

Supervisory Comm.

Monday, May 29th, 1961.

SUPERVISORY COMMITTEE

A meeting of the Supervisory Staff convened in the Council Chambers on Monday, May 29th, 1961, at 2:00 p.m., with the Chief Administrative Officer in the Chair.

The following members being present:

Reeve L. J. Christmas
S/Sgt. W. R. Morrison
R. A. LeClair, Treasurer
B. Falcon, Fire Chief
J. Kincaid, Welfare Administrator
W. J. Joyce, Assessor

Budget:

The budget presented by the Treasurer was tabled until a meeting can be held with the Engineering Supervisor was able to be present.

Five Year Plan:

The Treasurer presented the request of Council under date of March, 1961, for a five-year plan to be ready for presentation in six months if possible. It was agreed that the Assessor would prepare a five-year plan forecast of assessments which would act as a base for all calculations and reflect the growth of the Municipality as revealed by his Department.

Forecast population 1961 - 1966 - it was discussed as to available information that would serve year by year to forecast population growth.

These items were listed by Treasury and a goal was set to complete a survey on population figures within the week as it is important that the population figure forecast be as accurate as possible for it is one of the very basic needs of a five-year plan.

Security Methods:

In the absence of certain members of Department Heads, the principles of security throughout the institution was set aside for another meeting.

Building Space:

The Chief Administrative Officer informed the Department Heads of policy delivered by the Reeve on the use of the building space due to the move of the R. C. M. P. to new quarters.

- (a) The Engineering Supervisor moves into the old police office, retaining the Building Department and P. B. X. Board area.
- (b) The Assessor moves into the Engineer's present quarters.
- (c) The Licence Inspector moves into the Assessor's office.
- (d) The Treasurer takes over the Licence Inspector's office.

It was pointed out by His Worship that the allocation of space was for the convenience of the public and at this time the convenience of staff was secondary.

Classification Appeals:

The Clerk pointed out the method of appeals and the history of the classification of jobs .

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Monday, May 29th, 1961, continued.

Classification
Appeals, cont'd.

It was pointed out that Department Heads should:-

- (a) keep in mind that classifications are set with the consent of the employee;
- (b) that appeals can only be based on work not covered by the classification;
- (c) that classifications should not be confused with pay grade, which can only be dealt with at the annual bargaining.

Moved by Mr. LeClair seconded by Mr. Kincaid:
That the Supervisory Committee meet ~~at~~ a regular schedule every two or three weeks with the next meeting to be held on Monday, June 12th, 1961, at 2:00 p.m.,

Carried.

The meeting then adjourned.

..... CHAIRMAN

Monday, October 23rd, 1961.

SUPERVISORY COMMITTEE

A meeting of the Supervisory Committee was held in the Council Chambers of the Municipal Hall on Monday, October 23rd, 1961, at 7:00 p. m., with Co. Gamache in the Chair, being the Chairman of the Civil Defence Committee. All members being present save a representative of the R. C. M. P. Detachment.

Co. Gamache asked the Co-ordinator to take control of the discussion that being Civil Defence.

The Co-ordinator opened the meeting with thoughts of the release in this evening's paper by Dr. Keenleyside and Dr. Brock Chisholm, and it was suggested that sneers and criticisms would come, but must be constructive criticisms at all times.

The Co-ordinator discussed the Sector Organization as we had been assigned #3 Section by the Vancouver Target Area Headquarters that #3 would be Haney which would be provided with radio control contact.

The Army Civil Defence Section will be operating from #3 Sector and will control all re-entry following "all clear".

On local levels it would appear that fallout shelters are essential and recommended.

The Assessor prepared statistics regarding the District of Coquitlam that should be carefully noted:-

- (a) Number of houses in the District of Coquitlam - 6,368
- (b) Percentage of houses having basements - 80% or - 5,094
- (c) Basements below ground level - 30% or - 1,910
- (d) Breakdown of houses in the East End - 580
 - Ranch Park - 105
 - Harbour Chines- 275
 - Above Austin Ave. - 2,505
 - Balance below Austin Ave - 2,903

Public shelters could house the following:-

- East End 300
- Mountain View area 300
- Winslow Ave. area 650
- Fatima Church 350
- Convent Alderson Ave. 350

The following should be considered as duty lists for Department Heads:-

- (1) The Engineering Supervisor should be authorized by Council that upon an emergency, should proceed to Section #3 Headquarters to be Engineering Supervisor Advisor.
- (2) The Assessor would proceed to the Welfare Department to assist in the work involved surrounding housing.

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- (3) The Assistant Welfare Administrator Mr. J. Beniston would be in charge of welfare and registrations.
- (4) The Welfare Administrator would pass his duties to the Assistant and take up Civil Defence Co-ordination.
- (5) The Fire Chief shall take up his duties as laid out by the Fire Programme.
- (6) S/Sgt. W.R. Morrison, R.C.M.P., would take up his duties as laid out.
- (7) Mr. LeClair, Treasurer, and Assistant Mr. Rodier with his staff to take up duties relative to Treasury and to fall in wherever needed.
- (8) The Secretary to the Council would take up planning co-ordination on Council level.

The Council should encourage to consider in their budget shelters for staff and for Council in case of emergency.

Council to recommend to the Provincial and Federal Governments to come up with a programme of incentive for ratepayers to build domestic shelters.

That the Assessment Department issue free shelter registrations and upon examination and approval, grant exemption.
These registrations to be kept in confidence at all times.

Mr. Hockey then asked for term of reference regarding the Haney Section and was informed that military law would grant term of reference from Sector headquarters.

It was recommended that the Chairman of the Civil Defence Committee call a meeting on this matter at least once a month.

Moved by Mr. Pobst seconded by Mr. Rodier:
That the meeting adjourn.

Carried.

..... CHAIRMAN

Friday, August 18th, 1961.

SOCIAL WELFARE COMMITTEE

A meeting of the Social Welfare Committee was held in the Municipal Council Chambers on Friday, August 18th, 1961, at 2:15 p. m. , with Co. Hickey in the Chair, Co. Gamache, Co. Butler, Welfare Administrator and Municipal Clerk present.

Correspondence from Mr. J. A. Sadler, Director of Social Welfare, under date of August 4th, 1961, was read.

Mr. Kincaid spoke to the letter and after explaining the background to the request suggested we employ Mrs. Pratt as a Municipal Caseworker at step one, pay grade 22, \$391.00 per month, with the Provincial Government employing a caseworker, thereby meeting the suggestion in the letter of Mr. Sadler, the provincial government paying the same i. e. , \$178.00 per month and so advising the provincial government of these arrangements.

Moved by Co. Gamache seconded by Co. Butler.
That the recommendation of the Welfare Administrator be approved.

Carried.

..... CHAIRMAN

