

## **SPORTS AND RECREATION ADVISORY COMMITTEE**

DATE: Wednesday, February 4, 2026

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Committee Room  
Coquitlam City Hall  
3000 Guildford Way  
Coquitlam, BC

### **CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT**

### **ADOPTION OF MINUTES**

**1. Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, November 12, 2025**

*Recommendation:*

That the Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, November 12, 2025 be approved.

### **OLD BUSINESS**

### **NEW BUSINESS**

**2. Committee Orientation Review (Presentation by Alex McLellan, Committee Clerk)**

7:05 – 7:10 p.m. (5 minutes)

**3. 2026 Work Plan (Presentation by Jenny Lush, Director Partnerships and Planning and Brian Forrester, Manager Sport Services)**

7:10 - 7:40 p.m. (30 minutes)

*Recommendation:*

That the Sports and Recreation Advisory Committee 2026 Work Plan be recommended to Council.

**4. Community Sport User Group – Coquitlam Moody Softball Association (Presentation by Jenn McCulloch, President & Chris Chadwick, Vice President)**

7:40 - 8:05 p.m. (25 minutes)



**5. Park Spark Volunteer Engagement (Presentation by Sara Yastremski, Manager Park Services)**

8:05 - 8:30 p.m. (25 minutes)

**6. Parks and Capital Projects / Community Services Updates (Standing Agenda Item)**

8:30 - 8:40 p.m. (10 minutes)

**7. Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)**

8:40 - 8:55 p.m. (15 minutes)

**OTHER BUSINESS**

**NEXT MEETING DATE – Thursday, March 12, 2026**

**ADJOURNMENT**

**SPORTS AND RECREATION ADVISORY COMMITTEE**  
**Wednesday, November 12, 2025**

A Regular Meeting of the Sports and Recreation Advisory Committee convened on Wednesday, November 12, 2025 at 7:00 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

*\* Indicates virtual attendance*

**COMMITTEE MEMBERS:** Councillor Craig Hodge, Chair  
Councillor Trish Mandewo, Vice Chair  
Dan Cooper, Citizen Representative  
Dave Jones, Coquitlam Field Sport Association  
Andrea Mattinson, Coquitlam Indoor Athletics Association  
Cameron McBryer, Citizen Representative  
Emily Moughtin, Citizen Representative  
Karen Schofield, Citizen Representative  
Isabel Silvestre, Citizen Representative  
Cydney Smythies, Citizen Representative  
Carl Trepanier, Citizen Representative\*  
Daniel Trinh, Coquitlam Tennis Club

**ABSENT:** Erin Davidson, Citizen Representative (regrets)

**GUESTS:** Jaime Drummond, Mundy Park Disc Golf Club (re: Item 2)  
Brett Wells, BC Disc Golf Association (re: Item 2)

**STAFF:** Tobi May, Director Major Capital Projects  
Darryl Lal, Senior Manager Policy and Business Services  
Jenalee Kluttz, Manager Environmental Sustainability  
Jonathan Pavich, Manager Business Services  
Leila Todd, Senior Project Manager  
Alex McLellan, Committee Clerk

**CALL TO ORDER AND TERRITORIAL ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:00 p.m. and provided an Indigenous territorial acknowledgement.

## **ADOPTION OF MINUTES**

### **1. Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 10, 2025**

The Minutes of the Sports and Recreation Advisory Committee Meeting held on Wednesday, September 10, 2025 were approved.

## **NEW BUSINESS**

### **2. Disc Golf User Groups**

Brett Wells, on behalf of the BC Disc Golf Association, and Jaime Drummond, on behalf of the Mundy Park Disc Golf Club, gave a presentation entitled "Unlocking the Value of Disc Golf for Coquitlam", and referred to slides found in the Agenda package.

Carl Trepanier entered the meeting at this time (7:18 p.m.).

Discussion ensued relative to the following:

- Clarification of the number and types of tournaments that have and can be held at Mundy Park given the scale of the course.
- Clarification that basket upgrades are a good investment because they would be fully removable, meet official standards of the sport, and be more attractive.
- Clarification of factors for the potential to establish a top-end course in a Coquitlam park including size and topography.
- Suggestion to formalize the membership of the Mundy Park Disc Club to better connect with players and understand needs.
- Suggestion to work with Equip Sport, an organization that partners with municipalities to install equipment boxes in parks from which residents can access equipment free of charge.
- Suggestions to introduce people to the sport including collaborating with the City to host pop-up parks with portable baskets and collaborating with local non-profit organizations to host a charity tournament.

Jaime Drummond left the meeting at this time and did not return (7:35 p.m.).

Isabel Silvestre entered the meeting at this time (7:37 p.m.).

### **3. Climate Action Plan**

The Manager Environmental Sustainability gave a presentation entitled "Climate Action Plan Update" and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Appreciation that a sustainability lens is applied to all planning and budgeting.
- Suggestion to have a dedicated fund to incentivize sustainable capital upgrades, particularly to bolster proposals where the business case has a longer payback period.
- Suggestion to give sports and recreation groups rebates for volunteer park clean up.
- Concern about administrative cost of seeking grants and ongoing operational costs of projects initiated by grant funding.
- Concern about how much climate action is within the City's authority to control, particularly regarding transportation.
- Suggestion to investigate sustainable options for sports uniforms given the fashion industry's considerable impact on global greenhouse gas emissions.

In response to Committee discussion, staff noted the following:

- Funding sources for the City's climate actions include the Local Government Climate Action Program as well as grants or incentives for specific projects, often from utility partners.

The Manager Environmental Sustainability left the meeting at this time and did not return (8:02 p.m.).

#### **4. Facilities Bookings Process Review**

The Senior Manager Policy and Business Services and the Manager Business Services gave a presentation entitled "Facility Bookings Process Review" and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Appreciation that solutions have been identified for repeat bookings, carrying forward deposits throughout a year, and allowing bookings further in advance.
- Desire for the booking process to be highly responsive in recognition that most user groups are led by volunteers by, for example, reducing the standard response time further from four days to a next day response.
- Desire for facility availability information to be accessible online in addition to the provision of QR codes at the facility sites.
- Concerns about conflicts between booked user groups and casual users where booking information is not readily accessible.
- Concerns about technology alignment, user-friendly technology, and the inflexibility of monopoly technology.
- Concern about access and security issues at the Burke Mountain Discovery Centre for use outside café business hours and resulting underutilization.

Isabel Silvestre left the meeting at this point and did not return (8:34 p.m.).

- Suggestion to provide user groups with online accounts to access booking information as needed.
- Suggestions for payment to be streamlined including use of credit cards over the phone or by Interac e-transfer.
- Suggestion to implement group insurance integrated with booking to reduce costs and time spent by user groups securing insurance independently.

In response to Committee discussion, staff noted the following:

- The focus of the review is on changes to internal processes within exclusive control while exploring options with third-party contractors.
- The implementation of changes is currently underway according to a prioritized list, and users will start seeing changes by end of the first quarter of 2026.

The Senior Manager Policy and Business Services and the Manager Business Services left the meeting at this time and did not return (8:41 p.m.).

## **5. 2025 Year-End Review / 2026 Work Plan Development**

The Director Major Capital Projects gave a presentation entitled “Year-End Review 2025” and referred to slides found in the Agenda package.

Discussion ensued relative to the following:

- Appreciation of holding meetings at different facilities, receiving presentations from user groups to understand needs, and receiving presentations from staff regarding specific projects to provide input.
- Desire to better action and to better report any action on the advice that the Committee gives to understand its impact.
- Desire that the Committee have the opportunity to provide input on business planning and prioritization related to sports and recreation and as part of the City's budget process.
- Desire for alternative meeting types including workshops for more open-ended deliberation.
- Desire for staff presentations, having been provided in advance, to be shorter, provide for more discussion, and seek more targeted and in depth feedback.
- Desire to have opportunities for Committee members to provide practical feedback on, for example, service processes.
- Suggestions for 2026 Work Plan items, including a presentation on park asset management plans, development of an Indoor Sports Strategy, updates on the

Planet Ice contract and facility, updates on the Poirier Forum facility, updates on Blue Mountain Park, and consideration of FIFA World Cup opportunities.

- Suggestion to have a standing agenda item for Parks, Recreation, Culture, and Facilities updates to provide broader information without need for detailed presentations on a specific topic.
- Suggestion to have Committee Members' Roundtable items submitted in advance and included in the agenda package to avoid rushed consideration.

## **6. Committee Members' Roundtable / Emerging Issues (Standing Agenda Item)**

The Chair invited Committee members to share emerging issues and information regarding events occurring in their communities.

Discussion ensued relative to the following:

- Request for formal recognition by the City for the Coquitlam Adanacs' Minto Cup win.
- Concern from the Indoor Athletics Association that details of the Planet Ice contract extension remain unavailable, and about the potential use of City capital funding for repairs of the facility.
- Report of a malfunctioning time clock at Planet Ice.
- Suggestion that hosting the FIFA World Cup in the region could result in increased popularity of soccer and a related increase in need for facilities.
- Report that the Coquitlam Sports Hall of Fame has expanded its volunteer board, and is scheduled to hold its annual Induction Ceremonies on June 10, 2026.
- Concern that the Tri-City Eagles Field Hockey Association membership is declining due to a lack of an appropriate field; members may be transferring to clubs in other municipalities with better facilities.
- Concern from the Coquitlam Tennis Club about availability of indoor court time for Club members and residents during winter, and related booking issues including not verifying residency or allowing a monthly Club night.

### **OTHER BUSINESS**

### **NEXT MEETING DATE – 2026**

### **ADJOURNMENT**

The meeting adjourned at 9:13 p.m.

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Minutes – Sports and Recreation Advisory Committee  
Wednesday, November 12, 2025

**MINUTES CERTIFIED CORRECT:**

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Councillor Craig Hodge, Chair

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Alex McLellan, Committee Clerk



## City of Coquitlam – Legislative Services 2026 Advisory Committee Orientation

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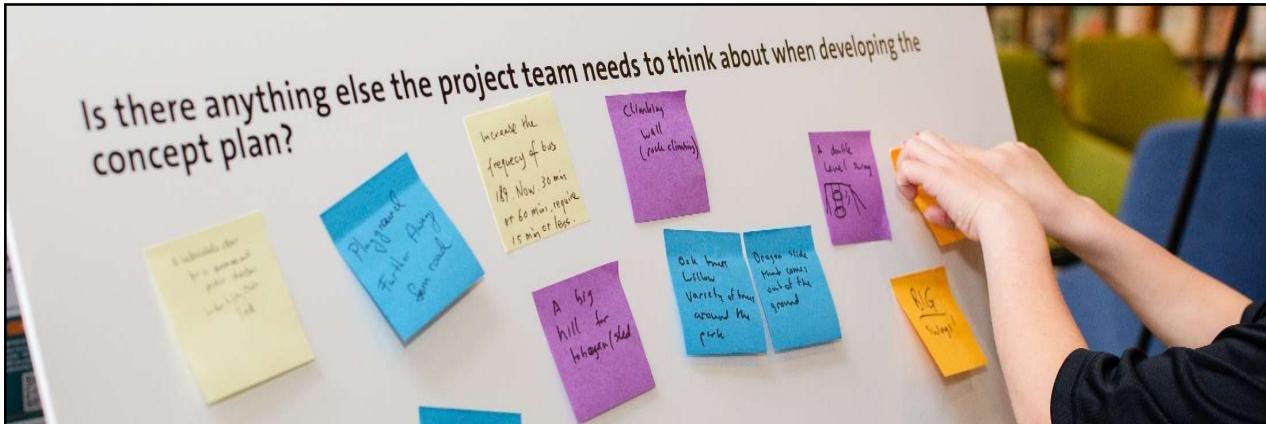
### Agenda: Our Work

1. What
  1. Purpose
  2. Plans and Mandate
  3. Roles and Responsibilities
2. How
  1. Meetings
  2. Other Activities
3. When
  1. 2026 Meeting Schedule
4. Where
  1. Access
  2. Facilities
  3. Safety



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## What

## Purpose | Plans and Mandates | Roles and Responsibilities

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# Purpose

- Established by Council as **dedicated stakeholder groups**
- An organized forum for community **engagement** in the City's **planning** process
- **Mandates** are established by Council to **direct** the **topics** brought forward
- Provide **perspectives, advice** and **recommendations** to Council



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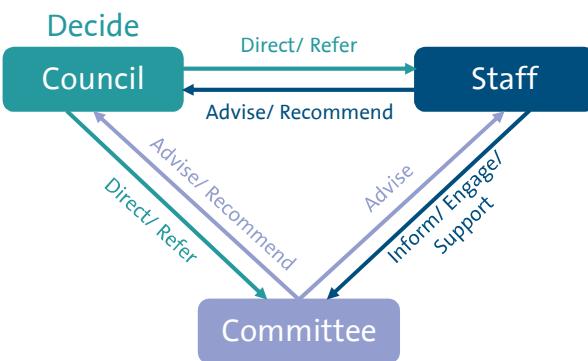
# Plans and Mandate



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# Roles and Responsibilities



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# Roles and Responsibilities

## Committee Members

- Review agendas in advance
- RSVP and regularly attend meetings
- Observe rules of debate
- Consider public interest above all
- Treat others with respect
- Adhere to standards of ethics

## Chair and Vice Chair

- Approve agendas
- Lead meetings (focus and time)
- Maintain rules of/ supports debate
- Seek engagement and consensus
- Provide and encourage respect
- Maintain standards of ethics

# Roles and Responsibilities

## Staff Liaison(s)

- Prepare agenda items/ activities
- Provides information/ advice
- Manages Work Plan progress
- Manages Committee advice and recommendations

## Committee Clerk

- Prepares/ distributes agenda package
- Supports process/ procedure
- Manages/ communicates meeting logistics, attendance, administration
- Records Committee minutes



## How

### Meetings | Other Activities

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## Meetings

- Public
  - **Schedule** and **agendas** are posted
  - Public may **observe** not participate
    - Chair may allow to speak, but not to make motions or to vote
    - Must sit in gallery; only Committee members or invited speakers may sit at the table
  - **Streamed** by Zoom Webinar
  - **Minutes** are posted



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# Meetings

- Agendas and Attendance
  - Packages distributed one week in advance for your **review**
  - Confirm your attendance by **RSVP**
  - **Quorum** required to hold a meeting
- Minutes
  - **Official record** of previous meeting
  - In agenda package for your **review** and **feedback**



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# Meetings

- Electronic Participation (Zoom)
  - **Exceptional** option to be used only when in-person attendance is not possible
  - Indicate need for electronic participation in **RSVP** or **ASAP** in unforeseen circumstances
  - A **Panelist link** will be provided to join the Zoom Webinar
  - Ensure you have an **appropriate space** and **audio-visual** equipment to listen and be heard clearly



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# Meetings

- Decorum and Debate
  - Council **Procedures Bylaw** and Roberts **Rules of Order**
  - **Guidance** of Chair and Committee Clerk
- Decisions
  - **Advice** given through **discussion** – may be incorporated in staff recommendations
  - **Recommendations** must be made by making and voting on a formal “**motion**”



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# Other Activities

- Special Meetings
  - May be called by the Chair, Mayor, or Council
- Sub-Committees
  - May be established by the Committee to undertake investigation, research, or project planning for Committee consideration
- Events
  - Requests for volunteers may be made by staff
- Site Visits
  - May be organized to provide in-person understanding of a facility or program



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# When

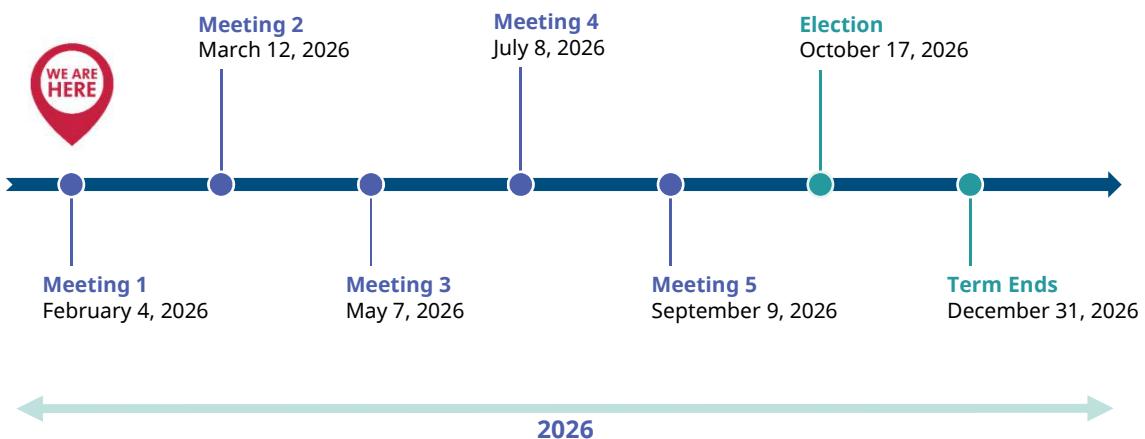
## 2026 Meeting Schedule

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# 2026 Schedule

All meetings are held in the Council Committee Room



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# Where

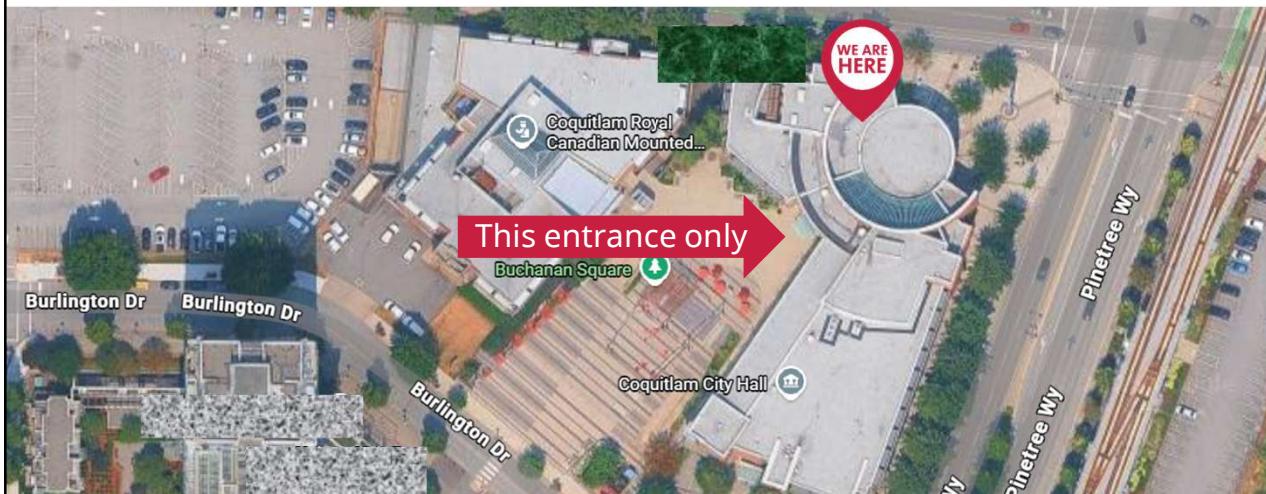
## Access | Facility | Safety

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## Access

One point of access after business hours



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# Facility

Contact the Committee Clerk regarding any accessibility requirements/ concerns



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# Safety

In case of an emergency, follow the directions of the Committee Clerk



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# Questions?

**Alex McLellan**

Committee Clerk

[committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca)

Legislative Services

604-927-3010

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Your service is appreciated!

# Thank you

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## 2026 Work Plan

### Sports and Recreation Advisory Committee

#### Committee Mandate:

The mandate of the Sports and Recreation Advisory Committee (SRAC) is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee will:

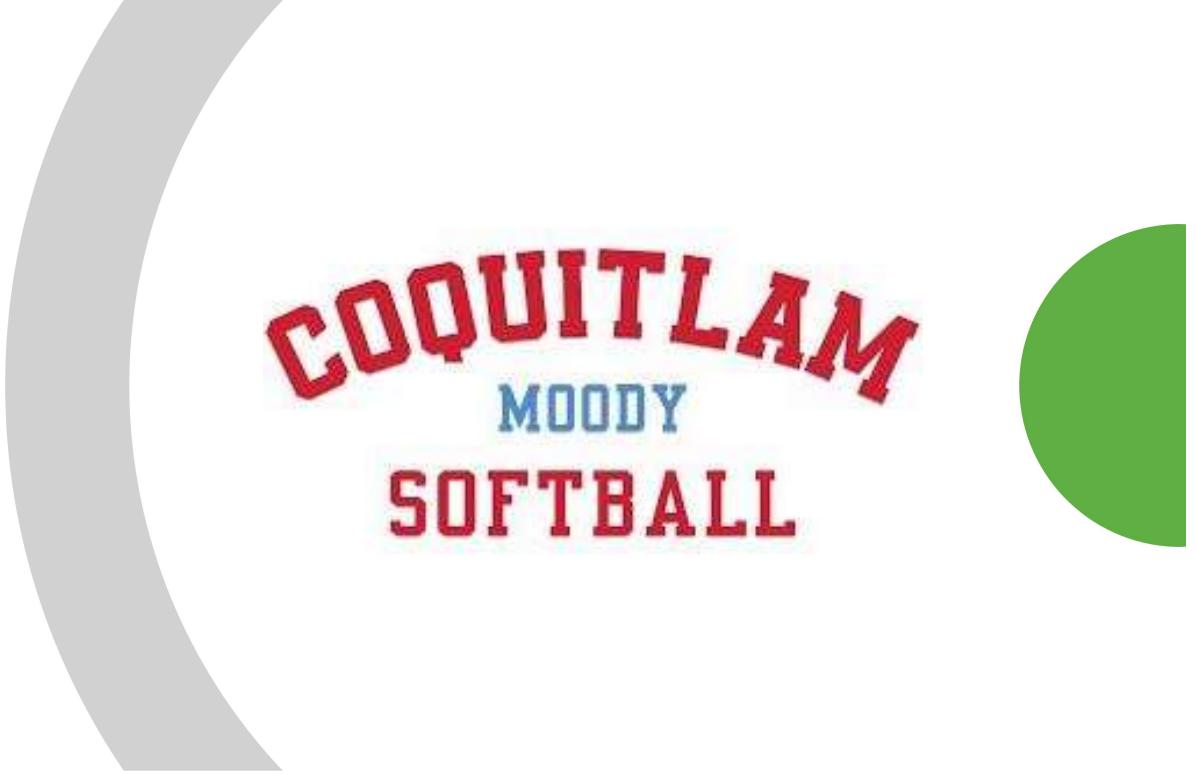
- Provide advice to Council on a wide range of areas including sport and recreation facility development priorities, strategic planning initiatives and policy development;
- Facilitate information sharing between sport organizations and recreation participants represented on the Committee;
- Support collaboration and coordination across sport organizations and recreation participants related to sport and activity development;
- Advocate and promote the value and benefit of sport and recreation for all; and,
- Consider and make recommendations to Council on matters identified in the Committee's work plan.

ITEM	DEPARTMENT / LEAD	INITIATOR / RATIONALE
1) Committee Welcome	Legislative Services / Clerk	Staff / Administrative
2) Review and Approve 2026 Work Plan	PRCF / Staff Lead	Staff / Terms of Reference
3) Parks Planning and Design Project Updates <ul style="list-style-type: none"><li>▪ Glen Park redevelopment</li><li>▪ Town Centre Park Tennis Courts</li><li>▪ Planet Ice</li><li>▪ Coronation Park</li></ul>	PRCF / Dir. Policy & Planning	Staff / Inform & Engage
4) Capital Project Updates <ul style="list-style-type: none"><li>▪ Fraser Mills Park &amp; Community Centre</li><li>▪ Burke Mountain Community Centre &amp; Park</li></ul>	PRCF / Dir. Major Capital Projects	Staff / Inform
5) Park Operations Updates <ul style="list-style-type: none"><li>▪ Urban Forest Management Strategy</li></ul>	PRCF / Dir. Parks	Staff / Inform
6) Recreation Services Update <ul style="list-style-type: none"><li>▪ Mundy Park Pool</li></ul>	PRCF / Dir. Recreation & Culture	Staff / Inform

### Sports and Recreation Advisory Committee

ITEM	DEPARTMENT / LEAD	INITIATOR / RATIONALE
7) Others External ▪ Coquitlam Sports Hall of Fame Update	PRCF / CSHOF Representative	CSHOF / Inform & Engage
8) 2026 Year-end Review / Identify potential items for the 2027 Work Plan – Committee feedback/input	PRCF / Staff Lead	Staff / Inform & Engage
9) Committee Members' Roundtable / Emerging Issues <b>(Standing Agenda Item)</b>	PRCF / Staff Lead	Staff / Terms of Reference

DRAFT



# COQUITLAM MOODY SOFTBALL

## About Coquitlam Moody Softball

Coquitlam Moody Softball has been part of the Coquitlam community for over 30 years

Non-profit organization

Fully run by dedicated volunteers

Committed to developing athletes of all ages and skill levels

# Our Programs

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- Learn to Play program for beginners ages 4-6
- House league programs from U7 to U20C
- Rep (competitive) softball programs from U11R to U19
- Women's softball teams at C,B and A Level



## 2026 Season Overview

6 Rep teams confirmed for the 2026 season

Approximately 185 house league players

Programs designed to support both recreational and competitive athletes

## Competitive Opportunities

Teams compete annually in tournaments across British Columbia

Participation in out-of-province and cross-border tournaments

Teams attend Provincials hosted throughout BC

Regional championship participation

## High-Performance Pathways

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- Our U17B teams will compete in Canada Cup this year at Softball City
- Our U13B players will have the opportunity to try out for Western Championships
- Our Focus is on athlete development, teamwork, and sportsmanship



# Women's Softball

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- We currently have 5 active women's teams
- This allows for Competitive and recreational opportunities for Women in our community
- Continued support for lifelong participation in softball in Coquitlam



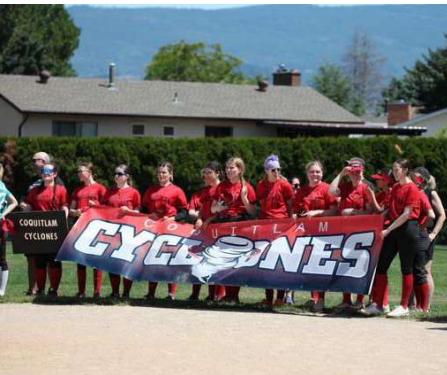
## Community & Values

Strong community involvement – rep teams do community volunteering such as the Share drive at the Holiday Train

Volunteer-driven organization

Emphasis on skill development, respect, and inclusion

Creating positive experiences on and off the field





## Bring Coquitlam Parks Alive!

Volunteer opportunities to connect people to their parks .... and to each other!

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## Welcome Activity

- Opportunities to connect with new community members
- Introduce new fun and engaging topics to the Coquitlam community
- Identify potential content experts, presenters, and partners for future *Park Spark* initiatives



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# Agenda

- An overview of the Park Spark program
- Examples of past Park Spark successes
- Nature, and gardening-focused opportunities
- Education and outreach components
- Questions and discussion



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## Park Spark Objectives

- Offer accessible, flexible volunteer opportunities for all skill levels
- Connect the community to nature through hands-on learning and participation
- Encourage stewardship and shared ownership of local park spaces
- Build awareness and develop skills
- Empower residents to make a meaningful, lasting difference in their community

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## Who Participates? Residents



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## Who Participates? Businesses



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## Who Participates? Community Organizations and Schools



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## Recent Park Spark Successes



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## Recent Park Spark Successes



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# Inspiration Garden

- **250** Educational Workshops
- **100** School/Family Tours
- **250+** Volunteers
- **60+ dedicated** Youth volunteers



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Tree Spree



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## Tree Spree

- **101** Educational Workshops
- **40** Nature Tours
- **20** School Programs & **1200** Students
- **2500+** Trees Given Away since 2022
- **10,000+** planted since 2022
- **50+** Trees Planted with SD43



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## Bad Seed

- **60** Educational Workshops
- **50+** Weed Pulls
- **700+** Bad Seed Participants and Volunteers.
- Engaged with **10+** schools



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## Park Spark



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## Park Spark

- **250+** Adopt-a-Park Volunteers
- **1200+** Light Brigade Volunteers
- **20+** Park Clean-ups for 2025
- **250+** Participants Coquitlam in Bloom Proud to Grow Here 2025
- **15+** Community Plantings for 2025
- **1000** poppies painted at Coquitlam Remembers with the Community



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## How to get Involved!



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### What does Park Spark Offer?

- Opportunities for all ages and abilities
- Community-focused initiatives and events
- Build awareness and skills by connecting the community to nature through hands-on learning

### Benefits of Volunteering:

- Get involved in the community
- Take ownership of shared spaces
- Knowledge share with community members
- Develop new skills and hand-on exercise

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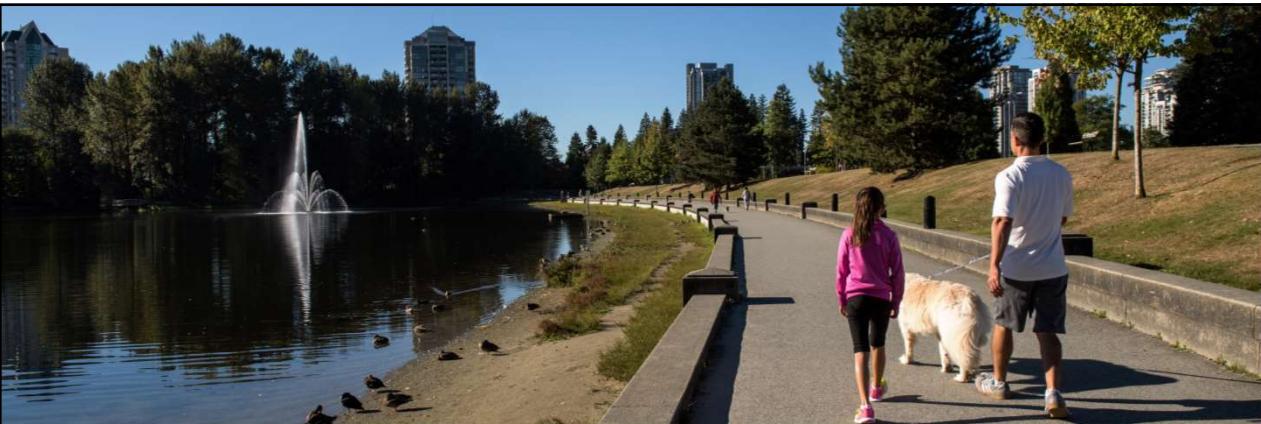
# Looking Forward...



- Support a healthy, active, environmentally engaged community
- Build stewardship through hands-on action and education
- Increase awareness of the long-term value of Coquitlam's green spaces and urban forests
- Offer accessible workshops that encourage participation and stewardship
- Grow sustainable, long-term initiatives through community partnerships

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# Thank you! Questions?

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**City of Coquitlam**  
Parks, Recreation,  
Culture and Facilities

## **Parks & Capital Projects / Community Services Updates**

[coquitlam.ca/](https://www.coquitlam.ca/)

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