

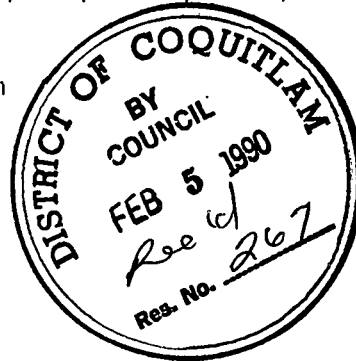
CENTENNIAL COMMITTEE

#506

CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:10 p.m. on January 10, 1990, 1111 Brunette Avenue, Coquitlam, B.C., with the following persons present:

Committee: Nancy Komsmo, Chairperson
Frank Dunbar
Les Keen
Carrie LeClair
Carol White
Bernie Moffat
Pat Cooper
Skip Proulx
Suzanne Tkach



Council: Alderman D. White

Staff: Lynda Stepura

1.0 Introduction of New Committee Member

Nancy Komsmo introduced a new member to the Committee, Mrs. Suzanne Tkach

2.0 Agenda

Moved by Carol White
Seconded by Skip Proulx

That the amended Agenda be accepted.

Carried Unanimously

3.0 Minutes

Moved by Nancy Komsmo
Seconded by Bernie Moffat

That the minutes of the December 12, 1989 meeting be approved.

Carried Unanimously

4.0 Old Business

4.1 Name Badges

The Centennial name badges were presented to each of the Committee members at the meeting.

4.2 Uniforms

Several Committee members required second fittings by the end of the week in preparation for the January 17, 1990 Kick-Off Reception. The subject of ties for the men was discussed.

Committee Action:

Frank Dunbar to look into the selection of a matching tie for the men's uniforms.

4.3 Official Centennial Band

Frank Dunbar reported on several possibilities for an Official 1991 Centennial Band.

.1 Centennial High School



The High School has four different groups that perform; a stage band, jazz concert band; a jazz choir and choral group. These groups may be available for functions during the school year. The main band will be away on a trip in June, 1991.

The contact person at Centennial High School is Mr. Jim Bryson.

.2 Reefeater Band

This group was unavailable for contact by the meeting date. Frank Dunbar will pursue.

.3 Solo Singer

The name of Carlan Hielscher was forwarded as a possible singer for official functions and ceremonies. She has not been contacted as yet. Contact phone numbers available from Mr. Dunbar.

5.0 Table Items from Last Meeting

5.1 Minor Hockey - Skip Proulx

Skip informed the group that Coquitlam Minor Hockey is attempting to secure a major hockey tournament in 1991.

5.2 Float

A float contract has been awarded and Parks and Recreation staff are in negotiations with the company.

5.3 Staff - Lynda Stepura

Lynda passed on a message from Ross Richardson, Deputy Director, Parks and Recreation that future requests to Municipal Departments should be forwarded through the Special Events Coordinator position.

6.0 Correspondence

6.1 School Board - Dr. Clinton

A letter was received from Dr. Clinton regarding the inclusion of the Centennial logo on School Board letterhead. The School Board is interested in including the logo, but has already printed their letterhead, and suggested that a stamp may work instead.

Committee Action

Les Keen to follow-up with a letter outlining other options for inclusion of the logo on letterhead.

6.2 B.C. Festival Conference

March 2nd - 4th, 1990
New Westminster, B.C.

Correspondence was received from the Festivals Association outlining dates, times, cost and location of the conference for 1990. Discussion followed.

Moved by Frank Dunbar
Seconded by Bernie Moffat

That the registration fee for the B.C. Festivals Conference be paid by the Centennial Committee for any Committee member wishing to attend.

Carried Unanimously

6.3 Year of Music 1991

The Committee received correspondence from the Director of Parks and Recreation, Don Cunnings that the B.C. Government has declared 1991 as the "Year of Music". A major campaign has been established for the year and interested groups are encouraged to participate.

7.0 Marketing/Parks and Recreation - Les Keen

7.1 Les Keen presented his proposed budget for Marketing and Public Relations for 1990.

7.2 Centennial Kick-Off Reception - January 17, 1990

Les outlined duties and responsibilities for the evening, as well as the program. Discussion followed.

8.0 Sanctioning Report

The tabled sanctioning Terms of Reference report was reviewed. The Committee went over the reference points and collectively agreed with the Terms of Reference.

Moved by Bernie Moffat
Seconded by Carol White

"That the revised Terms of Reference for the Sanctioning Committee be adopted".

Carried

Committee Action

Lynda Stepura and Pat Cooper to finalize the correspondence to be sent to all community groups and associations by the next meeting.

9.0 Adjournment

The regular meeting was adjourned at 9:10 p.m.

10.0 Date of Next Meeting

The next regular meeting will be at 7:00 p.m. on February 21, 1990 in the Boardroom of the Poirier Street Library.

Lynda Stepura
Lynda Stepura
Coordinator, Special Events

Nancy Korsmo
Centennial Committee Chairman

COQUITLAM CENTENNIAL COMMITTEE

MARKETING & PUBLIC RELATIONS COMMITTEE

PROPOSED 1989 BUDGET:

\$150,000.00

1989 EXPENSES:

CENTENNIAL PINS \$ 3,445.00

CENTENNIAL BUTTONS 1,197.80

~~CENTENNIAL FLOAT 35,000.00~~

COUNTER CARDS & BROCHURES 5,580.00

UNIFORMS & CRESTS 2,743.00

~~47,965.80~~

\$ 12,965.80

COQUITLAM CENTENNIAL COMMITTEE

MARKETING & PUBLIC RELATIONS COMMITTEE

PROPOSED 1990 BUDGET

1. HERITAGE CALENDARS - 28,000 copies	\$ 38,138.80
2. CENTENNIAL PROGRAMME 28,000 copies	16,500.00
3. ALL-WEATHER CENTENNIAL BANNERS - 4	2,800.00
4. ADDITIONAL PRINTING COSTS	25,000.00
5. CENTENNIAL PINS	
6. CENTENNIAL BUTTONS	
7. KEY CHAINS - 5,000	5,406.00
8. T-SHIRTS	
9. COFFEE MUGS	
10. V. I. P. RECEPTIONS & ENTERTAINMENT	
11. PARADE EXPENSES	
12. MASCOT EXPENSES	
ESTIMATED TOTAL	<hr/> \$150,000.00 <hr/>

COQUITLAM CENTENNIAL COMMITTEE

MARKETING & PUBLIC RELATIONS COMMITTEE

PROJECTED REVENUE INCOME 1990 & 1991 WOULD BE FROM THE SALE

OF THE FOLLOWING ITEMS:

CENTENNIAL PINS

CENTENNIAL BUTTONS

CENTENNIAL KEY CHAINS

T-SHIRTS

COFFEE MUGS

REVENUE FROM SPECIAL EVENTS

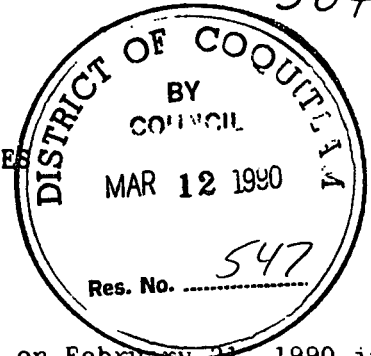
TICKET SALES - \$5.00 *Button*

CALENDARS?

CORPORATE DONATIONS?

504

CENTENNIAL COMMITTEE MEETING MINUTES



A regular meeting of the Centennial Committee was convened on February 21, 1990 in the Board Room of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
 Les Keen, Deputy Chairperson
 Carrie LeClair
 Frank Dunbar
 Bernie Moffat
 Carol White
 Bernie Moffat
 Suzanne Tkach
 Andy Laliberte

Council: Alderman D. White

Staff: Bob Munro
 Lynda Stepura

1.0 Introduction of New Committee Member

Nancy Konsmo introduced a new member to the Committee, Mr. Andy Laliberte.

2.0 Agenda

Moved by Bernie Moffat
 Seconded by Carol White

That the amended Agenda be accepted.

Carried Unanimously

3.0 Minutes

- 3.1 Added to Item 5.1 "That Skip Proulx was to pass the information on to the Sanctioning Committee:
- 3.2 Added to Item 8.0 "The revised Sanctioning Terms of Reference would be distributed at the next General Meeting".

Moved by Nancy Konsmo
 Seconded by Bernie Moffat

That the amended Minutes be adopted as revised.

Carried Unanimously

4.0 Old Business

4.1 Official Centennial Band - Frank Dunbar

Frank Dunbar reported that he had contacted the Beefeater Band, and had spoken to Mr. Gordon Olson regarding the possibility of inclusion of the band in the Centennial activities. Frank also informed the Committee that there was a charge for each band performance as the Beefeaters band is a semi-professional band. Discussion followed.

Moved by Carol White
Seconded by Les Keen

That Frank Dunbar will approach the Centennial School Band with a list of dates for performances; and pursue the availability of the bank on those dates.

Carried Unanimously

Frank Dunbar asked for dates for performances from the Chairman of the subcommittees. The following dates were suggested:

Opening Ceremonies	January 12, 1991
Canada Day Celebrations	July 1, 1991
Birthday Week	July 16, 17, 18, 1991 (Precludes in Park)
Closing Ceremonies	December, 1991

4.2 Logo on School Board Letterhead

Les Keen to follow up on logo inclusion on School Board postage meter.

4.3 Festivals B.C. Conference

The four members representing the Centennial Committee at the festivals B.C. Conference are Les Keen, Nancy Konsmo, Carol White and Frank Dunbar.

Moved by Bernie Moffat
Seconded by Carol White

RESOLUTION
REQUIRED

Ans 548
AND

That the registration fee for the B.C. Festivals be paid by the Centennial Committee for any Committee member wishing to attend."

Carried Unanimously

4.4 Centennial Quilt

Nancy Konsmo reported that she will be meeting with the Dogwood Quilters.

5.0 Committee Reports

5.1 Marketing/Public Relations - Less Keen - Chairperson

.1 Kick Off Reception

Les Keen expressed his thanks to the Committee members for their participation in the Centennial Kick-off reception held January 17, 1990.

.2 Pins/buttons Sales

It was proposed by the Marketing Committee that pins, buttons and key chains be available for purchase at the Sports Centre Lounge and Dogwood Pavilion Boutique. The prices suggested were as follows: Pins - \$1.00, Buttons - \$.50, Key chains - \$2.00.

Other suggested sale outlets include the Libraries, Chamber of Commerce; Place des Arts; Cody's Books and City Hall.

.3 Mascot

Nancy Konsmo reported on the joint venture proposal with Festival du Bois mascot. The Centennial Committee will pursue it's own mascot. Terms of reference and a fee schedule have been proposed by the Marketing Committee.

.4 Berm

The subject of pictorial Centennial flower beds in the District's berms and flower beds was discussed.

Moved by Bernie Moffatt
Seconded by frank Dunbar

That the Parks Division of the Parks and Recreation Department be approached regarding the possibility of including a Centennial 1991 display in berms and flowerbeds.

Carried Unanimously

Committee Action

Bob Munro to follow up and report back at the next meeting.

.5 Centennial Calendars

Les Keen brought forth the suggestion of incorporating the Pioneer Tales book cover as the front cover of the 1991 calendar. Discussion followed.

Moved by Carol White
Seconded by Bernie Moffat

That the cover and twelve page calendar be pictures, as opposed to sketches in order to keep continuity within the calendar.

Motion Defeated

Committee Action

Les Keen to further research the sketch from the Pioneer Tales Book cover and liaise with the Pioneer Tales Committee with regards to the cover of the calendar.

Discussion followed regarding the order of extra calendars above the 28,000 ordered, to be for sale by the Centennial Committee.

Moved by Bernie Moffat
Seconded by Suzanne Tkach

That the Marketing Committee order 30,000 calendars in total, accounting for one per household in 1991, with the remaining calendars to be sold by the Centennial Committee.

Carried Unanimously

.6 Promotional Items

Les provided some additional promotional items for consideration by the Committee.

V.I.P. Cards and Pins

A business card complete with Centennial pin was presented for the Committee's consideration. Prices were as follows:

1,000 - \$ 580)
2,500 - \$1,000) plus \$300 artwork fee
5,000 - \$1,800)

Moved by Frank Dunbar
Seconded by Bernie Moffat

To accept the use of VIP business cards as presented by Les Keen.

Carried Unanimously

Committee Action

Alderman White to follow up and approach Council on the use of VIP cards for the Council members.

After Dinner Chocolates

Pre-packaged after dinner chocolates were presented for consideration of the Committee. The Centennial logo would be printed on the chocolates to assist in the promotion of the Centennial year. Discussion followed.

Moved by Frank Dunbar
Seconded by Bernie Moffat

That Les Keen pursue the hotels and motels in the District if they are interested in the purchase and use of the chocolates within their businesses.

Carried

.7 Counter Cards

Les Keen updated the Committee on the placement and responsibilities of the counter cards.

.8 Use of Logo by Other Agencies

Les Keen presented a list of businesses that have approached him for the use of the official Centennial logo. Discussion followed.

Moved by Carol White
Seconded by Carrie LeClair

Those groups that have approached the Marketing Committee for use of the Centennial Logo be forwarded to the Sanctioning Committee.

Motion Withdrawn

Moved by Carol White
Seconded by Carrie LeClair

That the Centennial Committee approve the requests from businesses wishing to use the official logo upon the condition that the use is at their own expense.

Carried

Committee Action

Letters will be sent to the business who have already applied, outlining the conditions of use, along with a copy of the logo and official colours. Nancy Konsmo to follow up.

.9 Corporate Sponsorship

Les Keen is seeking direction from Council in regards to corporate sponsorship.

10 Public Relations Events

Les Keen reported on upcoming dates for Centennial Public Relations Events. Committee members were asked to keep the dates of May 16, 1990 and September 19, 1990 open for official functions.

5.2 Sanctioning Committee - Lynda Stepura, Chairperson

The revised Terms of Reference for the Sanctioning Committee were handed out to Committee members. Lynda asked for names to agencies, churches or other groups be forwarded to the Committee as to include as many groups in the mail out of sanctioning letters.

Discussion followed on Sanctioning Committee's role.

5.3 Opening/Closing Ceremonies - Carrie LeClair, Chairperson

Carrie had nothing to report at this time.

5.4 Canada Day/Multicultural - Bernie Moffat, Chairperson

Bernie reported he has several people busy working on his different committees.

5.5 Birthday Week - Carol White, Chairperson

Carol has nothing to report at this time.

6.0 Budget - Bob Munro

Bob Munro reviewed the proposed 1990 Centennial budget with the Committee members. This budget has been forwarded to Council for approval.

7.0 Correspondence

7.1 Centennial Song Submission

Committee reviewed a submission for a Centennial song received from D.M. Gachallan. Nancy Konsmo will respond in the form of a letter thanking D.M. Gachallan for the submission.

7.2 B.C. Year of Music, 1991

The Committee received an invitation from the B.C. Year of Music inviting a representative to attend an Information session on March 1, 1990 at the Sheraton Villa Inn in Burnaby. Committee members were encouraged to attend.

7.3 Pyrodine Fireworks

Correspondence from this business was forwarded to the Birthday Week Committee.

8.0 New Business

8.1 Festival du Bois - Suzanne Tkach

Suzanne Trach provided some information and brochures on the Festival du Bois to be held at Mackin Park March 2-5, 1990. All Committee members were invited to attend.

8.2 Heritage Display - Nancy Konsmo

There will be a Heritage Display in the Haney Place Mall February 23 and 24, 1990. Committee members may wish to attend this display.

8.3 Coquitlam Optimists Group - Nancy Konsmo

This group has invited the Chairperson to attend a dinner meeting of their club. Nancy Konsmo will attend.

8.4 Business Cards

The Chair recognized the fact that the Committee needs business cards. Lynda supplied a sample of District approved business cards from the Printing Department for approval. Discussion followed.

Moved by Les Keen
Seconded by Bernie Moffat

That the Committee accept the business cards as presented from the District.

Carried

8.5 Printing Matters - Lynda Stepura

.1 Invitations

Committee's approval was sought for a two coloured logo invitation to be pre-printed for official receptions. Discussion followed. It was decided two-colour, pre-printed, was not necessary.

.2 Envelopes

The Committee received the crested envelopes from the Printing Department. Discussion followed on the use, and making of pre-crested envelopes. Lynda to follow up on for all blue letterhead envelopes.

8.6 Souvenir Sales Package - Frank Dunbar

.1 Frank forwarded the name of Wilson International as a potential business to handle all souvenir sales for the Centennial Committee. The Marketing Committee has received the information and will follow up.

.2 Frank also presented copies of Souvenir Guides used by Seniors' Games in the past. The Committee received the information.

9.0 Adjournment

The regular meeting was adjourned at 10:30 p.m.

10.0 Date of the Next Meeting

The next regular meeting will be at 7:00 p.m., March 21, 1990, in the Board Room of the Poirier Street Library. Sub-committees were encouraged to meet prior to this date.

Lynda Stepura
Coordinator, Special Events

Nancy Konsmo
Centennial Committee Chairperson

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE MEETING

TUESDAY JANUARY 30, 1990, 7:00 P. M.

COQUITLAM PUBLIC LIBRARY BOARD ROOM

AGENDA

1. OPENING REMARKS - CHAIRMAN
2. 1991 BUDGET
3. REVENUE INCOME - SALE OF PINS, BUTTONS, KEY CHAINS, ETC.
4. V. I. P. CARD PINS
5. SPEAKERS FORUM
6. T V PUBLIC MESSAGE
7. MASCOT - AMBASSADOR
8. NEW PROMOTIONAL IDEAS - CENTENNIAL INFO - 3 TO 4 MONTHS
UPDATE - INVITATIONS
9. OTHER BUSINESS
10. ADJOURN

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

MINUTES OF MEETING JANUARY 30, 1990

CHAIRMAN: LES KEEN

NANCY KONSMO
PAT COOPER
LARRY ROSE
GEORGE PORGES

Chairman welcomed Larry Rose and George Porges to meeting. Larry is a new member to the Committee and George is replacing Louella Hollington as School Liaison Representative.

Discussions took place on the following items:

It was agreed upon that we would receive revenue from the sale of the following Centennial souvenir items:

PINS	\$1.00 ea
BUTTONS	.50 ea
KEY CHAINS	2.00 ea

It was decided that we would sell the pins and buttons at the following locations on a trial basis: Curling Lounge, Dogwood Pavilion, City Hall and Place des Arts. Nancy Konsmo was to follow up any sales from the above locations and report to the committee at the next meeting.

Larry Rose was to approach ^{SAVE-ON} ~~Super-Store~~ re sales of pins and buttons and report to the next meeting.

Larry was to research and quote on 1,000 V I P cards with pins.

A Speakers Forum was established with the following volunteers:

~~MR.~~ *AKL White (added)*
MR. STAN PUKESH
MR. GLEN MURRAY
ALDERMAN BILL LECLAIR
MR. LES KEEN

Les to report further at next general meeting.

Rogers Cable 4 TV was to be contacted re interview for future promotional requirements.

It was also suggested for volunteers we should advertise on TV and Radio CKNW.

MASCOT - Nancy to check with Festival Du Bois re joint venture on our Mascot. The following job description for the Mascot was agreed upon: to attend all parades and Centennial Events, events in other areas, to be personable and preferably bilingual.

Remuneration - \$40.00 to \$75.00 per event, plus expenses

Larry Rose will research Centennial invitations and report back to committee.

Les Keen to research after-dinner chocolates to sell to hotels, restaurants, for fund-raising, and to serve at our Centennial functions and report back to committee.

George Porges to research Millside School (1907) as a heritage project, restoring one or two classrooms as a District Centennial project. George planning to write History of Education in the district. George to pursue with local council as this is not a Centennial Committee project and will report back to committee.

The subject of a Berm (flower bed of Logo) should be discussed at our next general meeting.

Meeting adjourned at 8:30 p.m.

SANCTIONING COMMITTEE REPORT
FEBRUARY 01, 1990
SANCTIONED ACTIVITIES - TERMS OF REFERENCE
(Revised)

1.0 Purpose

The purpose of providing this report and Terms of Reference is to:

- a. set criteria for participation in the Centennial Year
- b. ensure groups work within, or comply to the set standards outlined by the Terms of Reference

2.0 What is Sanctioning

Definition: "Giving authoritative approval for:
Endorse; Ratify; Accredite; Certify"

3.0 Who Will Be Sanctioned

- community groups, clubs, organizations
- sport groups and teams
- support groups
- non-profit societies

4.0 Purpose of Sanctioning

- to encourage groups to actively participate in the Centennial Year activities
- to establish a framework on standard as a control mechanism for participation in the Centennial Year
- to include a broad spectrum of activities that reflect the nature of the community
- to set a process whereby the Committee will be able to evaluate interested groups

5.0 Terms of Reference

- 5.1 All proposed activities must fall within the calendar year January 01, 1990 - December 1990.
- 5.2 Activities or events may occur once, or be ongoing throughout the year
- 5.3 Participating groups will be expected to plan, direct and control their own activities; as well as, be financially self-sufficient
- 5.4 Groups will be responsible for obtaining permits, licenses, and insurance documents, where applicable; and for booking their own facilities and venue.
Sites: normal booking and licensing procedures for Parks and Recreation facilities will apply.
- 5.5 Events shall be participatory in nature and not used solely to fund-raise for an activity or another event

- 5.6 Activities should encourage family or group participation and aid in the developing community pride and spirit.
- 5.7 Attention to the safety of the individual or participant is required at all times during the events
- 5.8 The Centennial Committee and the District of Coquitlam will not be, in anyway, held liable in case of loss, damage, or bodily injury during a Sanctioned Centennial Event.
- 5.9 The Centennial Committee will provide publicity and promotion for the Sanctioned Groups by listing their activities and dates in the official Centennial Souvenir Guide.

6.0 Procedural Guidelines

6.1 Groups will be required to submit one (1) written proposal, support documents and attached form six months to one year in advance of their event for Committee approval.

6.2 Detailed proposals should include:

- Name of organization; Chairperson or Organizers, name and phone number
- proposed venue location (where to be held)
- time and date of the activity or event
- numbers of participants
- expected numbers of spectators
- support documents, permits, licenses, copies of insurance
- plan, nature or type of activity
- numbers of volunteers

6.3 The Sanctioning Committee will then review the applications, and contact the groups within one month of receipt of the application as to the activities or event's suitability and/or official sanctioning.

7.0 Appeal Procedure

Declined groups may appeal, in writing, to the 1991 Centennial Committee, whereby the whole Committee will review the entire proposal, at its General Meetings, and make the final decision of the suitability of the activity. Groups will be contacted in writing as to the outcome.

Written applications should be directed to

1991 Centennial Committee
633 Poirier Street
Coquitlam, B.C. V3J 6A9

Attention: Ms. L. Stepura

Coquitlam My Town

© 1989 D.M. GACHALLAN

del

Coquitlam, Coquitlam, Coquitlam my town
 you're the place of my dream

vous êtte ma ville

you're a place in the sun

for the old and the young

you are my kind of town

Twas the turn of the century

when you became a community

Votre nom est du poisson rouge

A name I'm proud to tell the world.

You will reach a hundred in a special wa

you will ring in our hearts on your special d

Coquitlam, Coquitlam, Coquitlam my town

you will soon celebrate a grand birthday

We will sing, shout and dance be it sunshine or ra

Ma ville Bonne Fête.



1990 LE FESTIVAL DU BOIS

MAILLARDVILLE, COQUITLAM

Event Schedule and Locations

Friday March 2nd

Time	Place	Program
9:00 am	Fraser Mills	Fraser Mills Tour
6:00 pm	Fatima Hall	Banquet
8:30 pm	Fatima Centre	Opening Ceremonies
9:00 pm	Fatima Centre	Logger's Ball
Evening	Digger O'Riley's Pub and French Quarter Pub	Brunette Avenue Entertainment

Saturday March 3rd

Time	Place	Program
9:00 am	Mackin Park	Royal LePage Field Lacrosse Tournament
9:00 am	Como Lake School	Intercross Tournament
10:00 am	Mackin Park	Wagon Ride and Sing-a-long
10:00 am	Festival Tent	Children's Entertainment
10:00 am	Festival Tent	Maple Sugar Cabin
10:00 am	Festival Tent	Forestry Memoirs
10:00 am	Festival Tent	Traditional Food Fair
1:00 pm	Festival Tent	Caisse Populaire Logger Sports
2:00 pm	Place des Arts	Festival du Bois Art Exhibit
3:00 pm	Festival Tent	Family Entertainment
5:00 pm	Notre Dame de Lourdes Church	Historical Mass
6:00 pm	Festival Tent	Aveda Beard & Mustache Grooming Contest
7:30 pm	Coquitlam Sports Centre	Sledge Hockey
7:00 pm	Festival Tent	Song and Dance Entertainment
8:00 pm	Fatima Centre	Coca Cola Youth Rendezvous
9:00 pm	Festival Tent	Adult Entertainment
8:45 pm	Coquitlam Sports Centre	Oldtimer Hockey
Evening	Digger O'Riley and French Quarter Pub	Brunette Avenue Entertainment

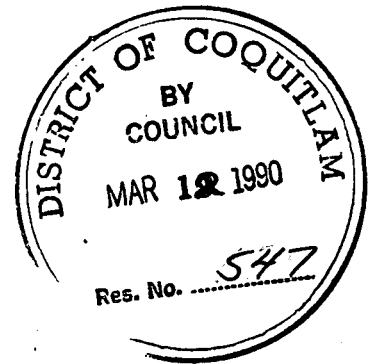
Sunday March 4th

Time	Place	Program
9:00 am	Como Lake	Caisse Populaire Logger's Triathlon
9:00 am	Mackin Park	Field Lacrosse Tournament
9:00 am	Como Lake School	Intercross Tournament
10:00 am	Mackin Park	Wagon Ride and Sing-a-long
10:00 am	Festival Tent	French Canadian Breakfast
11:00 am	Festival Tent	Brunch Entertainment
11:00 am	Mackin Park	Maillardville Criterium
1:00 pm	Festival Tent	Fiddling Contest
3:00 pm	Festival Tent	Afternoon Entertainment
3:30 pm	Mackin Park	Royal LePage Historical Lacrosse Game
7:00 pm	Festival Tent	Volunteer Dance

Come and join the irresistible "joie de vivre!"



CENTENNIAL COMMITTEE MEETING MINUTES



A regular meeting of the Centennial Committee was convened on February 21, 1990 in the Board Room of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
Les Keen, Deputy Chairperson
Carrie LeClair
Frank Dunbar
Bernie Moffat
Carol White
Bernie Moffat
Suzanne Tkach
Andy Laliberte

Council: Alderman D. White

Staff: Bob Munro
Lynda Stepura

1.0 Introduction of New Committee Member

Nancy Konsmo introduced a new member to the Committee, Mr. Andy Laliberte.

2.0 Agenda

Moved by Bernie Moffat
Seconded by Carol White

That the amended Agenda be accepted.

Carried Unanimously

3.0 Minutes

- 3.1 Added to Item 5.1 "That Skip Proulx was to pass the information on to the Sanctioning Committee:
- 3.2 Added to Item 8.0 "The revised Sanctioning Terms of Reference would be distributed at the next General Meeting".

Moved by Nancy Konsmo
Seconded by Bernie Moffat

That the amended Minutes be adopted as revised.

Carried Unanimously

4.0 Old Business

4.1 Official Centennial Band - Frank Dunbar

Frank Dunbar reported that he had contacted the Beefeater Band, and had spoken to Mr. Gordon Olson regarding the possibility of inclusion of the band in the Centennial activities. Frank also informed the Committee that there was a charge for each band performance as the Beefeaters band is a semi-professional band. Discussion followed.

Moved by Carol White
Seconded by Les Keen

That Frank Dunbar will approach the Centennial School Band with a list of dates for performances; and pursue the availability of the bank on those dates.

Carried Unanimously

Frank Dunbar asked for dates for performances from the Chairman of the subcommittees. The following dates were suggested:

Opening Ceremonies	January 12, 1991
Canada Day Celebrations	July 1, 1991
Birthday Week	July 16, 17, 18, 1991 (Precludes in Park)
Closing Ceremonies	December, 1991

4.2 Logo on School Board Letterhead

Les Keen to follow up on logo inclusion on School Board postage meter.

4.3 Festivals B.C. Conference

The four members representing the Centennial Committee at the festivals B.C. Conference are Les Keen, Nancy Konsmo, Carol White and Frank Dunbar.

Moved by Bernie Moffat
Seconded by Carol White

That the registration fee for the B.C. Festivals be paid by the Centennial Committee for any Committee member wishing to attend."

Carried Unanimously

4.4 Centennial Quilt

Nancy Konsmo reported that she will be meeting with the Dogwood Quilters.

UTION
RED

App'd
Nas 548/90

5.0 Committee Reports

5.1 Marketing/Public Relations - Less Keen - Chairperson

.1 Kick Off Reception

Les Keen expressed his thanks to the Committee members for their participation in the Centennial Kick-off reception held January 17, 1990.

.2 Pins/buttons Sales

It was proposed by the Marketing Committee that pins, buttons and key chains be available for purchase at the Sports Centre Lounge and Dogwood Pavilion Boutique. The prices suggested were as follows: Pins - \$1.00, Buttons - \$.50, Key chains - \$2.00.

Other suggested sale outlets include the Libraries, Chamber of Commerce; Place des Arts; Cody's Books and City Hall.

.3 Mascot

Nancy Konsmo reported on the joint venture proposal with Festival du Bois mascot. The Centennial Committee will pursue it's own mascot. Terms of reference and a fee schedule have been proposed by the Marketing Committee.

.4 Berm

The subject of pictorial Centennial flower beds in the District's berms and flower beds was discussed.

Moved by Bernie Moffatt
Seconded by frank Dunbar

That the Parks Division of the Parks and Recreation Department be approached regarding the possibility of including a Centennial 1991 display in berms and flowerbeds.

Carried Unanimously

Committee Action

Bob Munro to follow up and report back at the next meeting.

.5 Centennial Calendars

Les Keen brought forth the suggestion of incorporating the Pioneer Tales book cover as the front cover of the 1991 calendar. Discussion followed.

Centennial Committee Meeting Minutes

Moved by Carol White
Seconded by Bernie Moffat

That the cover and twelve page calendar be pictures, as opposed to sketches in order to keep continuity within the calendar.

Motion Defeated

Committee Action

Les Keen to further research the sketch from the Pioneer Tales Book cover and liaise with the Pioneer Tales Committee with regards to the cover of the calendar.

Discussion followed regarding the order of extra calendars above the 28,000 ordered, to be for sale by the Centennial Committee.

Moved by Bernie Moffat
Seconded by Suzanne Tkach

That the Marketing Committee order 30,000 calendars in total, accounting for one per household in 1991, with the remaining calendars to be sold by the Centennial Committee.

Carried Unanimously

.6 Promotional Items

Les provided some additional promotional items for consideration by the Committee.

V.I.P. Cards and Pins

A business card complete with Centennial pin was presented for the Committee's consideration. Prices were as follows:

1,000 - \$ 580)
2,500 - \$1,000) plus \$300 artwork fee
5,000 - \$1,800)

Moved by Frank Dunbar
Seconded by Bernie Moffat

To accept the use of VIP business cards as presented by Les Keen.

Carried Unanimously

Committee Action

Alderman White to follow up and approach Council on the use of VIP cards for the Council members.

After Dinner Chocolates

Pre-packaged after dinner chocolates were presented for consideration of the Committee. The Centennial logo would be printed on the chocolates to assist in the promotion of the Centennial year. Discussion followed.

Moved by Frank Dunbar
Seconded by Bernie Moffat

That Les Keen pursue the hotels and motels in the District if they are interested in the purchase and use of the chocolates within their businesses.

Carried

.7 Counter Cards

Les Keen updated the Committee on the placement and responsibilities of the counter cards.

.8 Use of Logo by Other Agencies

Les Keen presented a list of businesses that have approached him for the use of the official Centennial logo. Discussion followed.

Moved by Carol White
Seconded by Carrie LeClair

Those groups that have approached the Marketing Committee for use of the Centennial Logo be forwarded to the Sanctioning Committee.

Motion Withdrawn

Moved by Carol White
Seconded by Carrie LeClair

That the Centennial Committee approve the requests from businesses wishing to use the official logo upon the condition that the use is at their own expense.

Carried

Committee Action

Letters will be sent to the business who have already applied, outlining the conditions of use, along with a copy of the logo and official colours. Nancy Konsmo to follow up.

.9 Corporate Sponsorship

Les Keen is seeking direction from Council in regards to corporate sponsorship.

10 Public Relations Events

Les Keen reported on upcoming dates for Centennial Public Relations Events. Committee members were asked to keep the dates of May 16, 1990 and September 19, 1990 open for official functions.

5.2 Sanctioning Committee - Lynda Stepura, Chairperson

The revised Terms of Reference for the Sanctioning Committee were handed out to Committee members. Lynda asked for names to agencies, churches or other groups be forwarded to the Committee as to include as many groups in the mail out of sanctioning letters.

Discussion followed on Sanctioning Committee's role.

5.3 Opening/Closing Ceremonies - Carrie LeClair, Chairperson

Carrie had nothing to report at this time.

5.4 Canada Day/Multicultural - Bernie Moffat, Chairperson

Bernie reported he has several people busy working on his different committees.

5.5 Birthday Week - Carol White, Chairperson

Carol has nothing to report at this time.

6.0 Budget - Bob Munro

Bob Munro reviewed the proposed 1990 Centennial budget with the Committee members. This budget has been forwarded to Council for approval.

7.0 Correspondence

7.1 Centennial Song Submission

Committee reviewed a submission for a Centennial song received from D.M. Gachallan. Nancy Konsmo will respond in the form of a letter thanking D.M. Gachallan for the submission.

7.2 B.C. Year of Music, 1991

The Committee received an invitation from the B.C. Year of Music inviting a representative to attend an Information session on March 1, 1990 at the Sheraton Villa Inn in Burnaby. Committee members were encouraged to attend.

7.3 Pyrodine Fireworks

Correspondence from this business was forwarded to the Birthday Week Committee.

8.0 New Business

8.1 Festival du Bois - Suzanne Tkach

Suzanne Trach provided some information and brochures on the Festival du Bois to be held at Mackin Park March 2-5, 1990. All Committee members were invited to attend.

8.2 Heritage Display - Nancy Konsmo

There will be a Heritage Display in the Haney Place Mall February 23 and 23 and 24, 1990. Committee members may wish to attend this display.

8.3 Coquitlam Optimists Group - Nancy Konsmo

This group has invited the Chairperson to attend a dinner meeting of their club. Nancy Konsmo will attend.

8.4 Business Cards

The Chair recognized the fact that the Committee needs business cards. Lynda supplied a sample of District approved business cards from the Printing Department for approval. Discussion followed.

Moved by Les Keen
Seconded by Bernie Moffat

That the Committee accept the business cards as presented from the District.

Carried

8.5 Printing Matters - Lynda Stepura

.1 Invitations

Committee's approval was sought for a two coloured logo invitation to be pre-printed for official receptions. Discussion followed. It was decided two-colour, pre-printed, was not necessary.

.2 Envelopes

The Committee received the crested envelopes from the Printing Department. Discussion followed on the use, and making of pre-crested envelopes. Lynda to follow up on for all blue letterhead envelopes.

8.6 Souvenir Sales Package - Frank Dunbar


- .1 Frank forwarded the name of Wilson International as a potential business to handle all souvenir sales for the Centennial Committee. The Marketing Committee has received the information and will follow up.
- .2 Frank also presented copies of Souvenir Guides used by Seniors' Games in the past. The Committee received the information.

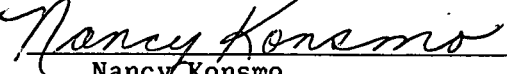
9.0 Adjournment

The regular meeting was adjourned at 10:30 p.m.

10.0 Date of the Next Meeting

The next regular meeting will be at 7:00 p.m., March 21, 1990, in the Board Room of the Poirier Street Library. Sub-committees were encouraged to meet prior to this date.


Lynda Stepura
Coordinator, Special Events


Nancy Koonsmo
Centennial Committee Chairperson

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE MEETING

TUESDAY JANUARY 30, 1990, 7:00 P. M.

COQUITLAM PUBLIC LIBRARY BOARD ROOM

AGENDA

1. OPENING REMARKS - CHAIRMAN
2. 1991 BUDGET
3. REVENUE INCOME - SALE OF PINS, BUTTONS, KEY CHAINS, ETC.
4. V. I. P. - CARD PINS
5. SPEAKERS FORUM
6. T V PUBLIC MESSAGE
7. MASCOT - AMBASSADOR
8. NEW PROMOTIONAL IDEAS - CENTENNIAL INFO - 3 TO 4 MONTHS
UPDATE - INVITATIONS
9. OTHER BUSINESS
10. ADJOURN

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

MINUTES OF MEETING JANUARY 30, 1990

CHAIRMAN: LES KEEN

NANCY KONSMO
PAT COOPER
LARRY ROSE
GEORGE PORGES

Chairman welcomed Larry Rose and George Porges to meeting. Larry is a new member to the Committee and George is replacing Louella Hollington as School Liaison Representative.

Discussions took place on the following items:

It was agreed upon that we would receive revenue from the sale of the following Centennial souvenir items:

PINS	\$1.00 ea
BUTTONS	.50 ea
KEY CHAINS	2.00 ea

It was decided that we would sell the pins and buttons at the following locations on a trial basis: Curling Lounge, Dogwood Pavilion, City Hall and Place des Arts. Nancy Konsmo was to follow up any sales from the above locations and report to the committee at the next meeting.

Larry Rose was to approach ^{SAVE-ON} Super-Store re sales of pins and buttons and report to the next meeting.

Larry was to research and quote on 1,000 V I P cards with pins.

A Speakers Forum was established with the following volunteers:

~~MR. AL~~ *White (added)*
MR. STAN PUKESH
MR. GLEN MURRAY
ALDERMAN BILL LECLAIR
MR. LES KEEN

Les to report further at next general meeting.

Rogers Cable 4 TV was to be contacted re interview for future promotional requirements.

It was also suggested for volunteers we should advertise on TV and Radio CKNW.

MASCOT - Nancy to check with Festival Du Bois re joint venture on our Mascot. The following job description for the Mascot was agreed upon: to attend all parades and Centennial Events, events in other areas, to be personable and preferably bilingual.

Remuneration - \$40.00 to \$75.00 per event, plus expenses

Larry Rose will research Centennial invitations and report back to committee.

Les Keen to research after-dinner chocolates to sell to hotels, restaurants, for fund-raising, and to serve at our Centennial functions and report back to committee.

George Porges to research Millside School (1907) as a heritage project, restoring one or two classrooms as a District Centennial project. George planning to write History of Education in the district. George to pursue with local council as this is not a Centennial Committee project and will report back to committee.

The subject of a Berm (flower bed of Logo) should be discussed at our next general meeting.

Meeting adjourned at 8:30 p.m.

SANCTIONING COMMITTEE REPORT
FEBRUARY 01, 1990
SANCTIONED ACTIVITIES - TERMS OF REFERENCE
(Revised)

1.0 Purpose

The purpose of providing this report and Terms of Reference is to:

- a. set criteria for participation in the Centennial Year
- b. ensure groups work within, or comply to the set standards outlined by the Terms of Reference

2.0 What is Sanctioning

Definition: "Giving authoritative approval for:
Endorse; Ratify; Accredite; Certify"

3.0 Who Will Be Sanctioned

- community groups, clubs, organizations
- sport groups and teams
- support groups
- non-profit societies

4.0 Purpose of Sanctioning

- to encourage groups to actively participate in the Centennial Year activities
- to establish a framework on standard as a control mechanism for participation in the Centennial Year
- to include a broad spectrum of activities that reflect the nature of the community
- to set a process whereby the Committee will be able to evaluate interested groups

5.0 Terms of Reference

- 5.1 All proposed activities must fall within the calendar year January 01, 1990 - December 1990.
- 5.2 Activities or events may occur once, or be ongoing throughout the year
- 5.3 Participating groups will be expected to plan, direct and control their own activities; as well as, be financially self-sufficient
- 5.4 Groups will be responsible for obtaining permits, licenses, and insurance documents, where applicable; and for booking their own facilities and venue.
Sites: normal booking and licensing procedures for Parks and Recreation facilities will apply.
- 5.5 Events shall be participatory in nature and not used solely to fund-raise for an activity or another event

- 5.6 Activities should encourage family or group participation and aid in the developing community pride and spirit.
- 5.7 Attention to the safety of the individual or participant is required at all times during the events
- 5.8 The Centennial Committee and the District of Coquitlam will not be, in anyway, held liable in case of loss, damage, or bodily injury during a Sanctioned Centennial Event.
- 5.9 The Centennial Committee will provide publicity and promotion for the Sanctioned Groups by listing their activities and dates in the official Centennial Souvenir Guide.

6.0 Procedural Guidelines

6.1 Groups will be required to submit one (1) written proposal, support documents and attached form six months to one year in advance of their event for Committee approval.

6.2 Detailed proposals should include:

- Name of organization; Chairperson or Organizers, name and phone number
- proposed venue location (where to be held)
- time and date of the activity or event
- numbers of participants
- expected numbers of spectators
- support documents, permits, licenses, copies of insurance
- plan, nature or type of activity
- numbers of volunteers

6.3 The Sanctioning Committee will then review the applications, and contact the groups within one month of receipt of the application as to the activities or event's suitability and/or official sanctioning.

7.0 Appeal Procedure

Declined groups may appeal, in writing, to the 1991 Centennial Committee, whereby the whole Committee will review the entire proposal, at its General Meetings, and make the final decision of the suitability of the activity. Groups will be contacted in writing as to the outcome.

Written applications should be directed to

1991 Centennial Committee
633 Poirier Street
Coquitlam, B.C. V3J 6A9

Attention: Ms. L. Stepura

Coquitlam My Town

© 1989 D.M. GACHALLAN

del

Coquitlam, Coquitlam, Coquitlam my town

you're the place of my dream

vous êtte ma ville.

you're a place in the sun

for the old and the young

you are my kind of town

Twas the turn of the century

when you became a community

Votre nom est du poisson rouge

A name I'm proud to tell the world.

You will reach a hundred in a special way

you will ring in our hearts on your special day

Coquitlam, Coquitlam, Coquitlam my town

you will soon celebrate a grand birthday

We will sing, shout and dance be it sunshine or rain

ma ville. Bonne fête



1990 LE FESTIVAL DU BOIS

MAILLARDVILLE, COQUITLAM

Event Schedule and Locations

Friday March 2nd

Time	Place	Program
9:00 am	Fraser Mills	Fraser Mills Tour
6:00 pm	Fatima Hall	Banquet
8:30 pm	Fatima Centre	Opening Ceremonies
9:00 pm	Fatima Centre	Logger's Ball
Evening	Digger O'Riley's Pub and French Quarter Pub	Brunette Avenue Entertainment

Saturday March 3rd

Time	Place	Program
9:00 am	Mackin Park	Royal LePage Field Lacrosse Tournament
9:00 am	Como Lake School	Intercross Tournament
10:00 am	Mackin Park	Wagon Ride and Sing-a-long
10:00 am	Festival Tent	Children's Entertainment
10:00 am	Festival Tent	Maple Sugar Cabin
10:00 am	Festival Tent	Forestry Memoirs
10:00 am	Festival Tent	Traditional Food Fair
1:00 pm	Festival Tent	Caisse Populaire Logger Sports
2:00 pm	Place des Arts	Festival du Bois Art Exhibit
3:00 pm	Festival Tent	Family Entertainment
5:00 pm	Notre Dame de Lourdes Church	Historical Mass
6:00 pm	Festival Tent	Aveda Beard & Mustache Grooming Contest
7:30 pm	Coquitlam Sports Centre	Sledge Hockey
7:00 pm	Festival Tent	Song and Dance Entertainment
8:00 pm	Fatima Centre	Coca Cola Youth Rendezvous
9:00 pm	Festival Tent	Adult Entertainment
8:45 pm	Coquitlam Sports Centre	Oldtimer Hockey
Evening	Digger O'Riley and French Quarter Pub	Brunette Avenue Entertainment

Sunday March 4th

Time	Place	Program
9:00 am	Como Lake	Caisse Populaire Logger's Triathlon
9:00 am	Mackin Park	Field Lacrosse Tournament
9:00 am	Como Lake School	Intercross Tournament
10:00 am	Mackin Park	Wagon Ride and Sing-a-long
10:00 am	Festival Tent	French Canadian Breakfast
11:00 am	Festival Tent	Brunch Entertainment
11:00 am	Mackin Park	Maillardville Criterium
1:00 pm	Festival Tent	Fiddling Contest
3:00 pm	Festival Tent	Afternoon Entertainment
3:30 pm	Mackin Park	Royal LePage Historical Lacrosse Game
7:00 pm	Festival Tent	Volunteer Dance

Come and join the irresistible "joie de vivre!"



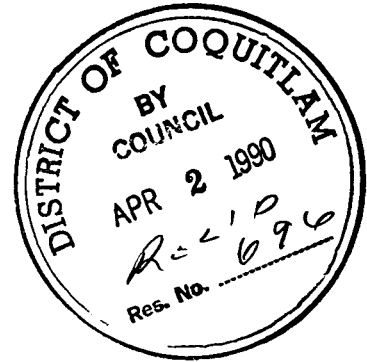
CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:10 p.m. on March 21, 1990, in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
Les Keen, Deputy Chairperson
Carrie LeClair
Carol White
Bernie Moffat
Frank Dunbar
Skip Proulx
Suzanne Tkach
Andy Laliberte

Council: Alderman B. LeClair

Staff: Bob Munro
Lynda Stepura



1.0 Agenda

Moved by Carol White
Seconded by Bernie Moffat

That the amended Agenda be accepted.

Carried Unanimously

2.0 Minutes

Moved by Nancy Konsmo
Seconded by Frank Dunbar

That the minutes of the February 21, 1990 be accepted.

Carried Unanimously

3.0 Old Business

3.1 Centennial Band Update - Frank Dunbar

Frank Dunbar reported that contact had been made with Douglas College and the American Federation of Music Local No. 145, regarding a possible Centennial Band. Frank suggested that the time of year and costs of including professional bands may limit band selection. Frank to follow-up on Centennial School's band involvement with Jim Bryson.

3.2 Festival B.C. Seminar Weekend - Nancy Konsmo

Nancy Konsmo gave a verbal report on the proceedings at the Festival's B.C. Seminar Weekend held in New Westminster over the March 2nd - 4th weekend.

3.3 Speaking Engagements - Nancy Konsmo

Nancy reported that she and Les had met with two service clubs. Nancy met with the Optimists, and Les with the Kinsmen. These groups have several projects under consideration for the Centennial Year.

3.4 Committee Business Cards - Nancy Konsmo

Nancy Konsmo reported for Alderman White on the printing of business cards with the Centennial logo for the Committee's use. The cost of printing would be \$500. The Committee will use the business card prepared by the Printing Department as approved at the last meeting.

Committee Action

Lynda to forward names and phone numbers to Printing Department.

3.5 B.C. Year of Music '91 - Lynda Stepura

Lynda gave a verbal report of the information gathered at the B.C. Year of Music '91 presentation. The information has been forwarded to the appropriate committees.

3.6 Centennial Quilt - Nancy Konsmo

Nancy reported on her meeting with the Dogwood Quilters.

Moved by Carol White
Seconded by Skip Proulx

Resolution "That the Dogwood Quilters be instructed to proceed with the Required Centennial Quilt in the image of the Centennial logo, and the Centennial Committee cover the costs; not to exceed \$500. including the honorarium".

Carried Unanimously

APPROVED
BY COUNCIL
RES #697/90

3.7 Mascot - Nancy Konsmo

Nancy has contacted Gary Turner Display Limited and B.C. Mascots for information regarding the design and construction of the Centennial Mascot. Nancy will bring back the information including prices, to the next meeting.

3.8 Landscape Berm/Signage - Bob Munro

Bob Munro supplies a rendering as a sample of what the Committee may wish to have in place as a berm for the Centennial Year. Discussion followed.

Moved by Les Keen
Seconded by Skip Proulx

"That the Committee approves the concept of a landscaped berm to be located at King Edward and Loughheed Highway".

Carried

Committee Action

Staff are to research the possibility of displaying signage at the Brunette exchange and Highway No. 1.

3.9 Button/Pin Sale

Staff reported on the procedures to follow regarding the sale of Centennial pins, buttons and key chains.

Moved by Skip Proulx
Seconded by Bernie Moffat

Resolution: "That council give approval for the sale of Centennial Pins at \$ 1.50; Required Buttons at \$ 1.00; and Keychains for \$ 2.00; and that the monies be deposited in the Centennial Revenue Account.

Carried Unanimously

4.0 Sub-Committee Reports4.1 Marketing/Public Relations - Les Keen - Chairperson

Les gave a brief update on Committee business. Attached Appendix I, are the minutes from their March 13th, 1990 meeting.

.1 Public Relations Events

Les suggested the dates for the upcoming Public Relations be changed to May 24, 1990 and September 12, 1990, respectively.

Moved by Bernie Moffat
Seconded by Skip Proulx

"That a promotional event be held in May 1990, and that the Marketing Committee will decide upon the format and details of the event".

Carried Unanimously

.2 Grants/Funding Sources

Nancy reported on contact with the Provincial representatives on funding sources for Centennial Year activities. The Chair requested preliminary budget expenditures be forwarded from the Sub-Committees for activities in 1991 for grant application purposes.

4.2 Sanctioning Committee - Lynda Stepura - Chairperson

Lynda reviewed the minutes of the Sanctioning Committee meeting held March 12, 1990, (see attached Appendix II). The Committee requests the purchase of an erasable wall calendar for compiling sanctioned events.

Moved by Les Keen
Seconded by Skip Proulx

OP 10
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18^v
698/90

"That the Sanctioning Committee Chairperson proceed with the purchase of two eraseable wall calendars as requested".

Carried Unanimously

Frank Dunbar forwarded the name of a group interested in becoming sanctioned.

Committee Action

Lynda to follow-up and forward sanctioning information to the group.

4.3 Canada Day/Multicultural - Bernie Moffat - Chairperson

Bernie reported that the Committee met March 10, 1990 and are working on program details. April 2nd, 1990 will be the next meeting date.

Committee Action

Staff to investigate application for a citizenship court to be held on July 1st, 1991.

4.4 Centennial Parade - Bernie Moffat - Chairperson

The 1991 Parade date has been set for Saturday, July 20, 1991; to take place in the North East sector of Coquitlam. Bernie outlined the route from Coquitlam Centre to Town Centre Stadium.

Committee Action

Staff to follow-up on the use of Coquitlam Centre's southwest parking lot for parade marshalling.

A suggestion was made to encourage local businesses to donate or sponsor trophies for the parade. Bernie to follow-up.

4.5 Birthday Week - Carol White - Chairperson

The Chair informed the Committee of a division of Birthday Week areas of responsibility due to the amount of activities planned. Nancy to provide some people for the other areas of the Birthday Week. Carol will be specifically responsible for the organization of the Preludes in the Park; Post-Parade Activities and Teen Dance. Discussion followed. The next meeting will be April 10, 1990.

4.6 Opening/Closing Ceremonies - Carrie LeClair

.1 Flags/Flagpoles

Carrie suggested that a permanent flagpole be installed at the Poirier Street Library in order to facilitate the Centennial flags and the Opening Ceremonies.

Moved by Carrie LeClair
Seconded by Carol White

Resolution
Required

"That Council approve the purchase and installation of a permanent three flag, flagpole at the Poirier Street Library complex; as well as the purchase of 3 portable flagpoles for use during official functions".

Streetscape Banners

It was brought to the attention of the Committee that the topic of the streetscape banners and hardware for the Centennial Year needed addressing.

Committee Action

"That Alderman LeClair report back on the Council Resolution No. October 17, 1989 meeting regarding streetscape banners".

Nancy and Carrier to follow-up on banner and flag purchase.

5.0 Staff

Lynda relayed information to the Committee from the Parks and Recreation Director, Mr. D.L. Cunnings regarding grants, and the Figure Skating Club. Communication from the Municipal Solicitor regarding the Logo Registration was also reported on.

6.0 Correspondence

6.1 Committee received correspondence from the Figure Skating Club requesting inclusion in the Centennial Year activities and 300 free pins/buttons. The Ice Carnival is to be held in 1990.

Moved by Skip Proulx.
Seconded by Bernie Moffat

"That Centennial buttons will be sold to sanctioned groups on a minimum order of 100, for \$.50 per button.

Carried

6.2 Lucille Starr Terms of Reference

Nancy reviewed the Terms of Reference sent by Lucille Starr's Manager. Discussion followed.

Committee Action

Nancy to gather more information and investigate with Lucille Starr on her performance requirements.

7.0 New Business

7.1 Native Sons and Daughters

Frank Dunbar presented the concept of some type of recognition event to be organized in the Centennial Year for natives sons and daughters.

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Resolution Required "That Council approve the purchase and installation of a permanent three flag, flagpole at the Poirier Street Library complex; as well as the purchase of 3 portable flagpoles for use during official functions".

.2 Streetscape Banners

It was brought to the attention of the Committee that the topic of the streetscape banners and hardware for the Centennial Year needed addressing.

Committee Action

"That Alderman LeClair report back on the Council Resolution from the October 17, 1989 meeting regarding streetscape banners".

Nancy and Carrie to follow-up on banner and flag purchase.

5.0 Staff

Lynda relayed information to the Committee from the Parks and Recreation Director, Mr. D.L. Cunnings regarding grants, and the Figure Skating Club. Communication from the Municipal Solicitor regarding the Logo Registration was also reported on.

6.0 Correspondence

6.1 Committee received correspondence from the Figure Skating Club requesting inclusion in the Centennial Year activities and 300 free pins/buttons. The Ice Carnival is to be held in 1990.

Moved by Skip Proulx.
Seconded by Bernie Moffat

"That Centennial buttons will be sold to sanctioned groups on a minimum order of 100, for \$.50 per button.

Carried

6.2 Lucille Starr Terms of Reference

Nancy reviewed the Terms of Reference sent by Lucille Starr's Manager. Discussion followed.

Committee Action

Nancy to gather more information and investigate with Lucille Starr on her performance requirements.

7.0 New Business

7.1 Native Sons and Daughters

Frank Dunbar presented the concept of some type of recognition event to be organized in the Centennial Year for natives sons and daughters.

Committee Action

Frank to pursue the idea of an Anniversary Tea with Dogwood Pavilion.

8.0 Next Meeting

The next regular meeting will be at 7:00 p.m., April 18, 1990, in the Boardroom of the Poirier Street Library.

9.0 Adjournment

The regular meeting was adjourned at 10:15 p.m.

Lynda Stepura

Lynda Stepura
Coordinator, Special Events

Nancy Korsmo
Centennial Committee Chairman

Attachments

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE MEETING

TUESDAY MARCH 13, 1990, 8:00 A. M.

COQUITLAM PUBLIC LIBRARY BOARD ROOM

AGENDA

1. OPENING REMARKS - CHAIRMAN
2. ADOPTION MINUTES PREVIOUS MEETING
3. FOLLOW-UP REPORTS:
 - LARRY ROSE - V.I.P. CARD PINS, CENTENNIAL INVITATIONS
SALE OF PINS AND BUTTONS - SAVE-ON-FOODS
 - NANCY KONSMO - SALE OF PINS AND BUTTONS AT SELECTED
LOCATIONS
MASCOT
 - GEORGE PORGES - MILLSIDE SCHOOL AS HERITAGE PROJECT
 - LES KEEN - SPEAKERS BUREAU, CHOCOLATE SALES
4. CORPORATE SPONSORS REPORT
5. MAY 16, 1990 PROMOTIONAL MEETING
6. ADJOURN

COQUITLAM CENTENNIAL

MARKETING & PUBLIC RELATIONS COMMITTEE

MINUTES OF MEETING MARCH 13, 1990

CHAIRMAN: LES KEEN

NANCY KONSMO
PAT COOPER
LARRY ROSE
GEORGE PORGES
SKIP PROULX

Chairman called meeting to order at 8 a.m. thanked and welcomed all for attending at such an early hour.

Minutes of previous meeting moved for adoption by Pat Cooper and seconded by George Porges - Carried.

Follow-Up Reports made by the following:

Larry Rose - Save-on-Foods willing to sell pins and buttons in their store.

Further research to be done on Centennial Invitations. To report again at next meeting.

Submitted quote on V.I.P. Invitation Pins. Moved by Pat Cooper and seconded by Skip Proulx that we order 1,500 pins immediately - Carried.

Nancy Konsmo - Awaiting word from Parks and Rec Dept. re instructions for sale of pins and buttons at selected locations.

Mascot - researching having a mascot head made and awaiting quotes from Gary Turner and B.C. Mascot.

George Porges - Still researching Millside School as Heritage Program for School District and further report to follow.

Les Keen - Speakers Bureau to consist of committee members for present time.

Chocolate sales - to continue research and report at future meeting.

On a motion moved by Skip Proulx - seconded by Larry Rose - Carried, it was decided to raise the sale prices on the following items to:

1. Pins - \$1.50
2. Buttons - \$1.00
3. Key Chains - \$2.00

Les Keen reported he met with Bill Brown and Larry Rose of the B.C. Summer Games Committee to discuss subject of Corporate Sponsors.

It was agreed that future meetings would be held to make sure that the Games Committee and the Centennial Committee did not approach the same sponsors for support.

Larry Rose was to obtain list from Provincial Government re sponsors of past Games and committed ones for the future.

Further report to follow at future meeting.

Suggested Promotional Meetings of May 24, 1990 and September 12th were put on hold for further discussion and additional information from Centennial Committee as a whole with respect to type of reception to be held.

It was recommended that the Marketing Committee should pay for cost of materials for Centennial Quilt to be made by the quilters at Dogwood Pavilion.

Meeting adjourned at 9:00 a.m. after setting date for next meeting

TIME: 8:00 a.m.

PLACE: Coquitlam Public Library Board Room

DATE: Tuesday April 3, 1990

SANCTIONING COMMITTEE MINUTES

MARCH 12, 1990

Present:

- Carrie LeClair
- Andy Laliberte
- Lynda Stepura, Chairperson

1.0 Topics for Discussion

- 1.1 Review of Sanctioning Letter and Approval
- 1.2 Review and Edit Community Group List
- 1.3 Additions to Information List
- 1.4 Wall Calendar Purchase

2.0 Discussion

2.1 The Sanctioning letter was reviewed by the Committee and approved. A copy of the revised letter will be made available to Committee members at the next meeting.

2.2 The community group list supplied by the Parks and Recreation Department was reviewed and edited. The Committee identified other groups not on the list to be contacted. Carrie to follow-up on churches and dance schools.

2.3 It was discussed and agreed upon by the Committee to encourage participation by all groups in the community. It was decided to add another group to the sanctioned group which would include the local festivals, conferences and entertainment groups within the groups that may become sanctioned. A revised information flyer will be made available to the Committee at the next meeting.

2.4 It was suggested that a special 1991 Wall Calendar should be purchased for the Sanctioning Committee for immediate use. Lynda to provide samples of such calendar units at the next meeting.

3.0 New Business

The Committee felt it was important to establish some task time lines for the Committee to work within. These are as follows:

- 1. Initial letter and flyers - Mail Out March 15, 1990
(including June 15th deadline for calendar)
- 2. Second letter - Full Mail-Out May 31, 1990
- to remind all groups of deadline

3. Phone call to groups and Committee member to speak (Andy) June 1990
4. Supplemental list compilation - for inclusion in Calendar August 30, 1990
5. Follow-up sanctioning for 1991 - final list of all groups sanctioned Dec 31, 1990

It was also discussed on how to proceed with year in advance bookings. Lynda will follow-up with the Parks and Recreation Booking Clerk.

Meeting adjourned at 5:00 p.m.

Next Meeting - two weeks after General Meeting.
Time and date to be announced.

Lynda Stepura

Lynda Stepura
Committee Chairperson

:SS



COQUITLAM CENTENNIAL COMMITTEE (1991)

1990 March 16

On behalf of the Coquitlam Centennial Committee, I wish to extend an invitation for your organization to become a part of Coquitlam's 1991 Centennial celebrations.

Community groups and organizations are invited to host special activities during the Centennial Year. New events or events already in existence may become officially sanctioned by the Centennial Committee as a Centennial Year activity.

Benefits to your group are many, including publicity and promotion of the event in 1991 Centennial publications, giving you community-wide exposure and recognition.

In order to include all proposed 1991 Centennial activities in the Souvenir Calendar, applications must be received no later than June 15, 1990. Sanctioned activities will be approved after this date, but will not be included in the promotional Souvenir Calendar.

If you are not the current contact person for your organization, could you please forward this information to the appropriate person.

We look forward to your reply regarding this unique and exciting opportunity for your group to become a part of Coquitlam's Centennial Year celebrations.

Yours truly,

Lynda Stepura
Sanctioning Committee Chairperson

:SS



1991 CENTENNIAL COMMITTEE

SANCTIONING OF EVENTS

WHAT IS SANCTIONING?

Events or happenings occurring during the 1991 Centennial Year have the opportunity to become a "Sanctioned" Centennial Function. Sanctioning gives the Centennial Committee's approval for activities to be associated with the Centennial Year.

WHO CAN BE SANCTIONED?

- Festivals, conferences, entertainment groups
- Community groups, clubs, organizations
- Sport groups and teams
- Support Groups
- Non profit agencies/societies

WHAT ARE THE BENEFITS OF BECOMING SANCTIONED?

- Publicity and Promotion of your event
- Inclusion of your event or activity in the Centennial Souvenir Calendar
- Inclusion in the Centennial Year's activities

APPLICATION PROCESS

Groups will be required to submit one (1) written proposal, support documents and attached forms six months to one year in advance of their event for Committee approval.

Detailed proposals should include:

- Name of organization, Chairperson or Organizers, address and home phone number.
- Official name of event or activity
- Proposed venue location (where to be held)
- Time and date of the activity or event
- Numbers of participants
- Expected numbers of spectators
- Support documents, permits, licenses, copies of insurance
- Plan, nature or type of activity

N.B. All groups are responsible for booking own facilities through regular booking outlets.

The Sanctioning Committee will then review the applications, and contact the groups within one month of receipt of the application as to the activities or event's suitability and official sanctioning.

Written applications should be directed to:

1991 Centennial Committee
633 Poirier Street
Coquitlam, B.C. V3J 6A9
Attention: Lynda Stepura
Telephone: 936-3481

CENTENNIAL MEETING March 21, 1990
Birthday Week Update

List of people contacted and who have indicated that they wish to participate in Prelude in the Parks.--

Societe Maillardville Uni-French Choir
Contact: Suzanne Tzach--520-6509

Dogwood Seniors-Troubadors
Contact: marg Berry--939-9849

Encore Dance Academy
Cindy--936-4500

Highland Dancing
Heather Jolley--936-8548

Coquitlam Fine Arts Council
Stage 43--Carolyn Sadler

Saturday activities after parade--Town Centre

Royal Canadian Legion
Sports day type activities --Florie Carter--937-0111

Aviva Gymnastics
526-4464

Town Centre Seniors
Mary Bates--464-7494

Westwood Hobbies
Gerry--re remote car rally

Canadian Amateur Skateboard Association
Monty

Teen Dance

No specific date set. Spoke to Janet Hayler, Poco Rec Department. They hold monthly dances and have between 350-360 teens attend on a monthly basis. They charge \$5.00 for tickets which are sold two weeks in advance. Tickets are also available at the door until 10:00pm. Access is unrestricted until 10pm with no admission after 10. This is a highly successful event and I feel that we should proceed. The ideal time may be when the schools are still open so that we could utilize one of the gyms or look at renting the gym at All Sts. Parish. Service clubs are being approached to see if they wish to put on this event.

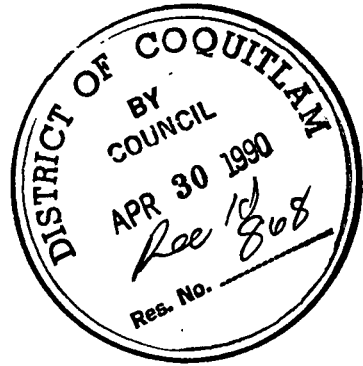
CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:15 p.m. on April 18, 1990, in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
Les Keen, Deputy Chairperson
Carrie LeClair
Carol White
Bernie Moffat
Skip Proulx
Pat Cooper

Council: Alderman B. LeClair
Alderman D. White

Staff: Lynda Stepura



1.0 Agenda

Moved by Pat Cooper
Seconded by Les Keen

That the Agenda be accepted.

Carried Unanimously

2.0 Minutes

Moved by Nancy Konsmo
Seconded by Pat Cooper

That the minutes of March 21, 1990 be accepted.

Carried Unanimously

3.0 Old Business

3.1 Centennial Band

Item tabled pending Frank Dunbar's report.

3.2 Committee Business Cards

Individual business cards were presented to the Committee members. Members unable to attend this meeting, should see Lynda for their business cards.

3.3 Centennial Quilt

Nancy Konsmo reported that work has been initiated on the Centennial Quilt. An invoice for \$100. for the design was received. Lynda to forward the invoice for payment.

4.0 Sub-Committee Reports

4.1 Marketing/Public Relations - Les Keen - Chairperson

4.1.1 Souvenir Calendar

Les reported the Marketing Committee has given approval for the pictures from the Pioneer Tales to be used on the Souvenir Calendar.

4.1.2 Public Relations Events

A sponsorship Reception will be held on Thursday, May 24, 1990 from 7:00 - 9:00 p.m. at the Best Western Motor Inn, in order to facilitate local business involvement in the Centennial Year's activities. All members of the Committee were asked to attend. The Marketing Committee will be working on program details at the next Marketing meeting.

4.1.3 Mascot

Nancy Komsmo submitted two drawings and price quotes from the companies contacted regarding the design and construction of the Centennial Mascot.

Moved by Pat Cooper. Seconded by Carrie LeClair

"That approval be given to initiate the purchase of a Town Logger Mascot from B.C. Mascots Limited for \$1,500.00

Carried Unanimously

The Mascot is to be ready for the May 24th, 1990 Promotional Evening.

4.1.4 Kinsmen Correspondence

Les Keen presented a letter received by the Marketing Committee from the Coquitlam Kinsmen. The letter was accepted and the Chairperson will forward the information to the Parks and Recreation Director.

Committee Action

Nancy Komsmo to send a response letter.

4.2 Sanctioning Committee - Lynda Stepura - Chairperson

Lynda reviewed the minutes of the Sanctioning Committee meeting held April 11, 1990, (see attached Appendix I). Letters will be sent to the groups who have been approved for Sanctioning.

4.3 Canada Day/Multicultural - Bernie Moffat - Chairperson

Bernie is awaiting information regarding the Citizenship Court. Lynda to forward information gathered to Bernie and his Committee.

4.4 Centennial Parade - Bernie Moffat - Chairperson

Bernie reported that a letter will be sent following July 1, 1990, to invite groups to participate in the 1991 Parade.

A service club needs to be found to handle post-parade refreshments and the Town Centre Stadium. Lynda to forward the contact name for Coquitlam Centre for approval for Parade marshalling in their parking lot.

4.5 Opening/Closing Ceremonies - Carrie LeClair - Chairperson

Carrie submitted minutes from the Opening/Closing Ceremonies meeting April 11, 1990 (see attached Appendix II). Carried reviewed planned events for the Opening Ceremonies for Saturday, January 12th, 1991.

4.5.1 Flags, Banners

Discussion followed regarding the flags and flagpoles for the Opening Ceremonies.

Moved by Les Keen.
Seconded by Skip Proulx.

"That Council initiate, through the Municipal Purchasing Agent, the purchase of 10 Centennial Flags with the logo on them".

Carried

Committee Action

Staff to follow up on this purchase.

5.6 Birthday Week - Prelude/Post Parade - Carol White

Carol submitted minutes from the Birthday Week Committee meeting April 11th, 1990. (See Appendix III). In addition, Carol suggested a Heritage Display be at the Town Centre Recreation Centre for the Post-Parade activities.

6.0 Correspondence

6.1 '91 Year of Music

Nancy informed the Committee that she has sent in the '91 Year of Music application.

6.2 Budget

The Centennial Committee was invited to review their budget with Council before May 10, 1990, in order to adjust or make changes to the 1990 Centennial Budget.

6.3 Lucille Starr

Nancy sent a letter to Lucille Starr regarding her performance during the Centennial Year.

APPENDIX B
CO. RES
809/90

7.0 Staff

7.1 Parade Float

Lynda distributed the 1990 Parade Float schedule to Committee members. Frank Dunbar is to coordinate with Lynda the Centennial Committee Walkers to accompany float in each parade.

7.2 Volunteer Recruitment

Lynda suggested that the Executive Director of the Coquitlam Volunteer Bureau, Linda Western, would be willing to come and provide an educational session on recruitment and training of volunteers.

The Committee felt that, while this was a generous offer, they would like to pursue this at a later date. September 1990 was suggested.

8.0 Direction from Council

8.1 Streetscape Banners

The topic of Banners and hardware was tabled until the next meeting.

Alderman White expressed Council's appreciation of the work the Committee has performed thus far.

9.0 Next Meeting

The next regular meeting will be held at 7:00 p.m., May 16th, 1990, in the Boardroom of the Poirier Street Library.

10.0 Adjournment

The regular meeting was adjourned at 8:50 p.m.

Lynda Stepura
Coordinator, Special Events

Nancy Konsmo
Centennial Committee Chairman

11/11/90

Attachments

SANCTIONING COMMITTEE MINUTES
April 11, 1990

Present:

Carrie LeClair
Andy Laliberte
Lynda Stepura, Chairperson

1.0 Topics for Discussion

- 1.1 Review of applications received.
- 1.2 Draft response letter.
- 1.3 Procedures for Fee Waiver requests.
- 1.4 Ice/Facility bookings.

2.0 Discussion

- 2.1 Approval for sanctioning was given to the following groups:

- Coquitlam Ambassadors, Hockey Tournament, April 9-14
- Coquitlam Jr. B. Warriors, All Star Game, Jan '90
- Coquitlam Reds, Prov. Championships, August '90
- Jazz Festival - Mr. Floyd McQueen, April '90

Letters will be sent to the groups confirming their official sanctioning.

- 2.2 Committee will review a draft of the response letter by the next general meeting.
- 2.3 Procedures to follow for groups requesting assistance in obtaining fee waivers for sanctioned events are as follows:
 - (a) Inform groups that Fee Waivers are not in the jurisdiction of the Sanctioning Committee.
 - (b) Inform group to make a written request for the Parks and Recreation Director to forward to Council.
 - (c) The Sanctioning Committee is not to be involved in the processing of Fee Waiver requests. Council has the sole authority to grant Fee Waiver requests for groups requesting them.

2.4 All advance booking for the Sports Centre will be forwarded to the Parks and Recreation Booking Clerk for the ice allocation meeting June 15, 1990. Approval for ice time will come from the Ice Managers, based on seniority and availability of openings.

Facility and field bookings will be handled through the Field Coordinator, Mr. Ric Graham.

3.0 New Business

3.1 The Committee reviewed the types, and uses for the Sanctioning calendar. An erasable calendar and working calendar will be located in Special Events Coordinator's office in the Social Recreation building.

The meeting was adjourned at 4:45 p.m.

/ald
SCM.LS

OPENING/CLOSING MEETING

WEDNESDAY, APRIL 11, 1990 - 6:15 p.m.

Present: Suzanne Tkach
Frank Dunbar
Nancy Komsmo
Carrie LeClaire

Date for Opening Ceremonies: January 12, 1991 - 2:00 p.m.

Place: Library for Flag Raising - Torch Lighting
Dogwood Pavilion for Reception

Time: 2:00 - 4:00 p.m.

Evening: Dinner Dance - 7:00 p.m. - 1:00 a.m. - Chimo if available
Tickets to be sold (200)?

Afternoon Ceremony:

Flag Raising: Other flags to be put up later at Municipal Hall and
Town Centre

Torch Lighting

Piper to pipe dignitaries from Library to Dogwood

Centennial Jazz or Stage Band to provide entertainment, O'Canada, etc. and
perhaps the Choir

Ice Sculpture to be provided by Dan Alder - we have to provide ice

Reception: Hot Cider, Coffee, Sweets - to be finalized later

11/11/90

BIRTHDAY WEEK MEETING - APRIL 11, 1990

DOGWOOD PAVILION LOUNGE

Present: Carol White
Suzanne Tkach
Frank Dunbar
Nancy Komsmo

Discussed further activities that could be held at the Town Centre:

1. Heritage Display - in portables
2. Old Time Games - Legion
3. Approach Old Age Pensioners Group - Dr. Crosby Johnston's thoughts on display
4. Coquitlam Weavers and Quilters
5. Coquitlam Model Airplanes

Prelude: Further suggestions - Ukelele Group - Contact CKNW

January/February - should be soon enough to contact groups for concessions - something should be available in Parks

Letters also to be sent to Sea Cadets, Scouts, Guides, re Displays as well

1/1/91

DISTRICT OF COQUITLAM
TENTATIVE 1990 PARADE FLOAT DATES

May 5	Maple Ridge	Mountain Festival Parade
May 12	Port Coquitlam	May Day
May 19	Cloverdale	Cloverdale Rodeo
May 21	Victoria	Victoria Day
May 26	New Westminster	Hyack
June 9	Coquitlam	Dogwood Days
July 2	Steveston	Salmon Festival
July 14	Everett	
July 21	Sea Festival	Vancouver Seafest
July 28	Penticton	Peachfest
August 5	White Rock	Torch Light Parade
August 6	Squamish	Loggers Day
August 18	P.N.E.	P.N.E. Parade
Sept. 16	Hope	Brigade Days
Sept. 22	Levingworth	
Dec. 8	New Westminster	Christmas Parade

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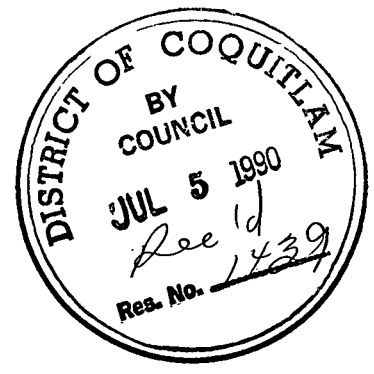
CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:05 p.m. on May 16 1990, in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

- Committee: Nancy Konsmo, Chairperson
- Les Keen, Deputy Chairperson
- Carrie LeClair
- Carol White
- Bernie Moffat
- Andy Laliberte
- Suzanne Tkach
- Frank Dunbar

Council: Alderman D. White

Staff: Bob Munro
Lynda Stepura



1.0 Agenda

Moved by Carol White
Seconded by Bernie Moffat

That the Agenda be accepted.

Carried Unanimously

2.0 Minutes

Addition to minutes: Item 6.1 - Year of Music Application was for the Regional Events Partnership Program.

Moved by Nancy Konsmo
Seconded by Andy Laliberte

That the minutes of the April 18th meeting be accepted.

Carried Unanimously

3.0 Business Arising from the Minutes

3.1 Centennial Quilt

Nancy enquired as to the status of the cheque for the design of the quilt.

Committee Action

Bob Munro to follow-up on this matter.

3.2 Centennial Band

Frank Dunbar reported on Centennial School's Band's involvement as the official Centennial Band. The school's bands would be available to perform during the school year, but could not commit to summer 1991 activities.

4.0 Correspondence

4.1 O.A.P. Branch No. 108

Nancy received a letter from the O.A.P. Branch No. 108 wishing to volunteer for Centennial year activities. A reply was sent May 7, 1990 and Nancy will meet with them June 06, 1990.

4.2 Year of Music '91 - Regional Event Partnership Program

Nancy received a letter from the Year of Music Program stating that the Centennial Event applied for does not meet the criteria established for inclusion in the Regional Events Program. The letter further states that a representative from their program will contact the Centennial Committee to discuss other opportunities available to them within the next six to eight weeks.

Committee Action

Nancy to follow-up with they Year of Music staff before the specified date.

5.0 Sub-Committee Reports

5.1 Opening/Closing Ceremonies - Carrie LeClair - Chairperson

Carrie had nothing to report at this time.

5.2 Canada Day/Multicultural - Bernie Moffat - Chairperson

Bernie had nothing to report at this time.

5.3 Centennial Parade - Bernie Moffat - Chairperson

Bernie had nothing to report at this time.

5.4 Sanctioning Committee - Lynda Stepura - Chairperson

Nancy felt the approval letters to the Sanctioned groups should be signed by Chairman of the Centennial Committee, rather than the Chairperson of the Sub-Committee. Discussion followed on the role of the Sub-Committee. It was decided that in the future, the approval letters sent to the Sanctioned groups, will be signed by the Centennial Committee Chairperson.

5.5 Birthdays Week/Prelude/Post-Parade - Carol White - Chairperson

Carol reported that she received an offer from the Town Centre Seniors to assist with concessions for the Post-Parade activities. Entertainment for the Post-Parade activities will be developed from a listing of entertainers from this year's Festival.

5.6 Birthdays Concert - Andy Laliberte - Chairperson

Nancy confirmed that the Coquitlam Fine Arts Council would be assisting in coordinating the V.S.O. and Lucille Starr Concert, July 19, 1990. The tentative budget for this event is \$60,000. Andy will be working out the details with this group.

Alderman White arrived - 7:45 p.m.

5.7 Marketing/Public Relations - Les Keen - Chairperson

.1 Sponsorship Reception - May 24, 1990

Les reviewed the details of the Sponsorship Evening with the Committee. Committee members were assigned tasks for the evening. The presentation folder to be given out was reviewed. Details of the event were confirmed. All committee members were requested to arrive 6:15 p.m. at the Coquitlam Best Western - Committee Room for a pre-event meeting.

.2 Souvenir Key Chains

Moved by Bernie Moffat.
Seconded by Carrie LeClair

RESOLUTION
REQUIRED

That Council approve the purchase of 5,000 souvenir key chains for resale.

*APP'D
1440/90*

Carried Unanimously

.3 Presentation Folders

Moved by Bernie Moffat.
Seconded by Frank Dunbar.

RESOLUTION
REQUIRED

That Council approve the purchase of 1,000 Centennial Committee presentation folders.

*APP'D
1441/90*

Carried Unanimously

.4 Mascot

Moved by Bernie Moffat.
Seconded by Suzanne Tkach.

RESOLUTION
REQUIRED

That Council approve the additional costs necessary to complete the Town Logger Mascot uniform.

*APP'D
1442/90*

Carried Unanimously

.5 Centennial Tumblers

This item was tabled for the next meeting.

6.0 New Business

6.1 Time Capsule

Nancy reported that the Coquitlam "Now" would be sponsoring the time capsule.

6.2 Native Indians

Carrie suggested that the Centennial activities should include the Coquitlam Native Indian tribe. Discussion followed.

6.3 1990 Parades

Nancy has secured a car for Centennial Walkers to ride in for the 1990 Parades. Discussion followed.

Committee Action

Staff to investigate car signage with the Municipal Sign Shop.

7.0 Next Meeting

The next regular meeting will be held at 7:00 p.m. June 20th, 1990, in the Boardroom of the Poirier Street Library.

8.0 Adjournment

The regular meeting was adjourned at 9:00 p.m.

Lynda Stepura
Coordinator, Special Events

Nancy Konsmo
Centennial Committee Chairman

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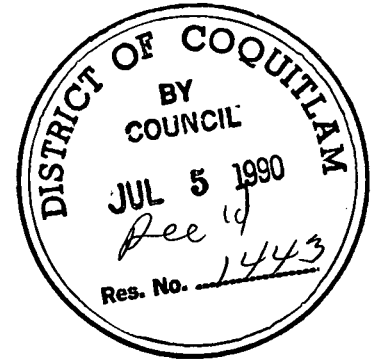
CENTENNIAL COMMITTEE MEETING MINUTES

A regular meeting of the Centennial Committee was convened at 7:10 p.m. on June 20, 1990, in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B. C. with the following persons present:

- Committee: Nancy Konsmo, Chairperson
- Les Keen, Deputy Chairperson
- Bernie Moffat
- Carol White
- Frank Dunbar
- Suzanne Tkach
- Carrie LeClair
- Pat Cooper
- Andy Laliberte

Absent: Skip Proulx

Staff: Bob Munro
Lynda Stepura



1.0 Agenda

Moved by Pat Cooper
Seconded by Carol White

That the Agenda be accepted.

Carried Unanimously

2.0 Minutes

Addition to minutes of May 16, 1990.

2.1 Pat Cooper was present.

2.2 RE: Centennial Quilt: The cheque Nancy was inquiring about was for Norma Berkley for the quilt design.

Moved by Nancy Konsmo
Seconded by

That the minutes of the May 16th meeting be accepted.

Carried Unanimously

3.0 Business Arising from the Minutes

3.1 Centennial Quilt - Nancy

Dogwood Quilters are working on the Centennial Quilt.

3.1 Centennial Souvenir Key Chains

Moved by Bernie Moffat
Seconded by Frank Dunbar

RESOLUTION That the Council approve the purchase of 5,000 souvenir key chains, for resale and that the price be \$2.00 per key chain. (Repeat request from May 16th minutes).

REQUIRED
APP'D
1444/190

3.3 Parade Attendance and Update - Frank Dunbar

Upcoming parade appearance dates are as follows:

- Steveston Salmon Festival Parade - July 02, 1990
- Everett-Washington Parade - July 04, 1990
- Vancouver Seafestival Parade - July 21, 1990
- Penticton Peachfest Parade - July 28, 1990

Frank recruited Centennial Committee members for each of the upcoming July parade dates.

3.4 Time Capsule

Nancy has been in touch with Mr. Floyd Munsen from the Coquitlam Heritage Society regarding the time capsule details. The Coquitlam Now, with Pat Cooper as the liaison, will be the sponsor of the time capsule.

3.5 Parade Car Signage

Lynda reported that the Municipal Sign Shop will make magnetic car signs. Details of size, shape, and style of lettering, as well as wording can be forwarded to Lynda to direct to the Sign Shop.

Moved by Les Keen
Seconded by Pat Cooper

That two magnetic car signs be ordered through the Municipal Sign Shop for use on the sides of a car in parades.

Carried Unanimously

Committee Action

That staff follow up on the order.

4.0 Reports - Nancy

4.1 Mayors' Breakfast Meeting

Nancy informed the committee of the proceedings of the Mayors' Centennial Coordination Committee meeting on June 18, 1990. Discussion followed. This Committee will meet monthly.

4.2 Summer Games Meeting

Nancy attended a regular meeting of the B. C. Summer Games on June 18, 1990.

5.0 Sub-Committee Reports

5.1 Opening/Closing Ceremonies - Carrie LeClair - Chairperson

Carrie reported that there will not be a torch or a torch lighting ceremony as part of the Opening Ceremonies due to a prior commitment of B. C. Gas.

5.2 Sanctioning Committee - Lynda Stepura - Chairperson

Lynda reviewed the minutes of the last sanctioning meeting (see attached Appendix I). Several groups were sanctioned from the June 15, 1990 deadline. A second mailing to all groups who have not responded will be sent by June 30, 1990. Final deadline for calendar submissions is August 1, 1990.

5.3 Marketing/Public Relations - Les Keen - Chairperson

.1 Souvenir Calendars

Les reported that he is awaiting copy from the Pioneer Tales Book Committee for the cover.

.2 Souvenir Program

Les inquired about the status of the souvenir program. Discussion followed. Les and Bob Munro to report back for next meeting.

.3 Counter Cards

The second printing of counter card inserts are scheduled for October/November 1990. Discussion followed on the content of the insert.

.4 Rogers Cable

As their Centennial Project, Rogers Cable 4 will be involved in providing a Centennial Countdown Program. Les to coordinate the details with them.

.5 Souvenir Merchandise

Nancy and Les met with Wilson International regarding the design, manufacture and sale of souvenir merchandise. Discussion followed.

Moved by Bernie Moffat
Seconded by Andy Laliberte

That the Committee supports the concept of contracting out the souvenir merchandise to companies who would assume all associated risks, and that this marketing approach be taken back to the Mayor's Centennial Year coordination meeting for discussion regarding types of souvenirs and where and when they will be sold.

Carried Unanimously

Committee Action

Les to follow up on obtaining shirts, at cost, for the Centennial Committee members.

.6 RCMP Travelling Band

Les informed the committee members about the planned 1990 dates for the RCMP Travelling Band. Discussion followed on whether or not the committee would be the sponsor of the Band's Coquitlam appearances.

Committee Action

Les to follow up on Council's intention for the RCMP Band Show. Staff will research the details.

5.4 Multicultural/Canada Day - Bernie Moffat - Chairperson

Bernie had some questions regarding his event details. Discussion followed.

5.5 Centennial Parade - Bernie Moffat - Chairperson

Bernie reported there are many details to be worked out for next years parade. Applications for next years parade should be made up and sent out as soon as possible to ensure sufficient participation.

5.6 Centennial Worship Service - Nancy Konsmo

Nancy has been working with the Ministerial Association to develop a non-denominational worship ceremony for the Centennial Year. The Coquitlam Ministerial Association will not be co-ordinating the Worship Services. A separate committee of local Clergy will be formed.

5.7 Birthday Week/Prelude/Post-Parade - Carol White - Chairperson

Carol expressed some concerns regarding planning details for the Post-Parade activities. Discussion followed. Details of contracts and insurance will be brought back to the Mayor's Centennial Year Co-ordination Committee meeting.

5.8 Birthday Concert - Andy Laliberte - Chairperson

Andy reported on his meeting with the Coquitlam Fine Arts Council regarding the details of the Birthday Concert.

Moved by Carol White
Seconded by Carrie LeClair

That Council give approval for the Centennial Committee to finalize the plans for the Birthday Concert on July 19, 1991 at the Town Centre Stadium and that contracts be obtained from Lucille Starr, the Vancouver Symphony Orchestra and Ro-an Alfonso for their performances on that day as part of the concert.

Carried Unanimously

RESOLUTION
REQUIRED

TABALSP
14 4 2/90

6.0 Correspondence

6.1 Whistler Conference

The chair received correspondence from the Whistler Conference Centre regarding an upcoming festivals and special events conference. It was not recommended that a member of the Committee attend this conference.

5.2 B. C. Gas

A letter of regret was sent to the Committee outlining B. C. Gas' withdrawal of the torch for the Opening Ceremonies due to a prior commitment. Nancy to acknowledge this letter.

6.3 Jack Cewe Co.

A letter was received from the Jack Cewe Company regarding a donation for the Centennial Year. Nancy will respond to the letter and thank them for their support.

7.0 New Business

7.1 Girl Guides

Linda Fairley of the Girl Guides of Canada has requested the committee' approval for use of the Centennial logo within their proposed Run for Right event. Discussion followed.

Moved by Carol White
Seconded by Pat Cooper

That the Girl Guides be given approval to include the Centennial Logo in their Fun Run crest logo.

Carried

7.2 Squamish Logger Days

Nancy reported that the Committee had received a complementary pass for the Squamish Loggers Days as a prize from last years Whistler Conference.

Moved by Les Keen
Seconded by Frank Dunbar

That Nancy Konsmo represent the Centennial Committee at the Squamish Loggers Day event.

Carried Unanimously

7.3 Centennial Pins

Moved by Bernie Moffat
Seconded by Suzanne Tkach

That the Centennial Committee members each be given twenty (20) Centennial pins for promotional purposes.

Carried Unanimously

7.4 Festival DuBois

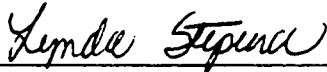
Suzanne Tkach informed the Committee that the Executive Director of the Festival DuBois for 1991 is Diane Dupuis. She can be contacted through the Maillardville Uni Societies phone number.

8.0 Next Meeting

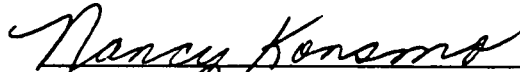
The next regular meeting will be held at 7:00 p.m., July 18, 1990, in the Boardroom of the Poirier Street Library.

9.0 Adjournment

The regular meeting was adjourned at 9:15 p.m.



Lynda Stepura
Co-ordinator, Special Events



Nancy Konrath
Centennial Committee Chairperson

attach.

CENTCOM.MIN

/lh

SANCTIONING COMMITTEE MINUTES
JUNE 19, 1990

PRESENT: Carrie LeClair
Andy Laliberte
Lynda Stepura

1.0 Topics for Discussion

- 1.1 Review of Letters Sent
- 1.2 Review of Applications Received
- 1.3 Second Mail Out
- 1.4 Chairperson

2.0 Discussion

2.1 The Committee reviewed the groups that have been sent sanctioning letters.

2.2 Approval for sanctioning was given to the following groups:

- District 43 Ministerial Association
Leadership Breakfast - June 9/91
- All Saints Parish Fun Fair
Fun Fair - June 14, 15, 16/91
- Coquitlam Coralinas Swim Club
Watershow - May 28/91
- Como Lake Church
Neighbourhood BBQ/Homecoming - July 7/91
- Girl Guides of Canada
Run/Parade/Cookie Week - May 31/Feb. 22/April 26-June 4/91
- Como Lake United
Fashion Show/Bazaar - April 19/Nov. 16/91
- Festival du Bois
Festival - Mar. 1, 2, 3/91
- Catholic Ladies of Lourdes
Strawberry Tea - June 01/91
- St. Laurence Anglican Church
Art Show - May 3, 4, 5/91
- Valley Outdoor Association
Minnekhada Hike - June 2/91
- Coquitlam Minor Hockey
Tournaments (2) - Mar. 28-April 5/91

- B.C. Transit Hockey Tournament
Tournament - Feb. 15, 16/91

- Coquitlam Fine Arts Council
Arts Festival - Aug. 4/91

- 1.3 A reminder letter will be sent to all groups on the list who have not responded by the end of June. The final application deadline for inclusion in the 1991 Calendar will be August 1, 1990. Groups will be sanctioned after this date but not included in the calendar.
- 1.4 In the absence of the chairperson for the balance of the year, Carrie and Andy will co-chair the Sanctioning Committee.
- 1.5 Bob Munro will be the staff contact person for the Sanctioning Committee for typing access and assistance.

The meeting was adjourned at 4:45 p.m.

Lynda Stepura
Co-ordinator, Special Events

CENTCOM.MIN
/js

COQUITLAM CENTENNIAL COMMITTEE (1991)

SPECIAL MEETING JUNE 6, 1990

7:30 P.M.

COQUITLAM PUBLIC LIBRARY - NANCY BENNETT ROOM

Present : Nancy Konsmo, Chairperson
Les Keen, Vice-Chairman
Frank Dunbar
Andy Laliberte
Pat Cooper
Carol White
Bernie Moffat

Council : Ald. Dave White
Ald. Bill LeClair (1/2 hr.)

Staff : Don Cummings
Bob Munro

Regrets : Skip Proulx
Carrie LeClair
Suzanne Tkach

Purpose : To inform members of the Centennial Committee's position regarding corporate sponsors and fund raising.

A note of thanks was extended to the Committee Members who attended and assisted at the sponsorship reception held May 24th. The evening was professionally done and proved to be successful.

Report from the Chair

Minutes of the previous meetings were reviewed by the chair and items pertaining to corporate sponsorship pointed out to assure the Committee that to the best of our knowledge, we have stayed within the guidelines prepared for the Centennial Committee regarding seeking sponsors.

At a meeting with the Mayor (also attending were Ald. Dave White and Bob Munro) we were informed that the Centennial Committee does not need to raise funds but that our celebrations will be funded by the Municipality.

Discussion followed regarding the gift already received from Jack Cewe Ltd. A letter will be sent from the Centennial Committee to Mr. George Home of Jack Cewe Ltd., acknowledging their contribution and advising that he will be contacted regarding how his donation will be applied to the Centennial celebrations.

Ald. White reviewed the Committee budget.

Don Cummings explained the role of the Summer Games, Senior Games, Dogwood Festival and the Centennial Committee in the Centennial Celebrations. Don advised that a breakfast meeting be held with the Mayor and the Chairman of each of the above organizations to provide joint co-ordination of events and funds.

Chairperson

CENTENNIAL COMMITTEE MEETING MINUTES

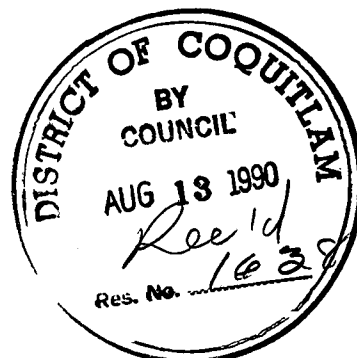
A regular meeting of the Centennial Committee was convened at 7:10 p.m. on July 18, 1990 in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B.C. with the following persons present:

Committee: Nancy Konsmo, Chairperson
Les Keen, Deputy Chairperson
Carol White
Frank Dunbar
Carrie LeClair

Council: Ald. D. White
Ald. B. LeClair

Staff: Ross Richardson
Bob Munro
Sue Keenan

Guest: Ald. W. Ohirko



Regrets: Suzanne Tkach
Pat Cooper
Bernie Moffat
Skip Proulx

1.0 AGENDA

Addition to the Agenda. 6.8 Parade Attendance - Frank

Moved by: Carol White
Seconded by: Carrie LeClair

That the Agenda be accepted.

Carried Unanimously.

Nancy welcomed Ald. Ohirko to the meeting.

2.0 MINUTES

Corrections to the Minutes of June 20, 1990.

3.4 spelling correction - Mr. Floyd Monssen.

7.2 complimentary pass was from Festivals B.C.
NOT the Whistler/Conference.

Moved by: Nancy Konsmo
Seconded by: Les Keen

That the Minutes of the June meeting be accepted.

Carried Unanimously.

3.0 BUSINESS ARISING FROM THE MINUTES

3.1 Resolution for Key Chains - Nancy

Approval was given by Council at their July 16 meeting to:

- a) Purchase 5,000 key chains
- b) That the resale price be \$2.00 per unit.

Committee Action

Staff to follow up on purchase order. Discussion followed regarding product origin.

3.2 Magnetic Car Signs - Sue

Work is well underway on the screen required to produce the signage. Upon completion, the Committee will be notified.

Committee Action

Staff to follow up with Order.

3.3 R.C.M.P. BAND

It was acknowledged that the RCMP Band will be making a venue stop in Coquitlam during Centennial Year. (This will be a sanctioned event.) Nancy reported that Bernie had approached the Legion about sponsorship and that have expressed interest.

Committee Action

Nancy will forward all information to Bernie Moffat who will report back at the next meeting.

Les Keen also reported that he was contacted by Constable SMITH who requested that a schedule of events for all 1991 Centennial Celebrations that the RCMP will be invited to participate in be forwarded to him immediately.

3.4 Resolution - Birthday Concert

This item has been tabled until July 23, 1990 pending a report from Staff. Discussion followed.

4.0 CHAIRMAN'S REPORT - Nancy

4.1 Mayor's Centennial Coordinating Committee

First meeting was held on June 27, 1990 to establish a format for future meetings. All Committee Chairmen have been asked to attend. No other meetings have taken place to date.

Committee Action

Ross to follow up with Don to ensure a Breakfast meeting with all Committee representatives takes place within the next two weeks.

4.2 Sponsorship - Jack Cewe

Nancy updated the committee on the \$20,000. donation received from Jack Cewe. It will be disbursed as follows, as approved by Council members:

\$1,000.	-	Cross Roads Hospice
\$2,000.	-	Children's Festival
\$5,000.	-	B.C. Seniors Games
\$7,000.	-	B.C. Summer Games
\$5,000.	-	Centennial Celebrations

Lengthy discussions ensued regarding this issue. Committee members were not particularly happy with the handling of this issue.

4.3 Disbursement of Pins, Buttons, etc.

Discussion took place regarding the disbursement of these items.

Committee Action

Sue to develop a proposal outlining Inventory & Control recommendations to be presented at the next committee meeting.

4.4 Bills for Payment

1.	Parade expenses:	a)	Steveston:	\$64.15
		b)	Everett & Edmonds:	\$32.87
			Mileage:	387 km.

MOTION: THAT these expenses be paid.

Moved by: Frank Dunbar
Seconded by: Carrie LeClair

Carried Unanimously

2.	Mascot Clothing:	\$161.96
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MOTION: THAT this expense be paid.

Moved by: Carrie LeClair
Seconded by: Carol White

Carried Unanimously

5.0 SUB-COMMITTEE REPORTS5.1 Opening/Closing Ceremonies - Carrie

Next meeting scheduled for September, 1991. Carrie requested that if Council has any recommendations or suggestions, other than those already planned, to please notify her.

5.2 Sanctioning - Carrie

Currently, we have 28 events sanctioned and four requests pending. Discussions were held as to the religious communities participation.

Update - Additional Sanctioned Events

- a) B.C.S.S.A. Provincial Swim Championships
August 14 - 18 1991
- b) Minor Football - T.B.A.

5.3 Multi-Cultural/Canada Day - Bernie

Tabled until next meeting.

5.4 Centennial Parade - Bernie

Tabled until next meeting.

5.5. Marketing & Promotions - Les

Indicated that his committee has been on hold the past two months awaiting results of other meetings and more direction. At this point, Mr. Keen submitted his resignation as Chairman of the Marketing and Promotions committee, but indicated a willingness to stay on as Vice-Chairman of the Committee.

5.6 Birthday Prelude/Post Parade Activities - Carol

Has not had any actual meetings to date but has had contact with Suzanne Checkosky, Blue Mountain Pathfinders group outlining some suggestions that the girls may like to get involved in:

- i.e. storytime booth
- face painting booth,

will follow up and update again in September.

Stan Dag was contacted regarding McDonald's participation next year. It was noted that McDonald's is a major sponsor of the Summer Games, however, they are still very interested in doing something for Centennial Year. Stan will follow up with Carol.

5.7 Birthday Concert - Andy

Tabled.

5.8 Parade Attendance - Frank

Frank provided an update on the recent parades the Centennial Walkers have participated in:

- 1) Steveston Parade, July 1, 1990 Frank, Bernie, Nancy
Coquitlam Float won 2nd prize for out-of-town floats.
- 2) Everett/Edmonds Parade, July 4, 1990 Frank & Nancy
Coquitlam Float won the Mayor's Award.

Upcoming Parades

- 1) Vancouver Sea Festival - July 21, 1990 at 9:30 a.m.
- 2) Peach Festival - July 28, 1990 at 9:00 a.m.
- 3) Squamish Logger Days) August 5, 1990 at 9:00 a.m.
- 4) White Rock Torch Light) at 9:00 p.m.

6.0 CORRESPONDENCE

- 1) A letter was forwarded to the Girl Guides of Canada authorizing them to use the Centennial Logo in their crest.
- 2) Invitation - Vancouver Sea Festival Parade of Mascots.
Received

It was agreed that the parade itself was enough.

7.0 STAFF

Bob Munro indicated he would no longer be on the Committee and thanked the members for the past two years. Ross Richardson will now be the Department Liaison.

8.0 DIRECTION FROM COUNCIL

Ald. White took a few moments to recognize the efforts of the Committee and indicated that they would continue to get the support of Council.

9.0 NEW BUSINESS

9.1 Carol White has a new telephone number: 596-5203.

9.2 Carrie and Nancy reported that they attended "The Year of Music 1991 Review". Discussion followed. It was noted that all applications submitted requesting a performance have been turned down.

9.3 Frank reported that the Senior Games Committee will be distributing Centennial Information and a button depicting the Centennial Committee logo as well as B.C. Senior Games 1991 in 1500 participant packages.

Committee

Action: Nancy will follow-up with written verification.

9.4 Use of Centennial Logo

Ald. White indicated that Stan Pukish of the Library has asked for permission to use the logo. Discussion followed. Committee members felt that as a matter of courtesy, they should be notified.

9.5 Counter Display Cards

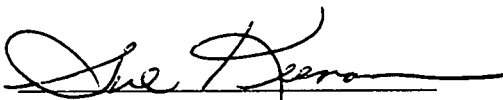
Bob inquired as to the inserts and if an updated version was being developed. He was advised that the marketing committee would be addressing this issue in September/October.

10.0 NEXT MEETING

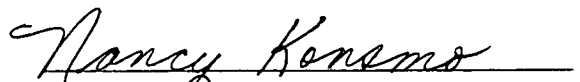
The next regular meeting will be held at 7:00 p.m. on August 15, 1990 in the Boardroom of the Poirier Street Library.

11.0 ADJOURNMENT

The regular meeting was adjourned at 9:15 p.m.



Sue Keenan
CoOrdinator, Special Events



Nancy Kosmo
Centennial Committee, Chairperson

1990 07 27

SUBJECT: CENTENNIAL COMMITTEE - SALEABLE ITEMS

HISTORY

When the Centennial Committee was established in November of 1988, one of the results of a Committee brainstorming session was the desire to pursue the design and distribution of saleable/promotional centennial momentos: namely pins (5,000), buttons (5,000) and key chains (5,000).

Council approved these resolutions in April (#698) and July (#1440) of 1990 at which time the previously mentioned items were purchased. Currently, these items are being stored in purchasing at the Municipal Works yard.

As our centennial year draws near, more requests are predicted. Therefore, it is very important that a system be developed so that an accurate accounting of all items be established.

Therefore, I submit for your review and approval, a proposal outlining recommendations that I feel would accomplish this task.

PROMOTIONAL USE

Recommended Procedures

1. That all requests be forwarded to the Centennial Committee in writing for discussion and approval.
2. In the event the request is made on short notice, that the Chairman or Vice-Chairman be given the authority to make a decision and to subsequently advise the committee at the next meeting.
3. Requests by other municipal departments be approved but charged to a municipal Work Order provided by them.
4. Special Events Co-Ordinator to be advised so that arrangement can be made with purchasing dept. for pickup and distribution. (Arrangements with purchasing will always be in writing.)
5. Purchasing will keep track of all disbursements utilizing the attached form. (see attachment #1)
6. Updates will be provided to the committee by the Special Events Co-Ordinator upon request.

SALEABLE USE

Recommended Procedures

1. That the Centennial Committee in conjunction with the Parks and Recreation staff develop a list of potential locations where Centennial momentos could be offered for sale. (see attachment #2)
2. The Centennial Committee Chairman prepare a letter to the representative of each of the eight (8) locations requesting approval to display and sell the centennial momentos.
3. Upon receipt of positive confirmation, the committee will inform the Special Events Co-Ordinator.
4. Special Events Co-Ordinator will follow-up with the various facilities to finalize the amount of product requested as well as accounting procedures.
5. Special Events Co-Ordinator will co-ordinate distribution through purchasing and ensure all necessary documentation is recorded.
6. Special Events Co-ordinator will stay in touch with all facility representatives to ensure orders are filled and that the appropriate funds are channeled into the Centennial Committee's Work Order.

- . Updates will be provided to the Committee upon request.
- . Upon completion of the 1991 Centennial Year, a final Report will be presented to the Committee outlining all the disbursements and revenue received.

centl.sue

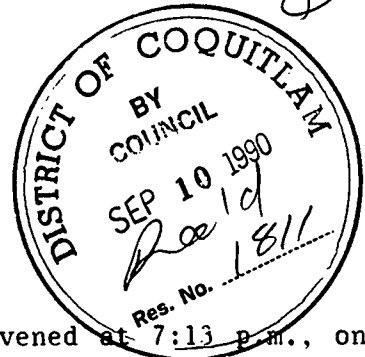
RECOMMENDED LOCATIONS:

1. Sports Lounge
2. Parks & Recreation - Main Office
3. Town Centre
4. Chimo Pool
5. Dogwood Pavilion
6. Coquitlam Libraries - Lincoln Branch
- Poirier Branch
7. Place des Arts
8. Chamber of Commerce

503

CENTENNIAL COMMITTEE MEETING

M I N U T E S



A regular meeting of the Centennial Committee was convened at 7:13 p.m., on August 15, 1990 in the Boardroom of the Poirier Street Library, 575 Poirier Street, Coquitlam, B. C., with the following persons present;

Committee

- Nancy Konsmo, Chairman
- Les Keen, Deputy Chairman
- Frank Dunbar
- Andy Laliberte
- Bernie Moffat
- Carol White

Absent

- Carrie LeClair
- Skip Proulx
- Pat Cooper
- Suzanne Tkach

Staff

- Sue Keenan

1.0 Agenda

Moved by : Bernie Moffet
 Seconded by : Andy Laliberte

"That the Agenda be accepted".

CARRIED UNANIMOUSLY

2.0 Minutes

Moved by : Nancy Konsmo
 Seconded by : Frank Dunbar

"That the minutes of the July meeting be accepted".

CARRIED UNANIMOUSLY

3.0 Business Arising from the Minutes

3.1 Key Chains

The order has been placed and should arrive in mid October.

3.2 Magnetic Car Signs

Have been received and are now being utilized by the Centennial Walkers.

3.3 R.C.M.P. Band

A legion representative will be meeting with the R.C.M.P. on Friday, August 17, 1990. Bernie will update the Committee at the next meeting. It was agreed that the R.C.M.P. Band be an official sanctioned event.

Action : Bernie will follow-up with Sue regarding the date for inclusion into the Centennial Calendar.

3.4 Birthday Concert Resolution

Was approved by Council at the August 13, 1990 Council meeting.

Action : Andy will now proceed with the Fine Arts Council to finalize the events for the evening celebration.

3.5 Disbursement of Centennial Buttons, Pins & Chains

Discussion took place regarding the proposal submitted by Sue outlining a procedure package to be implemented for the purpose of inventory and control of these items.

Moved by : Frank Dunbar
Seconded by : Bernie Moffat

"That the proposal be adopted and implemented as outlined".
CARRIED UNANIMOUSLY

4.0 Report from the Chair

4.1 Co-ordinating Committee Meeting - August 10, 1990

Attended by Dick Smith, Frank Dunbar, Don Cunnings, Ross Richardson, Nancy Konsmo. Short visit from the Mayor.

- Recommended that the birthday concert be held July 19, 1991 at the Town Centre Stadium.
- Souvenir sales okay - no conflict.
- Bill Brown to attend next meeting to discuss sponsorship dollars.
- We are to list events/items where we require dollars and state amount.
- Sub-committees to submit figures (itemized) for their events.

Action : All sub-committee chairmen to submit a list of scheduled events and appropriate dollars required to Nancy as soon as possible.

4.2 (a) I attended Penticton Peach Festival Parade with the Town Logger. We drove to Penticton Friday night and returned home Saturday.

(b) Squamish Logger Days - August 2 - 6

- Spent the week-end with the committee; judged the chainsaw chair carving contest; entered the Molly Hogan race, placed 3rd; attended all events and we were treated royally by the Squamish Logger Days Committee.

- The Town Logger arrived Saturday and accompanied the float in the parade on Sunday.

(c) Les and I attended the Special Events Exhibition '90 - Saturday, August 11, 1990.

Picked up ideas from the exhibits and the entertainment showcase.

5.0 Bills for Payment

1.	Penticton Parade	
	Accommodation/meals/mileage.	\$523.39
2.	Squamish Parade	
	Mileage	\$141.79
3.	Special Events Exhibition	\$ 97.00

MOTION : "That these expenses be paid".

Moved by : Bernie Moffat
Seconded by : Carol White

CARRIED UNANIMOUSLY

6.0 Correspondence

6.1 Senior's Games

A letter has been forwarded to the Senior Games Committee approving the use of the Centennial Logo.

6.2 R.C.M.P.

A letter outlining all Centennial events will be compiled and forwarded to the R.C.M.P. as soon as possible per their report.

Action : Nancy will ensure this letter be sent.

6.3 Senior's Games

A written request has been received by the Senior Games Committee for 100 Centennial pins to be used for promotion in Comox, B. C.

MOTION : "That 100 pins be given to the Senior's Games Committee".

Moved by : Les Keen
Seconded by : Bernie Moffat

CARRIED UNANIMOUSLY

Action : Sue is to arrange to get the pins to Frank by August 31, 1991.

6.4 Letter from the Library

The library has requested approval to use the Centennial Logo on it's canvas bags and plastic book bags.

MOTION : "That the Library be given approval to use the Coquitlam Logo".

Moved by : Frank Dunbar
Seconded by : Carol White

CARRIED UNANIMOUSLY

6.5 Bratislava September-Centennial

Letter was received requesting that the District of Coquitlam, through the Centennial Committee, consider a formal Friendship Agreement with Bratislava for 1991.

MOTION : "That this letter be forwarded to Council for discussion and further direction".

Moved by : Frank Dunbar
Seconded by : Les Keen

CARRIED UNANIMOUSLY

Action : Nancy will send a thank you letter and advise that the request has been forwarded to Council.

7.0 Sub-Committee Reports

- 7.1 Opening/Closing Ceremonies - Carrie tabled.
- 7.2 Sanctioning - Andy - To-date, 36 events have been sanctioned. A calendar outlining all events will be available at the meeting in September.
- 7.3 Birthday Prelude/Post Parade - Carol - no report
- 7.4 Birthday Concert - Andy - no report
- 7.5 Centennial Parade - Bernie - Approximately 29 confirmed entrants have been received to-date. After the P.N.E. Parade, a letter and application form will be mailed out to all interested parties.
- 7.6 World Food & Entertainment Festival - Bernie - To-date 50 letters have been mailed out to a wide variety of ethnic - cultural groups. The number of replies received are; Food - 10; Entertainment - 11.

Discussion took place regarding plaques and prizes.

Legion will be applying for a beer garden for this event.

7.7 Parade Walkers - Frank

- July 21 - Vancouver Sea Festival (Nancy/Frank/Mascot)
- July 28 - Penticton Peach Festival (Nancy/Mascot)
MAYOR'S AWARD
- Aug. 5 a.m. - Squamish Logger Days (Nancy/Mascot)
1ST PLACE
- Aug. 5 p.m. - White Rock Torch Light
(Carol/Bernie/Frank/Andy/Mascot)
BEST COMMUNITY FLOAT

Apparently there was some concern that Terry lost his glasses during the White Rock Parade as the Town Logger Mascot.

Motion : "That Terry's glasses be replaced".

Moved by : Carol White
Seconded by : Bernie Moffat

CARRIED UNANIMOUSLY

Upcoming Parades:

August	18	-	P.N.E. Parade
September	15	-	Hope Brigade Days
September	29	-	Autumn Leaf Festival - Washington
November	24	-	Grey Cup Parade
December	7	-	Candle Light Parade - Mission
December	8	-	Christmas Parade - New Westminster

7.8 Marketing/P.R. - Nancy

- Souvenir Sales - Recommended we use Wilson International for shirts and hats.

MOTION : "To use Wilson International for sales for sales".

Moved by : Les Keen
Seconded by : Andy Laliberte

CARRIED UNANIMOUSLY

- Calendar - Cover picture to be available this week for Larry Rose.

Back cover - suggest; message from Mayor; message from Chairperson; list Centennial Committee members; picture, Committee & Mayor.

MOTION : "As per the suggestion mentioned above".

Moved by : Carol White
Seconded by : Bernie Moffat

CARRIED UNANIMOUSLY

- Counter Card Insert - Information on next insert to include activities for the first quarter. (January - April 1991)
- Wine Label - Waiting for coat of arms. Will have Centennial Logo on one side and Coat of Arms on the other (Chablis).
- Souvenir Program - Versus schedule of events (suggest) with calendar and counter card inserts, a schedule of events for July celebrations is sufficient.

MOTION : "Committee will have a Schedule of Events as opposed to a Program".

Moved by : Frank Dunbar
Seconded by : Carol White

CARRIED UNANIMOUSLY

- Follow up to be done with Rogers Channel 4.
- Follow up; with companies - resulting from sponsorship reception will be discussed and clarified at the next Coordinating Committee Meeting.

8.0 Staff - Sue

Advised the Committee that it was that time of year once again to start thinking about Budgets for 1991. Discussion followed. A target date of October 31, 1990 was established.

Sue also indicated an interest in attending the sub-committee meetings set to resume in September.

Action : Sub-committee Chairman to advise Sue of upcoming dates.

9.0 Next Meeting

The next regular meeting will be held at 7:00 p.m., on September 19, 1990 in the Boardroom of the Poirier Street Library.

10.0 Adjournment

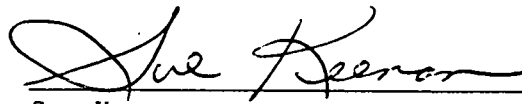
"The regular meeting was adjourned at 8:53 p.m."

Moved by : Frank Dunbar
Seconded by : Andy Laliberte

CARRIED UNANIMOUSLY



Nancy Keenan
Centennial Committee Chairman



Sue Keenan
Special Events Coordinator