



March 28, 2023

MEMO TO : Park Board Commissioners  
FROM : General Manager, Board of Parks and Recreation  
SUBJECT : **Enquiries to Staff – Board Briefing Memo**

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Dear Commissioners,

The purpose of this memo is to outline the ways Commissioners may communicate with staff to seek answers and provide direction. All information in this memo is available on the [Commissioner's SharePoint page](#).

#### **ENQUIRIES** – [Procedure By-law](#), Section 12

“Enquiries” refers to a section on the **Regular Board Meeting Agenda** at which point Commissioners may ask questions of staff, or request information about items not on the meeting agenda, and that would otherwise not require a Members’ Motion. As these items are not related to anything on the agenda, staff do not answer them on the spot. Enquiries are to be submitted **in writing** by emailing them to [pbgmo@vancouver.ca](mailto:pbgmo@vancouver.ca) and the Chair at (or immediately following) the Regular Board Meeting at which the Commissioner intends to pose the question.

Enquiries are not to include any argument, opinion or facts beyond those necessary by way of explanation.

Replies from staff will be written, factual, limited to the terms of the question, and where possible, will be included in the meeting materials of the next Regular Board Meeting and posted to the Vancouver Park Board website. If the issue is time sensitive, responses will be provided as soon as feasible.

#### **MEMBERS’ MOTIONS** – Procedure By-law, Section 7

Commissioners can bring forward a motion for consideration by the Board via the following process:

1. Send **draft member motion** for staff review, four weeks in advance of when Notice of the Motion is to be called.
  - This is to ensure staff have adequate time to review and provide feedback.
2. **Notice of Member Motion:** Notice of a motion, including the wording of the motion, must be provided in advance of the motion being considered by the Board. This is done by providing notice at a Regular Board meeting.

The content of the motion (not preamble) must also be provided at that time and will be included in the Minutes. That motion is the same as what will appear on the future agenda (i.e. no changes can be made between when notice has been called and the motion appears on the agenda.)



### 3. Motion is added to future agenda

Example: A Commissioner provides Notice of Motion at the Regular Board Meeting on March 27; discussion, debate on the motion would take place at the subsequent Regular Board Meeting of April 24.

#### **URGENT BUSINESS** – Procedure By-law, Section 7.7 & 7.8

“Urgent Business” refers to a section on the **Regular Board Meeting Agenda** under “Other Business”, and is defined as “business that requires the urgent attention of the Board in connection with public health or safety, a financial or legal matter of significance to the Vancouver Park Board, or a request for a leave of absence”.

Any Commissioner may move a motion at a Regular Board Meeting as Urgent Business. It is up to the Chair to then rule if the motion brought forward can be considered as Urgent Business. If the item is deemed urgent, the Board must deal with the motion at the same meeting. If the item is not deemed urgent, it would be treated as a Member’s Motion.

- e.g. A Commissioner brings forward an urgent motion on March 6; the Chair rules the motion as not urgent. The motion would then appear on the subsequent Board agenda of March 27.

#### **QUESTIONS OUTSIDE MEETINGS**

In order to promote transparent governance, it is recommended that Commissioners seek to interact with staff in the ways outlined above (Enquiries and Motions). However, it is recognized that it may not always be feasible to wait for the above options. Any ad hoc questions that cannot be dealt with by the methods outlined above can be emailed to [pbgmo@vancouver.ca](mailto:pbgmo@vancouver.ca). Staff will incorporate these responses to above-noted enquiry responses, as appropriate.

If you have any questions, please reach out to Denise Swanston, Acting Manager of Executive Office & Board Relations at [denise.swanston@vancouver.ca](mailto:denise.swanston@vancouver.ca).

Regards,

A handwritten signature in black ink, appearing to read "Donnie Rosa".

Donnie Rosa (*they/she*)  
General Manager - Parks and Recreation

/ds/jk

Copy to: PB Leadership Team