

AGENDA  
ADMINISTRATION COMMITTEE  
Thursday, February 2, 1984  
3:30 p.m.

In Attendance:  
Jim Whitford  
B. L. Kirk  
L. M. Traboulay

ITEM 1

Re: Purchase of lane off Ray Street

Recommend to Council to sell  
the lane at \$3.15/ft inclusive of  
legal & survey fees.

ITEM 2

Re: Committee Minutes

Report approved ~~and~~ no items  
service at meeting.

ITEM 3

Re: Eleventh Vertebrate Pest Conference

No. due to restraint no conf.  
out of Prov. are being approved.

L. M. Traboulay  
MAYOR.

B. L. Kirk  
CITY ADMINISTRATOR

FEB 2 1984

January 24, 1984

To Whom It May Concern;

RE: Purchase of lane off Ray Street,  
Port Coquitlam.

We, the undersigned, are both in agreement  
to each purchase half of the lane which runs  
between our properties.

Mr. and Mrs. W. Robertson - 3191 K. St.

Mr. and Mrs. G. Evans  
GE:de

*Mr. & Mrs. G. Evans*

FEB 2 1984

*[Signature]*

January 24, 1984

To Whom It May Concern;

RE: Purchase of lane off Ray Street,  
Port Coquitlam.

We, the undersigned, are both in agreement  
to each purchase half of the lane which runs  
between our properties.

Mr. and Mrs. W. Robertson - 3191 Kew St  
Mr. and Mrs. G. Evans  
GE:de

*Mr & Mrs. G. Evans*

*ok. for Zoning! This fits in with the rezoning.*

FEB 2 1984

*[Signature]*

January 24, 1984

To Whom It May Concern;

RE: Purchase of lane off Ray Street,  
Port Coquitlam.

We, the undersigned, are both in agreement  
to each purchase half of the lane which runs  
between our properties.

Mr. and Mrs. W. Robertson - 3191 Rae St

Mr. and Mrs. G. Evans  
GE:de

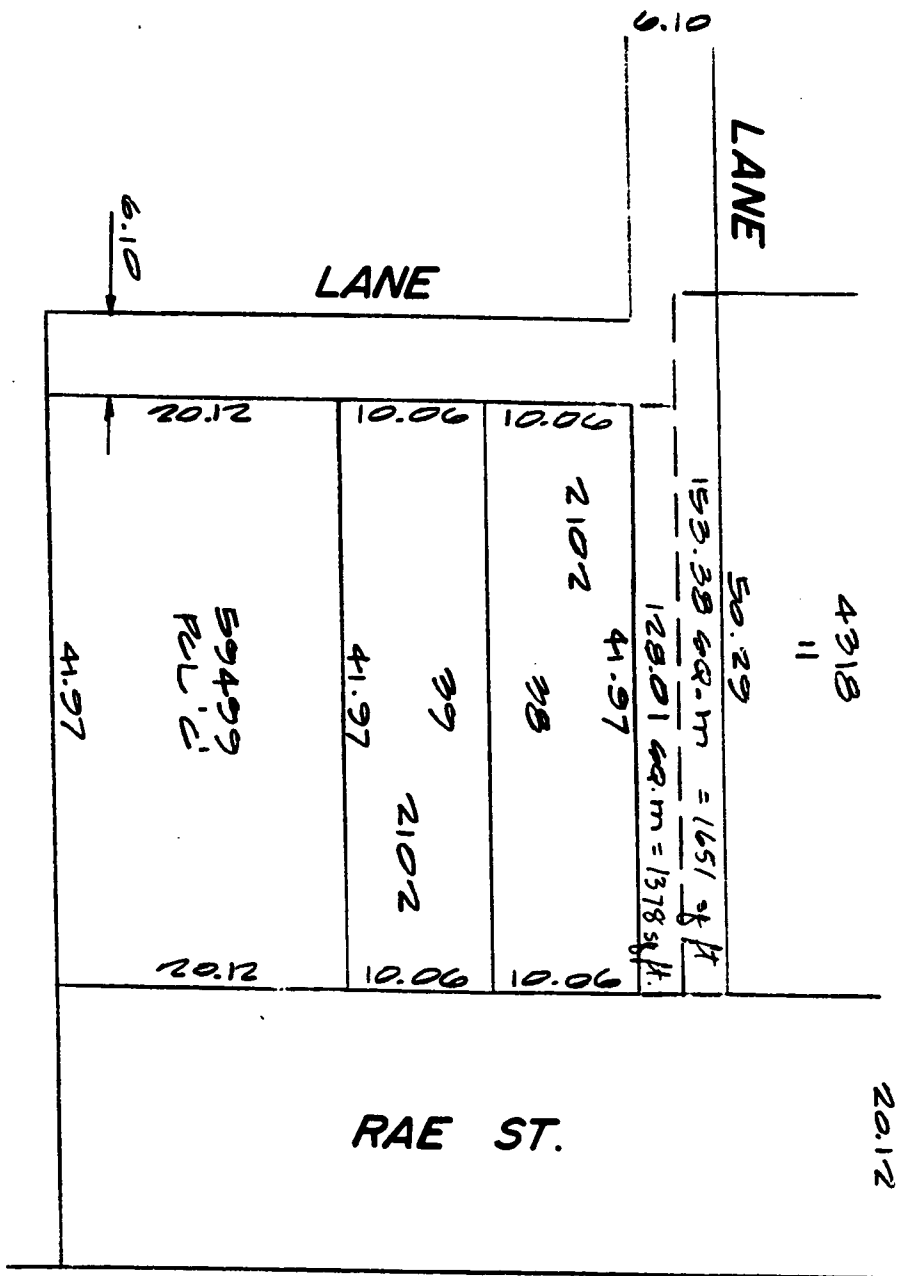
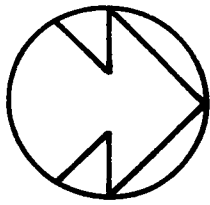
*Mr. & Mrs. G. Evans*

Bryan.

26 Jan 84

Sketch shows how lane could be divided. I would  
support this application. Subdivision of lot 11 has access  
on to Rae St. lane not required. Half of lane is already used  
for driveway. Other half would be a maintenance headache  
if not sold. *GP*

FEB 2 1984  
*GP*



SCALE : 1 TO 500

FEB 2 1984

THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

MEMORANDUM

TO: B.R. Kirk  
City Administrator

January 31st, 1984

FROM: R.A. Freeman  
City Clerk

SUBJECT: Committee Minutes

RECOMMENDATION:

1. That the style of Committee Minutes attached to this memorandum be adopted as the City's standard.
2. That the recommendations and instructions concerning the preparation and preservation of Committee Reports contained in this memorandum be followed.

BACKGROUND AND COMMENTS:

Our City Solicitor has now considered the contents of the report that I addressed to you on December 7th, 1983 concerning the above noted subject and you will have received directly from him a copy of his letter to me of January 25th, 1984 and we concur with our Solicitor's opinion that the method of keeping minutes proposed by this memorandum is "infinitely superior" to that which has been followed in the first few weeks of this year.

As we said in our memorandum to you of October 30th, 1981 we feel that minutes should be kept by our Committees on a consistent stylized basis in order that the method of procedure is the same from Committee to Committee. To aid in this process we have prepared a draft set of minutes - in blank form - that can be used by the various Committees as a sample. These minutes are based upon the minutes of the Council meeting and with the word processing equipment will provide a very effective base upon which the details of the various meetings can be filled in.

Naturally, if anyone needs any help with the form of minutes either Donna or I could be of assistance and we will be looking at the first few sets received from each Committee with a fairly critical eye with a view to achieving a consistent standard.

Since our Committees continue to operate quite independently under the control of the Department head it seems appropriate that the preparation and distribution of the minutes be done by each department with whatever secretarial services they have available. After the minutes of one meeting have been adopted at the next meeting and circulated in accordance with the distribution list at the end of our sample set of minutes the original of the minutes and a copy of every report that was considered at that particular meeting should be given to the Clerk's Office for safe keeping.

We will prepare an appropriate minute book or books and to simplify our storage procedures all material should be typed or printed on plain white 8 1/2" x 11" paper.

RAF/dv

MIN.02/01/84

  
R.A. Freeman  
City Clerk **FEB 2 1984**

THE CORPORATION OF THE CITY OF PORT COQUITLAM

(Name of Committee)

A meeting of the (Name of Committee) was held in the (exact and full location of meeting) on (date) at (time).

In attendance were (titles and names of those persons who formally constitute the Committee).

Also in attendance were (titles and names of other Council members, staff members or resource persons - do not include spectators or persons "appearing" before the Committee).

CONFIRMATION OF MINUTES:

Moved:

That the minutes of the meeting of the (name of Committee) held on (date) be taken as read and adopted.

Carried.  
(Record names of persons who voted  
against the prevailing side)

(There should then follow the descriptions of the items discussed and the conclusion reached by the Committee).

CORRESPONDENCE:

From Mr. John Green requesting that his property at 1988 Blue Street be rezoned from RS-1 to A-1.

Recommended:

That -----.

Carried.  
(Record names of persons who voted  
against the prevailing side)

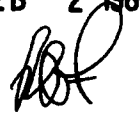
ADJOURNMENT:

At (time) the meeting adjourned.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

MIN.02/01/84

FEB 2 1984  


COMMITTEE MINUTES DISTRIBUTION LIST

1. Mayor L.M. Traboulay
2. Alderman M.C. Farnworth
3. Alderman M.D. Gates
4. Alderman J.J. Keryluk
5. Alderman G.R. Laking
6. Alderman W.W. Stewart
7. Alderman M.R. Wright
8. B.R. Kirk, City Administrator
9. R.A. Freeman, City Clerk
10. F.E. Peters, P. Eng., City Engineer
11. J. Maitland, City Treasurer
12. W. Brown, Director of Community Planning
13. K.J. Taylor, Parks & Recreation Director
14. J.N. Boileau, Fire Chief
15. N. Chernoff, Sr. Building Inspector

MIN.02/01/84

FEB 2 1984





*Western  
Answers to S.F.,  
then Western Committee to Sac. total \$386.60 round trip.*

#### ELEVENTH VERTEBRATE PEST CONFERENCE

Red Lion Motor Inn, Sacramento, California  
March 6, 7, and 8, 1984

*C.P. Air: \$416.60.*

The Eleventh Vertebrate Pest Conference will be held March 6, 7, and 8, 1984, at the Red Lion Motor Inn, Sacramento, California. The Red Lion Inn, 2001 Point West Way, is easily found near Arden Way and Business Highway 80, north-east of downtown Sacramento.

The conference is fortunate to have Dr. David Dietz, Oregonians for Food and Shelter, to present the keynote address, "Politics of Pesticides." Following will be two full days of select speakers and one full day of practical and fundamental vertebrate pest control workshops.

#### Field Trip

On March 5, 1984, the day before the conference, the Vertebrate Pest Council, in cooperation with the University of California Cooperative Extension, will sponsor a half day field trip of selected areas in the Sacramento Valley. The tour will cover the following: bird depredation protection devices at the Nimbus Fish Hatchery; Norway rat damage in rice; meadow voles in sugarbeets; and pocket gophers in turf. Attendance will be on a first come basis to the first 40 registrants. The cost will be \$10.00 with the tour bus leaving the Red Lion Inn at 12:00 noon and returning about 6:30 p.m. Register for field trip by filling out and returning the appropriate portion of this announcement. Payment must be paid in advance. Make your check payable to the "Vertebrate Pest Conference."

#### Registration

The conference is open to all interested individuals. Advance registration is recommended and can be accomplished by filling out and returning the appropriate portion of this announcement. The pre-registration fee is non-refundable. The registration fee is \$20.00 without the published Proceedings and \$30.00 including the Proceedings (available about August, 1984). Pre-registration will be accepted only through February 24, 1984.

#### Continuing Education

California Pest Control Advisors who register for the conference will be granted about 20 hours of continuing education credit (exact amount not yet determined).

#### Transportation

For those flying to the conference, there are several major airlines and a number of commuter airlines serving the Sacramento area. Limousine service is available to the Red Lion Inn. There is ample free parking at the Red Lion for those attending the conference.

#### Hotel Reservations

The conference has a block of rooms reserved for attendees but to be assured accommodations, reservations should be made early. Red Lion reservations (see attached slip) are to be sent directly to the motel.

#### Additional Information

Advance registration and sign up for the field trip should be sent to the conference business manager, Dr. Terry Salmon, Extension Wildlife Specialist, Wildlife Extension, University of California, Davis, CA 95616. Make all checks payable to "Vertebrate Pest Conference."

FEB 2 1984

Detach and mail motel reservation requests to: Red Lion Motor Inn, 2001 Point West Way, Sacramento, CA 95815.

CALIFORNIA VERTEBRATE PEST CONFERENCE

916/929-8855

MARCH 6-8, 1984

Single, 1 Person, Queen Bed ☐ \$58.00  
Double, 2 Persons, Queen Bed ☐ \$68.00  
Double-Double, 2 Persons, 2 Queen Beds ☐ \$68.00  
Parlor Suite ☐ \$225.00 Presidential ☐ \$325.00  
Handicapped Room ☐ CHARGE FOR ADDITIONAL PERSON ☐ \$10.00  
ROOMS WITH KING-SIZED BEDS AVAILABLE UPON REQUEST. ROOM RATES SUBJECT TO LOCAL TAX.  
Check in after 3 P.M.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_

To insure accommodations, reservations must be received 21 days before arrival. DEPOSIT OF ONE NIGHT'S RATE REQUIRED TO HOLD ROOM PAST 6 P.M. Deposit refunded if 24 hour cancellation notice is given.  
COURTESY CAR SERVICE. ☐ YES ☐ NO

FLIGHT # \_\_\_\_\_ CARRIER \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_

Cut on Dotted Lines

Fill Out and Mail Your  
Advanced Registration To:

Dr. Terry Salmon  
Extension Wildlife Specialist  
Wildlife Extension  
University of California  
Davis, California 95616  
(916) 752-6409

ADVANCE REGISTRATION  
11th VERTEBRATE PEST CONFERENCE (1984)  
PLEASE PRINT

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

CHECK ONE

REGISTRATION plus one copy  
of the PROCEEDINGS ☐  
\$20.00+\$10.00 = \$30.00

REGISTRATION (only) ☐  
\$20.00

Fill Out and Mail Your  
Field Trip Sign Up To:

Dr. Terry Salmon  
Extension Wildlife Specialist  
Wildlife Extension  
University of California  
Davis, California 95616  
(916) 752-6409

FIELD TRIP SIGN-UP  
MARCH 5, 1984

PLEASE PRINT

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ORGANIZATION REPRESENTED \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

ADVANCE PAYMENT

REQUIRED

FEB 2 1984  
\$10.00

MAKE CHECKS PAYABLE TO: VERTEBRATE PEST CONFERENCE