



**PARK BOARD COMMITTEE MEETING  
MEETING MINUTES**

**APRIL 30, 2018**

A Regular Park Board Committee meeting was held on Monday, April 30, 2018, at 6:32 pm, at the Park Board Office.

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

**GENERAL MANAGER'S OFFICE:** Malcolm Bromley, General Manager  
Shauna Wilton, Deputy General Manager  
Cheryl Chan, Manager, Executive Office and Board Relations  
Carol Lee, Meeting Clerk  
Jessica Kulchyski, Meeting Assistant

**ADOPTION OF MINUTES**

**1. Park Board Committee Meeting – April 16, 2018**

MOVED by Commissioner Shum  
SECONDED by Commissioner Wiebe

THAT the Park Board Committee minutes of the April 16, 2018 meeting be adopted as circulated.

CARRIED UNANIMOUSLY

**ITEMS ADOPTED ON CONSENT**

MOVED by Commissioner Mackinnon  
SECONDED by Commissioner Kirby-Yung

THAT the Committee adopts the recommendations contained in the following reports on consent:

1. REPORT: Vancouver Folk Music Festival – Licensed Area Expansion
2. REPORT: Volleyball BC Vancouver Open – Licensed Area Expansion.

CARRIED UNANIMOUSLY

## **AGENDA ITEMS**

### **1. REPORT: Vancouver Folk Music Festival – Licensed Area Expansion**

The recommendation contained in the report was adopted on consent.

### **2. REPORT: Volleyball BC Vancouver Open – Licensed Area Expansion**

The recommendation contained in the report was adopted on consent.

### **3. REPORT: Real Estate and Facilities Management Provision of Services to the Park Board**

Shauna Wilton, Deputy General Manager, Park Board, introduced:

- Bill Aujla, General Manager, REFM, City of Vancouver
- Sarah Iacoe, Special Project Manager, Business Planning and Project Support, Park Board
- Lisa Prescott, Director of Strategic Planning and Program Management, City of Vancouver.

Ms. Iacoe led the review of a presentation reviewing the current operating model for facilities management services to the Park Board and recommendations to improve the delivery of facility related services between the Park Board and Real Estate and Facilities Management (REFM) and highlighted:

- Background of the Consolidated Facilities Project (CFP)
- Challenges associated with the shared services model:
  - Ambiguity of roles and responsibilities
  - Undefined service levels
  - Capacity and accountability gaps at both the Park Board and REFM
- Analysis was undertaken through a review of facility maintenance and 311 data and stakeholder consultations to determine root causes of the issues
- Options considered to improve service:
  - Continue shared services model
  - Project Operating Level Agreement (OLA)
  - Address Park Board capacity issues
  - Project Safely Improve the Management of Building Assets (SIMBA)
  - Community Centre Association (CCA) Joint Operating Agreement (JOA) Implementation Project
  - Return facility management services to the Park Board
- Next steps.

Ms. Iacoe, along with Malcolm Bromley, General Manager, Park Board, Mr. Aujla, Ms. Wilton and Ms. Prescott responded to questions from the Committee. There was discussion on:

- Comparison of the Park Board's experience with those of other organizations with respect to the implementation of a shared services model
- Factors that led to the difficulty of the implementation of the shared services model
- Concern with the limited engagement with CCAs regarding the options to improve service

- Concern that City Council’s 2009 decision to implement the shared services model was not presented to the Park Board for approval
- Concern with the deteriorating state of repair of Park Board facilities since the implementation of the shared services model
- Whether Park Board staff were previously aware of and attempted to address the inadequate standard of service provided by REFM
- Role and responsibilities of the proposed new Park Board positions
- Nature of the issues experienced by CCAs and future plans to engage CCAs regarding facility management
- Accountability mechanisms to be incorporated into the proposed OLA
- The performance management dashboard will provide the quantitative data for future performance assessment
- City of Vancouver has indicated its willingness to provide the financial resources required to address Park Board capacity issues and gaps in REFM
- Concern that the proposed Program Manager will join the Park Board after the 2019 – 2022 Capital Plan is developed and will therefore, not have the opportunity to provide input into the 2019 – 2022 Capital Plan.

Howard Normann, Director of Park Operations, Park Board, responded to the concern expressed by a Commissioner regarding the state of repair of the Sunset Yard and advised that the repainting of the buildings is pending the completion of the REFM service assessment.

**Motion to Defer**

MOVED by Commissioner Crawford  
SECONDED by Commissioner Kirby-Yung

THAT the Vancouver Park Board defer consideration of the recommendations contained in the report to May 14, 2018 Park Board Committee meeting.

DEFEATED  
(Commissioners Coupar, Crawford and Kirby-Yung voted in support)

**Main Motion**

MOVED by Commissioner Mackinnon  
SECONDED by Commissioner Shum

- A. THAT the Vancouver Park Board continue the shared services model, with Real Estate and Facilities Management (REFM) providing facility management services to the Park Board;
- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - i. Develop an Operating Level Agreement (OLA) with REFM to clarify roles, responsibilities, and service level expectations;
  - ii. Seek additional funding to address the identified staff capacity issues;

- iii. Collaborate with REFM on their “Safely Improve Management of Building Assets” (SIMBA) project; and
- iv. Link the Community Centre Association Implementation Manual with the REFM OLA to clarify roles, responsibilities and expectations in relation to facility maintenance work; and

C. THAT staff report back on the performance of the above initiatives in 2019.

**Amendment to the Main Motion**

MOVED by Commissioner Wiebe  
SECONDED by Commissioner Shum

That Item C be amended to:

- C. THAT staff report back on the performance of the above initiatives in 2019 to determine if continuation of a shared services model is warranted.

**Amendment to the Amendment**

MOVED by Commissioner Evans  
SECONDED by Commissioner Mackinnon

That Item C be amended to:

- C. THAT staff report back on the performance of the above initiatives in 2020 to determine if continuation of a shared services model is warranted.

CARRIED  
(Commissioners Coupar, Crawford and Kirby-Yung opposed)

**Amendment to the Main Motion**

MOVED by Commissioner Kirby-Yung  
SECONDED by Commissioner Coupar

That Item Bi be amended to:

- i. Develop an Operating Level Agreement (OLA) with REFM to clarify roles, responsibilities, and service level expectations and bring back to the Board for approval by the end of April 2019.

DEFEATED  
(Commissioners Coupar, Crawford and Kirby-Yung voted in support)

**Question on the Main Motion, as Amended**

- A. THAT the Vancouver Park Board continue the shared services model, with Real Estate and Facilities Management (REFM) providing facility management services to the Park Board.

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - i. Develop an Operating Level Agreement (OLA) with REFM to clarify roles, responsibilities, and service level expectations;
  - ii. Seek additional funding to address the identified staff capacity issues;
  - iii. Collaborate with REFM on their “Safely Improve Management of Building Assets” (SIMBA) project; and
  - iv. Link the Community Centre Association Implementation Manual with the REFM OLA to clarify roles, responsibilities and expectations in relation to facility maintenance work; and
- C. THAT staff report back on the performance of the above initiatives in 2020 to determine if continuation of a shared services model is warranted.

Commissioner Kirby-Yung requested that the motion be separated into distinct propositions.

**Question on Item A**

- A. THAT the Vancouver Park Board continue the shared services model, with Real Estate and Facilities Management (REFM) providing facility management services to the Park Board.

CARRIED

(Commissioners Coupar, Crawford and Kirby-Yung opposed)

**Question on Item B**

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - i. Develop an Operating Level Agreement (OLA) with REFM to clarify roles, responsibilities, and service level expectations;
  - ii. Seek additional funding to address the identified staff capacity issues;
  - iii. Collaborate with REFM on their “Safely Improve Management of Building Assets” (SIMBA) project; and
  - iv. Link the Community Centre Association Implementation Manual with the REFM OLA to clarify roles, responsibilities and expectations in relation to facility maintenance work.

CARRIED

(Commissioners Coupar and Kirby-Yung opposed)

In response to a question from Commissioner Kirby-Yung, the Meeting Clerk corrected the procedural advice provided and advised that Item B could be separated into distinct propositions, as each sub-item could stand independently. The vote on Item B was repeated, with the sub-items separated into distinct propositions.

**Question on Item Bi**

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - i. Develop an Operating Level Agreement (OLA) with REFM to clarify roles, responsibilities, and service level expectations.

CARRIED  
(Commissioners Coupar and Kirby-Yung opposed)

**Question on Item Bii**

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - ii. Seek additional funding to address the identified staff capacity issues.

CARRIED  
(Commissioner Coupar opposed)

**Question on Item Biii**

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - iii. Collaborate with REFM on their “Safely Improve Management of Building Assets” (SIMBA) project.

CARRIED  
(Commissioners Coupar and Kirby-Yung opposed)

**Question on Item Biv**

- B. THAT staff proceed with the following recommendations to improve service delivery, as outlined in this report:
  - iv. Link the Community Centre Association Implementation Manual with the REFM OLA to clarify roles, responsibilities and expectations in relation to facility maintenance work.

CARRIED  
(Commissioners Coupar and Kirby-Yung opposed)

**Question on Item C**

- C. THAT staff report back on the performance of the above initiatives in 2020 to determine if continuation of a shared services model is warranted.

CARRIED  
(Commissioners Coupar and Kirby-Yung opposed)

## **Recess**

The meeting recessed at 8:45 pm and resumed at 8:50 pm.

## **4. REPORT: Urban Forest Strategy: 2018 Update**

Dave Hutch, Manager of Research and Planning, Park Board, introduced Nick Page, Biologist, Park Board.

Mr. Page led the review of a presentation providing an update to the Urban Forest Strategy and highlighted:

- Goals and targets of the Urban Forest Strategy
- Status of the urban forest
- Urban forest patterns
- Canopy cover by neighbourhood
- Progress toward the tree planting target in the Greenest City Action Plan (GCAP)
- Park Board initiatives to support the Urban Forest Strategy
- Priority actions
- Next steps.

Mr. Page, along with Howard Normann, Director of Park Operations, Park Board, Malcolm Bromley, General Manager, Park Board, and Mr. Hutch, responded to questions from the Committee. There was discussion on: diversification of the species of street trees; confirmation that the Park Board is responsible for planting street trees in commercial areas; the ratio of trees obtained from the Park Board tree farm and purchased from independent nurseries; average number of street trees that are lost annually; concern with a potential decrease in the number of flowering street trees planted; whether land acquisition is required to increase the urban forest canopy by 22% by 2050; and use of diversification of tree species as a pest management approach.

MOVED by Commissioner Mackinnon  
SECONDED by Commissioner Wiebe

THAT the Vancouver Park Board receive, for information, the Urban Forest Strategy: 2018 Update as outlined in this report and attached as Appendix A, which will guide the Park Board's efforts to protect and manage Vancouver's urban forest on public lands.

CARRIED UNANIMOUSLY

## **Motion to Suspend Rules**

MOVED by Commissioner Mackinnon  
SECONDED by Commissioner Shum

THAT the Park Board Committee suspends the Park Board rules to allow the meeting to extend to 10:30 pm.

CARRIED UNANIMOUSLY

The Committee adjourned at 9:51 pm.

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Malcolm Bromley  
General Manager

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Commissioner Casey Crawford  
Chair



## REGULAR BOARD MEETING MEETING MINUTES

APRIL 30, 2018

The Regular Park Board meeting was held on Monday, April 30, 2018, at 9:57 pm, at the Park Board Office.

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

**GENERAL MANAGER'S OFFICE:** Malcolm Bromley, General Manager  
Shauna Wilton, Deputy General Manager  
Cheryl Chan, Manager, Executive Office and Board Relations  
Carol Lee, Meeting Clerk  
Jessica Kulchyski, Meeting Assistant

### WELCOME

The Chair acknowledged that the meeting is taking place on the traditional territory of the Musqueam, Squamish and Tsleil-Waututh First Nations. The meeting is being held on the land respectfully and with honour to each other, the land and the communities that the Commissioners serve. The Chair invited Commissioners to join him in committing to actions of reconciliation in their deliberations and decisions.

The Chair called for a moment of reflection upon recent tragedies in Humboldt, Toronto and most recently, in Nelson House, Manitoba.

### IN CAMERA

MOVED by Commissioner Coupar  
SECONDED by Commissioner Shum

THAT the Board will go into meetings next month, which are closed to the public, pursuant to Section 165.2(1) of the *Vancouver Charter*, to discuss matters related to paragraphs:

- (g) litigation or potential litigation affecting the City or Park Board;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (k) negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the City and Park Board if they were held in public.

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **1. Regular Board Meeting – April 16, 2018 (Reconvened April 17, 2018)**

MOVED by Commissioner Kirby-Yung  
SECONDED by Commissioner Coupar

THAT the Park Board minutes of the April 16, 2018 (Reconvened April 17, 2018) meeting be adopted as circulated.

CARRIED UNANIMOUSLY

## **COMMUNICATIONS**

The Board was advised that there were no communications of note.

## **COMMITTEE REPORT**

### **1. Report of the Park Board Committee – April 30, 2018**

The Board considered the report containing recommendations and actions taken by the Park Board Committee. Its items of business included:

1. REPORT: Vancouver Folk Music Festival – Licensed Area Expansion
2. REPORT: Volleyball BC Vancouver Open – Licensed Area Expansion
3. REPORT: Real Estate and Facilities Management Provision of Services to the Park Board
4. REPORT: Urban Forest Strategy: 2018 Update.

MOVED by Commissioner Evans  
SECONDED by Commissioner Coupar

THAT the Board approve the recommendations and actions taken by the Park Board Committee at its meeting of April 30, 2018, as contained in items 1 through 4.

CARRIED UNANIMOUSLY

## **STAFF REPORTS**

### **GENERAL MANAGER'S REPORT**

Malcolm Bromley, General Manager, Park Board, reported on:

- Park development:
  - Update on Stanley Park Drive paving project
  - Progress of installation of age-friendly fitness equipment at Memorial South Park
  - Public tender for the renewed playground and pathways for China Creek Park will be issued in June 2018
- Park planning and research:
  - Phase 3 of community and stakeholder engagement on VanPlay will commence in mid-May 2018 with an online survey
  - Water conservation projects at VanDusen Botanical Garden, Charleson Park waterfall and Lumberman's Arch spray park
  - Staff participation in Earth Day events at Everett Crowley Park
- Park operations:
  - Major clean-up and renovation of Habitat Island
  - Promotion of Move for Health month events
- Recreation:
  - Reconciliation in Action (RIA) event at Strathcona Community Centre on June 15, 2018
  - City-wide Youth Council survey on youth spaces and the needs and criteria for a space to be considered a youth space
- Council business:
  - Council will discuss and vote on the recommendations in the Cambie Corridor – Phase 3 report at the May 1, 2018 meeting
- Board briefing memos issued from April 16 to 30, 2018.

In response to a question regarding the timing of creek daylighting in Tatlow and Volunteer Parks, Mr. Bromley undertook to obtain and provide the information.

## **MOTIONS ON NOTICE**

### **1. Langara Golf Course Drainage Improvement Project**

Commissioner Kirby-Yung introduced the motion and noted the need to proceed with the Langara Golf Course drainage improvement project expeditiously to protect the asset and the golf revenues. Commissioner Kirby-Yung responded to questions from the Board.

## **Main Motion**

MOVED by Commissioner Kirby-Yung  
SECONDED by Commissioner Coupar

### WHEREAS:

1. As per the Vancouver Charter, the Park Board has exclusive jurisdiction and control over park land use in the City of Vancouver, including any structures, programs and activities, fees, and improvements that occur within designated parks;
2. The City's Procurement Policy states that contracts with values less than \$2,000,000 can be approved solely by the Park Board;
3. Langara Golf Course, a traditional-style course located on the south slope of Vancouver, is owned and operated by the Vancouver Board of Parks and Recreation;
4. Langara has earned the reputation of being one of the most unplayable golf courses in the winter months in the Lower Mainland due to prevalent drainage issues. An annual drop in rounds during the shoulder and winter seasons indicates many golfers choose to play other golf courses during the wetter portions of the year. Conversely, Langara is one of the busiest public courses in BC during the dry months of June through September. Rounds in July and August of 2017 were the highest in the last 5 years since a peak in 2013;
5. With the clubhouse located within 500 meters of the Langara-49th Avenue Station on the Canada Line (Skytrain), Langara is the only public and Park Board golf course in Vancouver that is readily accessible by public transit;
6. At the March 13, 2018, 2018 City Council meeting, a motion was passed asking the Park Board to explore options for alternate park uses of Langara Golf Course. Consideration of such a significant change in park use - should the Vancouver Park Board wish to undertake it - should be subject to robust public consultation. Further such consultation to be meaningful and thorough, would naturally take a substantial period of time, as would planning and implementation for any future use changes;
7. The Langara course continues to degrade and the Park Board has a responsibility to maintain the public assets under its care to avoid further resulting costs and degradation caused by delayed maintenance;
8. The completion of needed drainage work does not preclude future alternate park uses of Langara Golf Course;
9. The Green Fund ("Golf Reserve") is funded solely through player fees and collected expressly for golf course maintenance and improvements; and
10. The planned timing window for the remedial work is between April 1, 2018 and October 31, 2018. Delay of this work will impact annual Park Board revenues for 2018 as well as 2019.

THEREFORE BE IT RESOLVED:

- A. THAT the Vancouver Park Board enter into a contract with NMP Golf Construction Inc., not to exceed \$2,000,000 to complete the first half of the necessary drainage upgrades to Langara Golf Course outlined in the staff report and recommendation of March 1, 2018, to be funded through the Park Board, Green Fund ("Golf Reserve", the "Reserve") as approved in the 2018 Capital Budget;
- B. FURTHER THAT the Park Board General Manager be authorized to execute on behalf of the Park Board the contract contemplated by Recommendation A; and
- C. THAT no legal rights or obligations will be created by the Park Board's adoption of Recommendations A and B above, until the contract is executed by the authorized signatories of the Park Board as set out in these Recommendations.

**Motion to Suspend Rules**

MOVED by Commissioner Kirby-Yung  
SECONDED by Commissioner Coupar

THAT the Park Board Committee suspends the Park Board rules to allow the meeting to extend to 10:45 pm.

CARRIED UNANIMOUSLY

**Motion to Defer**

MOVED by Commissioner Evans  
SECONDED by Commissioner Mackinnon

THAT the motion be deferred to the June 18, 2018 meeting.

DEFEATED  
(Commissioners Evans, Mackinnon and Shum voted in support)

### **Amendment to the Main Motion**

MOVED by Commissioner Evans  
SECONDED by Commissioner Shum

THAT Item A be amended to:

- A. THAT, if feasible, the Vancouver Park Board enter into a contract with NMP Golf Construction Inc., not to exceed \$2,000,000 to complete the first half of the necessary drainage upgrades to Langara Golf Course outlined in the staff report and recommendation of March 1, 2018, to be funded through the Park Board, Green Fund ("Golf Reserve", the "Reserve") as approved in the 2018 Capital Budget.

CARRIED  
(Commissioners Coupar and Kirby-Yung opposed)

### **Question on the Main Motion, as Amended**

THEREFORE BE IT RESOLVED:

- A. THAT, if feasible, the Vancouver Park Board enter into a contract with NMP Golf Construction Inc., not to exceed \$2,000,000 to complete the first half of the necessary drainage upgrades to Langara Golf Course outlined in the staff report and recommendation of March 1, 2018, to be funded through the Park Board, Green Fund ("Golf Reserve", the "Reserve") as approved in the 2018 Capital Budget;
- B. FURTHER THAT the Park Board General Manager be authorized to execute on behalf of the Park Board the contract contemplated by Recommendation A; and
- C. THAT no legal rights or obligations will be created by the Park Board's adoption of Recommendations A and B above, until the contract is executed by the authorized signatories of the Park Board as set out in these Recommendations.

CARRIED  
(Commissioner Evans opposed)

### **ENQUIRIES**

1. A Board member questioned the reason for the delay in the opening time of Kits Pool from 7:00 a.m. to 12:00 pm for the period from May 20, 2018 to June 8, 2018. Malcolm Bromley, General Manager, Park Board, undertook to request Donnie Rosa, Director of Recreation, Park Board, to investigate and report back.
2. A Board member enquired regarding the expected timing of the issuance of the development and building permits for the Smithe and Richards Park. Mr. Bromley advised that he would investigate and report back.
3. A Board member requested that a public statement be released clarifying the Park Board's role in BC Hydro's review process regarding the potential location of a sub-station beneath Nelson Park. Mr. Bromley reported that a statement had been issued

clarifying the sequence of events. Mr. Bromley will consult with Margo Harper, Manager, Communications, Park Board, regarding the reissuance of the statement to address the public confusion.

4. A Board member enquired regarding the amount to be invoiced to the 4/20 event organizers and timing of the issuance of the invoice. Mr. Bromley reported that the costs are being assessed and Commissioners would be advised of the amount and the date of the invoice when it is issued.
5. A Board member commented on the increasing demand for park space for community events and the need to consider potential conflicts and competing interests when considering the issuance of permits. Mr. Bromley advised that front line staff attempts to accommodate all groups to the best of their ability and invited Commissioners to refer any requests for assistance in obtaining a special event permit to his office.
6. A Board member expressed concern regarding the speed of cyclists on the English Bay seawall and the level of noise emanating from the area, disturbing residents in the evening. Mr. Bromley undertook to investigate and report back on possible solutions to both issues.
7. A Board member enquired regarding the booking of a park location for a two-day special event, which resulting in a one-day booking being denied. One of the two days that was booked was not used. Mr. Bromley suggested that situations of this nature be brought to his attention to allow follow-up with a group that does not use a space that it has booked, as there are consequences to this behaviour.
8. A Board member enquired regarding actions being taken to prevent public entry to Habitat Island, due to the current liability posed by the decayed wildlife pole. Howard Normann, Director of Park Operations, Park Board, reported that signs have been posted, a fence has been erected and Park Rangers have been monitoring the site, however preventing public access continues to be a challenge. The pole will be removed as soon as the Northern Flicker nest is no longer active, likely in the next three to four weeks.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned.

The Board adjourned at 10:38 pm.

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Malcolm Bromley  
General Manager

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Commissioner Stuart Mackinnon  
Chair