

STAFF MEETING

JAN 28 1969

Called

A meeting of the supervisory staff of The Corporation of the District of Coquitlam met in the Social Recreation Centre at 630 Poirier Street on Friday, January 17th, 1969 at 2 p.m.

Seventeen members of the staff being present, the Manager reviewed the Provisional Budget as to Revenue and Expenditure in the amount of \$7,134,549.00.

Following the general review of the Revenue and Expenditures with reference to the Sewer Enterprise, Water Utilities and assessment figures used in the determining of the mill rate.

Detailed discussion took place on the revision to the Budget as submitted with full explanation as to adjustments by Department.

The Manager stated that it was found necessary to draw a calendar for future Budget exercises and that he expected each Department and officers responsible to adhere to the deadlines rigidly and that there would be checks as to the performance by the dates indicated on the schedule to see that this was followed in the future.

At this time in connection with the Sewer Enterprise the Treasurer and Solicitor were requested to draft an amending by-law to the frontage tax rates and the Rental Rates By-Law to take care of sewer rental and frontage tax as reflected in the Sewer Enterprise increase where municipal sewered lots would be increased to \$38.50 and privately sewered lots would be increased to \$11.00 and sewer rentals would be increased by 20% over the rates effective in 1968.

An increase in the indemnity of elected officials would require a by-law and this was requested brought forward by the Municipal Clerk, increasing the Mayor's indemnity by \$2,000 per year and the Aldermen's indemnity by \$1,200 per year.

The Clerk was requested to supply the Treasurer with copies of the present By-Laws that will be subject to an amendment to take care of the changes anticipated in this Provisional Budget.

The Assessor was requested to compare staff to parcels of the surrounding municipalities, which he agreed to undertake immediately.

In connection with the capital expenditures to be provided either out of revenue or out of reserves, the Public Works and Parks & Recreation Departments were advised that they should get on with the preparation of draft contracts that will have to be ultimately prepared in order that the Legal Department and insurance agent can review the same with respect to the requirements in these areas. The principal concern at this time should be to ensure that contracts will be let during times which will permit good working conditions as much as possible in order that the works will be completed at a time that the completion of the projects will be expected.

As regards property expenditures which can be deferred until a later time in the year the Departments were asked to give consideration to their possible delay. It was pointed out that at this time of the year financing is by way of borrowed funds and in order that interests costs be kept to reasonable proportions that programming for capital outlay should not overlook this important factor.

The Fire Chief was asked to look into the routines and necessary procedures which will have to be followed in order that recruitment of permanent men for which provisions are included in the Budget, is carried out. Bearing in mind that the Budget provides for a start of March 1st the preparation necessary for recruitment leaves little time with which to get on with this task.

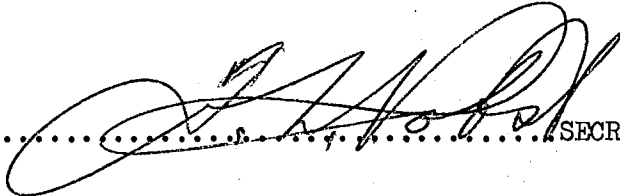
The Engineering Department was asked to discuss with their carpenters whether they could undertake the extension to the court room at the R.C.M.P. building at the corner of King Edward and Brunette Avenue.

The Treasurer was asked to prepare a list and programme of possible pressures that may be placed upon the painters and maintenance crews out of General Government Budget.

The Manager complimented the Recreation Director and the Engineering Supervisor for the preparation of their Budget which was presented to the Council in a very clear and concise manner. During the question period the Manager was asked about the situation of borrowing to date and he explained that it was very grim, in fact non-existent.

The Solicitor brought up the question of the Nelson Street Watercourse in which the Planning Director referred to the "Canadian Drainage Assistance Act" and in turn the Manager replied that this would require an overall scheme for the whole of the municipality for Federal funds.

With no further questions, the meeting adjourned at 4 p.m.

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