



VANCOUVER
BOARD OF
PARKS AND
RECREATION

September 1, 2023

MEMO TO : Park Board Commissioners
FROM : Acting Manager, Executive Office & Board Relations
SUBJECT : **2023 Board Meeting Schedule Change**

Dear Commissioners,

At the Board meeting on November 14, 2022, the Board approved the [2023 Meeting Schedule](#). Per Section 3.4 of the Park Board's [Procedure By-law](#), the Board may resolve to cancel or change the date of any meeting.

The Park Board Special Budget meeting is currently scheduled for Monday, December 4, 2023, and the Council Special Budget meeting is scheduled for Tuesday, December 5, 2023. Staff would like to reschedule the Board's Special Budget meeting to Tuesday, November 28, 2023, to provide Park Board staff additional time to finalize the budget in advance of presenting to Council on December 5.

The time on November 28, 2023, is currently held in Commissioner's calendars as a meeting reserve in accordance with the approved [2023 Meeting Schedule](#).

RECOMMENDATION:

THAT the Special Budget meeting scheduled for Monday, December 4, 2023, be rescheduled to Tuesday, November 28, 2023.

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Regards,

Denise Swanston (*she/her*)
Acting Manager, Executive Office & Board Relations

/ds/jk

Copy to: PB Leadership Team
PB Communications