



VANCOUVER  
BOARD OF  
PARKS AND  
RECREATION

December 19, 2017

MEMO TO : Park Board Commissioners  
FROM : Laurie Clarke, Foundation Development Consultant  
SUBJECT : **Vancouver Parks and Recreation Foundation**

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Dear Park Board Commissioners:

I am writing to thank you once again for taking the time to meet and discuss the important key considerations and next steps in enabling the successful launch of the Vancouver Parks and Recreation Foundation.

Each Commissioner added thoughtful, personal and valuable perspectives to the discussion. All shared optimism that the Foundation, properly constituted and governed, would provide a vehicle for promoting key priorities of the Vancouver Board of Parks and Recreation to potential donors including individuals, organizations and community groups with aligned missions and values.

Park Board staff has executed much of the organizational work required in establishing a Foundation, including preparation of benchmarked Gift Acceptance, Donor Recognition and Investment Policies, along with documentation submitted to the CRA for obtaining charitable registration.

Going forward, some areas to be addressed include:

- Strategic fundraising priorities.
- Constitution and Bylaws.
- Appointment of Foundation Directors.
- Appointment of Foundation Executive Director.

Commissioners agreed that a working session to review the topics stated above would be beneficial as we prepare for the launch of the Foundation. We are working with Cheryl to schedule this session early in the New Year.

Regards,

Laurie Clarke  
Foundation Development Consultant

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Copy to: PB Senior Management Team  
PB Communications  
Project Team