

**MINUTES OF MEETING  
FINANCE COMMITTEE  
HELD ON TUESDAY, APRIL 07, 2003  
5:00 PM TO 6:30 PM**

**PRESENT:**

<b>Commissioner Anita Romaniuk</b>	-	<b>Chair</b>
<b>Commissioner Heather Deal</b>		
<b>Susan Mundick</b>	-	<b>General Manager</b>
<b>Anita Ho</b>	-	<b>Director of Corporate Services</b>
<b>Lori MacKay</b>	-	<b>Director of Vancouver East District</b>
<b>Mac Stairs</b>	-	<b>Supervisor of Vancouver East District</b>

**Approval of Minutes**

The minutes from the Finance Committee held on Tuesday, March 18, 2003 were adopted as circulated.

**Fieldhouse Caretaker Service**

Staff gave a presentation on the history of caretakers in the park and their roles and responsibilities. An inventory of fieldhouses with caretaker suites was provided to the committee. The caretakers are independent contractors who have a service agreement with the Park Board to provide services in the park such as opening, closing and cleaning the washrooms and change rooms, and maintaining the fieldhouse area in a neat and tidy condition in exchange for rent-free accommodation. The accommodation is a taxable benefit and a review is being done to determine that the assessment of these benefits are in accordance with Revenue Canada guidelines. As the taxable benefits have not been raised for a number of years, the Board will provide advance notice to the caretakers regarding any increases on the taxable benefits charged. Staff also advised that a new agreement is being prepared as some of the job responsibilities as described in previous agreements are now redundant. Implementation of these new agreements will be done in consultation with the caretakers.

Committee members thanked staff for their presentation and indicated that they would like to have more information with regard to insurance and that any changes to the caretakers agreement be handled sensitively.

Staff also answered the following questions previously asked by one of the committee members with regard to the caretakers agreements.

Who is the representative to the caretakers that is referred to in the leases?

*The Supervisor of the Parks Districts is the key contact for the caretakers.*

How many caretakers are there? Are they seniors?

*There are 68 caretakers, 11 are senior.*

How long have the property and liability insurance requirements been in the effect and what changes are anticipated?

*There is no change in insurance requirements.*

If caretakers sign a waiver indemnifying the Park Board from costs associated with losses, damages, and liabilities, can you provide me with a legal requirement for caretakers having to take out insurance?

*City of Vancouver policy requires that contractors are adequately covered to protect themselves, their property and the City. Risk Management has assessed the specific risks associated with Park Board Fieldhouse Caretaker Service and has waived the requirement for liability insurance to indemnify the City. The City continues to require these contractors to provide insurance to protect their personal property.*

What changes in duties are anticipated?

*Minor changes which reflect current needs and demands which are customized to reflect site specific issues.*

What other changes are being looked at?

*Staff are looking to improve consistency in telephone communication and reporting of incidents and maintenance issues. The new agreement will provide for improved administration of the contract such as clearly outlining who the Park Board representative is and renewal provisions.*

Is the equivalent of unpaid rent (taxable) the same for each building?

*No, it depends on size, location, age, and facilities of the building.*

How do caretakers put themselves on a list and how are they selected?

*Each District recruits potential caretakers and maintains a list of interested individuals who submit a form at the District Office. As opportunities become available, the Park Board representative conducts a selection process which includes an interview, reference checks and site visit. The most suitable individual among those interested is offered the contract.*

What is the difference between auxiliary and casual caretakers?

*Auxiliary relates to CUPE 15 employees , caretakers are contractors and not employees.*

Are leases reviewed annually?

*The agreements we have with caretakers are contract agreements and they have not been regularly reviewed over the past number of years. The new agreements will specify a review period (every two years under normal circumstances) when renewals can be reviewed. We do not have lease agreements with caretakers.*

Have there been any incidences where a caretaker lease has been terminated?

*Agreements with caretakers have been terminated either on the request of the caretakers or by the Board. As previously noted, these are contract agreements.*

### **2003 Operating Budget: Interim Report**

Staff reviewed the Council Budget report and advised of the impact to the Park Board if Council chooses to take any reductions. Committee agreed to wait until after Council's decision on the 2003 Budget to prepare recommendations to the Board regarding the Park Board Budget.

Next meeting - Friday, April 11, 9:00 a.m. - 10:30 a.m.

### **Agenda**

1. 2003 Park Board Budget
2. NNR Listing