

BUDGET STUDY

January 17, 1974

BUDGET STUDY

A meeting of Council was held on Tuesday, January 15th, 1974 at 7:00 p.m. in the Council Chambers of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B. C. to examine the 1974 Provisional Budget.

Present were all members of Council with the exception of Alderman Bewley. Also present were the following members of Staff:

R. A. LeClair  
V. Dong  
D. Buchanan  
H. F. Hockey  
D. L. Cunnings  
B. Falcon  
A. Wyatt  
R. Gidloff  
D. Ashford  
T. Klassen

The Mayor explained that the purpose of this meeting was to give Council Members an understanding of the Provisional Budget prior to Council being asked to adopt it on January 21, 1974.

The Mayor further explained to Council that staff had been instructed to draw this budget in such a manner as to maintain the 1973 mill rate and this would allow all Departments to operate until such time as Council are able to set the final budget.

The Mayor stated that no provision is made in this Budget for Capital expenditures and that Council would have to meet within the next week or so to discuss these items.

The Manager pointed out to Council that a general provision of 724,592.00 for Operating and Capital Expenditures was included in the Provisional Budget and this was to cover salary increases for Municipal Staff as well as Capital Expenditures required prior to the adoption of the Final Budget.

REVENUE

Taxation

Mr. Dong explained that revenue from taxation would possibly be \$160,000.00 higher than the amount shown in the Provisional Budget because the actual assessed values were now known. This amount is of course subject to Court of Revision decisions with respect to assessments.

BUDGET STUDY  
January 17, 1974

POLICE FORCE

The Mayor requested that the Municipal Manager be in contact with Delta Municipal Officials to ascertain the type of study undertaken by that Municipality at the time of their changeover from R.C.M.P. to its own Police Force.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Tuesday, February 12, 1974  
Budget Study

B U D G E T S T U D Y

A meeting of Council was held on Tuesday, February 12, 1974 commencing at 3:00 P.M. to study the 1974 Final Budget.

The following members of Council were in attendance.

Mayor J.L. Tonn  
Ald. Stibbs  
Ald. Garrison  
Ald. Hofseth  
Ald. Filjatrault  
Ald. Bewley

The following members of staff were in attendance.

Mr. R.A. LeClair  
Mr. V. Dong  
Mr. H.F. Hockey  
Mr. D. Ashford  
Mr. D. Cunnings  
Mr. T. Klassen

SPORTS CENTRE ADDITION

Mr. K. Webber of Carlberg Jackson Partners presented to the meeting the proposed plans for the new addition to the Sports Centre.

Mr. Webber stated that this plan incorporates the ideas and suggestion of both the "users groups" and the Parks Staff. Changes made as a result of the input included a central entrance to the Sports Centre to service both sheets of ice, two sets of dressing rooms to service the new sheet of ice, seating for 150 spectators and some extra room for storage.

Mr. Webber informed Council that the construction would be of concrete block with metal framing and the fascia of the building will match as close as possible to the fascia material used on the existing Sports Centre.

On the matter of costs, Mr. Webber outlined the following.

Construction of Building	\$650,000.00
24,900 sq. ft.	
Refrigeration	75,000.00
Existing space conversion	60,000.00
for two dressing rooms	
Architectural and Engineering fees	60,000.00
Financing costs	<u>44,700.00</u>

Total Costs 889,700.00

Mr. Webber stated that tenders recently received for the New Westminster arena indicated a cost of \$28.00 per sq. ft. including refrigeration.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the provision for the renovations of existing space for two extra dressing rooms be called as an alternate on the tender and further, that the Architect recheck the design for these dressing rooms to be sure that the standard suggested is not too high.

CARRIED

Tuesday, February 12, 1974  
Budget Study

Mr. Webber stated that preparing working drawings and receiving tenders would take about 14 weeks.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That the Architects be authorized to prepare working drawings including the renovations for the existing space for dressing rooms and proceed to tender the project.

CARRIED

On the matter of funding for the project, the Mayor explained that taking into account various grants from the Provincial and Federal Governments, it would appear that actual net cost of the addition to the Sports Centre would be about \$400,000.00.

Mr. Cunnings was instructed to obtain from the Architects, a cost estimate of the professional fees required to design the upgrading and renovations to the existing skaters lounge.

TRANSPORTATION SERVICES - CAPITAL

Mr. Hockey presented to the meeting a listing dated February 12, 1974 outlining proposed projects for 1974 and a copy of that list is attached.

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That the Capital Projects as listed by Mr. Hockey to be done from General Revenue be approved.

CARRIED

MOVED BY ALD. STIBBS  
SECONDED BY ALD. FILIATRAULT:

That the Capital Projects as listed by Mr. Hockey to be done from Debenture Funds be approved.

CARRIED

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. FILIATRAULT:

That approval be granted to approach the GVS and DD to design, finance and construct the projects approved from Debenture Funds.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That the Capital Projects to be funded by Land Sales Reserve as listed by Mr. Hockey be approved.

CARRIED

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That authorization be granted to proceed to tender on installation of services for the Municipal Subdivisions at Poirier Street and Foster Avenue and Poirier Street and Bowman Avenue.

CARRIED

Tuesday, February 12, 1974  
Budget Study

Ald. Garrison requested that a study be done by Parks and Recreation and the Engineering Departments on the matter of enclosing the watercourse, which runs through Tyndall Park with a view to creating a more useful play area.

Mr. LeClair was instructed to have Mr. Cunnings report on the usefulness of the park if the watercourse was enclosed and to obtain prices from the Engineering Department on the enclosure and the cut and fill in order to level the area.

SEWERAGE ENTERPRISE - CAPITAL

Mr. Hockey presented a listing of Sewerage Enterprise Capital items dated February 1, 1974 and a copy of that listing is attached.

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That the following items on the listing be deleted.

- 1. Report for requirements of pump stations in the area between Scott Creek and Dewdney Trunk Road north of CPR tracks \$5,000.00
- 2. Report for sanitary sewer requirements in the Schoolhouse Street area 7,500.00
- 3. Replacement of Chine Crescent filter bed by pumps to Harbour Drive sewer or gravity sewer to Port Moody system 50,000.00

CARRIED

Mr. Hockey spoke on the need for the Sewer Flusher listed in the amount of \$30,000.00. He stated that with this equipment an addition of two labourers would be needed at a cost of \$21,400 for this year.

Mr. Hockey informed the meeting that during 1973 they had rented such equipment at a cost of \$6,643.00 and with the increase in sewer installation, such a piece of equipment was very necessary.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That the balance of the items on the February 1st listing be approved and further that the addition of two labourers to the sewer crew be approved.

CARRIED

WATER UTILITY - CAPITAL

Mr. Hockey presented to the meeting a listing dated January 31, 1974 dealing with Water Utility Capital items and a copy of that list is attached.

Mr. Hockey also presented a report on the installation of water mains to service the Victoria Drive area and a copy of that report is attached.

Tuesday, February 12, 1974  
Budget Study

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That the water main extension in the Victoria Drive area not be considered.

CARRIED.

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That the 2 radio decoders in the amount of \$600.00 be deleted.

CARRIED

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That the items listed for Water Utility Capital in Mr. Hockey's report of February 1st, 1974 be approved with the exception of the following.

- |    |  |             |
|----|--|-------------|
| 1. | 8" New Distribution Main on Robinson Street between Chapman Avenue and Como Lake Avenue  | \$23,100.00 |
| 2. | 6" New Distribution Main on Regan Avenue between Giltner Street and Townley Street       | 7,500.00    |
| 3. | 6" New Distribution Main on Regan Avenue between Blue Mountain Street and Colinet Street | 2,900.00    |
| 4. | 6" New Distrubtion Main on Gallette Road, east of Hockaday Street - subsidy required     | 3,840.00    |
| 5. | 8" New Distribution Main on Mariner Way between Dolphin Street and Dewdney Trunk Road    | 12,900.00   |

CARRIED

ENGINEERING DEPARTMENT - TEMPORARY STAFF REQUIREMENTS

Mr. Hockey submitted a report to the meeting dated February 4, 1974 dealing with the matter of temporary staff to handle the design of projects approved by Council.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the Engineering Department be authorized to proceed with the hiring of the 19 temporary personnel as outlined in the Engineer's Report of February 4, 1974 to complete the following work of design and supervision.

1. DESIGN

- |    |                                  |              |
|----|----------------------------------|--------------|
| a/ | Brunette/Marmont Culvert         | 4,500.00     |
| b/ | Coast Meridian Rd/Harper Culvert | 4,500.00     |
| c/ | Dewdney Trunk Sewers - Stage 2   | 2,390,000.00 |
| d/ | Replacement Water Mains          | 74,200.00    |
| e/ | New Water Mains                  | 72,590.00    |
| f/ | Prepaid Water Mains              | 200,000.00   |
| g/ | 1974 Local Improvements          | 1,000,000.00 |

Tuesday, February 12, 1974  
Budget Study

2. SUPERVISION

a/ Ranch Park Way sidewalk	\$43,600.00
b/ Ranch Park area Storm Sewer Improvements	8,850.00
c/ Whiting Way Road Improvements	46,500.00
d/ Mariner Way fill Contract	28,000.00
e/ Brunette/Marmont Culvert	4,500.00
f/ Coast Meridian Rd/Harper Culvert	4,500.00
g/ Dewdney area Sewers - Stage 2	2,300,000.00
h/ Replacement Water Mains	74,200.00
i/ New Water Mains	72,590.00
j/ Prepaid Water Mains	200,000.00
k/ 29 lot Mun. Subdivision Poirier/Foster	141,000.00
l/ 4 lot Mun. Subdivision Poirier/Bowman	20,000.00
m/ 1972 Local Improvement Program	352,000.00
n/ 1974 Local Improvement Program	1,000,000.00

This approval is given with the clear understanding that these temporary employees will not become permanent employees and also that none of the above mentioned work will be placed with consultants.

CARRIED

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That none of the 19 temporary employees become permanent unless they replace an employee who leaves an established position.

CARRIED

Mr. Ashford stated that all the work mentioned could be completed provided the Design and Construction of the Water Improvement Program - Stage 2 could be slightly delayed so that construction on this project would be done in 1975. Council agreed to this proposal.

ADMINISTRATION - CAPITAL

The Deputy Clerk requested approval from Council for permission to order necessary equipment to handle the upcoming Enumeration of Electors.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That approval be given for expenditures of up to \$1,000.00 for equipment to complete the Enumeration of Electors.

CARRIED

ADJOURNMENT

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the meeting adjourn at 8:00 P.M.

CARRIED

CHAIRMAN



Feb. 12, 1974

DISTRICT OF COQUITLAM

TRANSPORTATION SERVICES - CAPITAL

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>REVENUE</u>
532314	General Revenue Interim Paving Program, Stage 2 (21,000 lineal feet - see list)	\$126,000
	<u>Explanation for Need:</u> This is Stage 2 of the Road Paving Program started in 1973. The attached list indicates the streets to be done.	
532990	In-house Traffic Study for the District of Coquitlam including equipment and temporary help.	10,720
	<u>Explanation for Need:</u> This study will provide the technical input for the Roads Review Committee. It will update the first Traffic Report received in 1969. Costs Include:- Traffic Counters \$3,000 Tally Boards 320 Temporary Help 2,400 Professional Fees 5,000 10,720	
532342	Replacement of culvert across Dansey Avenue at Nelson Street watercourse	12,000
532344	Improvement to the storm sewer and ditch system in the Ranch Park Area.	35,400
	<u>Explanation for Need:</u> This is a continuation of a project which had a late start in 1973. It consists of rerouting of the drainage scheme in the original Ranch Park Area and includes increasing culvert sizes on Daybreak, storm sewer on Saddle Ave. northwards from Ranch Park Way for approxima- tely 250 feet to tie in with existing installa- tion and provision of storm sewer on lane between Ogden Street and Palmdale Street south of Norman Avenue to replace existing deep ditch.	
532640	Traffic Signal at Cameron Aven. and North Road intersection (25% share)	7,000
	<u>Explanation for Need:</u> This signal is now ready for construction by Burnaby. Coquitlam's share was approved by Coun. Res. #1221, 1973.	
532344	Improvements to Scott Creek storm sewer drainage capacity by cleaning creek of debris	15,000
	<u>Explanation for Need:</u> Scott Creek study recommends, as a preliminary step, the clearing out of the existing channel to alleviate flooding in the existing channel. This work is required downstream of the C.P. Railway line through to the Coquitlam River.	
532342	Replacement of culvert under Brunette Ave. at Marmont Street	4,000

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>REVENUE</u>
532344	Storm sewers for the area by Stafford Avenue east off MacIntosh Street	10,000
	<u>Explanation for Need:</u> This is a relatively minor but urgent extension from a major installation made by a subdivider in 1973 which will provide drainage to a group of homes which have been in existence for some time but suffer from severe drainage problems. It is a similar situation to that of Osland Drive and Lowell Court which were resolved in the 1973 budget.	
532344	Extension of existing major culvert above Rochester Ave. east of Laval Street northwards. Supplementary to storm sewer work by subdivider (Vagar).	5,000
	<u>Explanation for Need:</u> This work consists of extending the existing major culvert under Rochester Ave. between Laval Street and Schoolhouse St., northwards for a distance of        feet. It is required in conjunction with a subdivision development where the developer, at his cost, is installing a storm sewer to convey drainage from an existing storm sewer presently discharging onto his property to the extension proposed by this project.	
532331	Delmont Street (west side) and Rochester Ave. (north side) sidewalks. Supplementary funds required to accompany prepaid charges for subdivision on west side of \$7,856.16. Total Project Cost: \$9,700.00	2,000
	<u>Explanation for Need:</u> This will provide sidewalks where we currently have deposits on file. These streets were improved in 1973 under the 1972 Local Improvement Program. The sidewalks would be placed behind the curbs installed in 1973. Storm sewer installed as part of the Austin Ave. & Blue Mtn. St. reconstruction.	
532342	Replacement of culvert across Harper Road at Coast Meridian Road	4,000
532331	Robinson Street (east side) from Smith Ave. to Como Lake Avenue - sidewalk	29,000
	<u>Explanation for Need:</u> This sidewalk will provide easier pedestrian access between Banting Jr. Secondary Elementary School, Mountainview Elementary School. Will be into the existing Smith Ave. & Hartley Park. Because of grade problems, this will probably be a slab sidewalk without curbs.	
532331	Sidewalk on Winslow Ave. (south side) - Schoolhouse Street east to P/L of Centennial School	6,000
	<u>Explanation for Need:</u> Provides a S/W extension from existing Winslow and Schoolhouse S/W eastwards to Centennial High School site.	

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>REVENUE</u>
532344	Storm sewer on Cartier Ave. from Laval Street eastwards to existing installation.  <u>Explanation for Need:</u> This project consists of replacing the existing open ditch with a storm sewer. The channel carries substantial flows and is subject to overflowing causing damage to road improvements. It will tie into an existing storm pipe installed just west of Schoolhouse Street in front of an apartment building.	13,000
532120	Extension for garage in the Service Building to relocate welding shop and increase vehicle capacity in the Service Bldg. at Works Yard  <u>Explanation for Need:</u> \$25,000 will be sufficient funds to construct an addition approximately 20 ft. x 30 ft. on the north side of Service Bldg., adjacent to garage, to house welding shop. This will eliminate the welding area from the present garage and permit storage of an additional vehicle in garage.	25,000
532314	Carpet seal or flush coat of 1972 L.I.P. streets  <u>Explanation for Need:</u> The 1972 Local Improvement Program required the deletion of pavement replacement as part of the works in order to reduce costs to a reasonable level. This will allow the completion of the 1972 Local Improvement streets with curb to curb asphalt coat.	65,000
532990	Retaining wall for 3055 Spuraway - J.V.Mann  <u>Explanation for Need:</u> This project was for consideration in the Provisional Budget as instructed by Coun. Res. #1653, November 25, 1973. This retaining wall was not committed by the Engineering Dept. as no house was constructed on site when sidewalk put in.	1,200
	TOTAL REVENUE	<u>\$370,320</u>

DISTRICT OF COQUITLAM  
TRANSPORTATION SERVICES - CAPITAL

Feb. 12/74

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>DEBENTURE</u>
532344	Extension of Nelson Street storm sewer westwards from Colinet Street on Foster Ave. to Hailey Street and north on Hailey to Cottonwood Avenue.	43,000
	<u>Explanation for Need:</u> This project consists of extending the Nelson Street storm sewer from its present terminus at Foster Ave. and Colinet Street westwards along Foster Ave. to Hailey St. and northwards on Hailey Street to Cottonwood Ave. so as to provide drainage in the Cottonwood/Hailey area. The system was designed in 1973.	
532344	Installation of storm sewer on east side of Mundy Street from Paradise Avenue to Dawes Hill Road.	52,000
	<u>Explanation for Need:</u> This would fill in an excessively deep and wide ditch. It is presently hazardous, unsightly and endangers the road stability.	
532344	Storm sewer on Pasture Cres. from B.C.Hydro right-of-way to Spuraway	74,000
	<u>Explanation for Need:</u> This sub-trunk storm sewer will replace the existing undersized flume. It is really an extension of the Item 3 project and will be essential if the 1974 Local Improvement Road program planned for this area goes ahead.	
	TOTAL DEBENTURE	<u>\$169,000</u>

DISTRICT OF COQUITLAM  
TRANSPORTATION SERVICES - CAPITAL

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>COST</u>
532312	Engineering costs incurred by Engineering Dept. in conjunction with the Municipal Subdivisions at Poirier Street and Foster Avenue and at Poirier Street and Bowman Avenue - road construction	\$14,900
532312	Cost of servicing the Municipal Subdivision at Foster Avenue and Poirier Street consisting of roads, curbs, sidewalks, street lights, water, gas, underground wiring, storm sewers and sanitary sewers. Costs recoverable on sale of land.	141,000
532312	Cost of servicing the Municipal Subdivision at Poirier Street and Bowman Avenue consisting of curbs and sidewalks, storm sewer and street lighting. (Coun. Res. #1334/73). Costs recoverable on sale of land.	20,000
532344	Installation of storm sewer in Lower Laurentian area from Newport Street to Linton St.	75,000

Explanation for Need:

This work consists of closing a gap in a major storm sewer system between Newport St. (just east of Poirier Street) and Linton St. The area is generally referred to as the lower Laurentian property and is owned by Coquitlam.

TOTAL FROM LAND SALES RESERVE: \$250,900

DISTRICT OF COQUITLAM  
SEWERAGE ENTERPRISE - CAPITAL  
1974 BUDGET

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>COST</u>
652510	<p>Dewdney Trunk Sewers, Stage 2 - Engineering and Construction; Land Acquisition; Legal Surveys and contingencies; Allowance for temporary borrowing, bond discount and Municipal finance authority debt reserve fund costs.</p> <p>Possible costs incurred by legal surveys, soil tests, etc. during design prior to approval of Borrowing Bylaw.</p> <p>The project consists of an extension of the trunk sewer from its present terminus at the Barnet Highway and Crabbe Avenue to Dunkirk Avenue, together with street laterals, the combination of which will serve Crabbe Ave., Westwood Street, Glen Drive from Westwood St. to Pipeline Road, Pipeline Road, Woodland Drive from the City/District boundary to Dunkirk Ave., Dunkirk Avenue and the area south of Dunkirk Ave. between Pipeline Road and the flood plain boundary.</p> <p><u>Explanation for Need:</u></p> <p>Approved under Council Res. #1752, 1973 to proceed with project with funds provided from the proceeds of a loan authorization Bylaw.</p>	<p>\$2,079,000</p> <p>5,000</p>
652510	<p>Installation of a sanitary sewer on Mathewson Road to connect the sanitary sewer installed by Austin Developments to Municipal system.</p> <p><u>Explanation for Need:</u></p> <p>This will provide 300 feet of sanitary sewer to connect into the sewer extension paid for and installed by Nu-West Land Developments.</p>	<p>9,200</p>
652510	<p>Provision for future crossing of relocated Lougheed Highway.</p> <p><u>Explanation for Need:</u></p> <p>Presently being constructed for future sewer crossings including Dewdney Stage 2 needs. Approved by Council January 28, 1974.</p>	<p>8,500</p>
652530	<p>Alterations to Coleman Ave. Pump Station</p> <p><u>Explanation for Need:</u></p> <p>The following improvements are necessary for effective maintenance and operation of the Coleman Avenue station:</p> <ol style="list-style-type: none"> <li>1) A 110 volt outlet in the electrical kiosk to permit use of electrical tools and/or lights while repairing or maintaining the pump.</li> <li>2) A larger access to allow personnel to work in the wet well and additional ventilation is req'd.</li> <li>3) A platform for standing on in the wet well to permit workmen to maintain and repair the pump.</li> </ol>	<p>1,500</p>

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>COST</u>
652530	<u>Explanation for Need:</u> (cont'd) 4) A roof or other shelter around the station to permit repairs and maintenance during adverse weather conditions. 5) A locking device on the manhole. 6) Cement around the area of the pump station to eliminate the silting problem.	
652710	Set of chain blocks for lifting sewerage pumps and motors  <u>Explanation for Need:</u> Chain blocks are used to lift sewer pumps and motors out of manholes, and pumphouses for maintenance and/or replacement.	300
652710	Flexible guide for sewer rodder equipment  <u>Explanation for Need:</u> Self-explanatory.	500
652710	Gas engine for pilot hole cutter  <u>Explanation for Need:</u> The gas engine for the pilot hole cutter is to replace a hand operated device, which is slow and inefficient.	450
652710	Small Tools  <u>Explanation for Need:</u> Small tools consisting of such things as shut-off valve, an aqua pin-finder, power hacks to provide 115-volts from a car motor, etc.	250
652710	Sewer Flusher  <u>Explanation for Need:</u> This machine is used to flush and clean sewer lines (sanitary and storm) and is a very fast and efficient method of cleaning sewers. The machine consists of a high pressure pump, a water reservoir, rubber hose and a high pressure nozzle, which is self-feeding into the sewer line and flushes the foreign material from the sewer line into the manhole. The foreign material is removed from the manhole manually. A list is attached showing the period of rental on this type of machine up to August 23, 1973. The Sewer Superintendent highly recommends the purchase of this equipment in order to keep the municipal sewer mains in an operable condition. It may be noted that this sewer flusher can be used to clean storm sewers as well.  The operations budget contains sufficient funds to provide for the rental rate of a municipal flusher for 1974 but does not include sufficient funds for the hiring of two additional employees to operate the sewer flusher. The addition of two employees would enable the sewer flusher to be	30,000

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>COST</u>
	<u>Explanation for Need:</u> (cont'd) operated during most working days of the year. However, the cost of flushing storm sewer lines would be charged to the Transportation Services Budget.  The list of dates and costs of rentals of Sewer Flusher in 1973 is attached on a separate sheet.	
652190	Report for requirements of pump stations in the area between Scott Creek and Dewdney Trunk Road north of the C.P.R. tracks - survey by Municipal crews	5,000
	<u>Explanation for Need:</u> Current subdivisions are being tabled until we can review the sanitary sewer situation in the area. If each subdivider provides his own sanitary sewerage pump station, there are a number of systems each requiring maintenance and upkeep. This report will recommend on the siting of combined pump stations, thereby reducing capital cost and operating expense.	
652190	Report for sanitary sewer requirements in the Schoolhouse Street area	7,500
	<u>Explanation for Need:</u> The existing properties on Schoolhouse Street currently use septic tanks on dubious soil for the filter bed. Additionally, the proposed area should be considered conceptually for the provision of sanitary sewers.	
652530	Replace Chine Crescent filter bed by pumps to Harbour Drive sewer or gravity sewer to Port Moody system.	50,000
	<u>Explanation for Need:</u> This project allows for the replacement of the filter bed by a pump and force main to pump into the Harbor Drive gravity system. The effluent from the filter bed currently flows into the ravine and dispurses downhill.	
652510	Cape Horn Industrial Area - installation of collector sewers	25,000
	<u>Explanation for Need:</u> Appropriation to cover cost of providing increased capacity in sewers and pumps being installed by the Mayfair Park Industrial Development so as to accommodate the entire drainage area.	



DISTRICT OF COQUITLAM  
WATER UTILITY - CAPITAL  
1974 PROVISIONAL BUDGET

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>COST</u>
994440	600 New Services @ \$140.00 each service	84,000

Explanation for Need:

Cost of new meters to October 31/73 - \$64,959.00.

No. of meters installed to October 31/73 =

1) Installed and paid for - 387

2) Installed and not paid - 253 Total = 640

Add cost to install box when service is connected:

Box \$12.50

Digger 14.00

Labour 15.00

\$41.50 x 253 = \$10,499

Total cost of 640 connections (64,959 + 10,499.50) equals \$75,458.50. Cost per service = \$117.90

Assume 10% increase in cost for labour and material and Cost per Connection in 1974 = \$129.70.

Water Improvement Program, Stage 2

Consisting of:

1. 10" dia. main on Austin Avenue from Mundy Street to Hickey Street
2. 18" dia. main on Schoolhouse St. from Foster Ave. to Regan Avenue.
3. 16" dia. main from Booth Avenue to existing 16" dia. main at Hwy. 401 to serve Cape Horn Industrial area
4. 10" dia. main from existing 16" main on south side of C.P.R. r/w opposite Coleman Road eastwards to B.C. Hydro r/w/.
5. 20" main on Dansey Avenue from Schoolhouse Street to Blue Mountain Street.
6. Foster Ave., reservoir pump station - 1st Stage (3 of 4 pumps).
7. Allowance for temporary borrowing bond discount, Municipal Finance Authority Debt Reserve Fund, contingencies, legal and survey cost, included. 1,125,090

Explanation for Need:

This work will be the second stage of the District's Water Improvement Program. Stage I was completed in late 1972.

1. This supply main will provide for the anticipated demand expected with development of the Hickey Street east area.
2. This supply main will be a section of the gravity supply from the Chapman Avenue G.V.W.D. supply.

(cont'd)

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>COST</u>
	3. This supply main is to provide service from the G.V.W.D. supply main on Booth to connect to the existing 16" diameter line presently installed under Hwy. 401 and the C.P.R. tracks and terminating on the north side of the Lougheed Hwy. at Coleman Ave.	
	4. This will connect to the south side of the main already installed (mentioned in #3 above) and will take supply eastwards to serve the proposed Mayfair Industrial Park and the existing industries on Leeder Avenue.	
	5. This supply main will connect the east and west halves of Zone 2. Currently the west half is fed through pressure reducing valves from Zone 3. With this connection, all of Zone 2 would be fed from the Foster Ave. reservoir.	
	6. These pumps will provide supply into Zone 3 from the Foster Ave. (Zone 2) reservoir, thereby boosting supply at times of high demand in Zone 3 (which is currently fed from the restricted Chapman Avenue supply).	
	The Council approved the Stage 2 Water Improvement Program in 1973. Item #4 was added in 1974 and approval to include this additional project is requested. The project will be paid for from the proceeds of a loan authorization by-law.	
994410	24" dia. New Supply Main casing crossing of re-located Lougheed Hwy. at Como Lake Road	4,500
	<u>Explanation for Need</u>	
	To allow for future supply. To be installed under relocated Lougheed Hwy. Approved by Council January 28, 1974.	
994420	6" New Distribution Main Deciare St. south from Thomas Ave. - subsidy required	2,250
	<u>Explanation for Need</u>	
	Due to construction of anew apartment at 305 Decaire St. and the lack of a watermain at this location, a new main is req'd to service this property. Subsidy approved by Counc. Jan. 14/74 (Res. #35) - see plan.	
	Rochester Ave.	
	8" New Distribution Main/between Laval Street and Schoolhouse Street	6,000
	<u>Explanation for Need</u>	
	8" Rochester - Will connect isolated portion of Zone 2 to provide pressure and supply from Foster Avenue reservoir - see plan attached.	
	6" New Distribution Main Lakeshore Drive between Foster Ave. and Cottonwood Ave.-- Subsidy req'd	2,400

(cont'd)

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>COST</u>
994420	6" New Distribution Main on Farrow Street between Smith Avenue and existing main  <u>Explanation for Need</u> See plan attached.	2,700
994443	Provision of water distribution system explanation chart, operating instructions, and final adjustment of recently installed system.  <u>Explanation for Need</u> Required to make best use of facilities installed under Stage I of the Water Improvement Program.	750
994420	8" New Distribution Main on Robinson Street between Chapman Avenue & Como Lake Avenue  <u>Explanation for Need</u> Existing 26" supply main services properties on Robinson St. New 8" main will provide house connections and cross connections to existing watermains on adjacent streets - see plan attached.	23,100
994420	6" New Distribution Main on Regan Ave. between Gultner Street and Townley Street  <u>Explanation for Need</u> same as explanation above - see plan attached.	7,500
994420	6" New Distribution Main on Regan Avenue between Blue Mountain Street and Colinet Street  <u>Explanation for Need</u> same as explanation above - see plan attached.	2,900
994420	6" New Distribution Main on Gallette Road, east of Hockaday Street - subsidy required  <u>Explanation for Need</u> Three existing homes are serviced by temporary connections. New main will service these homes - see plan attached.	3,840
994420	8" New Distribution Main on Mariner Way between Colphin Street and Dewdney Trunk Road  <u>Explanation for Need</u> To be installed in conjunction with new road reconstruction - see plan attached.	12,900

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>COST</u>
	<u>Explanation for Need</u>	
	6" Lakeshore - in conjunction with subdivision on east side of Lakeshore Drive - see plan attached.	
531310	3" Gorman-Rupp trench pump	650
	2" Gorman-Rupp trench pump	550
	4 - Suction hoses, 2"	200
	4 - Discharge hoses, 3" - 100'	150
	Fire hose, 250 feet	250
	<u>Explanation for Need</u>	
	These four pumps and hoses are to replace old ones which are worn out or nearly worn out. The old pumps will be used until they are no longer repairable.	
	Fire hoses are to replace worn out ones which are used in the flushing of dead-end watermains. The 250 feet will also provide two spare lengths.	
	Electric basement pump	200
	<u>Explanation for Need</u>	
	Occasionally the Water Dept. has watermain breaks which cause flooding on private property and a basement pump is req'd to relieve flooding. The Water Dept. do not have basement pumps available in their own works area and therefore are requesting one for emergency use.	
	Fischer "M" scope	400
	<u>Explanation for Need</u>	
	The Fischer "M" scope will provide the Water Dept. with their own "M" scope and not have to rely on Survey Dept. to locate underground pipes.	
	Electric pipe grinder	200
	<u>Explanation for Need</u>	
	An electric pipe grinder will be used in the field to bevel the ends of the ductile iron watermain. The grinding is done at present with files.	
	4½" bench vice	100
	<u>Explanation for Need</u>	
	To be installed in outside workshop of Water Dept.	
	2 add'l Signal radio decoder for trucks	600
	<u>Explanation for Need</u>	
	To be installed in vehicles of Foreman and Pipe-fitter-in-charge in order that they may be signalled by radio when they are not in their vehicles	

(cont'd)

<u>ACCT. #</u>	<u>DESCRIPTION</u>	<u>COST</u>
	Asphalt drill & breaker	1,150
	<u>Explanation for Need</u> A gas operated asphalt drill and breaker is requested so that the Water Dept. can do their own cutting of asphalt or drilling of rock in trenches. At present the drill must be borrowed from the Sewer or Public Works Dept. and this is not only inconvenient but many times, the other drills are not available.	
	Radio	850
	<u>Explanation for Need</u> A radio is requested to be installed in the private vehicle of the Water Superintendent.	
	Poisonous gas detector	800
	<u>Explanation for Need</u> It is requested that a Gas Detector be purchased so that manholes, pump houses and other underground areas can be tested to ensure that no poisonous gases are present and to ensure that there is sufficient oxygen present to sustain life.	
	3/4-ton Crew Truck	5,200
	<u>Explanation for Need</u> A 3/4 ton crew cab truck is requested to provide transportation for men and equipment to and from construction sites. The present complement of vehicles consists of one pick-up truck - Foreman, one pick-up truck - Pipefitter in charge (construction), one pick-up truck Pipefitter in charge (Hydrants and Chambers), one pick-up truck - Meter Dept., one 1-ton dump truck - Pipefitter. The Water Dept. has 18 employees of which 6 of these employees are transported generally in 3 of the pick-up trucks. This leaves 12 men to be transported in 1 pick-up truck and one 1-ton dump truck. The addition of the crew cab truck will permit 3 construction crews to have a vehicle in attendance at all times during the working day.	
	6" New Distribution Main Moray Street between Pinecrest and Brookmount Street	4,500
	<u>Explanation for Need</u> See plan attached.	
	dia. 18"/New Supply Main from G.V.W.D. supply main to service Cape Horn Industrial area.	100,000
	<u>Explanation for Need</u> This will provide supply from the G.V.W.D. Mathewson Road main south into the proposed Mayfair Industrial Park. It is urgently required for the planned development.	

V. A. Dong

Treasury

Feb. 12,

H. F. Hockey

Engineering

1974 Water Dept. - Capital Budget

014-0

Subsequent to my submission of recommended Capital works for the Water Department in 1974, I have come to the conclusion that one other project is worthy of serious consideration by Council.

The project in question consists of a watermain on Victoria Drive eastwards from its present terminus opposite the Leigh School into the fork in Victoria Drive, a distance of some 3,700 feet.

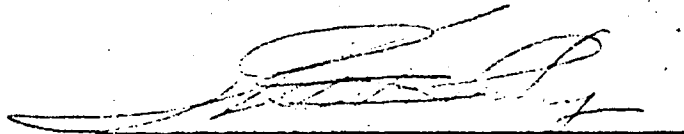
Victoria Drive forms the boundary between the City and District. At present, water supply on a very limited basis is available for a small City watermain on Victoria Drive. Indeed our permitted use of the main as a source of water for residents on the Coquitlam side dates back to several years ago when the City agreed to allow some 35 services for District consumers.

While this arrangement has been satisfactory in the past, we have now reached a point where services are being requested that cannot be granted as the City is not inclined to increase the permitted number of services. Their position is quite understandable in that the existing main is already taxed to the limit, if not beyond that point.

It would seem, therefore, advised to consider the installation of our own main. Progressively over the last few years, our system in the Coast Meridian Road area has been extended such that a main on Victoria is no longer onerous.

The estimated cost is \$29,800. We have the sum of \$2,910. on hand as prepaid charges, making a subsidy of \$26,890.

I would recommend that this item be included with the projects to be considered Council for our 1974 Water Capital program.



H. F. Hockey  
Engineering Director

HFH:cw

cc. D. J. Ashford  
E. K. Newson



4. OTHER:

29 lot Mun. Sub'n-Poirier/Foster	141,000	nil	141,000
4 lot Mun. Sub'n-Poirier/Bowman	20,000	nil	20,000
1972 Local Improvement Program	1,408,000	211,200	352,000
1974 Local Improvement Program	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>
TOTAL	\$2,569,000	\$1,211,200	\$1,513,000
GRAND TOTAL	<u>\$5,015,950</u>	<u>\$3,534,250</u>	<u>\$3,989,500</u>

5. REPORTS, ETC.:

- Liaison with Department of Highways - Lougheed Hwy. relocation.
- Liaison Eagle Ridge Development - G.V.S. & D.D. - Port Moody.
- Liaison Mayfair Industrial Park and other subdivisions requiring Professional Engineering input.
- Scott Creek Drainage - Watershed Area Cost Sharing of Improvements.
- Roads Review Committee Input and Research.
- Schoolhouse Street Area Sanitary Sewers - Preliminary Report.
- Liaison with Consultants - Water Improvement Program, Stage 2.
- Review of Subdivision Control Bylaw incl. construction specification
- Liaison with consultants - Street Lighting Standards.
- Review of Consultants' fees - Pinetree Way construction.
- Inter-Municipal Roads Committee.
- Subdivision Committee and liaison with Planning Department.

The above list indicates only the major works. As a matter of course, the Engineering Department does the following and more; reviews engineering plans submitted, answers queries, prepares reports, inspects subdivisions, acts as engineers or consultants to the Public Works and other Municipal Departments, enforces some bylaws, updates reference plans, prepares new reference plans, maintains records, liaises with other departments, etc.

The subjects (1) to (4) inclusive are under the general direction of the Project Engineer (Design) and the subject (5) is generally under the direction of the Project Engineer (Research and Planning).

In the report on the reorganization of the Engineering Department submitted to Council in November, 1972, and approved for partial implementation in November, 1972, and complete implementation in February, 1973, it was indicated that the proposed staff would be able to undertake the anticipated 1973 "housekeeping" work load and additionally design and supervise the construction of approximately \$1,650,000 worth of engineering works.

It must be noted here that in 1973 \$3,473,600 worth of construction was designed and \$1,624,120 worth of construction was contracted and supervised (see attached Appendix B). A small amount of this work was aided by temporary staff but mainly the workload fell on the permanent staff complement of design personnel, draftsmen, surveyors and inspectors under the direction of the Deputy Engineer and two project engineers. This very substantial work overload resulted in a lower standard of design work which the Deputy Engineer informs me was very close to the point where he considered he would be unable to professionally seal the projects. The construction and contract supervision was saved by the very experienced and competent senior staff in the Engineering Inspection Department.

The program already committed in 1974 is valued at \$3,534,250 worth of construction design and \$3,989,500 worth of construction supervision. It can readily be seen that without help, the very tight deadlines set for works requiring commitment for construction around the end of June, beginning of July, are unattainable. (The two project schedules attached may assist in emphasizing this point - see attached Appendices C and D).



To meet the required deadlines, assuming no further commitments are required of the Engineering Department, Research & Planning, or Design personnel, the following will need to be hired:-

SURVEY SECTION

1 Instrument Man 2	9.5 months
1 Instrument Man 2	3.0 months
4 Survey Assistants	9.5 months
1 Survey Assistant	3.0 months

Total cost of temporary staff, overtime, car allowances, equipment, etc. is - \$43,000

This proposal envisages the promotion of the staff Instrument Man 1 to that of Instrument Man 2.

The recent serious injury in a car accident, occasioned by the Survey Supervisor, which anticipates a two month absence, increases the need for immediate implementation of the above staff requirement.

DRAFTING SECTION

4 Draftsmen II	4.5 months
1 Draftsman I	4.5 months

Total cost of staff, temporary promotions, equipment, etc. is - \$22,500

The increase in staff for the 4.5 month period will require the recognition of a subordinate level of supervision. This temporary promotion can currently only be accomplished by the appointment of a second Draftsman III. Ideally, a new job classification will be developed prior to a fuller report for later on this year.

PROJECT SECTION

2 Project Technologist I	4.5 months
--------------------------	------------

Total cost of temporary staff, promotions and equipment is - \$15,000

This envisages the maintenance of the Professional Engineer (currently holding a Project Technologist's position) at the first increment of the Project Engineer's scale. The person involved has been temporarily promoted approximately one year.

INSPECTION SECTION

3 Inspectors 2	12.0 months
2 Inspectors 2	3.0 months

Total cost of staff, temporary promotions, car allowances, equipment, etc. - \$51,350

As in the Drafting Section, this section will require the temporary promotion of an Inspector II to Inspector III. Ideally, this second level of supervisory work should be covered by a new job classification that will have to be developed prior to a fuller report later this year.

Total Cost of Temporary Staff, Promotions, Equipment Hire or Purchase, etc. - \$145,000

110% of above.

Note:

As no allowance for vacation for permanent staff has been taken into account 10% has been added to the above cost for replacements during vacations.

The total salaries paid to permanent staff including fringe benefits and mileage costs to those members of the Engineering Department inside staff (see Appendix A) who would have been involved during the year for the work that was undertaken in 1973 plus the general house-keeping duties of the Municipality covered by the Engineering Department, is \$456,693.00.

Other services that could be anticipated in the addition such as printing, stationery, postage, etc.) have been estimated at \$40,000 and therefore in round figures, the cost to maintain this staff was \$500,000 in 1973..

Should no Engineering work of a consulting nature be done by the Engineering Dept., then liaison would still be required by the District with the Consulting Engineers engaged to ensure conformance to District policy and standards. The cost of providing this service at a minimum level, plus the normal administrative and regulatory house-keeping functions (such as subdivision and rezoning application, water rates, driveway permits, building permits, B.C. Hydro Gas and power and B.C. Tel permits, etc.) would be \$359,510 for salaries, fringe benefits, and mileage.

Other costs could be anticipated to be \$34,000, making the total anticipated cost \$394,000.

It should be pointed out at this time that inspection of engineering works in conjunction with subdivisions and rezonings brings in approximately \$25,000 per year. This revenue is determined by taking 4% of the construction value involved and could be applied directly against the inspector's salaries. This sum has not been taken in account in any of the reviews made in this report.

It can therefore be said that salary cost of staff required to undertake the normal housekeeping work (when also undertaking design and const. supervision) is \$360,000 (1973 rates) minus the amount that would have been required for liaison with consultants, this has been roughly estimated at \$40,000 making the cost of staff involved in normal housekeeping work as \$320,000. This means that using the 1973 costs as an example that the cost of our staff to undertake the engineering design of construction value \$3,473,600 and construction supervision of \$1,624,120 worth of construction was \$137,000 approximately. Using consultants this work would have cost approximately \$402,000.

In 1974 to undertake engineering design of construction value of \$3,534,250 and construction supervision of \$3,989,500 worth of construction will require \$137,000 for permanent staff plus \$145,000 for Temporary Staff making a total of \$282,000. Should consulting engineers have undertaken this work, using the conservative average of 15% (as the Consulting Engineer's normal percentage cost it would cost \$566,557.00 (based on 7% of \$3,534,250 plus 8% of \$3,989,500).

The funding of the \$282,000 can be from the following:-

Allowance in 1974 Rev. Operation Budget	\$137,000
Eng. Costs allowed in Dewdney area Stage II budget estimate	\$173,250
Eng. Costs to be allowed in 1974 Local Improvement Program	\$100,000
Eng. Costs already allowed in 1972 Local Improvement Program	\$ 25,000 (estimated)
Eng. Cost to be recovered from sale of Municipal Lots	\$ 16,000
Eng. Cost allowed for in the Water Mains projects	\$ 45,000

It can be seen that the funds required for Engineering is less than those funds for which allowance is made and the sources will not affect in any major way, the Revenue part of the 1974 Budget.

Should approval of these funds be forthcoming as a result of this report, it must be understood that the Engineering Department can undertake no further work until the middle of November, 1974. This includes such items as other than routine Council reports and minor designs. The further report will be forthcoming as a result of Council's deliberations on the Capital positions of the Budget indicating what staff positions we would recommend as being permanent, additional job classifications, and salary reviews required.

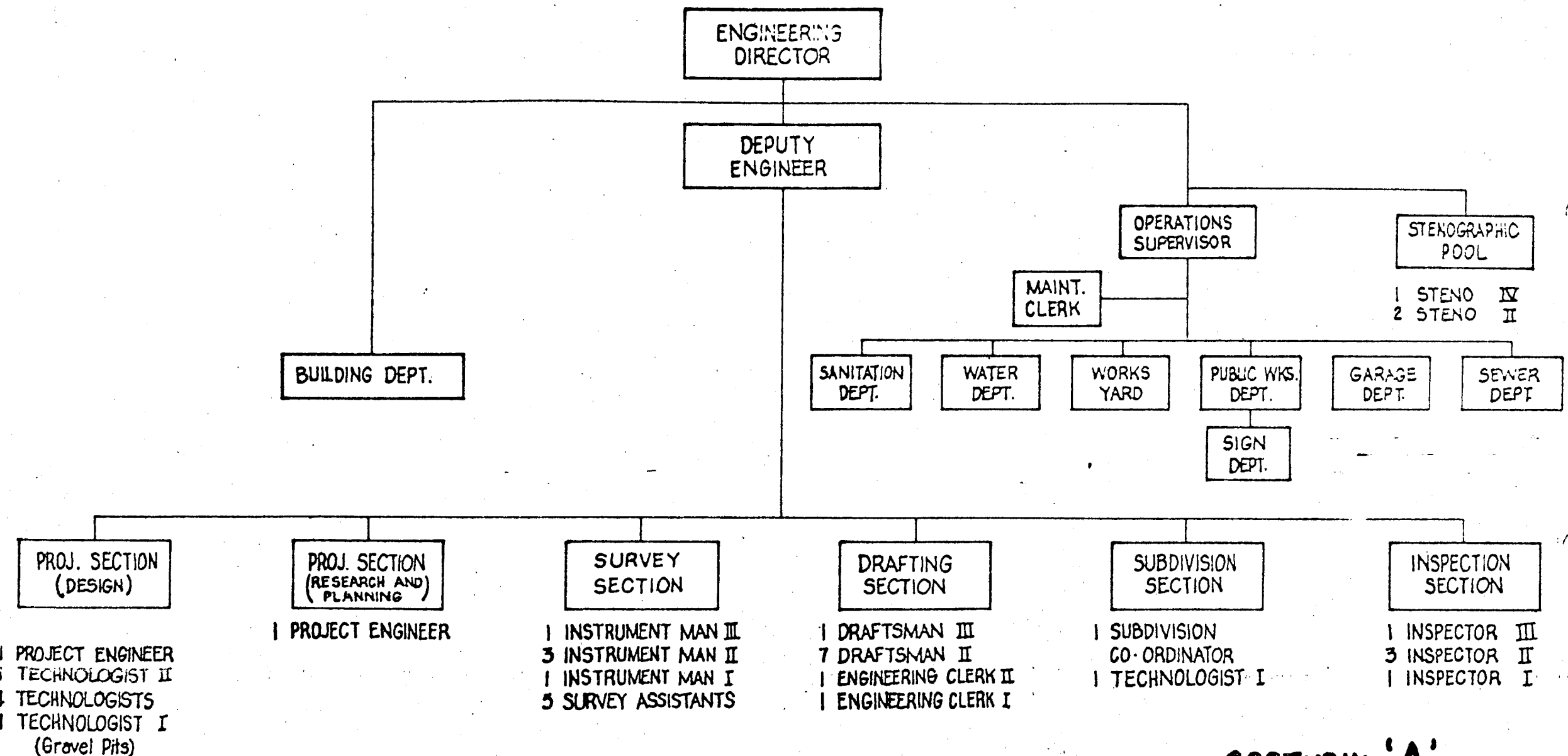
It should be brought to Council's attention that some of the positions established will extend longer than the 6 month period allowed under Article 2(c) of the Union Contract. A further report will be submitted prior to the expiry of the 6 month period.

I would therefore request approval of the sum of \$145,000 for temporary staff to undertake commitments already made in 1974.

Yours truly,

  
H. F. Hockey,  
Engineering Director.

DJA:mdr  
c.c. R. Venhuizen



**APPENDIX 'A'**

DECEMBER 10, 1973

PROJECTS	Project Cost (Construction)	% (and % of Project Cost) of Projects Designed in 1973 by Eng'g Department		% (and % of Project Cost) of Projects Contracted in by Eng'g Department	
		%	Cost	%	Cost
1972 L.I. Program	\$1,408,000	85%	\$1,196,800	75%	\$1,056,000
Drainer Way (earth fill)	35,000	100	35,000	20	7,000
Smith Ave. S/W Appd Feb. 73	34,000	25	8,500	100	34,000
Lowell Court Storm Sewer	10,000	100	10,000	100	10,000
Orland Drive Storm Sewer	10,000	nil	10,000	100	10,000
Prepaid Water Mains	262,600	100	262,600	95	249,470
Resized Water Mains	92,000	100	92,000	100	92,000
Clinton Ave. Reconstruction	1,764,000	75	1,323,000	nil	-
Swinging Way Reconstruction	62,000	100	62,000	25	15,500
Ranch Park Way S/W	48,000	100	48,000	10	4,800
Prospect & Harbour St. S.	22,000	100	22,000	nil	-
22 lot Subdv.-Linton/Foster	123,000	100	123,000	nil	-
4 lot Subdv.-Poirier/Bowman	23,000	100	23,000	nil	-
Daybreak/Ranch Pk. Culverts	16,400	100	16,400	25	4,100
Bernatchey/Brunette Intersn.	8,000	100	8,000	nil	-
Cottonwood S/W Redesign	66,000	100	66,000	100	66,000
P.B.A. Holdings Storm Sewer	3,000	100	3,000	100	3,000
Griff Lumber Storm Sewer	6,000	100	6,000	100	6,000
King Albert Storm Sewer	9,500	100	9,500	100	9,500
Reservoir Retaining Wall (P&Rec)	3,000	100	3,000	15	450
Robinson St. Storm Sewer (Cem.)	30,000	100	30,000	100	30,000
Foster/North Rd. Traffic Signals	8,000	100	8,000	nil	-
Dewdney/Ranch Park Way/Dacre Int.	700	100	-	nil	-
Westview/Rochester	48,000	100	48,000	nil	-
Foster, east of Cypress St. S.	300	100	300	100	300
Brunette/Marmont Culvert	4,000	100	4,000	nil	-
Harper/Cst. Merid. Rd. Culvert	4,000	100	4,000	nil	-
Marmont/King Edward Inter.	600	100	-	nil	-
Glen Dr./Pinetree Way Tffc. Sign.	14,000	100	14,000	75	10,500
Winslow east of Hue Mtn. (Storm)	2,000	100	2,000	nil	-
Storm - Ogden/Norman	20,000	100	20,000	nil	-
Park Area Works Yard	10,000	100	10,000	100	10,000
Robinson Realign. Clarke Rd.	600	100	-	nil	-
Park Cres. - Thermal curb	1,500	100	1,500	100	1,500
San. Sewer (Pinetree) & Barnet	4,000	100	4,000	100	4,000
			<u>\$3,473,600</u>		<u>\$1,624,120</u>

### REPORTS

North Rd/Como Lake Inter.	600
Cottonwood Parking	510
Foster/North Rd. Inter. Study	340
North Road Traffic Study	2,050
Thermal Drive (Spot Speed)	675
Gatensbury St. Water Supply	100
Dewdney Trunk San. Sewer St. II	8,245
Referendum Compilation	5,000
Sherwood Connector	250
Lougheed Hwy. Relocation	3,668
Drainer Adler Area	728
Pe Horn Sanitary Sewers	1,020
Cott Creek	728
Soil Removal Bylaw	3,000
Others	1,000
	<u>\$28,914 @ P. Eng. Rates</u>

Total Design Work (7% of Const. Value)	\$243,152
Construction & As-Builts (8% of Cost Value)	129,930
Reports	<u>28,914</u>
Costs if Consultants had been used	<u>\$401,996</u>

Tuesday, March 5th, 1974,  
Budget Study. 3 p.m.

## BUDGET STUDY

A meeting of Council was held on Tuesday, March 5th, 1974 to study the 1974 Final Budget.

All members of Council were in attendance.

The following members of staff were in attendance:

Mr. LeClair,  
Mr. Dong,  
Mr. McPherson,  
Mr. Wyatt,  
Mr. Simm,  
Mr. Klassen.

### REVENUE

The Mayor outlined to Council the extra Revenue which is available as a result of 1973 surplus, increased per capita grant and the extra funds as a result of the lowering from 15% to 10% of Municipal Welfare sharing.

Extra Revenues are:

1973 surplus -	\$546,102.00
Increased per capita -	106,000.00
Welfare Funds	250,000.00
	<hr/>
Total	<u>\$902,102.00</u>

The Mayor indicated that the following allocation of these funds has already been made or should be made:

1. Committed to Engineering -	\$370,320.00
2. Bus Subsidy	280,000.00
	<hr/>
Total	<u>\$650,320.00</u>

The Mayor stated that this leaves an amount of approximately \$250,000.00 if Council wishes to maintain the same mill rate as 1973.

The Mayor also informed Council that he had instructed the Engineering Department to put a hold on the following Budget Items until such time as Council has had a chance to take a second look at them:

1. Interim Paving Program -	\$126,000.00
2. Scott Creek -	15,000.00
3. Robinson Avenue Sidewalk -	29,000.00
4. Extension of Public Works Building -	25,000.00

The Council stated that in studying this Budget, the assumption would be made that they wished to maintain the 1973 mill rate for 1974.

### FISCAL SERVICES

This section of the Budget was studied and approved by Council.

Tuesday, March 5th, 1974,  
Budget Study, cont'd.

GENERAL GOVERNMENT

The General Government portion of Budget was studied by Council with the following action being taken:

1. The Mayor requested Treasury to itemize the items included under Account No. 212299 - Sundry - under Other Financial Management.

2. Assessment Dept.

Mr. Wyatt submitted a report dated February 13, 1974 itemizing changes to his staff complement amounting to an expenditure of \$17,529.00 for 1974 as well as a request for funds to purchase furnishings for additional staff.

MOVED BY ALD. STIBBS

SECONDED BY ALD. FILIATRAULT:

That the request for additional staff by the Municipal Assessor be approved and the amount of \$17,529.00 be allocated in the 1974 Budget for this purpose.

CARRIED

MOVED BY ALD. BEWLEY

SECONDED BY ALD. GARRISON:

That the following capital items for the Assessment Department be approved:

- Furnishings for new Clerk Steno	\$910.00
- Furnishings for new Appraiser	400.00
- Portable filing cabinet	40.00
	<hr/>
Total	<u>\$1,350.00</u>

CARRIED

3. Account 219410 - Library Services

The Mayor stated this budgeted figure could be reduced by \$6,700.00 now that the Library Agreement was finalized.

4. Account 219300 - Insurance.

The Mayor requested the Treasurer to obtain a comparison of costs for vehicle insurance under I. C. B. C. and rates paid in previous years.

5. Account 219110 - Elections

It was noted that an error in addition was made with respect to this account and it should read \$26,000.00 instead of \$21,500.00.

6. Conventions.

The matter of attendance of Council Members at conventions was discussed with the Mayor indicating to Council that he would suggest only two members of Council attend the C. F. M. M. Conference, together with the Municipal Manager and that other Members of Council attend other conferences together with staff members.

Tuesday, March 5th, 1974,  
Budget Study, cont'd.

This matter to be discussed further.

7. Capital Items - Personnel.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. GARRISON:

That the following capital items for the Personnel Department be approved:

A. 1 Coat Tree	\$30.00
B. 2 four drawer filing cabinets (with locks)	350.00
C. 1 Brief Case	45.00
	<hr/>
	<u>\$425.00</u>

CARRIED

8. Capital Items - Administration

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the following capital items for Administration be approved:

A. File Cabinets for Enumeration	\$1,000.00
B. Clock for Council Chambers	100.00
C. Shelf for Mayor's Office	25.00
	<hr/>
Total	<u>\$1,125.00</u>

CARRIED

9. Capital Items - Financial Management  
- Stores  
- License Department

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That the Capital Items listed on the Treasurer's Report of January 11th, 1974 in the amount of \$1,500.00 be approved.

CARRIED

10. Purchasing - Staff Requirements

This matter was left in abeyance until the time of Amended Budget.

11. Stores - Equipment.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That the allocation of \$250.00 for the purchase of six mobile pallets be approved.

CARRIED



Tuesday, March 5th, 1974,  
Budget Study, cont'd.

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. STIBBS:

That an allocation of \$12,800 for the purchase of a tractor for the Stores Department be approved.

CARRIED

The Treasurer was instructed to determine if the \$5,000.00 for relocation of the present culvert pipe ramp was already included in items approved for the 1974 Budget.

12. Account 219220 - Association Dues.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That the \$100.00 allocation for membership in the New Westminster Chamber of Commerce be deleted.

CARRIED

13. Council Expense Reports and Per Diem Rates.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. HOFSETH:

That the policy for reimbursement of expenses for Members of Council, when on Municipal business, remain as presently set out in Res. 1407 adopted on June 29th, 1971 and that a member of Council, while on business of the Municipality outside the limits of the Municipality be reimbursed their full out of pocket expense and that they also receive a flat \$60.00 per day to cover loss of wages.

Mayor Tonn registered his opposition.

CARRIED

14. Council Indemnities

MOVED BY ALD. GILMORE  
SECONDED BY ALD. BEWLEY:

That the indemnity paid to the Mayor be increased by 20% and the indemnities paid to Aldermen be increased by an amount equal to the settlement reached with the C.U.P.E., Local 286.

CARRIED

The amendment to the Indemnity By-law is to be presented at the same time as the Budget By-law is presented.

The Treasurer is to determine the amount necessary to cover the increase in indemnities and to alter the Budget accordingly.

ADJOURNMENT

The Mayor informed Council that Inspector Young of the R.C.M.P., would be in attendance on March 7th, 1974 and declared the Budget Meeting adjourned at 8 p.m.

CHAIRMAN

Thursday, March 7, 1974.  
Budget Study. 3 p.m.

B U D G E T S T U D Y

A meeting of Council was held on Thursday, March 7, 1974 to study the 1974 Final Budget.

All members of Council were in attendance:

The following members of staff were in attendance:

Mr. LeClair  
Mr. Dong  
Mr. McPherson  
Mr. Falcon  
Mr. Klassen

R.C.M.P.

Inspector Young placed before Council a request for 7 additional men to come on staff effective April 1, 1974. He stated that in 1973 a request had been made for 6 with only two extra staff being approved.

Inspector Young showed on charts the manner in which his men are deployed and also the activities carried out by the Police Force in 1973.

Coquitlam 1973 Contract Strength - 53 Men

District of Coquitlam - Population - January 1974  
- 59,000

Police - Population Ratio 1 - 1113

Deployment : TOTAL	53	
Less	6	Traffic
Less	5	G.I.S.
Less	5	Administration
Less	3	Identification Men
TOTAL	<u>34</u>	Men for Shift Work

24 Hour Policing 7 Days Per Week

4 Shifts each consisting of 8.5 men

1 man office duty (Watch N.C.O.)

Annual Leave 53 men - 173 weeks per year or  
3.3 years or 3.3 men

Less time off for illness

Less time off for - Statutory Holidays

Less time off for Adjustment Days off

Less time spent on training courses

Less time for Provost duties and escorts.

Thursday, March 7, 1974.  
Budget Study. 3 p.m.

Coquitlam Statistics

Complaints Received

	<u>1972</u>	<u>1973</u>	<u>% Change</u>
	12,248	14,542	+ 18.72

Total Files Opened  
Including All

Criminal Code  
Federal Statutes  
Provincial Statutes  
Other Assistance

	<u>1972</u>	<u>1973</u>	
	3,097	3,415	+ 10.3

Drugs - Actual Offences

	<u>1972</u>	<u>1973</u>	
	57	229	+ 301.75

Traffic

	<u>1972</u>	<u>1973</u>
--	-------------	-------------

Total Accidents 799 1.075 + 34.56

Total Fatals 3 4

Total Prosecutions  
(Except Drinking  
Offences) 5,014 5,357 + 6.84

Total Impaired,  
Over .08 and  
Refuse to Blow 199 282 + 41.70

Coquitlam Detachment

Study of Response Time: i.e. From time of receipt of complaint from citizen to time of actual attendance by patrol car.

Test Periods Utilized:

16 October - 31 October 1973	Day Shift	: 21.2 min.
	Afternoon Shift	: 12.9 min.
	Midnight Shift	: 11.4 min.
1 November - 15 November 1973	Day Shift	: 22.6 min.
	Afternoon Shift	: 17.3 min.
	Midnight Shift	: 10.0 min.

Ideal response time is 3 minutes. (This time period has been established by various large urban police forces throughout North America.)

High response times in emergency situations results in citizens being exposed to any existing dangers for unnecessary periods of time and also lower crime solving rates, (more time for the culprit to make good his escape and avoid apprehension.)

Thursday, March 7, 1974.  
Budget Study. 3 p.m.

Inspector Young stated that as the population grows more crime is generated on a per capita basis and his force is unable to spend sufficient time on preventative work. During 1973 his force averaged one talk per day at a school in Port Coquitlam and Coquitlam and hoped to increase this to two talks per day in 1974.

Inspector Young stated that with the takeover of the Courts in 1974 by the Provincial Government it is hoped that members of his force would be relieved of court and escort duties. This would mean 1 to 1½ men available for regular police work.

In answer to a question with respect to deployment of the 7 new men, Inspector Young stated that 4 men are required to put one additional car on patrol which leaves 3 men of which 2 would go to G.I.S. and 1 to the Traffic Division.

Inspector Young pointed out that Coquitlam still has the highest ratio in the Lower Mainland.

MOVED BY ALD. GILMORE  
SECONDED BY ALD. STIBBS:

That 4 additional men be approved for the R.C.M.P. at this time and that a review of the impact of relief due to the takeover of the Courts by the Provincial Government be undertaken with a view of possibly increasing by one additional man.

CARRIED

Account 221310 - Police Contract

It was agreed that this account be increased by \$2,000.00 to cover increased mileage costs.

Mill Rate

The Treasurer informed Council that final assessment figures have now been received which indicates a mill will produce \$144,200.00 which means an increase of about \$135,000.00 in revenue.

Account 222700 - Coroners

It was agreed that this account be reduced by \$9,000.00 leaving a balance of \$3,000.00.

Justice Building Budget

Mr. Simm submitted a proposal dated February 13, 1974, seeking an extra budget allocation of \$15,570.00. A copy of this report is attached.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That the report of the Solicitor be approved and the allocation of \$15,570.00 be included in the 1974 Budget with that portion pertaining to the Court to be recoverable.

CARRIED

Thursday, March 7, 1974.  
Budget Study, 3 p.m.

Capital Items - R.C.M.P.

A list of additional capital items for the R.C.M.P. was submitted and is attached.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the following items from the list of additional items for the Justice Building be approved.

	CARRIED
1. <u>Additional Phone Service</u>	\$80.00
2. <u>Expanded Security System</u>	
a. Buzzers	
b. Intercoms	
c. Security Screens	\$450.00
3. <u>Investigational Aids</u>	
a. 1 Standard tape recorder	
b. 2 mini pocket recorders	
c. one way glass partition	
d. 2 dictaphones & headset	\$1,432.00
4. <u>Building Improvements</u>	
a. Bicycle storage shed	\$4,000.00
b. Supplying heat, light, water etc. to Ident. Garage	\$2,000.00
c. Sound barriers for general office	
d. Shelves in interview room	
e. Screens for lunch room	\$460.00
5. <u>Furniture &amp; Equipment</u>	
a. Open shelf filing cabinets (Records Section)	\$550.00
b. 1 double pedestal desk and chair G.I.S.	\$290.00
c. 25 stacking chairs (Parade Room)	\$450.00
d. 1 electric typewriter (Rebuilt)	\$350.00
e. 3 standard typewriters	\$900.00
f. Bookcase (operations N.C.O.)	\$90.00
g. 2 flags	\$20.00
h. Card filing unit	\$600.00
6. <u>Open House</u>	
a. Expenses for Open House	\$200.00
	<hr/>
TOTAL	11,872.00
	<hr/>

CARRIED

Thursday, March 7, 1974.  
Budget Study. 3 p.m.

Capital Items of 1973

The Manager informed Council that he had received a request from Inspector Young to allow funds allocated in the 1973 Budget, for work not completed, to be carried forward in order that the work could be done this year.

The items were:

1. Security Screens for Identification section windows. \$200.00
2. Open book shelf allotment \$160.00
3. Garage - Identification Section alterations \$400.00

No action was taken by Council on this matter.

Fire Department

The Fire Department Budget was studied by Council with no changes being made.

The Fire Chief submitted a report dated December 12, 1973, seeking additional items for the Fire Department and a copy of that report is attached.

1. Additional Men:

MOVED BY ALD. HOSETH  
SECONDED BY ALD. STIBBS:

That the addition of 8 men to the complement of the Fire Department be approved to be hired effective July 1, 1974, and that \$27,500.00 to be approved for alterations to No. 4 Fire Hall.

CARRIED

2. Assignment of Fire Warden:

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That approval be given to hire a Fire Warden at an annual cost not exceeding a cost of \$13,320.00 for 1974.

CARRIED

3. Capital Expenditures:

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That the capital expenditures itemized on the Fire Chief's report in the amount of \$14,854.00 be approved.

CARRIED

Thursday, March 7, 1974.  
Budget Study. 3 p.m.

4. Additions to No. 1 Fire Hall

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH:

That the allocation of funds for additions to No. 1 Fire Hall be deferred for one year.

CARRIED

The Chief was requested to place before Council an estimate to make minor alterations to No. 1 Fire Hall to accommodate the proposed new men.

5. Provision of a Repair Shop

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. BEWLEY:

That the provision of \$27,000.00 for a Repair Shop be deleted.

CARRIED

6. Minor Fire Hall Changes and Repairs

The Fire Chief explained that the allocation of \$1,000.00 for expanded telephone facilities in Central Room had already been included in the Budget.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That the allocation of \$3,150.00 for minor Fire Hall changes and Repairs be approved.

CARRIED

7. Training Centre Site Development

MOVED BY ALD. STIBBS  
SECONDED BY ALD. GARRISON:

That the allocation of \$10,000.00 for Training Centre Site Development be deleted.

CARRIED

ADJOURNMENT

The meeting adjourned at 10 p.m.

\_\_\_\_\_  
CHAIRMAN

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

## B U D G E T   S T U D Y

A meeting of Council was held on Tuesday, March 12, 1974 to study the 1974 Budget.

All members of Council save Ald. Gilmore were in attendance.

The following members of staff were in attendance:

Mr. R. A. LeClair  
Mr. V. Dong  
Mr. D. Buchanan  
Mr. J. Thomson  
Mr. B. Falcon  
Mr. D. Cunnings  
Mr. J. M. McPherson  
Dr. S. Stratton  
Mr. A. Saenger  
Mr. T. Klassen

### Fire Department

The Municipal Manager submitted a report dated March 12, 1974, with respect to additions to No. 1 and No. 4 Firehall.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That alterations to No. 4 Firehall in the amount of \$16,000.00 and alterations to No. 1 Firehall in the amount of \$27,000.00 be approved and an additional amount of \$16,000.00 be added to the 1974 Budget to cover these alterations.

CARRIED

### Mosquito Control

Mr. A. Guite by way of a letter dated March 1, 1974, requested approval to purchase a fogging unit to use for mosquito control. Cost of this unit to be shown on the Simon Fraser Health Unit Formula.

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT:

That an expenditure of up to \$300.00 be approved for the purchase of a fogging unit.

CARRIED

### Welfare

Mr. Dong is to make the necessary changes in the Budget to reflect the recent change in cost sharing made by the Provincial Government with the Municipality now paying 10% instead of 15%. Mr. Dong stated that he is not yet sure whether the new cost sharing is to take effect April 1, 1974, or January 31, 1974, which could mean a difference of \$60,000.00.



Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

Welfare (Cont'd.)

CAPITAL

Mr. Thomson submitted a request for capital expenditures which was as follows:

- |                                   |          |
|-----------------------------------|----------|
| 1. 2 filing cabinets              | \$480.00 |
| 2. Replacement of steno chairs    | \$510.00 |
| 3. Furnishings for Receiving Home | \$141.51 |

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That the capital items requested by Mr. Thomson be approved with \$621.51 coming from Revenue and \$510.00 coming from equipment reserve.

CARRIED

Animal and Pest Control

Mr. LeClair informed Council that he had received word from the S.P.C.A. that they saw no changes from the Provisional Budget because of a surplus position from 1973 operations.

Planning Department

The Provisional Budget figures were approved and the following additions made as a result of the Planners submission dated March 5, 1974.

a) Capital

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That the amount of \$1,250.00 for capital items for the Planning Department be approved.

CARRIED

b) Added Staff

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That the amount of \$5,650.00 to provide for the hiring of a Planning Assistant II effective May 1, 1974, be approved.

CARRIED

c) Consulting Services

MOVED BY ALD. STIBBS  
SECONDED BY ALD. GARRISON:

That an additional \$1,000.00 be added to the Planning Department Budget for consulting services.

CARRIED

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

Cemetery

No changes were made to the Budget for the operation of the Cemetery, however, Mr. Dong stated that a review was being made of changes with a view to increasing burial rates.

Emergency Measures

The operations portion of this budget was approved.

Capital

Mr. Cunnings stated that the Provincial Government have informed him that they will provide the Compasses and Altimeters contained in the Budget however, he requested that Council leave in the total figure of \$850.00 in order that he will have some funds to purchase other resource equipment.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That the \$850.00 amount for Capital Expenditure remain in the Budget with the understanding that the Municipality will only be responsible for 10% of the expenditure.

CARRIED

Supplementary Capital Items for Emergency Measures

1. Replacement of 1958 Rescue Vehicles

Council instructed that an allocation of \$750.00 be made to come from equipment reserve and the allocation of \$5,500.00 on Page Q5-2 Account Number S531300 be reduced to \$750.00.

Mr. Cunnings is to report to Council on this matter once approval has been received from Victoria.

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

Supplementary Capital Items for Emergency Measures (Cont'd.)

2. Flood Emergency Power Boat

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That a provision of \$316.00 be made for the Flood  
Emergency Power Boat as the Municipal 10% share.

CARRIED

Parks and Recreation

Account No. 271-195

This account to be reduced from \$6,000.00 to \$2,000.00  
to cover consulting services for Mariner Park only.

Account No. 271-100

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That account number 271-100 be increased by \$1,747.00  
to cover changes approved by Council with respect to  
clerical staff.

CARRIED

Account No. 224740

This account to be reduced by \$233.00 in order that it  
correspond to the figure contained in the Parks and  
Recreation Budget.

Parks and Recreation - Supplementary Requests

Mr. Cunnings submitted a request for 24 additional items  
not contained in the Provisional Budget and the following  
action being taken.

- Item #1 - Account A271-121-000

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That an additional \$21,900.00 be allocated for Manage-  
ment salaries.

CARRIED

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

- Item #2

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That an allocation of \$800.00 be approved for the purchase of 4 - 20" Rotary Mowers.

CARRIED

The other two items listed under priority #2 to be discussed when the equipment budget is considered.

- Item #3 - Ski Programme

Council agreed to include an allocation of \$2,024.00 in the Budget as all of this amount is recoverable.

- Item #4 - Swim Exam Costs

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That an allocation of \$4,000.00 be made in the Budget for swim exam costs.

CARRIED

- Item #5 - Switchboard

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT:

That an allocation of \$1,050.00 be made for the installation of a switchboard at the Recreation Centre with \$1,050.00 being deleted from the provision for part-time and holiday relief for clerical personnel.

CARRIED

- Item #6 - Parks and Building Caretaker

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT:

That an allocation of \$8,147.00 be included in the 1974 Budget to allow the employment of an additional Building and Parks Caretaker effective April 1, 1974.

CARRIED

- Item #7 - Centralized Office

This item was not approved, however, Mr. Cunnings was instructed to do a survey of existing office space in all recreation facilities and how he would see his staff accommodated in existing space and further that he project his office requirements for a 5 year period.

Tuesday, March 12, 1974.  
Budget Study. 3. p.m.

- Item #8 - Temporary Labourers

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That an allocation of \$10,000.00 be made for temporary summer help.

CARRIED

(This resolution was rescinded later in the meeting).

- Item #9 - Recreation Programme Funds

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That an allocation of \$11,000.00 be made for "Additional Programme Funds" with the understanding that \$7,000.00 would be recovered on "Pay-as-you-go" programmes.

CARRIED

- Item #10 - Pool Equipment

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That an allocation of \$9,977.00 be made in the Budget to purchase an automated Chlorine and PH control device for Chimo Pool.

CARRIED

The vacuum cleaner was not approved.

- Item #11 - Park Design Technician

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That this item not be approved.

CARRIED

- Item #8 - Temporary Labourers

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That the motion approving a \$10,000.00 expenditure adopted earlier with respect to temporary help be rescinded.

CARRIED

- Item #16 - Mundy Park Senior Field Sprinkling System

- Item #19 - Playing Field Sub-Aerator Unit

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That approval be given to the allocation of \$7,500.00 for the installation of a sprinkling system on the Mundy Park Senior Field and approval also be given for the purchase of a sub-aerator unit at a cost not exceeding \$2,350.00.

CARRIED

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

- Item #13 - Mundy Park Fire Hydrant Trail Road Completion

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That this item not be approved.

CARRIED

Council stated that if necessary the Parks Department can call for Engineering Staff and Equipment to open up trails for fire fighting purposes.

- Item #14 - Renovations to Curling Lounge

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH:

That this item not be approved.

CARRIED

- Item #15 - Social Recreation Centre Parking Lot Paving and Lighting

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That this item not be approved.

CARRIED

- Item #17 - General Playground Equipment and Park Furniture

MOVED BY ALD. GARRISON  
SECONDED BY ALD. BEWLEY:

That a sum of \$6,000.00 be allocated in the Budget to assist with the installation of playground equipment and park furniture in playgrounds to be established in the Hillcrest area of Mundy Park, Brookmere Park and Ranch Park.

CARRIED

- Item #18 - Radio Equipped Truck and Garbage Packer

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That this item not be approved.

CARRIED

- Item #20 - Half Ton Van with Radio

- Item #21 - Heavy Duty Tractor with Attachments

- Item #23 - Parks Development Travellette Lunch with Radio

These three items are to be considered at the time the equipment is dealt with.

Tuesday, March 12, 1974.  
Budget Study. 3 p.m.

- Item #22 - Park Development West of Social Recreation  
Centre Complex

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That this item be deleted.

CARRIED

- Item #24 - Como Lake Perimeter Trail Completion

MOVED BY ALD. STIBBS  
SECONDED BY ALD. FILIATRAULT:

That this item be deleted.

CARRIED

- Item #12 - Chimo Pool Dressing Room  
Floor Heaters and Tiles

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That \$15,000.00 be allocated for floor heaters and tiles  
in the Chimo Pool dressing rooms.

CARRIED

ADJOURNMENT

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That the Budget Meeting adjourn at 9:30 p.m.

CARRIED

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CHAIRMAN

Thursday, March 14, 1974.  
Budget Study.

B U D G E T   S T U D Y

A meeting of Council was held on Thursday, March 14, 1974, to study the 1974 Budget.

Present were all members of Council.

Also present were the following members of staff:

Mr. R. A. LeClair  
Mr. V. Dong  
Mr. J. McPherson  
Mr. H. F. Hockey  
Mr. B. Falcon  
Mr. D. Cunnings  
Mr. T. Klassen

Administration

1. Replacement of Typewriter - Capital

MOVED BY ALD. STIBBS  
SECONDED BY ALD. HOFSETH:

That an allocation of \$1,025.00 for replacement of the typewriter for the Mayor's secretary be approved with the funds to come from reserves.

CARRIED

2. Landlord and Tenant Advisory Bureau

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GILMORE:

That an amount of \$5,000.00 be allocated to cover Coquitlam's share of costs of establishing a Landlord and Tenant Advisory Bureau. This allocation to cover wages of an employee and any necessary capital expenditures.

CARRIED

Equipment Department - Replacement Equipment

Mr. Hockey presented a report dated February 26, 1974 itemizing items of equipment which require replacement.

1. Single Axle Dump Truck #222

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That truck #222 be replaced at a cost of \$13500.00.

CARRIED

2. Tandem Dump Truck #225

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GILMORE:

That truck #225 be replaced with diesel unit at a cost of \$18,000.00.

CARRIED



Thursday, March 14, 1974.  
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3. Single Axle Garbage Truck #324

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That truck #324 be replaced at a cost of \$21,000.00.

CARRIED

4. Single Axle Garbage Truck #325

MOVED BY ALD. STIBBS  
SECONDED BY ALD. FILIATRAULT:

That truck #325 be replaced at a cost of \$21,000.00.

CARRIED

5. One Ton Dump Truck #126

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That truck #126 be replaced at a cost of \$6,000.00.

CARRIED

6. One Ton Dump Truck #127

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. HOFSETH:

That truck #127 be replaced at a cost of \$6,000.00.

CARRIED

7. 3/4 Ton Travelette #124 (To be replaced with a van)

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That truck #124 be replaced at a cost of \$5,000.00.

CARRIED

8. Worthington Gang Mower #672

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. STIBBS:

That this piece of equipment not be replaced but that a 7 gang Mower and Tractor be purchased as an additional piece of equipment at a cost of \$10,700.00.

CARRIED

9. Triplex Mower #685

Council agreed that this piece of equipment not be replaced at this time.

10. Tilt Trailer

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That the Tilt Trailer be replaced at a cost of \$10,000.00.

CARRIED

Thursday, March 14, 1974.  
Budget Study.

11. Travelall #431

This item was dealt with on March 12th, 1974, and provision made to purchase a new vehicle through the Emergency Measures Budget.

12. Fire Pumper #428

13. Fire Pumper #429

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH:

That Fire Pumper #428 and Fire Pumper #429 be replaced at a total cost of \$110,000.00.

CARRIED

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GILMORE:

That the two Fire Pumpers not be traded in but that they be retained until the new units are received at which time Council will review action to be taken with respect to the two vehicles.

CARRIED

The Fire Chief was given approval to proceed immediately with ordering the two new vehicles.

NEW EQUIPMENT

Fire Department

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That an allocation of \$4,000.00 be approved for the purchase of a new car for the Deputy Fire Chief.

CARRIED

Parks Department

Council agreed to the following new equipment.

One Half Ton Van \$4,000.00

Engineering Department

Council agreed to the following new equipment.

- 1. One ton dump truck with radio for Sanitation Department \$9,850.00
- 2. Sander for tandem truck \$6,500.00
- 3. Two Mobile Radios for Engineering Inspectors \$1,700.00
- 4. Steel tank for Asphalt Primer \$ 400.00

Thursday, March 14, 1974.  
Budget Study.

5. Tandem Garbage Truck	\$35,600.00
6. Pipe Bender	\$ 600.00
7. 9" Angle Grinder	\$ 250.00
8. Spark Plug Cleaner	\$ 150.00
9. Power Hack Saw	\$ 450.00
10. Metal Locator	\$ 100.00
11. One Arm Squeeze	\$ 450.00
12. Small tools and parts	\$ 600.00
13. One Mobile Radio for Sweeper	\$ 850.00
14. Electric Hand Saw	\$ 120.00

Mr. Dong informed Council that \$12,120.00 of the amount shown above would have to come from General Revenue with the balance coming from the Depreciation Reserve Account.

Transportation Services - Operations

Account #232311 - Roadway Surface Maintenance

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH:

That the Roadway Surface Maintenance account be reduced by \$20,000.00 to \$125,000.00.

CARRIED

Account #232341 - Drainage Ditch Maintenance

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. BEWLEY:

That the Drainage Ditch Maintenance account be reduced by \$20,000.00 to \$140,000.00.

CARRIED

(It should be noted that Mr. Hockey submitted a revised budget figure for this account reducing it to \$148,500.00).

Account #232371 & 232372 - Snow Plowing and Sanding and Salting

It was agreed to reduce these two accounts to \$60,000.00 in total which is a reduction of \$15,000.00.

Mr. Hockey submitted a listing indicating changes made to the 1974 Transportation Services Budget - Operations which included the addition made by Council earlier as well as some recommended changes.

Thursday, March 14, 1974.  
Budget Study.

Transportation Services-Capital

MOVED BY ALD. STIBBS  
SECONDED BY ALD. GARRISON:

That the following additional capital items be approved.

- |   |            |
|---|------------|
| 1. Bus Turn Outs  | \$9,000.00 |
| 2. Works Yard Switchboard   | \$1,500.00 |
| 3. Sidewalk on North Side of Austin Avenue for 150' east of entrance to Brookmere Park. | \$1,000.00 |

CARRIED

Mr. Hockey submitted a list dated February 8, 1974, containing several small capital items required by the following Department within the Engineering Department:

1. Administration Section
2. Project Section (Design)
3. Project Section (Research and Planning)
4. Subdivision Section
5. Survey Section
6. Inspection Section
7. Drafting Section
8. Building Department

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON:

That Council approve the items listed with the exception of one 35 m.m. Camera for a total expenditure not to exceed \$14,084.00.

CARRIED

Staff Requirements

Public Works:

MOVED BY ALD. GARRISON  
SECONDED BY ALD. STIBBS:

That the addition of 3 Labourers to the Public Works Department be approved at a cost of \$6,000.00 for 1974.

CARRIED

Thursday, March 14, 1974.  
Budget Study.

Sewer Department

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. STIBBS:

That one of the Sewer Utility Man positions be re-classified to that of a Sewer Utility Man II at a cost of \$450.00 based on 1973 rates.

CARRIED

Operations

MOVED BY ALD. STIBBS  
SECONDED BY ALD. FILIATRAULT:

That the position of a Clerk Steno II be established for the operation Section at the Service Building, at a cost in 1974 of \$4,841.00.

CARRIED

Garbage

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH:

That the following changes be made respect to the Sanitation Department staff complement.

- |   |             |
|---|-------------|
| 1. One Garbage Truck Driver                               | \$8,950.00  |
| 2. Sanitation Foreman instead of Sanitation Supervisor.   | No Cost     |
| 3. Inter Departmental rental for foreman truck (9 months) | \$1,800.00  |
|   | <hr/>       |
| TOTAL   | \$10,750.00 |
|   | <hr/>       |

CARRIED

Equipment Department

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT:

That one additional Tradesman II be added to the staff complement for the Garage at a cost of \$10,000.00 for 1974.

CARRIED

Thursday, March 14, 1974.  
Budget Study.

Water Department

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That the addition of one full time labourer and two part time labourers be added to the staff complement of the Water Department in accordance with Mr. Hockey's report of February 18, 1974.

CARRIED

Garbage Department

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT:

That the Garbage Department Labour Pool be increased by three labourers.

CARRIED

Building Department

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That an additional Inspector I be added to the Building Department Staff complement.

CARRIED

Water Department - Operations Budget

Mr. Hockey submitted a list dated March 14, 1974, which indicated some changes to the 1974 Water Department Operations Budget.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. STIBBS:

That \$200.00 be allocated in the Water Department Operations Budget for Association Dues.

CARRIED

Sewer Department Budget - Capital

Mr. Hockey requested Council include in the Sewer Department Budget an allocation of \$9,000.00 for the relocation of trunk to accommodate Hide-Away Trailer Park and this was agreed to by Council.

Sewer Department - Operations

Mr. Hockey submitted a list dated March 14, 1974, which indicated the total Budget for the Sewer Department in view of changes made by Council.

Council agreed to an additional \$50.00 for Association Dues.

Thursday, March 14, 1974.  
Budget Study.

Garbage and Waste Collections Budget

Mr. Hockey requested approval for \$90.00 for Association Dues and this was approved.

Council deleted the allocation of \$5,000.00 for the purchase of 10 3 Cubic Yard Containers.

Mr. Hockey was requested to study the matter of Garbage Collection for Apartments, Industrial and Commercial enterprises.

Assessment Department

Mr. Dong reported that he had received a request from Mr. Wyatt to include an additional \$800.00 in the Budget for Data Processing in order to be able to provide information to the Assessment Commissioner's Office.

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. GARRISON:

That an additional allocation of \$800.00 be made for data processing costs with respect to the Assessment Department.

CARRIED

Surveys

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. STIBBS:

That a provision of \$1,000.00 be made for a survey with respect to Gilley's Quarry Road and a provision of \$5,000.00 be made for a survey on Victoria Drive.

CARRIED

Personnel Department

Mr. LeClair informed Council that he still has a report to present to Council on the matter of staffing of the Personnel Department.

Tyndall Park

A report was submitted by the Engineering Department with respect to the enclosing of a water course running through Tyndall Park indicating that at a cost of \$13,930.00 the area could be filled thus gaining an additional usable area of 9,330 square feet.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON:

That an allocation of \$13,930.00 be made to cover the cost of enclosing the water course through Tyndall Park.

CARRIED

Thursday, March 14, 1974.  
Budget Study.

Library Service

Mr. LeClair informed Council that a report will hopefully be ready for presentation to Council on the matter of expansion of Library Service at the next Budget Meeting.

Canyon Court Ravine

Mr. Hockey was requested to report on the conditions existing in the ravine behind the Canyon Court Apartments with a view to making recommendations on ways of preventing erosion.

Budget Meeting

The date of April 11, 1974, at 3 p.m. was established to review the overall Budget.

Adjournment

The meeting adjourned at 10:30 p.m.

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CHAIRMAN



Thursday, April 11, 1974  
Budget Study

B U D G E T   S T U D Y

A meeting of Council was held on Thursday, April 11, 1974 to study the 1974 Budget.

The following members of Council were Present:

Mayor J.L. Tonn  
Ald. T. Garrison  
Ald. C.J. Filiatrault  
Ald. L.A. Bewley  
Ald. S. Hofseth

Also present were the following members of staff:

Mr. R.A. LeClair  
Mr. V. Dong  
Mr. J. McPherson  
Mr. D. Cunnings  
Mr. B. Falcon  
Mr. H. Hockey  
Mr. T. Klassen

Bus Transportation Charges

The Mayor explained that the Municipalities would not be charged for the bus transportation losses in 1974.

Conventions and Seminars

The Manager submitted a report dated April 11, 1974 with respect to Conventions and Seminars.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT

That the report of the Municipal Manager be approved and the recommendations contained therein be carried out with the exception that Mr. T. Klassen continue to attend the U.B.C.M. Conventions.

CARRIED

Careers '74 - "Sweep '74"

The Manager submitted a report dated April 9, 1974 with respect to a work program being promoted by the Department of Labour seeking Council directive on whether or not they wished to participate.

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. GARRISON

That the Municipality not participate in the make work programme - SWEEP '74.

CARRIED

Purchasing Department

Mr. Crowe submitted a report dated April 5, 1974 seeking the following items.

Thursday, April 11, 1974  
Budget Study

1. Hiring of a buyer whose main function will be to assist the Purchasing Agent and relieve Stores personnel when required.

A proposed job specification is attached and the salary range would be similar to Pay Grade #20.

2. Obtaining sufficient funds for structural changes to present offices and obtain additional furniture, etc. Total approximately \$800.
3. Obtaining funds for a once and for all clean-up of the Yard. Approximately \$300.

The Treasurer informed Council that the total cost of the items requested would amount to \$7,000.00 in 1974.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That the items requested by the Purchasing Agent be approved.

CARRIED

MOVED BY ALD. HOFSETH  
SECONDED BY ALD. BEWLEY

That the Treasurer be authorized to advertise the pay for the position of Buyer at the 3rd increment being \$835.00 per month.

CARRIED

Pinetree Way and Glen Drive

The Mayor requested that Council include in the Budget an allocation to allow for the construction of a 2" thick cedar fence, six feet high, to extend 100 feet back from each corner of Pinetree Way and Glen Drive. The Mayor stated that the residents felt this would go a long way to cutting down the noise from this intersection.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. GARRISON

That an allocation of \$1,450.00 be included in the budget for the fence.

CARRIED

New Westminster Tourist Information Centre

The Mayor informed Council that he had been requested by Mayor Evers of New Westminster to request Council to reconsider its position and make a grant to the New Westminster Tourist Information Centre.

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. HOFSETH

That Mayor Evers be informed that Coquitlam now has a tourist Bureau situated in its Municipality and that Council after considering its position will not make a grant to the New Westminster Tourist Information Bureau.

CARRIED

Thursday, April 11, 1974  
Budget Study

Canyon Court Water Course Enclosure

MOVED BY ALD. BEWLEY  
SECONDED BY ALD. FILIATRAULT

That Mr. Hockey be authorized to have G.V.S. & D.D. design the enclosure of the Canyon Court water course.

CARRIED

Stanwood Avenue Water Course Enclosure

MOVED BY ALD. FILIATRAULT  
SECONDED BY ALD. BEWLEY

That a 60' section of the water course at the end of Stanwood Avenue be enclosed at a cost of \$5,150.00.

CARRIED

Traffic Signal - Como Lake Avenue & Poirier Street

Ald. Bewley requested Council consider the installation of a complete set of traffic signals at the corner of Poirier Street and Como Lake Avenue.

The Engineering Department was instructed to check into this matter as well as the possibility of signals at Linton and Como Lake and to report back before the budget is finally adopted.

Ald. Garrison stated that the Roads Review Committee will also be looking into this matter.

Library

Ald. Hofseth stated he will be having discussions with Mr. Peyton of the School District with respect to locating a library in Westwood Mall and will be reporting back to Council.

Municipal Property - Poirier Street North of Como Lake Avenue

Mr. Hockey was instructed by Council to check on the clean-up of Municipal property on Poirier Street north of Como Lake Avenue.

Chamber of Commerce - Tourist Bureau

Ald. Garrison requested that Council give consideration to making a budget allocation of \$1,000.00 for purposes of making a grant to the Chamber of Commerce for the operation of the Tourist Bureau. Such a grant to be subject to the review of the Grants Committee.

Following a discussion on this matter, Council instructed that the Grants Committee report to Council on the advisability of giving a grant to the Chamber of Commerce Tourist Bureau and what the amount of such a grant should be.

Thursday, April 11, 1974  
Budget Study

Mill Rate

MOVED BY ALD. GARRISON  
SECONDED BY ALD. FILIATRAULT

That a sum of \$84,000.00 be appropriated from Accumulated Revenue Surplus to meet 1974 General Expenditures and the 1974 General Purposes Mill Rate be set at a total to be 2 mills lower than the total for General Purposes in 1973.

CARRIED UNANIMOUSLY

Council advised that as the mill rate is now struck, Staff are authorized to proceed with all items contained in the Budget.

Municipal Hall Expansion

The Manager was instructed by Council to meet with the Municipal Hall Expansion Committee to study the needs with respect to office space with a view to obtaining such space in a location other than the expansion of the present Municipal Hall.

Adjournment

The Budget Meeting adjourned at 6:40 p.m.

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CHAIRMAN