

**Finance Committee
Vancouver Board of Parks and Recreation
Minutes of Meeting
2099 Beach Avenue, Vancouver, BC, V6G 1Z4**

Date: January 24, 2005 – 6:30 p.m.

Attendees: Commissioner Anita Romaniuk, Committee Chair (arrived 7 pm)
Commissioner Loretta Woodcock
Commissioner Lyndsay Poaps
Commissioner Suzanne Anton (arrived 8.35 pm)
Anita Ho, Director of Corporate Services
Cindy Mercer, Purchasing Manager
John Brossard, Business Analyst

The meeting was called to order at 6:45 pm. The Agenda for the meeting was as follows:

1. Review of minutes of November 8, 2004
2. Ethical Purchasing Policy
3. 2004 Year End Statement
4. Other Issues

2005 Operating Budget (In-Camera)

1) Review of minutes of November 8, 2004

The minutes of the Finance Committee of November 8, 2004 were adopted as presented (Lyndsay Poaps moved, Loretta Woodcock seconded, all in favour).

2) Ethical Purchasing Policy

Cindy Mercer presented a summary of the Ethical Purchasing Policy Task Force's Ethical Purchasing Policy to Council December 16, 2004 at the Standing Committee on Planning and Environment. The Park Board was represented on this task force by Commissioner Poaps and Cindy Mercer.

- a) Council adopted the report in principle subject to a report back from staff in early 2005 on the impact on the City of Vancouver's operations including costs and resource requirements. The ethical purchasing policy will initially cover the purchase of Fair Trade coffee, agricultural products and clothing.
- b) The estimated increase cost to the Park Board is \$246,550, calculated as follows:
 - i) Coffee \$3,000 to \$15,000 increase of 6% as low and 30% as high
 - ii) Food \$225,000 increase of 15%
 - iii) Clothing \$6,550 increase of 10%
- c) It is important to realize, in respect to coffee, that the Board will be removing product choice from the Park Board golf courses and concessions.

- d) It should be noted that the Park Board licensees (tenants, e.g. Fish House Restaurant) will be exempt from the City of Vancouver's Fair Trade policy.
- e) The City of Vancouver will be asking Council for one full time position (estimated cost \$68,000) and consultant fees (estimated cost \$30,000) in conjunction with the Fair Trade Policy.
- f) Discussion revolved around adopting the policy in advance and how the additional costs to the Park Board will be funded. It was agreed that Anita Ho will draft some wording to be sent to the City of Vancouver by the Finance Committee.

3) 2004 Year End Statement

Anita Ho presented the preliminary operating budget year end statement (unaudited) to December 31, 2004. It should be noted that the City of Vancouver has not closed the books and some further adjustments can be expected.

- a) Anita Ho presented the statement in a summarized version with rows by the 5 district/department and 5 columns as follows:
 - i) 2004 Gross Revenue
 - ii) 2004 Payroll
 - iii) 2004 Combined Utilities and City Equipment
 - iv) 2004 Other Expenses
 - v) 2004 Net Expenditures
- b) Anita Ho noted that Park Board staff worked very hard in 2004 to ensure a balanced budget and the net surplus is \$924,571. But of this net surplus the Utilities and City Equipment surplus of \$388,087 should not be considered a Park Board surplus as this is fully funded by the City of Vancouver and any surplus/(deficit) should be returned to the City of Vancouver.
- c) It was noted that overall gross revenue had a surplus of \$253,468 even though Pay Parking sustained a gross revenue deficit of \$225,327 and Golf sustained a gross revenue deficit of \$659,833. It should be noted that overall Golf contributed \$699,157 to help fund other Park Board programs and services and Parking contributed \$2,731,717.
- d) Discussion ensued about pay parking rates and the difficult revenue targets for pay parking and golf. Staff were asked to review and prepare initiatives to address the revenue shortfalls of both Pay Parking and Golf. These items will be discussed further as part of the 2005 Operating Budget in the next section.
- e) Overall payroll had a surplus of \$1,216,780 with the largest surplus from Vancouver East District which can be attributed to the pool closures at Renfrew and Killarney.
- f) Discussions ensued about what can be done with the surplus above the Utilities and City Equipment of \$536,484(as of January 24). The Commissioners recommended that half of this surplus should be returned to the City of Vancouver and the other half should go to paying down the golf loan. This recommendation was unanimously agreed.

4) Other Issues

- a) Commissioner Woodcock inquired into charging contractors for dumping land fill into Everett Crowley Park. Anita Ho said she will have Lori MacKay contact her.
- b) Anita Ho was to report back to Commissioner Poaps on the process for handling and selling logs on the beaches.
- c) Commissioner Romaniuk on behalf of Commissioner Deal requested more interpretive signs for Coal Harbour. Anita Ho required more information to follow through with this request.

5) Next Meeting

It was agreed that the Finance Committee would reconvene on February 9, 2005 at 6:30 pm at 2099 Beach Avenue. The Commissioners agreed to prioritize theirs and staff's 2005 budget initiatives to be discussed at this meeting.

Minutes taken by:
John Brossard, Business Analyst