
MEMORANDUM

December 7, 2022

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Rosemary Hagiwara, Acting City Clerk
Teresa Jong, Administration Services Manager, City Manager's Office
Maria Pontikis, Chief Communications Officer, CEC
Kareem Allam, Chief of Staff, Mayor's Office
Trevor Ford, Director of Operations, Mayor's Office
David Grewal, Senior Advisor, Mayor's Office
Donnie Rosa, General Manager, Parks Board
Julia Aspinall, Director Financial Services

FROM: Patrice Impey
General Manager, Finance, Risk and Supply Chain Management

SUBJECT: 2023 Park Board Chair and Commissioner Remuneration and Expenses

Dear Board of Parks and Recreation,

Purpose

This memo outlines the changes in 2023 remuneration and expense reimbursement for Park Board Chair and Commissioners in accordance with

- Bylaw No. 11484 "Park Board Remuneration" and
- Bylaw No. 7336 "Commissioners of the Park Board Expenses".

Background

On April 5, 2016, Bylaw No. 11484, "Park Board Remuneration" was enacted to establish the base salaries for the Park Board Commissioners and Park Board Chair. The Bylaw provided for annual adjustment to the Chair and Commissioner salaries based on the change in the Consumer Price Index for Vancouver (All items) over the twelve months ending on October 31 of the previous year.

On September 13, 1994, Bylaw No. 7336 "Commissioners of the Park Board Expenses" was enacted to provide for payment to the Commissioners for expenses incurred in the course of their duties.

ANNUAL ADJUSTMENT

Annual Salaries

The annual adjustment to Commissioners' salaries for 2023 is 7.3% representing the increase in the CPI for Vancouver for twelve months ended October 2022. The adjusted salaries for Park Board Chair and Commissioners are as follows:

	2023	2022
Chair	\$ 25,138.95	\$ 23,428.65
Commissioners	\$ 20,111.65	\$ 18,743.38

Reimbursement of Expenses

Bylaw No. 7336 establishes the guidelines for reimbursement of expenses to PB Chair and / or Commissioners as follows:

1. Expenses incurred while;
 - a. representing the Park Board,
 - b. engaging in Park Board business, or
 - c. attending a course, meeting or convention
2. Where the expenses relate to activities inside the boundaries of the Greater Vancouver Regional District, the reimbursement is provided for the attendance fees or the cost of the course, meeting or convention registration
3. Where the expenses related to activities outside the boundaries of the Greater Vancouver Regional District, the reimbursement is provided for:
 - a. cost of transportation and accommodation,
 - b. attendance fees or the cost of the course, meeting or convention registration, and,
 - c. an allowance of \$50 per day where the travel is within North America (to be paid in US currency where the travel is outside of Canada) and \$65 per day, in US currency, where the travel is outside of North America.

IMPACT ON 2023 OPERATING BUDGET

The above adjustments in base salaries and any expense reimbursement(s) for the PB Chair and Commissioners, effective January 1, 2023, are included in the 2023 Operating Budget.

If you require additional information, please contact me at 604-873-7610.

Sincerely,

Patrice Impey
General Manager, Finance, Risk and Supply Chain Management
604.873.7610 | patrice.impey@vancouver.ca

PB COMMISSIONERS AND PB CHAIR				
Effective January 1, 2023				
PARK BOARD CHAIR	2023	2022	\$ Change	
Annual Salary	\$ 25,138.95	\$ 23,428.65	\$	1,710.29
Bi-Weekly Salary	\$ 963.58	\$ 898.03	\$	65.56
PARK BOARD COMMISSIONERS				
Annual Salary	\$ 20,111.65	\$ 18,743.38	\$	1,368.27
Bi-Weekly Salary	\$ 770.89	\$ 718.44	\$	52.45