

**From:** Park Board GM's Office  
**To:** PB Commissioners  
**Cc:** PB SLT (Senior Leadership Team) - DL; PB Communications  
**Subject:** Park Board In Person Meetings - COVID-19 Protocols  
**Date:** Friday, October 01, 2021 5:26:12 PM

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Hello Commissioners,

As some concerns have been raised regarding the COVID-19 health and safety protocols implemented for the Park Board meetings, especially in light of the rising case counts, I wanted to outline the measures that have been taken so far and invite you to share any further recommendations you have to support a safe workplace for all.

We have been monitoring Provincial Health Orders and WorkSafe BC guidelines very closely to ensure we are following all COVID-19 safety protocols to protect the health and safety of Commissioners, staff and the public. Although indoor gatherings are currently permitted without any distancing or physical barrier requirements, we have implemented some tighter restrictions for Board meetings. Those measures include:

- Park Board Administration Building remains secured 24/7, with public and visitor access tracked and monitored;
  - o masks are to be worn in all common areas, including to/from designated workspaces;
  - o meeting rooms and common areas are cleaned / disinfected regularly (pre & post meetings);
- Members of the public are encouraged to watch the meeting online, with registered speakers participating by phone;
- Boardroom access is limited to Commissioners, GM (or designate) and meeting staff only to limit exposure in this protected workspace;
  - o all other staff will attend remotely (via video or phone conference);
- Members of the public attending in person must remain in assigned seating in the lobby areas and wear a mask the entire time (except when called to speak to the Board);
- Registered speakers will only be allowed in the boardroom when it is their time to speak:
  - o they may remove their mask only when speaking/responding to questions;
  - o they will only be permitted to access the podium area by the entrance;
  - o they will be instructed to not touch or move the microphone or podium;
  - o they will be asked to leave the room and return to their seat once done.
- A Park Ranger (or security staff) will be onsite during meetings when there are members of the public present.

In addition to the above measures that were implemented for the Sep 27 meeting, we will be removing the 2 presenter chairs to create additional space between Commissioners around the table. We can also make arrangements for some Commissioners to participate from separate tables within the boardroom if preferred – this would require bringing their laptops and participating via Webex since the control panels cannot be moved from the main board table.

Some other options that we are re-exploring for future meetings (will not be in place for Oct 4), are free-standing mobile dividers between seats and potentially some custom table-top dividers. We are also consulting with City Legal on options for requiring proof of vaccination from anyone attending a board meeting in person (staff and Commissioners), unless they wear a mask at all times. At this time, we can advise that all staff attending in person are fully vaccinated.

Please let me know if you have any concerns or suggestions for additional safety measures we could implement.

Thanks,

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**Cheryl Chan** (*she/her*)

Manager, Executive Office & Board Relations

Office of the General Manager

Vancouver Park Board

2099 Beach Avenue

Vancouver, BC V6G 1Z4

t: 604.257.8451 m: 604.313.0629

e: [Cheryl.Chan@vancouver.ca](mailto:Cheryl.Chan@vancouver.ca)

*I respectfully acknowledge that I live, work, and play in the traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwataʔ (Tsleil-Waututh) Coast Salish peoples.*