



Date February 06, 2002

**TO: Board Members - Parks and Recreation**  
**FROM: Commissioner Dianne Ledingham**  
**SUBJECT: Procedure By-Law**

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## **RECOMMENDATION**

*To receive the attached Committee report for information prior to consideration of the revised Procedure By-Law.*

## **POLICY**

The Board of Parks and Recreation enacted a revised "Procedure By-Law" in 1995. The Board applies this by-law to all meetings and committees to govern the conduct of business.

## **BACKGROUND**

The committee appointed to undertake a general revision of the Procedure By-Law reports that they have met with the General Manager to discuss the present rules, and to propose changes to the Procedure By-Law to facilitate progress.

## **DISCUSSION**

Proposed changes were reviewed with the former City Clerk, the current City Clerk, and staff from the City Legal Department. These changes comply with the parliamentary authority, Robert's Rules of Order Newly Revised and are intended to enable the Board, with due regard for every member's opinion, to arrive at the general will of the Board after debate on the questions before the Board. The proposed changes are intended to clarify, to ensure consistency, to reflect practice and to conform to the Vancouver Charter. The revisions continue to reflect the rules of the Council of the City of Vancouver where applicable.

Contd...../2

The committee also prepared a pamphlet titled “Communicating with the Vancouver Board of Parks and Recreation” for distribution to the public highlighting how to communicate with the Board and staff. This document advises on scheduled Board meetings, proceedings, delegation guidelines and other methods for the public to share their concerns and ideas or to get involved in Park Board services.

## **SUMMARY**

The committee has reviewed the Procedure By-Law, consulted with a parliamentary authority and has approved the revised By-Law prepared by the City Legal staff. A motion to amend the existing procedure by-law will be considered by the Board to revise the by-laws as approved by this committee.

Prepared by:

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SM/jc