

**Minutes of Meeting
Finance Committee, Vancouver Park Board
2099 Beach Avenue, Vancouver**

DATE OF MEETING: March 21, 2005

ATTENDEES: Park Board Commissioners

Commissioner Anita Romaniuk, Committee Chair
Commissioner Heather Deal
Commissioner Loretta Woodcock
Commissioner Suzanne Anton
Commissioner Allan De Genova

Park Board Staff

Susan Mundick	General Manager
Liane McKenna	Director of Queen Elizabeth District
Piet Rutgers	Director of Planning and Operations
Jill Cherry	Director of VanDusen Botanical Garden
Meg Elliott	Senior Business Analyst
John Brossard	Business Analyst
Alison Dempsey	Business Services
Barbara Joughin	Recorder of Minutes

Guest

Nancy Dickson	VanDusen Botanical Garden Association
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The meeting was called to order at 7:10 pm. The Agenda for the meeting was as follows:

1. Review of meeting minutes of February 21, 2005
2. VanDusen Naming Opportunities
3. Ocean Sports – RFP for Kayak Rentals
4. 2005 Operating Budget
5. 2004 Capital Budget Closeout and Update / 2005 Capital Plan

1. VanDusen Naming Opportunities:

Jill Cherry announced that the VanDusen Botanical Garden – Phase 1A Project has just received approval for a \$2 million grant from the Community Development Initiative under the Canada/British Columbia Infrastructure Program. She also distributed copies of the new public capital campaign package, and told the Committee that the campaign goal has increased to \$20 million due to increased costs. Nancy Dickson, Chair of the VanDusen Botanical Garden Association (VBGA), provided information about the naming opportunities that are part of their public capital campaign, and the group discussed VBGA's gift acceptance policy.

Staff advised the Committee about the need for consistency in naming facilities and

amenities within the Park Board system, and said that a naming policy is currently being developed in collaboration with the City of Vancouver.

Staff said that although corporate donations have not yet been solicited, they will be accepted if they meet the guidelines of the VBGA's Gift Acceptance Policy. The Committee was asked to provide direction about what kind of corporate offers should be declined, and a member commented that corporate practices should concur with the new Ethical Purchasing Policy. The group agreed that in-camera discussions about potential donors would be appropriate.

Summary

Staff will work with the VanDusen Botanical Garden Association to notify the Board about naming opportunities for new garden facilities during the course of the VanDusen capital campaign, in order to ensure consistency with Park Board practice and appropriate recognition for donors.

2. Review of the Minutes of the February 21, 2005 Meeting:

The minutes of the Finance Committee of February 21, 2005 were adopted as presented (moved by C. Woodcock, seconded by C. Romaniuk, all in favour).

3. Ocean Sports – RFP for Kayak Rentals

Alison Dempsey summarized recent activities to select a water sports concession operator at English Bay. Kayak operations at the English Bay location are granted for three years, and a Request for Proposals process was recently conducted to replace the current operator, who did not apply for renewal. Of 12 companies that were notified, two proposals were received, and staff is recommending that the Board approve an operating agreement with EcoMarine Products Ltd. for non-motorized water sports in English Bay.

Because public safety is an issue, an experienced operator is required for this service. EcoMarine Products currently has operations in Vancouver at Granville Island and the Jericho Sailing Centre, and will provide kayak rentals, lessons, and special needs programming. The operator will pay the Park Board 20% of revenues up to \$80,000 /year, 15% on amounts greater than that, and has projected \$300,000 in revenues over the three year period.

Recommendation:

The Finance Committee recommended that the Board approve an operating agreement with EcoMarine Products Ltd. for the delivery of non-motorized water sports services in English Bay.

4. 2005 Operating Budget

Susan Mundick informed the Committee that on March 17, 2005, Council approved the 2005 Operating Budget, and that the Park Board Operating Budget for 2005 currently totals \$53,443,200, representing a 3.4% increase over the 2004 operating budget.

Meg Elliott described the three components that make up the Park Board Global Budget (the Basic budget, the Added Basic budget and the New and Non-Recurring budget), and

noted significant details for each component.

Basic Budget:

The Basic budget represents the previous year's approved basic and added basic budgets adjusted for inflation and including any Council approved programs. The 2005 Basic Budget of \$52,202,700 has been approved by Council and represents a 1% increase (\$528,916) over the 2004 Basic Budget. This budget includes \$185,000 for implementation of the Ethical Purchasing policy.

Added Basic Budget:

The Added Basic budget represents new operating costs associated with capital additions and one-year adjustments for items beyond the Board's control. In 2005, the amount is \$778,000, with \$544,600 approved for new operating costs, and \$233,400 in one-time adjustments.

The Added Basic budget also includes funding for a new regular fulltime CUPE 15 position for a PC Support Technician for the recreation software upgrade, subject to classification by City of Vancouver Human Resources. Staff recommended that the Board approve the creation of this position.

New and Non-Recurring (NNR) Budget:

One time costs for new and non-recurring items are funded separately from the Basic budget. At a rate of 37% of the city-wide NNR, the Park Board's share of the 2005 NNR budget is \$462,500, and is allocated to projects that have been prioritized by the Board and senior staff.

Discussion:

The Committee reviewed the Added Basic and NNR project summaries and the group discussed: inflation; GST; added basic for the downtown skateboard park and street trees; purchase of a wheelchair passenger van; skate replacement at Riley Park and Sunset Rinks; acoustic tiling for Renfrew; a radiant heater for Engine 374; board room chair replacement; Everett Crowley and Champlain Park gator purchases; and ground protection mats.

Recommendations:

1. The Finance Committee reviewed the 2005 Operating Budget and recommended that it be approved by the Board.
2. The Finance Committee recommended that the Board approve the creation of a CUPE 15 regular fulltime PC Support Technician position, as funded in the 2005 Added Basic budget.

5. Capital Budget Closeout and Update / 2005 Capital Plan:

Capital Budget Closeout and Update:

Piet Rutgers advised the Committee that staff have completed a review of capital projects to identify accounts that can be closed out and unspent funds that may be transferred to other projects. He submitted a report to the Committee that described the closeout of 44 projects from the Pre 2000, 2000 – 2002, and 2003 – 2005 Capital Plans. The closeout deficit of \$36,829 (0.3% of the \$11,705,765 total budget of the closed projects) will be funded from the 2003 – 2005 Facility Development Projects budget. After completing the 2004 closeout, 31 projects remain active in the Pre 2000 Capital Plan, 57 projects are open in the 2000 – 2002 plan, and 81 projects are still open in the current 2003 – 2005 Capital Plan. A member of the Board requested that staff provide a list of Pre 2000 projects that are still open.

Piet Rutgers presented a summary of multi-year open capital projects as at December 31, 2004, and identified and explained unexpended balances in the following areas: overhead and debenture costs; facilities; major maintenance; land acquisition and planning; and parks. Several significant items were noted for the Committee, including: playing fields; Emery Barnes DCL funds; Jericho wharves; Osler and 70th park development; and Point of Sale funds that will be transferred to concession capital projects.

2005 Capital Plan:

Piet Rutgers presented a draft 2005 Capital Plan budget to the Committee, and reviewed highlights of proposed capital expenditures, including: Sunset, Mount Pleasant and Champlain Heights Community Centre completions; Malkin Bowl; VanDusen Gardens; and roof and flooring replacements at various facilities. The group discussed strategies for reallocating Development Cost Levy (DCL) funds that were originally assigned to Hastings Park projects to other park developments.

Summary:

The Finance Committee received the 2004 Capital Budget Closeout and Update reports and the draft 2005 Capital Plan report for information.

6. Next Meeting:

The meeting was adjourned at 9:00 pm. The next Finance Committee meeting is scheduled for April 18, 2005 at 7:00 pm. Possible agenda items include:

- Sequoia Grill – Rent Review