as presented.

Carried.

Co. Butler reported on a possible access or exit from the Sports Centre grounds from the East to Linton Street. The Commission were in general accord with such a proposition and agreed that Co. Butler should proceed.

Co. Boileau expressed disappointment because the schedule cards circularized with the water bills did not signify a date as to the start of skating and ice curling activities at the Sports Centre, for the coming season.

Moved by Co. Clarke seconded by Co. Butler:
That the matter of advertising through the Parks & Recreation Brochure be investigated by Co. Boileau and that if time permitted that advertising through this media be considered.

Carried.

Moved by Co. Clarke seconded by Co. Butler:
That the Secretary be in touch with the Manager to determine what complaint was made regarding the ballasts in the cold area of the Sports Centre and what reply had been received either from the Architect or the Consulting Engineers, and that upon the receipt of unsatisfactory answers, that the Municipal Solicitor's advice be obtained as to whether the Municipality has recourse.

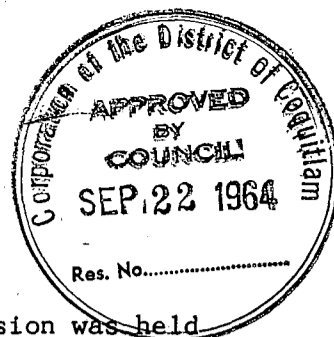
Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the meeting adjourn.

Carried.

.....CHAIRMAN

Thursday, September 17th, 1964



SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission was held on Thursday, September 17th, 1964 at 8:15 P.M. All members of the Commission were present. Also present were Mr. Dukowski, Manager, and Mr. Frank Proctor, Acting Secretary.

Moved by Co. Clarke seconded by Com. Hughes:
That the minutes of the meeting held September 3rd, 1964 be adopted as circularized.

Carried.

Comm. Coote enquired as to what transpired re ventilation in the ticket booth. It was agreed that ventilation arrangements for the office and ticket booth be left in abeyance.

Comm. Coote reported on a meeting of the Finance Committee which had decided that the office in the main lobby would become the general office and that the upstairs office would be used as Mr. Dukowski's office with a space available for Commission meetings. The office safe was to be moved to the general office. All cash transactions would be handled in the general office. Mr. Dukowski reported that the move to the new general office would be completed on the week-end of September 19th and that they are presently awaiting the installation of phones and wiring.

The matter of ballasts in the cold area of the Sports Centre was brought up. It was left that the Manager was to gather the facts and to supply same to the Secretary.

Comm. Hughes enquired as to the reason for the small amount of revenue compared to the budget on item "broom rentals".

Moved by Co. Clarke seconded by Co. Boileau:
That in view of the outstanding account owing by the Commercial Sunday League and Esco Hockey Club, no further time be allotted unless the accounts are paid and also that individual curlers or clubs owing for ice time for the last season be treated in the same manner.

Carried.

The Manager was directed to offer no further discounts to individuals for curling time and that all curling bookings be arranged through clubs only.

Comm. Hughes suggested that an advertisement be placed in the newspaper regarding available curling time on Sunday and Saturday mornings from 8:00 A.M.

A general discussion then ensued on a fine report by the Coquitlam Minor Hockey Association.

Moved by Co. Clarke seconded by Co. Boileau:
That the Coquitlam Minor Hockey Association be officially advised, firstly - that ice time is available from 6:00 A.M. to 8:00 A.M. and that four additional hours could be provided; secondly - that the \$564.00 outstanding account must be paid prior to the commencement of the new season; thirdly - that if the Association fell behind in payments for ice time arranged for in the coming season, that the Commission might have to decide to curtail the ice time allotted them.

Carried.

Thursday, September 17th, 1964, continued.

Comm. Hughes suggested that a statement be prepared by the Manager which would inform the public of the service rendered at the Sports Centre. Such a statement should include statistical report on attendance as well as the cost to operate the Municipal Sports Centre.

Moved by Co. Butler seconded by Co. Clarke:

That a press release be prepared based on the above facts and that such press release be handled by the Booking and Promotion Committee.

Carried.

Co. Clarke gave a report on the cost of operating the Arena as prepared by the Finance Committee.

The Booking and Promotion Committee reported that a joint meeting with the Recreation Commission was to be held in the near future to discuss areas of co-operation between the Recreation Commission and the arena management.

Mr. Dukowski reported that the Vancouver Canucks would be holding practices at the Sports Centre and that they will be holding an inter-squad game at the Sports Centre with proceeds allocated to the Minor Hockey Association.

Mr. Dukowski went on to report that on October 3rd an exhibition game between the Vancouver Canucks and the Seattle Club would be held at the Sports Centre.

The Grounds and Building Committee reported of difficulties encountered in repairing the time clock. Co. Butler stated that the exit road from the Sports Centre to Linton Street would be opened.

The Manager brought forth a letter from Staff Sargent Ruttan written on behalf of the R.C.M.P. hockey team requesting hockey practice time at a reduced rate. Co. Clarke suggested that time was available from 6:00 a.m. to 8:00 a.m. at a rate of \$10.00 per hour.

Mr. Dukowski reported receiving a complaint from Mr. Gary King that he had not been paid the usual rate of \$2.14 an hour for the periods June 16th to June 30th and July 1st to July 15th and a further dispute that he had not been paid for two hours' work on July 16th, 1964. The rates paid to Mr. King for the period June 16th to July 15th were at \$1.75 per hour. Mr. Dukowski stated that the work which Mr. King had performed on July 16th was entirely unsatisfactory and that in his opinion this should not be paid.

Moved by Co. Butler seconded by Co. Boileau:

That Mr. King be paid at the rate of \$2.14 per hour for work performed from June 16th, 1964 to July 15th, 1964 and that no pay be given him for the two hours' work on July 16th, 1964 and that Mr. King be so informed.

Carried.

The meeting then adjourned.

.....CHAIRMAN

Thursday, October 22nd, 1964

SPORTS CENTRE COMMISSION

The regular meeting of the Coquitlam Sports Centre Commission was held on Thursday, October 22nd, 1964 at 7:30 p.m. All members of the Commission were present. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Treasurer.

Moved by Co. Clarke seconded by Co. Boileau:
That the minutes of the meeting held September 17th, 1964 be adopted as circularized.

Carried.

Comm. Coote asked the Manager for a report on scheduled events for the season 1964-65 at the Sports Centre giving treatment if possible to accommodating the Minor Hockey Association with additional ice time.

Mr. Dukowski referred to a schedule of events for the week commencing October 21st, 1964 and ending October 27th, 1964. He submitted that this was a schedule of a typical week for the season. Mr. Dukowski proceeded to explain the schedule in detail and to justify ice time allocation as was shown in the schedule. It was pointed out that an additional period for family skating had been provided on Tuesday evenings over and above the amount provided for family skating in the season 1963-64. In support of scheduling additional family skating time, a report showing details of attendance for Friday night sessions of family skating in the season 1963-64 and one showing the attendance on Tuesdays and Fridays in the season 1964-65 to date was presented.

Mr. Dukowski went on to report that he had on hand two barrels for flooding ice. These barrels had been acquired by the Sports Centre at the time of construction. Since, however, the method of flooding ice was altered when the operation of the Sports Centre commenced, these two barrels had not been used and that there was no prospect for the use of this equipment. He went on to state that he had been offered \$200.00 for each of the barrels.

Moved by Co. Butler seconded by Co. Boileau:
That the two flooding barrels be sold at a price of \$200.00 each.

Carried.

The Manager reported a heaving in the curling rink floor.

Moved by Co. Boileau seconded by Co. Butler:
That the Council be notified of the heaving in the curling rink floor.

Carried.

Mr. Dukowski reported a request by the Boy Scouts Association wishing to make use of the Sports Centre but that they had requested that they be permitted to operate their own concession facilities. No action was taken in this matter.

Co. Butler gave a report on matters leading to a delegation attending the Sports Centre meeting from the South East Coquitlam Ratepayers' Association.

The delegation consisting of Mr. Burchette, Mrs. Atkinson and Mr. Knight from the South East Coquitlam Ratepayers' Association were invited into the meeting. The delegation stated that there had been reports to their Association of mounting dissatisfaction over the high fee charged for junior hockey players by the Minor Hockey Association. They went on to describe dissatisfactions expressed by coaches and parents of the inadequate time allotted and even the unsuitable times allotted for minor hockey.

Thursday, October 22nd, 1964, continued.

The high fees being charged by the Minor Hockey Association they felt reflected the high rates being charged that Association for ice time. Members of the delegation went on to point out that at the time the by-law was presented to the people for the construction of the Sports Centre, inferences were made that skating facilities would be made available to participants at rather nominal rates which would be made possible from the lucrative revenues derived in the curling section of the Sports Centre.

Commission members replied to the delegation stating that the objects of the Commission were primarily to fill a need for a recreation in the community and in filling the need of recreation for the community, groups of varying interests had to be accommodated. It was explained that while minor hockey was a very important part of the over-all recreation programme for which facilities were being provided, that a great many other interests remain to be satisfied. It was pointed out that ice time allocation was under constant review in order to ensure that all needs for recreation were being fulfilled and always bearing in mind that economically the schedule could be justified.

The South East Coquitlam Ratepayers' Association delegation left the meeting on the understanding that a letter would be forthcoming to them describing the outcome of a meeting which was to take place later this evening with the President of the Minor Hockey Association. The Secretary then tabled with the Commission a statement which had been prepared at the request of Co. Clarke describing the result of the operation for the first full year of operation from September 1st, 1963 to September 1st, 1964.

A discussion then ensued on a news release which should be prepared and reviewed by the Commission to be published on a date as soon as possible. It was agreed that the Chairman was to have in his hands on or before October 31st a news release drafted by the Manager to embody all types of information which might be of general public interest for his review. This release would be studied by the members of the Commission and be released in its final form by November 15th, 1964.

It was agreed that a meeting should be arranged between the Building Committee, Co. Clarke, and the architects accompanied by the electrical engineering consultants to discuss the matter of light ballasts in the Sports Centre building. The date for such a meeting was Thursday, October 29th, 1964 at 8:00 p.m.

Moved by Comm. Hughes seconded by Co. Boileau:
That a list of accounts receivable as of October 31st, 1964 was to be prepared by the Manager and mailed to each member of the Sports Centre Commission to be received by them not later than November 7th, 1964.

Carried.

Moved by Co. Butler seconded by Co. Clarke:
That temporary office help be obtained immediately by the Manager to replace Mrs. McCready.

Carried.

The Chairman directed that the Manager prepare a monthly highlight report to be circularized to all members of the Commission for consideration prior to the monthly meetings. Such a report should embrace matters such as employees sick time, accidents, breakdowns, ice conditions, general attendance to activities and other matters which in the opinion of the Manager should be of interest to members of the Commission.

Moved by Co. Clarke seconded by Co. Boileau:
That the financial statements for the period ended September 30th, 1964 be accepted as circularized.

Carried.

Thursday, October 22nd, 1964, continued (3)

Co. Butler reported that he had investigated the possibility and advisability of providing a room for supervised play area for the children of curlers which had been requested by the Ranch Park Ladies Curling League.

Moved by Co. Butler seconded by Co. Boileau:

That a letter be written to the Ranch Park Ladies Curling League advising that the room indicated for use as a supervised area for children of curlers is inadvisable and inappropriate.

Carried.

Co. Butler reported that the opening of an access road to the East of the Sports Centre had not been forgotten and that in the near future this matter would be attended to.

The Manager reported that grit continues to be prevalent in the water supplied to the Sports Centre from the Municipal water system.

Moved by Co. Clarke seconded by Co. Boileau:

That representation be made to the water department to have a filter placed on the water surface at the Sports Centre.

Carried.

Co. Butler reported a need for toilet facilities in the figure skating room and advised that he would have an estimate prepared in order that same might be considered in future budgets.

The Manager reported the desirability of having a curb placed around the flowered or planted areas at the Sports Centre.

The Manager was requested to thoroughly investigate the possibility of promoting a Christmas Festival in the 1964 season. It was suggested that Mr. Cunnings, local service clubs and members of the Commission would undoubtedly be available with suggestions as to how this might be successfully brought about.

Comm. Hughes reported on a recent discussion which would warrant the investigation of mechanized concession facilities. He went on to report that an offer had been made to him for the renting of roller skates at a price of \$1.00 per pair per month. He continued to point out that it may be well for the Commission to consider sale of the roller skates now on hand and to enter into an arrangement for renting roller skates. Comm. Hughes pointed out that he had been made an offer of \$7.00 per pair for all skates that the Commission now had on hand. It was agreed that the Finance Committee would consider this matter and report to the next meeting of the Commission.

Moved by Co. Boileau seconded by Co. Clarke:

That the matter of numbering of seats be referred to the Building Committee and that a recommendation be made at the next meeting.

Carried.

As a result of arrangements made by the Chairman, Mr. Ted Killingsworth, President of the Coquitlam Minor Hockey Association, attended the meeting. The purpose of his attendance was to give a general explanation of the reasons for the letter received by the Commission dated October 19th, 1964 and signed by the Secretary, Mr. Folkstad.

Thursday, October 22nd, 1964, continued (4)

Mr. Killingsworth went on to describe an explosive situation within the Minor Hockey Association which occurred as a result of inadequate time being available to Minor Hockey to accommodate the juvenile teams. He pointed out that some of the time now allocated to the Minor Hockey Association was being utilized for inter-city competition. To complicate matters, original scheduling of minor hockey allocation was based on the schedule which had been published by the Sports Centre which had indicated one hour of time additional to the amount which was now available. While these items were the principal reasons that the letter from the Association was dispatched, two further sources of irritation to the Association were described by Mr. Killingsworth. On the one hand, some of the members of the Association had been harbouring the view that ice time for an association such as the Minor Hockey group would be made available at no cost. The other matter which had caused concern was that ice cleaning took place during the time for which they were being charged.

The members of the Commission thanked Mr. Killingsworth for being present and for his explanation as background for the letter which the Commission received from the Association. An offer of an additional hour on Friday afternoons was made by the Commission to Mr. Killingsworth for use of the Minor Hockey Association. In making this offer, the Commission wished to make clear that the offer was not made in answer to the letter which the Association had sent, but rather as an answer to the request made by Mr. Killingsworth.

A communication dated September 20th, 1964 from the Coquitlam Figure Skating Club enquiring into the possibility of lower ice rental fees was tabled until the next meeting.

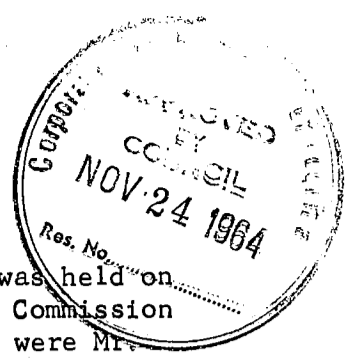
Moved by Co. Clarke seconded by Co. Boileau:
That the meeting adjourn.

Carried.

.....CHAIRMAN

Thursday, November 19th, 1964

SPORTS CENTRE COMMISSION



The regular meeting of the Coquitlam Sports Centre Commission was held on Thursday, November 19th, 1964 at 7:30 p.m. All members of the Commission were present save Co. Butler who is on holidays. Also present were Mr. Dukowski, Manager, and R.A. LeClair, Treasurer.

Moved by Co. Boileau seconded by Co. Clarke:
That the minutes of the regular meeting held October 22nd, 1964 be adopted as circularized.

Carried.

Having circularized an amended budget for the Sports Centre Commission prior to the meeting, the Secretary was asked to outline briefly the changes that had been made in the budget and to give a brief explanation of the major items of increase or decrease either in revenue or in expenditure.

Following the discussion on budget, the Commission went on to discuss the list of accounts receivable that had been tendered to them. It was noted that there had been a discrepancy in the amount of accounts receivable circularized to the Commission as compared to the list that had been attached to the financial statements.

Moved by Co. Clarke seconded by Com. Hughes:
That curling dues for the season 1963-64 still remaining unpaid on the Commission's records be written off and that patrons for which debts had been written off be not permitted to use the Sports Centre facilities until the accounts had been paid.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the financial statements for the month ended October 31st, 1964 be adopted as circularized.

Carried.

The Chairman reported that the Secretary had received from Mr. and Mrs. Fitzgerald correspondence which alleged that their membership in the Coquitlam Figure Skating Club had been wrongfully cancelled. Mr. Coote went on to discuss in detail the contents of the correspondence with Commission members. He pointed out that Mr. and Mrs. Fitzgerald expected that the Commission should launch an investigation into the circumstances surrounding their club cancellation. Reference was made to a decision of the Commission at their February meeting that the whole matter appeared to be an internal concern of the Coquitlam Figure Skating Club and that the Commission was powerless to take action.

Moved by Co. Clarke seconded by Co. Boileau:
That a letter be forwarded to Mr. and Mrs. Fitzgerald stating that the situation described in their correspondence is an internal matter of the Coquitlam Figure Skating Club and that there would be no action taken on their behalf by the Coquitlam Sports Centre Commission and that there will be no representation accepted by this Commission.

Carried.

The Secretary read a submission by the Coquitlam Figure Skating Club which incorporated a statement of receipts and expenditures for their club in the season 1963-64 and a request that the Commission consider the possibility of lowering ice rental fees to this club.

Moved by Co. Blarke seconded by Co. Boileau:
That a letter be sent to the Coquitlam Figure Skating Club thanking them for their submission and advising that although the club was experiencing certain difficulties in this initial period of operation, however, that the ice rental rates to the club were fair and that there would be no change

Carried.

Thursday, November 19th, 1964, continued.

A letter from the Coquitlam Recreation Commission was received pointing out the need for a trophy display case in a public place and that it would appear that the Sports Centre would be an ideal location for such a trophy case.

Moved by Co. Boileau seconded by Co. Clarke:

That a reply be made to the Coquitlam Recreation Department to the effect that the construction of the trophy case would be considered in the 1965 budget.

Carried.

Because the regular meeting date for the Sports Centre Commission would normally take place on December 24th, it was agreed by all members that such meeting should be held on December 17th, 1964 at the Sports Centre at 7:30 p.m.

Moved by Co. Clarke seconded by Co. Boileau:

That the Building & Grounds Committee obtain three bids for the construction of toilet facilities in the figure skating room to be included in the 1964 budget.

Carried.

The Manager was asked to look into the possibilities of installing a number of lights on the existing fixtures along the west wall of the curling portion of the Sports Centre for the Christmas season.

The Manager was directed to make immediate preparations for a one night variety show sometime preceding Christmas.

The Chairman reported having recently received reports from the Manager from which information could be used and issued to the press for a press release. It was agreed by the Commissioners that all newspapers which circularize within the Municipality should be invited to a luncheon in the early part of the week commencing November 23rd and arranging for a press release of information which should be of interest to the public at large.

The Manager then tabled the following reports:

- a) proposed Christmas holiday schedule
- b) schedule of hours during which the Sports Centre would be open in the period December 22nd, 1964 to January 3rd, 1965
- c) schedule of events for the week November 18th to 24th, 1964
- d) activities report for the month of October, 1964
- e) schedule of accounts receivable disclosing the status of the accounts at October 31st, November 7th and November 15th.

The Manager then reported that public skating sessions on Tuesdays from 8:30 to 10:30 were not well attended. After some discussion it was felt that this public skating session should be carried on but that the Commission should receive further reports in future as to whether or not attendance was improving.

The Manager then reported that he had kept a watchful eye on the lighting in the curling area and specifically pointed out that on November 8th, 22 lights were out at noon and at 4:00 p.m. six lights were still out.

Moved by Co. Clarke seconded by Co. Boileau:

That the Manager keep a log on the curling light situation and that weekly reports be submitted to the consulting engineers.

Carried.

The Manager reported that the cost of sweeping the parking lot was running higher and higher. He suggested that perhaps the Commission would permit the inclusion of a commercial vacuum cleaner in the budget for the next year.

Thursday, November 19th, 1964, continued (3)

Co. Clarke pointed out that it may be that the Municipality will purchase a street sweeper in the year 1965 and that the purchase by the Commission of a commercial type sweeper may not be necessary.

The Manager reported having received an offer from Rollerway of \$9.00 per pair for the Sports Centre's roller skates. The terms of payment were to be \$500.00 with the balance payable at \$140.00 per month.

Moved by Co. Boileau seconded by Co. Clarke:
That the offer be tabled for further consideration.

Carried.

The Manager went on to report that he planned to look into the possibility of promoting a "Do It Yourself" show to be held during the month of May, 1965.

Moved by Co. Clarke seconded by Co. Boileau:
That gift tickets be made available at a 25% discount provided they be purchased in \$3.00 minimum lots.

Carried.

Co. Boileau reported that the Reeve had been offered a gift of a clock from the Palm Ice Cream Company to be installed over the main lobby exit door. The Secretary was instructed to advise to Reeve to ask the company to proceed with the installation.

Councillors Boileau and Clarke asked that copies of reports supplied to the Chairman in connection with the proposed press release be made available to each member of Council who is a member of the Sports Centre Commission.

The Manager then asked that a policy be established as regards the renting of concession facilities in conjunction with special events for which groups would be renting the ice. He reported that the Boy Scouts Association had been in touch with him to hold a Jamboree at the Sports Centre but specified that they wished to operate their own concession facilities.

Moved by Com. Hughes seconded by Co. Boileau:
That concession facilities should be maintained by the Sports Centre Commission and that the Manager advise the Boy Scouts Association to this effect.

Carried.

Moved by Co. Clarke seconded by Co. Boileau:
That the meeting adjourn.

Carried.

.....CHAIRMAN