



January 27, 2023

MEMO TO : Park Board Commissioners

FROM : Donnie Rosa - General Manager, Parks and Recreation

SUBJECT : **Lifting the Moratorium on New Commercial Initiatives in Vancouver Parks Motion Update – Board Briefing Memo**

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Dear Commissioners,

On December 5, 2022, the Board unanimously approved a motion titled [“Lifting the Moratorium on New Commercial Initiatives in Vancouver Parks”](#), which contained two separate resolutions. The purpose of this memo is to report back to you on the second of these two resolutions. Specifically:

*FURTHER THAT the Board direct staff to report back by the end of January 2023 regarding the current status of the Special Event Guidelines, including a timeline for presentation of updated Special Event Guidelines to the Board for the Board’s review and consideration.*

Staff were directed by the Park Board on May 13, 2019, to update the organization’s Special Event Guidelines. After receiving the Board’s direction, staff completed some initial work in late 2019, which included:

- Initial project scoping (key issues to be addressed, defining what success would look like, etc.);
- Preliminary assessment/mapping out the project approach and methodology, resourcing, and timelines;
- Background research/document review (while the majority of the Park Board’s terms/conditions, practices, and policies are contained within the Board’s existing Special Event Guidelines framework, there are references to special event policies in other resources that needed to be reconciled); and
- Some comparative research on other jurisdictions.

With the onset of the pandemic in early 2020, all activity on this initiative was paused. Since then, this project has been regularly flagged for action during annual planning discussions but has not been advanced due to organizational capacity and resourcing constraints.

Once resourced and the project initiated, staff estimate that it will take approximately 10 to 12 months to complete the updated Special Event Guidelines, at which time they would be presented to the Board for their review and consideration.



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BOARD OF  
PARKS AND  
RECREATION

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Please contact me at your convenience should you have any questions and/or require additional information.

Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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

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Copy to: PB Leadership Team  
PB Business Development  
PB Communications