

April 9, 1990

BUDGET STUDY

A meeting of Council convened in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. at 3:00 p.m. on Monday, April 9, 1990 to give consideration to the contents of the 1990 Annual Budget.

Members of Council present were:

Mayor L. Sekora	
Alderman D. White	
Alderman J. Kingsbury	6:38 p.m.
Alderman W. LeClair	
Alderman W. Ohirko	
Alderman E. Parker	
Alderman B. Robinson	6:38 p.m.

Members of staff present were:

Mr. D. Buchanan
Mr. V. Dong
Mr. F. Klewchuk
Mr. D. Dunnigan
Mr. E. Tiessen
Mr. N. Nyberg
Mr. D. Cunnings
Mr. R. Richardson
Mr. D. Johnson
Mr. R.T. McDonald
Mr. T. Klassen
Mr. R. Camporese

Following introductory remarks from the Acting Municipal Manager and the Municipal Treasurer, Council proceeded to review the Budget document.

Matters Referred to Finance and Audit Committee of Council

The Municipal Treasurer provided to the Committee a report which summarized the matters which had been before Council and had been referred for consideration at the time of Budget study. A copy is attached hereto and forms a part of these Minutes.

Budget Alterations

The following alterations were made to the Budget document:

1. Account No. 212 157 000
 - Reduced to \$14,000.00
2. Account No. 219 210 001
 - Increased by \$10,000.00 to allow for Council members to attend the 1990 B.C. Summer Games in Prince George and the 1990 B.C. Senior Games in Comox.
3. Insurance Reserves
 - The Treasurer was requested to review the funds currently in reserve for self insurance and report to Council.

4. Audit Fees - Account No. 219 700 000

- Council suggested that the amount set aside for the "Special Investigation" by the Auditors be reviewed and if possible the figure be reduced from \$60,000.00 to \$35,000.00 - Treasurer to review actual costs to date.

The Budget Study meeting adjourned at 4:30 p.m. and reconvened at 6:38 p.m.

5. R.C.M.P.

- The Municipal Clerk was instructed to have Supt. J. Matthewson appear at the next Budget Study session to deal with the matter of an increase in R.C.M.P. personnel.

6. Permits & Licences

- The Acting Director of Permits and Licences was to review his projections related to value of permits for 1990.

7. Animal and Pest Control - 229 330

- Changes were made to the account as follows:

- Other Expenses	\$1,500.
- Equipment & Material	3,200.
	<hr/>
- Total	\$57,400.

8. Lease Payment - Computer Equipment

- The Treasurer reported that a provision of \$51,000 was not made in the Budget to cover 1990 lease payment for computer equipment and this would be inserted.

9. Investment Earnings

- The Treasurer reported that interest income on investments would require a reduction of from \$2,819,000. to \$2,500,000.

ADJOURNMENT

The Budget Meeting adjourned at 8:52 p.m.

Chairman

Matters referred to the
Finance & Audit Committee of Council

Res. No. -----	Description -----	Amount -----
1859 (1989)	Parks & Recreation staffing request: - 17 Permanent positions - 1 part-time position - 1 auxiliary position - Deletion of 3 permanent positions - Required municipal equipment	\$356,741
57	Coquitlam Dogwood Days Budget	7,500
200	Reopening of Rochester Swimming Pool - Operating cost - Revenues	80,000 (23,000)
214	Chambers of Commerce	10,000
397	S.P.C.A. Park Patrol (April 1 to September 30)	22,800
532	Public Library Board Budget	1,639,440
	TOTAL	----- \$2,093,481 =====

2.0 DISCUSSION

2.1 A summary of this major staff request is as follows:

POSITION	ANNUAL	CAPITAL &		1990	1990
	SALARY	EQUIPMENT	IMPLICATION	START	SALARY
	IMPLICATION	IMPLICATION		DATE	IMPLICATION
		Annual	Capital		
		Cost	Cost		
Administration:					
Clerk Typist	22,234		8,000	March 01	18,895
Clerk Typist 2 (Part Time)	12,701			March 01	10,795
Aquatics/Community Recreation:					
Cashier/Attendant	0			Jan. 01	0
Building Service Worker (Soc. Rec. Centre/Chimo Pool)	28,909			Apr. 01	21,732
Building Service Worker (Aux.) (Town Centre Rec. Centre)	22,442			Apr. 01	17,055
Seniors Recreation Leader (Dogwood Pavilion)	12,250	1,000		Mar. 01	10,415
Recreation Lead. (Soc. Rec. Centre)	7,625	1,000		Mar. 01	6,480
Recreation Leader (Town Centre Rec. Centre)	24,263	1,000		Mar. 01	20,625
Parks Division:					
Building Service Worker	35,258	9,400	20,852*	Mar. 01	29,490
Labourer 2 (2 positions req'd)	10,410			Oct. 01	2,875
Tradesman 2 (Carpenter)	45,727	9,400	20,852*	Apr. 01	35,075
Equipment Operator II	41,424	25,000	62,400*	Jul. 01	21,570
Work Control Technician	40,461		8,000	Oct. 01	10,120
Foreman-Pools/Bldgs. Mtnc.	44,511			Apr. 01	33,470
Foreman-Parks/Grnds. Mtnc.	44,511			Apr. 01	33,470
Foreman-Parks/Grnds. Mtnc.	44,511	6,000	16,723*	Apr. 01	33,470
			8,000		
Superintendent-Parks Operations	57,752			Apr. 01	43,420
Groundskeeper	47,592	13,300	34,105*	Jul. 01	25,150
	<u>\$542,581</u>		<u>\$ 154,932*</u>		<u>\$374,107</u>
Delete the following Parks Division Positions:					
Working Foreman - Construction	(44,413)			Mar. 31	(33,310)
Supervisor-Pools & Bldgs. Mtnc.	(47,304)			Mar. 31	(35,478)
Foreman-Horticulture & Forestry	(51,449)			Mar. 31	(38,587)
	<u>(143,166)</u>				<u>(107,366)</u>
	<u>\$399,415</u>	<u>\$63,000</u>	<u>\$27,000</u>		<u>\$266,741</u>

*Capital Purchase of Vehicles not included in total at bottom of column.

DOGWOOD FESTIVAL PROPOSED BUDGET FOR 1990

	<u>Proposed 1989</u>	<u>Actual 1989</u>	<u>Proposed 1990</u>
<u>Income</u>			
Grant	5,000.00	5,200.00	7,500.00
Bal. fwd.	1,053.24	1,053.24	529.89
Membershp	200.00	200.00	200.00
Sponsors	<u>1,400.00</u>	<u>1,725.00</u>	<u>1,500.00</u>
Total:	<u>7,653.24</u>	<u>8,178.24</u>	<u>9,729.89</u>
<u>Disbursements</u>			
Awards	500.00	591.67	700.00
Insurance	400.00	800.00	1,000.00
Travel-Girls	500.00	624.10	700.00
Parade-Prt.		249.99	300.00
Newspapers		846.10	1,000.00
Flyers	2,400.00	712.00	1,000.00
		798.98	900.00
Float-exps	500.00	902.82	1,000.00
Decoratoin			50.00
Postage	50.00	50.00	30.00
Bank Charges	6.00	30.98	200.00
Festivals BC		175.00	1,000.00
Kids Fair	500.00	910.00	500.00
Parade		161.40	100.00
Mutt Show	100.00	73.25	300.00
Skateboard		221.66	500.00
Scholarship	<u>500.00</u>	<u>500.00</u>	<u>500.00</u>
Total	<u>5,456.00</u>	<u>7,658.35</u>	<u>9,280.00</u>
Balance	<u>2,197.24</u>	<u>529.89</u>	<u>449.89</u>

CHAMBER OF COMMERCE
SERVING...COQUITLAM, PORT COQUITLAM, PORT MOODY

Statement of Tourism and Economic Development Expenditures

	<u>Actual</u> <u>1989</u>	<u>Budget</u> <u>1990</u>
Tourism:		
Salaries and benefits	\$ 17,128.96	(1) 18,000.00
Caboose upkeep, repairs and renovations	9,512.00	(2) 13,000.00
Telephone	1,582.00	2,000.00
Office supplies	524.00	500.00
Automotive	250.00	250.00
Licenses and insurance	200.00	250.00
Utilities	135.00	200.00
Bank service charges	<u>80.00</u>	<u>100.00</u>
	29,411.96	34,300.00
Recoveries:		
Provincial government grant	17,128.96	18,000.00
Proceeds from 'Casino' license	<u>6,528.00</u>	(3) <u>—</u>
	5,755.00	16,300.00
Economic Development:		
Printing of updated economic profile	<u>—</u>	(4) <u>6,000.00</u>
Net expenditures for the year	<u>\$ 5,755.00</u>	(5) <u>22,300.00</u>

Explanatory notes:

- (1) Each year the provincial government provides a grant equal to the amount of salary costs required to operate the cabooses.
- (2) During 1990 the Chamber expects to receive a third caboose (currently on order from C.N. in Eastern Canada) which will have to be refitted, furnished, transported and set up with power and telephone lines, etc. Certain of the 1989 costs were not annual costs.
- (3) During 1989 the Chamber received funds from a Casino license which was used in the renovation of our cabooses. For 1990 the Provincial Government has ruled that Chambers of Commerce are not eligible for Casino licenses.
- (4) Staff and research time for the updating was incurred during 1989. What remains is the printing of the final product. The majority 1989 staff costs were covered by a government grant.
- (5) Net expenditures for the year do not take into consideration any overhead and supervisory costs incurred directly by the Chamber.
- (6) It should also be noted the Chamber produced a street map of our area in 1989 and absorbed all costs in that year. While a reprint is not expected each year it will become a project every 2-3 years and the costs associated with this should be considered on an on-going basis. The 1989 net out-of-pocket costs approximated \$7,500.00.

Tuesday, April 13, 1982
Regular Council Meeting

Page Two

MOVED BY ALD. GARRISON
SECONDED BY ALD. SEKORA:

- 327 That effective April 13, 1982 Council adhere to a policy for the year 1982 of allowing no grants whatever excepting those to Association Habitat Maillardville and the Place des Arts.

CARRIED UNANIMOUSLY

Monday, February 18, 1985
Regular Council Meeting

5

MOVED BY ALD. ROBINSON
SECONDED BY ALD. REID:

- 166 That Council maintain, for 1985, its existing policy of not providing grants, with the exception of grants to Place Maillardville and Place des Arts and, as well, for waiver of rental fees for recreational facilities as may be recommended from time to time by the Parks and Recreation Committee and approved by Council.

CARRIED

Ald. Parker registered opposition.

Monday, April 29, 1985
Regular Council Minutes

10

REPORT OF PARKS AND RECREATION DIRECTOR
PROPOSED RENTAL WAIVER POLICY

MOVED BY ALD. MITCHUK
SECONDED BY ALD. LECLAIR:

- 501 That partial or full rental fee waivers shall only be considered by Council when it can be shown that there is no admission fee charged for the event; and, further, that there is an acknowledged broad community benefit associated to the event.

CARRIED UNANIMOUSLY

DISTRICT OF COQUITLAM

502-1

Inter-Office Communication

TO:	D.L. Cunnings	DEPARTMENT:	Parks & Rec.	DATE:	90 02 07
FROM:	M. Nihls	DEPARTMENT:	Parks & Rec.	YOUR FILE:	
SUBJECT:	DOG CONTROL IN PARKS/POUND BYLAW #1012, 1979 FOR ONWARD TRANSMITTAL TO THE PARK & RECREATION COMMITTEE			OUR FILE:	300.9

1.0 BACKGROUND

- 1.1 Each year, verbal and written complaints are received from taxpayers stating their frustrations with encountering unleashed dogs in parks; with dog owners failing to clean up waste left by their pets; and with an apparent lack of enforcement of District of Coquitlam Pound Bylaw.
- 1.2 A letter addressed to Mayor and Council dated 1990 January 05 from a Mr. Rommie Boersma refers to his long-term dissatisfaction of dog waste and unleashed dogs in Blue Mountain park and requests that Council consider banning dogs from all local parks (see attached).
- 1.3 Pound Amendment Bylaw 1616 adopted April 28, 1986 required dog owners to be responsible for the clean up of dog excrement when deposited anywhere other than the property of the owner.
- 1.4 The concept of banning dogs from municipal parks was considered formally in April 1986 with Council Resolution #405 "Dog Control/Control of Waste" which read "That while dogs are welcome in Coquitlam parks, it remains the responsibility of the dog handler to act responsibly and to clean up the waste left by the pet; and, further, if the present dog waste condition does not improve that dogs be banned from specific municipal parks."

2.0 DISCUSSION

- 2.1 The problems of effectively controlling pets and their owners in municipal parks and public lands are common to all municipalities in the Lower Mainland. A few municipalities: District of North Vancouver, West Vancouver and Burnaby have classified their parks to preclude dogs from some high use/sensitive areas such as beaches, playgrounds, water play features and fitness trails. These municipalities also have a policy of funding specialized S.P.C.A. park patrols to publicize and enforce their respective Dog Bylaws.
- 2.2 There may be some merit for us to adopt a similar approach to banning dogs from some types or portions of parks; however, a review of our administration of Pound Bylaw 1012, 1979 reveal some areas where improvements can be made which will be agreeable to all park users including dog owners.

Res 397 - Feb. 1920 - 18

- 2.3 To be effective, a municipal bylaw must be well-publicized, it must carry a penalty sufficiently severe to deter violation and it must be enforced. Our current Pound Bylaw falls short of meeting these criteria.
- 2.4 Publicity/Education: Currently, we rely on posted signage in parks and public lands, blurbs in our Leisure Activity Flyers and sporadic local press coverage to publicize the Bylaw. Improvements could be achieved by:
- a) Distributing a Pound Bylaw Information Sheet to all Dog-Owners at licence renewal time. (The writer has contacted Acting Director of Permits & Licences - R. Camporese - who indicated that some preliminary work on such an information sheet was initiated a few years ago, but not implemented.)
 - b) Increasing the number of signs posted to ensure that sensitive areas are well-signed and that all new park areas and public lands are adequately posted. (Our 1990 Operating Budget reflects a slight increase to cover the cost of additional signs.)
 - c) Distribute Pound Bylaw Information Sheets with water bills and tax assessment mail-outs.
 - d) Request our local press to provide increased positive News Releases which emphasize the importance of dog owners acting responsibly in controlling dogs and cleaning up their waste while on public lands.
 - e) Consider the purchase and installation of specialized Dog Waste Containers (complete with small shovel attachment) in high use parks such as Mundy, Blue Mountain, Como Lake. These containers would be well labelled and could include a polite "thank you" message addressed to all depositors.
- 2.5 Violations: District of Coquitlam Enforcement & Penalty Section Amendment Bylaw No. 1396, 1983 increased maximum fine amounts from \$500 to \$2,000 whereby, under Bylaw 1012, 1979, dog owners who allow a dog under their control to run unleashed while on public property, or to trespass on private property or to fail to take immediate steps to remove and dispose of in a sanitary manner any feces which their dog may deposit on public or private lands other than their own are now liable upon conviction to a maximum \$2,000 fine and costs associated with impoundment for each offence.

This deterrent factor could be further capitalized on if the maximum fine amount of \$2,000 were stated on posted signage and emphasized in any information sheets, news releases, etc.

2.6 Enforcement: Enforcement of Dog Pound Bylaw in Coquitlam and other municipalities is carried out primarily by the local S.P.C.A. office. The writer, in a telephone conversation with Mr. John van der Hoeven, Director of Field Operations for the B.C.S.P.C.A., learned that our local S.P.C.A. office have only three (3) field staff who are responsible for enforcing the Pound Bylaw in Coquitlam, Port Coquitlam and Port Moody. Their manpower availability restricts their activities and they essentially operate on a complaint basis. He indicated that their regular patrols include Blue Mountain and Como Lake Parks but conceded that actual patrol time in these parks is minimal. Mr. van der Hoeven also suggested that we may find it desirable to employ a special S.P.C.A. Park Patrol during the summer months. Burnaby, North Vancouver and West Vancouver have used this approach in the past and report that the highly visible and regular patrols do in fact provide a substantial deterrent.

The cost for the S.P.C.A. to provide a uniformed, trained patrol person with their own vehicle would be approximately \$3,800 per month. This patrol could work a 5-day staggered shift, and would have the authority to issue citations.

Our Bylaw Enforcement Officers also have authority to issue citations under the Pound Bylaw and our office should investigate the possibility of increased patrols in parks and on public lands to supplement those patrols made by the S.P.C.A. Such patrols would be especially useful on evenings and weekends.

3.0 RECOMMENDATIONS:

- 3.1 That the Park & Recreation Department, in cooperation with the Permits & Licence Department, draft a Pound Bylaw Information Sheet and devise and implement a distribution system whereby such information is delivered with new and renewal dog licences, mailed out with water bills and with property tax bills.
- 3.2 That articles emphasizing the need for responsible compliance to the provisions of Pound Bylaw 1012, 1979 continue to be published in the Park & Recreation Leisure Guides, in the Municipal newsletter, and as periodic news releases with the Tri-City News and Coquitlam NOW newspapers.
- 3.3 That our existing pictorial park signage related to the Pound Bylaw be revised to include a statement outlining a \$2,000 fine for violations.

D.L. Cunnings
90 02 08
Page 4

- 3.4 That the Parks Operations Division, on a trial basis, install specialized Dog Waste containers in strategic locations in Blue Mountain, Como Lake and Mundy Parks.
- 3.5 That a supplementary budget request in the amount of \$22,800 be submitted for consideration in the 1990 operating budget for the hiring of a special S.P.C.A. Park Patrol; such patrol to be effective from April 01, 1990 through September 30, 1990 to provide regular patrols of all parks and to include monthly reports on citations issued, and status of Patrol Program.
- 3.6 That staff not consider Banning Dogs from specific parks at this time, but rather monitor the effects that increased publicity and enforcement tactics have on public complaints regarding dogs at large and dog waste conditions and only consider banning dogs if such means prove ineffective.



Foreman, Horticulture & Forestry

Attach.
c.c.: B. Elliott
/js

COQUITLAM PUBLIC LIBRARY

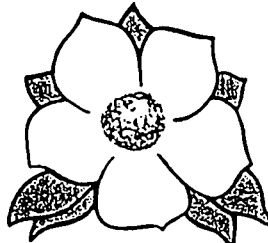
V. DONG

LIBRARY ADMINISTRATION

575 POIRIER STREET
COQUITLAM, BRITISH COLUMBIA
V3J 6A9

MAR 6 TEL: 931-2476 '90
FAX: 931-6739

05 March 1990



1920-7

The Mayor and Council
District of Coquitlam
1111 Brunette Avenue
COQUITLAM, BRITISH COLUMBIA
V3K 1E9

Dear Mayor Sekora and Members of Council:

On behalf of the Coquitlam Public Library Board, I am pleased to submit for your consideration and approval, our proposed 1990 Operating and Capital Budget.

We are requesting a Municipal Grant of \$1,639,440.00 to enable the Coquitlam Public Library to meet its operational and capital needs in 1990. Our grant request, represents an increase of \$230,909.00 (16.4%) over the 1989 grant of \$1,408,531.00.

The requested increase of \$230,909.00 has been allocated as follows:


- \$67,749..Wage increases/employee benefits for EXISTING staff as per the 1990 Collective Agreement.
- \$18,500..Staffing costs for Sunday Opening at Poirier Street to commence September 1990.
- \$88,695..Additional staffing requests.
- \$35,208..Increased costs associated with Poirier Street.
- \$20,757..General operating cost increases.

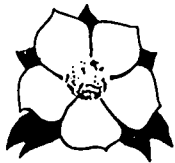
The proposed 1990 budget is presented with comparison to the ACTUAL 1989 AUDITED figures with a stated variance between them. We also attach for your information, our audited financial statements for 1990 together with the "Management Letter" to the Board.

Attached are the Board's comments to the requested increase accompanied by a "FACT SHEET" highlighting some of the achievements of your public library in 1989.

In closing, I thank your Worship and Council for your consideration of this request and I and my fellow Board members would be pleased to appear before Council to further comment on our budget request and respond to any request for clarification.

Sincerely yours,
THE COQUITLAM PUBLIC LIBRARY BOARD


Gordon A. Fulton, Chairman
attachment



COQUITLAM PUBLIC LIBRARY

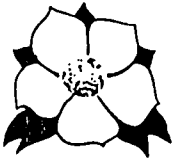
BUDGET REQUEST COMMENTS:

1. SUNDAY OPENING POIRIER STREET BRANCH-Prior to and particularly after the opening of Poirier, your library board has been under ever increasing community pressure to provide Sunday opening of its major library facility. The general public points to other recreational and leisure facilities in the community that are open on Sunday and asks.. "Why not the Library?" We have the facility sitting idle on Sunday, we have the staff and we have the ability within the Collective Agreement to offer the service, and we have the demand. The cost for Sunday opening 12:00 PM to 5:00 PM (September-December).....\$18,500.00

2. ADDITIONAL STAFFING REQUEST- The opening of Poirier Street has dramatically increased public use of its library service. The closing of Burquitlam Plaza and Ridgeway afforded the library to increase its hours of operation at Poirier to 6 day a week service from the previous 5 days a week at NO ADDITIONAL COST in 1989. Once Poirier opened the average monthly circulation of Burquitlam & Ridgeway combined rose from 31,627 to an incredible 40,839 or a 29.8% increase. We estimate that between 20,000 and 23,000 people vist Poirier monthly, making the facility one of the most heavily used public service facilities in the community. The bottom line is that this request is customer driven.

The request is for additional public service staff to include the provision of two (2) part-time librarians, one who would be a children's librarian and the other a young adult (teens) librarian. Both librarians would be based at the Lincoln branch in the Town Center area to address the very real and growing demand from residents of this rapidly developing area. At present we have not librarians based at Lincoln. The addition of two (3 day a week librarians) will ensure 6 day a week coverage with emphasis of services and programs geared to young emerging families in the community.

3. INCREASED COSTS POIRIER-The timing of our budget submission has provided the Board with opportunity to fully incorporate all costs associated with Poirier for 1990. The one year warranty on the building has expired and the Board must now incur such costs as an annual maintenance contract on the Heating and Ventilation equipment (\$3200), all lighting and electrical maintenance including provision of a recommended major electrical upgrade to the breaker switches (\$4,000). The Ground Maintenance budget has been increased to reflect 12 months instead of 6 and includes increased frequency of parking lot cleaning and snow removal. Utility costs have been increased to represent a full 12 months instead of 10 and a Building Maintenance Reserve has been established for future unanticipated building expenses.



COQUITLAM PUBLIC LIBRARY

BOARD SUMMARY:

The Coquitlam Public Library Board would be remiss if it did not thank your Worship and Council for its patience, support and understanding this past year in coming to grips with the reality of the new library. Your Board is also appreciative of its fine staff and management who collectively increased public hours of opening and dealt with a remarkable increase in public use. Your Board believes that this budget is both reasonable and responsive to the community. We trust that your Worship and Council will continue to support your Board's effort to provide quality public library service to the residents of Coquitlam.

1989 LIBRARY FACTS

LIBRARY MEMBERSHIP.....DECEMBER 31/89.....59,625

MEMBERSHIP BY AGE GROUPING:

0-18 YEARS.....	17,157.....	=29%
19-59 YEARS.....	39,299.....	=66%
60+ YEARS.....	3,169.....	= 5%

NEW MEMBERS JOINING THE LIBRARY..... 7,652

MEMBERSHIP INCREASE OVER 1988.....14.7%

RESIDENTS OF COQUITLAM WHO ARE LIBRARY MEMBERS.....52,182

PERCENTAGE OF ESTIMATED POPULATION...(75,000).....70 %

NUMBER OF ITEMS BORROWED FROM LIBRARY IN 1989.....606,945

NUMBER OF REFERENCE QUESTIONS HANDLED BY STAFF.....70,126

NUMBER OF CHILDREN AT LIBRARY PROGRAMS.....12,458

FUNDRAISING BY THE LIBRARY BOARD IN 1989

GENERATED..... \$28,964....UP 23% OVER 1988

COQUITLAM SALARY/BENEFITS IN 1989 = 59% OF TOTAL EXPENDITURES

-Port Moody Library.....	= 70%	"	"	"
-Port Coquitlam.....	= 71%	"	"	"
-New Westminister.....	= 69%	"	"	"
-Burnaby.....	= 67%	"	"	"

COQUITLAM PROPOSED 1990 BUDGET INCLUDING SUNDAY OPENING.....62%

THE COQUITLAM PUBLIC LIBRARY BOARD
1990 PROPOSED BUDGET

ACCT. NO. REVENUES:	1990 BUDGET	+ (-) VARIANCE	AUDITED 1989 ACTUAL
3010-Appropriation-Surplus	\$ 42	\$ 07	\$ 35
3020-Grant-Dist. of Coquitlam	1,639,440	230,909	1,408,531
3025-Grant-Challenge '89-Fed.	----	(2,437)	2,437
3030-Grant-Province of B.C.	110,866	(23,858)	134,724
3035-Grant-Automation-Govt.of BC	16,328	(1,354)	17,682
3040-Grant-Legal Services Society	400	----	400
3080-Interest Income	26,500	3,621	22,879
3100-Book Sale Income	3,700	76	3,624
3110-Fines & Fees	68,000	6,571	61,429
3120-Lost Materials Income	3,000	534	2,466
3130-Photocopier Fees	13,500	766	12,734
3140-Community Grants	25,000	(3,964)	28,964
3150-Miscellaneous	----	(13,612)	13,612
TOTAL REVENUES	\$ 1,906,776	\$ 197,259	\$ 1,709,517
 <u>EXPENDITURES:</u>			
5010-Salaries & Wages Gross	\$ 1,052,162	\$ (139,710)	\$ 912,452
5015-Sunday Opening-Poirier	18,500	(18,500)	----
5020-Employee Benefits	101,463	(16,734)	84,729
5100-Library Material Purchases	153,266	18,486	171,752
5125-Library Material Repairs	2,500	(130)	2,370
5150-Vehicle Operations	5,000	(279)	4,721
5180-Equipment Lease/Rental	16,410	(1,338)	15,072
5190-Equipment R & M	5,700	197	5,897
5200-Travel	5,025	(155)	4,870
5225-Conf/Courses/Memberships	4,400	(1,330)	3,070
5250-Postage	6,800	(453)	6,347
5275-Photocopier Supplies	6,650	(3,004)	3,646
5300-Office Supplies	5,300	(29)	5,271
5325-Processing Supplies	22,500	708	23,208
5350-Insurance	7,600	(2,123)	5,477
5355 Payroll/Accounting Services	6,000	(881)	5,119
5360-Audit/Legal Fees	5,400	(900)	4,500
5400-Publicity/Promotion	6,600	1,891	8,491
5425-Data Processing	8,600	(5,153)	3,447
5450-Telephone/Communications	22,800	850	23,650
5475-Building Repair/Maintenance	38,500	(8,333)	30,167
5500-Ground Maintenance-Poirier	16,500	(10,720)	5,780
5525-Fire/Safety/Security	1,150	(06)	1,144
5550-Utilities	37,000	(6,696)	30,304
5575-Rent/Taxes/C.A.M.	295,850	(2,330)	293,520
5600-Collection Agency	1,600	(180)	1,420
5625-Miscellaneous	1,000	161	1,161
5675-Board Expenses	1,200	529	1,729
5700-Contribution to Capital	26,300	7,420	33,720
5800-Capital-Automation Project	20,000	(3,559)	16,441
6000-Building Maintenance Reserve	5,000	(5,000)	----
TOTAL EXPENDITURES	\$ 1,906,776	\$ (197,301)	\$ 1,709,475
EXCESS REVENUE OVER EXPENDITURES	NIL	\$ (42)	\$ 42

April 11, 1990

BUDGET STUDY

A meeting of Council convened at the Town Centre Recreation Facility located in the Town Centre Park, Coquitlam, B.C. at 4:30 p.m. on Wednesday, April 11, 1990 to give consideration to the contents of the 1990 Annual Budget.

Members of Council present were:

Mayor L. Sekora
Ald. D. White
Ald. J. Kingsbury
Ald. W. LeClair
Ald. W. Ohirko
Ald. E. Parker
Ald. B. Robinson

Members of staff present were:

Mr. D. Buchanan
Mr. V. Dong
Mr. F. Klewchuk
Mr. D. Dunnigan
Mr. E. Tiessen
Mr. N. Nyberg
Mr. D. Cunnings
Mr. D. Johnson
Mr. R. T. McDonald
Mr. R. Camporese
Mr. T. Klassen

R.C.M.P.

Supt. Matthews appeared at the meeting to provide information to Council on the operations of the Coquitlam Detachment and to make a request for 3 additional R.C.M.P. members to augment the strength of the local Detachment.

The Superintendent provided members of Council with a copy of a letter dated January 30, 1990 which indicated how he proposed to allocate the additional manpower and his reasoning and a copy of that correspondence is attached.

MOVED BY ALD. ROBINSON
SECONDED BY ALD. WHITE

That provision be made in the 1990 Annual Budget to allow for the addition of 3 R.C.M.P. personnel with an effective date of one member coming on staff at the first of the month during October, November and December, 1990.

CARRIED UNANIMOUSLY

RESERVE ACCOUNT - EQUIPMENT AND OFFICE FURNITURE REPLACEMENT

Mayor Sekora suggested that it was time a Reserve Account was established to provide for replacement of small equipment items and office furniture in order that such items would not require special Council approval when they broke or were worn out.

**B.C. SUMMER GAMES - ACCESS TO FUNDS
FROM THE MUNICIPALITY**

The Municipal Treasurer requested some clarification from Council on how funds budgetted for the 1991 Summer Games were to be accessed by the Summer Games Committee.

The Treasurer was left with the task of contacting Mr. Roger Skiltings to determine method of fund allotment used by other jurisdictions in the past and return to Council with a recommendation.

R.A. LECLAIR - SCHOLARSHIP FUND

MOVED BY ALD. OHIRKO
SECONDED BY ALD. KINGSBURY

That the R.A. LeClair Scholarship Fund be increased by \$5,000.00.

CARRIED UNANIMOUSLY

PROPERTY TAX REFORM ACT

The Municipal Treasurer made Council aware of the new "Property Tax Reform Act" which provided options that a Municipality could adopt in respect of assessing the 1990 property taxes.

A copy of the options in respect of the "Residential Class" is attached and forms a part of these Minutes.

MOVED BY ALD. WHITE
SECONDED BY ALD. ROBINSON

That the District of Coquitlam impose a common Tax Rate on Residential Class Land and Improvements for 1990.

CARRIED UNANIMOUSLY

PROPERTY TAX DUE DATE

MOVED BY ALD. PARKER
SECONDED BY ALD. OHIRKO

That the property tax due date be established as the second business day after July 1st for the year 1990.

CARRIED UNANIMOUSLY

RESERVE FUNDS

MOVED BY ALD. WHITE
SECONDED BY ALD. OHIRKO

That the Municipal Treasurer review the Reserve Funds from Land Sale Reserves and that a report be provided to Council related to funds which could be returned to the Lands Reserve Account.

CARRIED UNANIMOUSLY

SUPPLEMENTARY REQUESTS

Council reviewed "Supplementary Requests" of General Government Protective Services and Transportation Services.

ADJOURNMENT

The Budget Meeting adjourned at 9 p.m.

CHAIRMAN

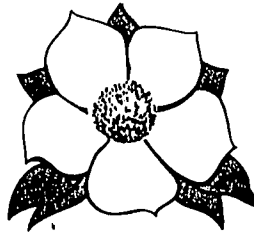
DISTRICT OF COQUITLAM

1111 Brunette Avenue
Coquitlam, B.C. V3K 1E9

Mayor: L. Sekora

Phone: (604) 526-3611

Fax: (604) 526-6014



1990 February 05

Royal Canadian Mounted Police
Coquitlam Detachment
3000 Christmas Way
Coquitlam, B.C.
V3C 2M3

Attention: Supt. J. V. Matthewson
Officer in Charge

Dear Supt. Matthewson:

Re: Additional Police Members


I acknowledge your letter of January 30, 1990 in which you make a request for the addition of 3 members by the District to the Coquitlam Detachment.

It is my intention to refer this request to the Finance Committee of Council at the time of Budget Study with a favourable recommendation.

I would appreciate information from you as to the scheduling of when the new members could be brought into strength and would, hopefully, see a staggered schedule in this respect.

Should you wish to discuss the mechanics of Budget Study approvals and when a requisition for additional personnel can be made, please contact the Municipal Clerk, Mr. T. Klassen.

Yours truly,


Louis Sekora
MAYOR

cc: Municipal Clerk
Municipal Treasurer

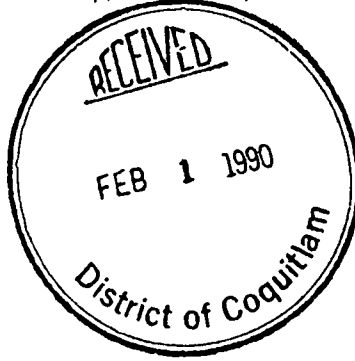


**Royal Canadian
Mounted Police**

**Gendarmerie royale
du Canada**

Coquitlam Detachment, 3000 Christmas Way, Port Coquitlam, B.C. V3C 2M3 464-3461

January 30, 1990



Your file Votre référence

Our file Notre référence
CQ.128-2-1
CQ.415-3-1

Mayor L. Sekora
District of Coquitlam
1111 Brunette Avenue
Coquitlam, B.C.
V3K 1E9

Dear Mayor Sekora:

**Re: District of Coquitlam
Police Strength 1990/91**

It is respectfully requested that the District consider the following increase in person years.

	Forensic Identification Section	-	1	regular member
	Traffic	-	1	" "
**	Youth Detail	-	1	" "
	TOTAL	-	3	regular members

** One officer from the District and one from the City have already been assigned to a Youth Detail.

Forensic Identification Section

This request is based strictly on workload. We have found that the regular attendance of forensic specialists at scenes of break-ins vehicle thefts, etc., has a positive pay back in identifying criminals in our high rate crime areas.

Traffic

This again is a volume related requirement. We hope to enhance our philosophy of targetting neighborhood traffic problems.

../2

Re: District of Coquitlam
Police Strength 1990/91

CQ.128-2-1
CQ.415-3-1
January 30, 1990

Traffic (cont'd)

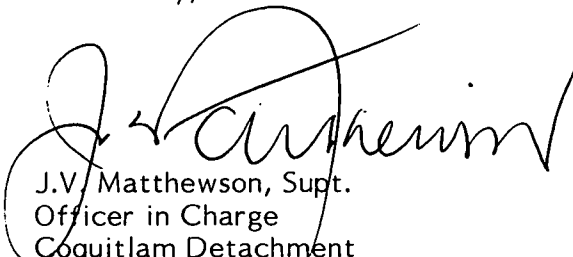
The main corridors carry the majority of our traffic volume and that takes a great deal of our time and detracts from our attention to community problems away from the corridors. It is our intention to provide service to the neighbourhoods, school zones, etc., through a dedicated targetting process.

Youth Detail

The advent of the popularity of "youth gangs" and evidence within the District that the problem is spreading into our jurisdiction has led to the formation of a Youth Detail. We established a study of the problem during the last six months of 1989 and without creating any alarm we have found that our youth is ripe for the picking. We are probably only in the "recruiting" stage at this moment as far as the major gangs are concerned, although we have found that local youth have formed loose associations in the youth gang style of organization and a good majority of our crime is being committed from this type of structure. The Youth Detail that we have already formed (two members) will be of high profile and operate for the most part in uniform. The concentration will be on local hang-outs and high crime areas. NOT FOR PRESS RELEASE.

The foregoing is provided for your early planning. I am fully prepared to provide further details in whatever form you require to further explain and support our request.

Yours truly,



J.V. Matthewson, Supt.
Officer in Charge
Coquitlam Detachment

(4)

Cost per member April 1, 1990

\$ 70,500

90%

\$ 63,450

1) effective Oct 1, 1990

$1 \times 3/12 \times 63,450$
 Overtime 40 hrs @ 22.50
 $900.00 \times 90\%$
 Pers - $1 \times 3/12 \times 450$
 $112.00 \times 90\%$

\$ 15,862
 810
101.
 \$ 16,773.

\$ 16,773

1) effective Nov 1, 1990

$1 \times 2/12 \times 63,450$
 Overtime 26 hrs @ 22.50
 $585.00 \times 90\%$
 Pers $1 \times 2/12 \times 450$
 $75.00 \times 90\%$

\$ 10,575.
 527.
67
 \$ 11,169.

\$ 11,169

1) effective Dec 1, 1990

$1 \times 1/12 \times 63,450$
 Overtime 14 hrs @ 22.50
 $315.00 \times 90\%$
 PERS $1 \times 1/12 \times 450$
 $38.00 \times 90\%$

\$ 5,288.
 283.
34.
 \$ 5,605

\$ 5,605

Total cost for 3 members - 1990

\$ 33,547

#1

CRIMINAL CODE CASE LOAD

<u>Detachment</u>	<u>REGULAR MEMBERS</u>	<u>CASE LOAD</u>	<u>CC. CASES PER R/M</u>
Coguitan	86	11014	128 CC

POLICE POPULATION RATIO

<u>Detachment</u>	<u>Regular Members</u>	<u>Population</u>	<u>Ratio</u>
Coguitan	86	80000	930 To 1

PROPERTY TAX REFORM ACT

Available Options for the Residential Class:

1. Common Flat Tax on Vacant Land & Land with Improvements plus Common Tax Rate on Land and Improvements.
2. Different Flat Tax on Vacant Land and Land with Improvements respectively plus Common Tax Rate on Land and Improvements.
3. Different Flat Tax on Vacant Land and Land with Improvements plus Different Tax Rate on Land and Improvements respectively.
4. Common Tax Rate on Residential Class Land and Improvements.

April 18, 1990

BUDGET STUDY

A meeting of Council convened at the Town Centre Recreation Facility in the Town Centre Park at 3 p.m. on Wednesday, April 18, 1990 to give consideration to the contents of the 1990 Annual Budget.

Members of Council present were:

Mayor L. Sekora
Ald. D. White
Ald. J. Kingsbury
Ald. W. LeClair
Ald. W. Ohirko
Ald. E. Parker
Ald. B. Robinson

Members of Staff present were:

Mr. D. Buchanan
Mr. V. Dong
Mr. F. Klewchuk
Mr. E. Tiessen
Mr. N. Nyberg
Mr. D. Cunnings
Mr. D. Johnson
Mr. R.T. McDonald
Mr. R. Camporese
Mr. R. Richardson
Mr. T. Klassen

SUPPLEMENTARY REQUESTS

Council reviewed the supplementary requests of the following Departments:

- Environmental Services
- Parks and Recreation
- Permits and Licences
- Fire Department

The Mayor indicated that it was generally agreed that those supplementary items as listed by Departments as essential would be included in the 1990 Annual Budget.

COUNCIL ACTIONS

1. Rochester Pool Opening

MOVED BY ALD. PARKER
SECONDED BY ALD. WHITE

That an allocation of \$82,000.00 be included in the 1990 Budget to allow for the re-opening of Rochester Pool.

CARRIED UNANIMOUSLY

2. Dogwood Days

MOVED BY ALD. KINGSBURY
SECONDED BY ALD. PARKER

That a provision of \$7,500.00 be made in the Annual Budget to allow for a grant to the Dogwood Days celebration.

CARRIED UNANIMOUSLY

3. Grant - Chamber of Commerce

The Municipal Solicitor was requested to review the Municipal Act to determine if a fee for service could be made to the Chamber of Commerce without the requirement for a two thirds favourable majority vote of Council being required.

4. Additional Funds - Coquitlam Public Library - Children's Section

MOVED BY ALD. WHITE
SECONDED BY ALD. LECLAIR

That an allocation of \$25,000.00 be made to provide funding for a "Children's" section in the Coquitlam Public Library.

CARRIED UNANIMOUSLY

5. Review of Library Budget - New Employee Allocation

The Treasurer was requested to review the Library budget to determine if funding for new employees could be reduced because the employees could not be hired on the dates envisioned within the budget.

6. Pitch-in-Week Campaign

MOVED BY ALD. KINGSBURY
SECONDED BY ALD. ROBINSON

That a \$700.00 allocation be made to provide for a grant to the 1990 Pitch-in-Week campaign.

CARRIED

Ald. Parker registered opposition.

7. Parking Provision - Roderick and Allard

Council considered the request of the Bank of Nova Scotia for the provision of extra parking at Roderick and Allard and decided to not proceed with allocation of funds for the project.

8. B.C. Summer Games Funding

The Municipal Treasurer reported on funding procedures for the 1991 Summer Games and on his discussions with Mr. Roger Skillings related to the operating budget for the event.

The Treasurer recommended that monies approved for payment to the B.C. Summer Games Society be recognized as an outright grant to the Society with an accounting to be provided following completion of the Games in the form of audited financial statements.

MOVED BY ALD. WHITE
SECONDED BY ALD. ROBINSON

That up to \$82,000.00 be advanced to the Coquitlam B.C. Summer Games Society by way of periodic instalments in order to supplement the Provincial financial contributions available to the Society. Amounts required beyond this limit will require Council consideration.

CARRIED UNANIMOUSLY

ADJOURNMENT

The Budget meeting adjourned at 6 p.m.

CHAIRMAN

May 7, 1990

BUDGET STUDY

A meeting of Council convened in the Municipal Council Chambers at 3:00 p.m. on Wednesday, May 7, 1990 to give consideration to the contents of the 1990 Annual Budget.

Members of Council present were:

Mayor L. Sekora
Alderman D. White
Alderman J. Kingsbury
Alderman W. LeClair
Alderman W. Ohirko
Alderman E. Parker
Alderman B. Robinson

Members of staff present were:

Mr. D. Buchanan
Mr. V. Dong
Mr. F. Klewchuk
Mr. E. Tiessen
Mr. N. Nyberg
Mr. D. Cunnings
Mr. D. Johnson
Mr. R.T. McDonald
Mr. T. Klassen
Mr. R. Camporese
Mr. R. Richardson
Mr. P. Olynyk
Mr. D. Dunnigan

TAX RATES

Mr. Dong reviewed with Council the Municipal Tax Rates for all Order-In-Council Classes as established by Council for 1989, comparing same with 16 Lower Mainland Municipalities.

Class 2 - Utilities

MOVED BY ALD. WHITE
SECONDED BY ALD. PARKER

That the rate for Class 2 - Utilities be established at 27.0 for 1990.

CARRIED UNANIMOUSLY

Ald. Parker requested that the Treasurer provide information related to "Commissioners Rate" for Canadian Pacific Railway.

Class 4 - Major Industry

MOVED BY ALD. PARKER
SECONDED BY ALD. OHIRKO

That the rate for Class 4 - Major Industry, be established at 26.0 for 1990.

CARRIED UNANIMOUSLY

Class 5 - Light Industrial

MOVED BY ALD. LECLAIR
SECONDED BY ALD. OHIRKO

That the rate for Class 5 - Light Industrial, be established at 22.0 for 1990.

CARRIED

Mayor Sekora registered opposition.

Class 8 - Recreational

The Treasurer was requested to review the taxation of the Vancouver Golf Course in relation to other private golf courses in the Lower Mainland and advise Council in this regard.

FIRE DEPARTMENT BUDGET

The Fire Chief requested permission of Council to review his capital budget requirements and to make some adjustments and/or substitutions to items accepted, provided that they are accommodated within the amount budgetted.

MOVED BY ALD. ROBINSON
SECONDED BY ALD. LECLAIR

That the Fire Chief be permitted to adjust items within his Budget allowance provided the said Budget amount is not increased.

CARRIED UNANIMOUSLY

The Mayor noted that the adjustments made by the Fire Chief would require approval by the Acting Municipal Manager and/or his designates.

ESTABLISHMENT OF FUND - TREE PLANTING AND TREE PRESERVATION

The Finance and Audit Committee, on recommendation from Mayor Sekora instructed the Environment Committee to study and report on a programme related to tree planting and tree preservation in the Municipality.

The suggested programme should include a recommendation as to cost and how a fund should be established to institute and carry on such a programme.

MOVED BY ALD. WHITE
SECONDED BY ALD. PARKER

That the Environment Committee prepare a report for study by Council related to a programme for tree planting and tree preservation.

CARRIED UNANIMOUSLY

ARTS CENTRE FUNDING

MOVED BY ALD. ROBINSON
SECONDED BY ALD. PARKER

That a Land Sale Expenditure Bylaw be brought before Council for consideration, transferring an additional sum of \$250,000.00 to the Arts Centre Reserve Account.

CARRIED UNANIMOUSLY

DITCH ENCLOSURE PROGRAMME

MOVED BY ALD. LECLAIR
SECONDED BY ALD. ROBINSON

That the Environment Committee review the need for early consideration of ditch enclosure on Linton Street and Sydney Street projects.

CARRIED UNANIMOUSLY

MOVED BY ALD. WHITE
SECONDED BY ALD. KINGSBURY

That the 1990 Budget Bylaw be prepared by the Municipal Treasurer incorporating the changes as approved by the Finance and Audit Committee using the following taxation rates.

Class 1	5.75
Class 2	27.00
Class 4	26.00
Class 5	22.00
Class 6	17.02
Class 8	8.41
Class 9	7.63

CARRIED UNANIMOUSLY

Treasurers General Overview of 1990 - 1991 Rates

Prior to the adoption of the 1990 Municipal tax rates, the Municipal Treasurer reviewed with Council the implications such rates would have for 1990 and 1991, respectively.

For 1990, the % increase in residential rates of 3.75% would be less than the Vancouver CPI (March/89 - March/90 - 5.6%), and the % rate increase struck by Surrey (6.5% increase) and Vancouver (5% increase), but greater than Burnaby's (1.5% increase).

For 1991, the projections of municipal tax requirements would indicate a potential tax impact on the average single family residence of 18.9% (combination of an increase to 1990 residential tax rates of 5.7% and an increase in taxable values of 12.5%). The projected increases attempt to reflect for example the following circumstances:

- 1990 Revenues from Essondale fire protection compensation will not be repeated in 1991 \$700,000
- 1990 Revenues arising from the appropriation of past years' Ash Disposal fees will not be repeated in 1991 \$116,000
- 1990 Revenues arising from the appropriation of past years' accumulated Insurance reserve will not be repeated in 1991 \$200,000
- restructuring of rates for order-in-council classes 2, 4 and 5 will likely not be repeated in 1991 \$200,000
- incurrence of additional staff costs arising from establishment of new 1990 positions \$1,200,000
- implications of G.S.T. tax effective Jan.1,1991

This information was provided to assist Council in reaching it's decision on 1990 tax rates, and to prepare Council for the possible ramifications when setting its 1991 tax rates.

ADJOURNMENT

The meeting adjourned at 7:13 p.m.

CHAIRMAN