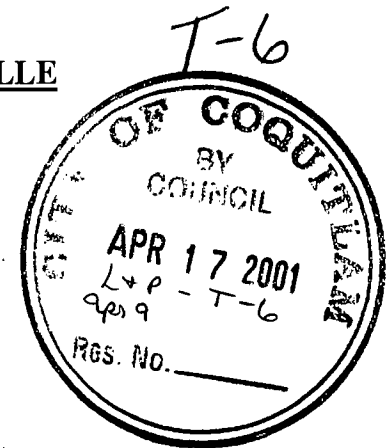




CITY OF COQUITLAM/PLACE MAILLARDVILLE  
TASK FORCE  
MEETING MINUTES  
APRIL 2, 2001



Task Force Members Present: Councillor Maxine Wilson – Chair  
Jean Lambert  
Floyd Munson  
Bob McBay  
Johanne Dumas  
Fern Bouvier  
Eunice Parker – Vice Chair

Staff Present: Barry Elliott, General Manager Leisure & Parks Services  
David Leavers, Manager Leisure & Parks West Division  
Gwen Wong, Staff Leisure & Parks Services

ITEM I – NEW BUSINESS

1. Welcome/Introductions/Background

Councillor Maxine Wilson welcomed everyone and asked for introductions including background.

Barry clarified the role of Leisure & Parks staff. Staff may participate and will organize meetings in terms of minutes. However, they will not be involved in decision-making.

2. Review Council Resolution

Councillor Maxine Wilson directed members to review correspondence addressed to Association Habitat Maillardville regarding reasons for establishment of a community-based task force. She also directed members to review excerpt from Leisure, Parks & Cultural Services Committee minutes, regarding Société Maillardville Unis proposal to rent and expand space at

Place Maillardville at no cost to the City. Barry clarified that Option #3 was preferred, because Council wished to see one facility shared. The existing Board, according to Barry, has reservations about shared facility space. He emphasized that the role of the Task Force is to recommend a governance approach for Place Maillardville. Councillor Maxine Wilson further expressed that the Task Force establish vision and mandate for Place Maillardville for the benefit of the community.

Joanne wished to explain why Société Maillardville Uni was requesting office space. The Society has been growing and wish to be closer to the community who they serve. They would expand present space, not use existing space. Their programs would be available to the entire community. Councillor Maxine Wilson added that the Society could also generate federal heritage dollars to preserve the heritage in the community.

Eunice asked for clarification regarding Place Maillardville Board. Councillor Maxine Wilson replied that eight people are currently on the Board, with four vacancies.

### 3. Review/Amend Terms of Reference

Fern made the motion that Terms of Reference be accepted.  
SECONDED BY EUNICE.

CARRIED

Johanne wished to clarify that if members have reservations with her participation in the Task Force, she will leave the Committee. Councillor Maxine Wilson replied that she would have difficulties if members wished to maintain the status quo of Place Maillardville. Barry clarified that members were recruited as individuals, despite their affiliations with various organizations. He further explained that there could be potential conflict if members are being interviewed about the issue, as well as sitting on this Committee. The consensus from the Committee is that they are comfortable with Johanne's presence.

### 4. Timeframe/Critical Path

Councillor Maxine Wilson emphasized that the Task Force has 2½ months. Fern stated that Terms of Reference Two has been satisfied through the establishment of the Task Force. For Reference Three, he recommended that possibly a survey be put together for the purpose of collecting information from external stakeholders. Furthermore, he stated that Johanne could cover the Associations within her Society. Councillor Maxine Wilson replied that we only have the list of rental groups versus hearing from greater community. Councillor Maxine Wilson reported that there is concern from current users

regarding the future status of Place Maillardville. The Executive Director of Place Maillardville has a list of community members who wished to provide input.

Floyd recommended that we hold town hall meetings at Place Maillardville.

Eunice inquired about whether Leisure & Parks fees and charges apply to Place Maillardville. Barry clarified that a certain amount has to be attained. David provided a list of costs, which is contained in their folder.

Barry recommended that the Task Force hold a future meeting at Place Maillardville.

Fern recommended that staff participate fully as possible. Due to the strict time line, they would appreciate their expertise and knowledge. Gwen replied that Barry reported staff will be participating fully. She is trying to become familiar with the issue and inquired about the deadline. She believes that, due to the issue being longstanding, the work needs to be done properly. Barry replied that ultimately Council will make a funding decision by November 10. Staff will need to prepare a budget by late September. He advised the Task Force that recommendations would be required by September 15 at the latest.

Councillor Maxine Wilson and Barry inquired about whether more history is required by the Task Force. Fern believes that the Task Force needs to focus more on the future. Questions were asked regarding staffing. David stated that he has a report from Place Maillardville regarding staffing.

Johanne believes that a questionnaire is needed immediately and that a point of reference be used, e.g. Pinetree Community Centre.

David shared the general climate about the staff and Board at Place Maillardville. He recommended that the Task Force keep with the strict time line.

Eunice inquired about the possibility of Place Maillardville being run as a City facility. Councillor Maxine Wilson replied that Council did consider the option. Johanne did point out that the City has good examples of community-based facilities, e.g. Evergreen, Place des Arts.

Gwen inquired about whether we will be working closely with the Board and asked those who live in Place Maillardville if information would be easy to obtain from the community who are not using the Centre.

Councillor Maxine Wilson summarized that we need more information from the community; that we use a combination of surveys and town meetings and that we stay with the June 15<sup>th</sup> deadline.

Floyd asked for the design plans regarding the new addition. Barry replied that the plans will be included in their minutes.

Councillor Maxine Wilson asked about any other groups. Fern added that the more information obtained, the better.

Barry asked if the Task Force would like to invite future guests, e.g. representatives from the Board. Councillor Maxine Wilson recommended that the Board be invited to a neutral location. Fern added that City Hall be the chosen location for both Board and Executive Director. David recommended that the tour and meeting with the Executive Director happen at Place Maillardville.

#### Ideas Discussed Involving Others In The Process

- Questionnaire? List some services (e.g. Pinetree) to see if community wants those services
- Block mailing questionnaire to Uni members?
- Block mailing questionnaire to all existing user organizations?
- Block mailing to non-users, community members, churches, schools, etc.
- Association Habitat Maillardville – Board input?
- Town Hall meeting?
- Building tour
- Council funding decision

#### 5. Meeting Schedule

See below.

### **ITEM II – OTHER BUSINESS**

Check with Clerks Department regarding parking passes.

### **ITEM III – NEXT MEETING DATE**

The consensus from the Task Force is that we meet with the Advisory Board first. The Task Force agreed to Friday, April 6<sup>th</sup> at 1:00 p.m. in the Council Committee Room (main floor). As many Board members would be invited, 1:00 – 2:00 p.m. Task Force would debrief 2:00 – 3:00 p.m.

Tour and meeting with Executive Director would be scheduled for Thursday, April 12<sup>th</sup> at 9:00 a.m. Barry will be the staff representative.

The next business meeting is scheduled for Friday, April 20<sup>th</sup> at 1:00 p.m. at City Hall. David will be the staff representative.

**ITEM IV – ADJOURNMENT**

The meeting adjourned at 3:15 p.m.

  
CHAIR

CITY OF \_\_\_\_\_

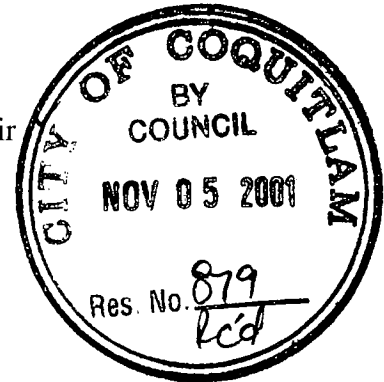
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**CITY OF COQUITLAM/PLACE MAILLARDVILLE**  
**TASK FORCE MEETING MINUTES**  
**October 23, 2001**

Task Force Members Present: Councillor Maxine Wilson – Chair  
Blossom Broussard  
Arnold Fenrick  
Jean Lambert  
James Robinson  
Shannon Furze  
Jean Assant



Staff Present: Barry Elliott, General Manager Leisure & Parks Services  
David Leavers, Manager Leisure Services West Division  
Gwen Wong, Staff Leisure & Parks

**ITEM I – WELCOME AND INTRODUCTION**

**ITEM II – COQUITLAM PLACE MAILLARDVILLE TASK FORCE REPORT**

1. Task Force Process

Councillor Maxine Wilson explained the community process that evolved (see page 8 of Task Force Report).

2. Recommendations/Community Involvement in the Centre/Policy Governance

Councillor Maxine Wilson reviewed the fourteen recommendations of the Task Forced Report (see pages 11 – 16 of Task Force Report). Barry emphasized Recommendation #6 to the Board because two Director positions are available. Councillor Maxine Wilson, in addition, emphasized that the focus of the Board will be community-building.

*MLC*

3. Constitution and Bylaws

David reviewed the Constitution and highlighted the following sections: Sublease arrangement with B.C.O.A.P.O Maillardville Branch 86 and Société Maillardville-Uni; Part 5 – number of directors shall be nine or a number no less than five, and list of role titles; first Board is appointed, and members are Directors of Society.

4. Vision

David reviewed the vision that was first developed by the past Board with support from a consultant. Throughout the Task Force process, there were no significant changes made with the vision.

5. Framework Policy

David emphasized that the framework policy clearly defines the role of the Board and the staff.

**ITEM III – TRANSITION PLAN**

Barry explained that the City has not played a significant role with Place Maillardville over the past twenty years. The Mayor has initially committed City staff time and resources to support the Board. The first task is to pursue Board development. Barry has contacted Consultant, Anne Morrison who is available on Tuesday, November 6, 2001 at 7:00 p.m.

The second task is the hiring of the new Executive Director and other staff by January 1, 2002.

Regarding the budget, City staff has requested an additional \$25,000 to be added for 2002; therefore a full-time Executive Director can be hired. The City Solicitor is setting up the lease arrangement with B.C.O.A.P.O. Maillardville Branch 86 and Société Maillardville-Uni.

Regarding new requests for rentals, City staff are overseeing calls. Regarding existing rentals, City staff would like to send communication that existing space allocation and fees and charges practices will remain in place for six months in 2002.

JAMES MADE A MOTION that City staff communicate to existing rental groups that space allocation and fees remain in place for six months in 2002.

CARRIED

Regarding existing assets at Place Maillardville, the assets are owned by the existing Board. David reminded the new Board that these assets could be removed by December 31 of this year by the existing Board. The Board requested information about the budget as well as concept plans regarding renovations.

#### **ITEM IV – DOCUMENTATION OF NEW SOCIETY**

Gwen explained the value of the Board registering as a Society. The name of the Society, Société Place Maillardville Society has been approved by the provincial government. She is in the process of submitting forms to register the Society and requires everyone's signatures. She also explained the value of the Board having charity status. The Board agreed that they also need to proceed with the application for charity status. Gwen will obtain information about the Society Act as well as having charity status.

#### **ITEM V – BOARD OF DIRECTORS' ROLES**

1. Formation of Committees

David outlined the following potential Committees: Programs and Services, Finances, and Hiring of Executive Director. Directors are asked to consider the Committees and communicate their interest by November 7, 2001.

#### **ITEM VI – NEXT BOARD MEETING**

Board Development Workshop  
Tuesday, November 6 at 7:00 p.m.  
City Hall – Clerks Office Board Room (upstairs)

Board Meeting  
Wednesday, November 7 at 7:00 p.m.  
City Hall – Council Committee Room (main floor)

#### **ITEM VII – ADJOURNMENT**

The meeting adjourned at 9:00 pm

  
CHAIR