



**PARK BOARD COMMITTEE MEETING
MEETING MINUTES**

MAY 16, 2016

A Regular Park Board Committee meeting was held on Monday, May 16, 2016, at 7:05 pm, at the Park Board Office.

PRESENT: Commissioner John Coupar, Vice-Chair
Commissioner Casey Crawford, Chair
Commissioner Catherine Evans
Commissioner Sarah Kirby-Yung
Commissioner Stuart Mackinnon
Commissioner Erin Shum
Commissioner Michael Wiebe

GENERAL MANAGER'S OFFICE: Malcolm Bromley, General Manager
Cheryl Chan, Business Support Lead/Manager Admin Services
Carol Lee, Meeting Clerk

ADOPTION OF MINUTES

1. Park Board Committee Meeting - May 2, 2016

MOVED by Commissioner Coupar
SECONDED by Commissioner Evans

THAT the Park Board Committee minutes of the May 2, 2016, meeting be adopted as circulated.

CARRIED
(Commissioner Kirby-Yung absent from the vote)

AGENDA ITEMS

1. REPORT: East Fraser Lands (EFL) Consultant Contract

Tiina Mack, Manager of Park Development, Park Board, introduced Joe McLeod, Landscape Architect, Park Board.

Mr. McLeod led the review of a presentation regarding the proposed consultant contract award for the design of approximately eight acres of parks in the East Fraser Lands and highlighted:

- Neighbourhood context and park parcels designated under the Design Guidelines
- Anticipated community engagement events
- Procurement process and Request for Proposal (RFP) evaluation criteria
- Staff recommendation to award the contract to Space-2-Place Design Inc.
- Background of Space-2-Place Design Inc.
- Project financing
- Timeline.

Mr. McLeod, along with Ms. Mack and Malcolm Bromley, General Manager, Park Board, responded to questions from the Committee.

MOVED by Commissioner Kirby-Yung
SECONDED by Commissioner Coupar

THAT the Committee recommend to the Board:

- A. THAT Subject to Recommendations B, C and D, the Vancouver Park Board enter into a fixed price contract with the design firm Space-2-Place Design Inc. in the amount of \$840,140.87, plus GST, to be funded by the 2015-2018 Capital Plan, for four new park parcels within the East Fraser Land precinct;
- B. THAT the contract be on the terms and conditions outlined in this report titled, East Fraser Lands (EFL) Consultant Contract Award, and on such other terms and conditions as are approved by the Vancouver Park Board, with Bid Committee and Chief Purchasing Official (CPO) concurrence;
- C. THAT, upon approval of the contract by the Vancouver Park Board, with Bid Committee and CPO concurrence, the General Manager of the Park Board be authorized to execute the contract on behalf of the Board; and
- D. THAT no legal rights or obligations will be created by the Board's adoption of Recommendations A, B and C, above unless and until such contract is executed by the General Manager of the Vancouver Board of Parks and Recreation.

CARRIED UNANIMOUSLY

2. REPORT: Beach Chair and Umbrella Rental Service at English Bay Beach - Pilot Program Contract Award

Octavio Silva, Acting Director of Business Services, Park Board, led the review of a presentation regarding the proposed contract award to the beach chair and umbrella rental supplier/operator and highlighted:

- Alignment with Park Board goals
- English Bay Beach has been identified as an ideal pilot location to test the appeal of the concept
- Request for Expression of Interest (RFEOI) process and key evaluation criteria
- Staff recommendation to award the supplier/operator contract to Blue Hole Investments
- Background of Blue Hole Investments
- Key components of the proposal
- Next steps.

Mr. Silva, along with Malcolm Bromley, General Manager, Park Board, responded to questions from the Committee. Commissioners questioned the safety of the umbrellas and whether the Park Board would be exposed to any risks resulting from the use of the umbrellas.

MOVED by Commissioner Kirby-Yung
SECONDED by Commissioner Shum

THAT the Committee recommend to the Board:

THAT the Vancouver Park Board approve a two-year pilot program agreement for Blue Hole Investments to operate a beach chair and umbrella rental service at English Bay Beach, with an option to extend the agreement for a further two-year term, subject to the following terms and conditions:

- A. THAT the fee structure be set at 10% of gross revenues in Year 1 and 15% in Year 2;
- B. THAT all legal documentation be in a form which is satisfactory to the Director of Legal Services for the City of Vancouver and the General Manager of the Park Board;
- C. THAT the General Manager be authorized to execute and deliver such documentation on behalf of the Board; and
- D. THAT no legal rights shall arise and no consents, permissions, or licenses are granted hereby and none shall arise or be granted hereafter unless and until all contemplated legal documentation has been executed and delivered by all parties.

CARRIED

(Commissioners Mackinnon and Wiebe opposed)

3. ADMINISTRATIVE REPORT: Freedom of Information and Protection of Privacy By-Law

Malcolm Bromley, General Manager, Park Board, introduced Barbara Van Fraassen, Director, Access to Information, City of Vancouver.

Ms. Van Fraassen led the review of a presentation regarding the proposed changes to the Vancouver Park Board Freedom of Information and Protection of Privacy By-Law and highlighted:

- Governing legislation
- Access to information Freedom of Information (FOI) request procedure
- FOI request summary from 2011 to 2015
- Summary of proposed changes to the Vancouver Park Board Freedom of Information and Protection of Privacy By-Law.

Ms. Van Fraassen, along with Mr. Bromley, responded to questions from the Committee. The Commissioners requested that they be provided with education on best FOI practices, tailored to their unique roles and usage of technology, including their obligations to retain emails and documents. The Commissioners expressed concern with the amount of electronic storage with which they are currently provided.

MOVED by Commissioner Evans
SECONDED by Commissioner Mackinnon

THAT the Committee recommend to the Board:

- A. THAT the Vancouver Park Board approve the repeal and replacement of the Park Board Freedom of Information and Protection of Privacy By-law to update the fee schedule to remove outdated items and to remove provisions that are not necessary because they are included in the governing provincial legislation, generally as set out in Appendix A of this report; and
- B. THAT the Director of Legal Services be instructed to bring forward a by-law for consideration by the Board generally in accordance with Appendix A.

CARRIED UNANIMOUSLY

The Committee adjourned at 8:36 pm.

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Malcolm Bromley
General Manager

Commissioner Casey Crawford
Chair