



October 20, 2017

**TO:** Park Board Chair and Commissioners  
**FROM:** General Manager - Vancouver Board of Parks and Recreation  
**SUBJECT:** Park Board Meeting Dates - 2018 Proposed Schedule

**RECOMMENDATION**

THAT the Vancouver Park Board approve the Committee and Regular Board meeting dates for 2018 as outlined below, with Committee meetings commencing at 6:30pm and Regular Board meetings immediately following:

January 15 January 29	February 19	March 12
April 16 April 30	May 14	June 4 June 18
July 09 July 23	August BREAK	September 17
October 1 October 29	November 05* November 19	December 03 December 17

AND FURTHER THAT the Vancouver Park Board reserve every Tuesday evening following the above-noted meeting dates, commencing at 6:00pm, for In Camera meetings as needed and to reconvene any recessed Committee or Regular Board meetings.

*\* Inaugural Board Meeting*

**POLICY**

As per the Vancouver Park Board *Procedure By-Laws*, the Board shall hold regular meetings on such dates and at such times as the Board by resolution determines.

**BACKGROUND**

Park Board Committee and Regular Board meetings have typically been held on Monday evenings commencing at 7:00pm (Committee followed by Regular Board) on a bi-weekly basis, except when impacted by statutory holidays and other seasonal breaks. To facilitate the coordination and timing of cross-departmental projects and reporting, Park Board meetings are scheduled to align with the City of Vancouver’s Regular Council meeting dates whenever possible.

On multiple occasions during the current Park Board term, in order to complete Board business, public meetings were either extended past the 10:00pm adjournment time or recessed and reconvened on a future date. Late evenings and unscheduled changes can be very disruptive to all participants, as well as to members of the public and media viewing the proceedings.

## DISCUSSION

In order to provide sufficient time to address Park Board business without needing to extend meetings past the 10:00pm adjournment time, staff propose starting Committee meetings one hour earlier at 6:30pm. Staff also propose reserving every Tuesday evening following each scheduled Park Board meeting for the reconvening of any recessed meetings. Should the Board need to meet In Camera, these meetings will be scheduled to precede or immediately follow public meetings held on either Monday or Tuesday evenings whenever possible.

Additionally, to facilitate the scheduling of any additional meetings that may be required, staff propose the weeks of February 5-9 and April 9-13 be held as reserve.

The calendar in Appendix A reflects the proposed Park Board Meeting Dates, reserve dates, and the [approved Regular Council meeting dates](#) for 2018.

## SUMMARY

Staff propose the above noted dates as the schedule for the Committee and Regular Board meetings for 2018.

General Manager's Office  
Vancouver Board of Parks and Recreation  
Vancouver, BC

/clc

Park Board Committee & Regular Board Meeting Calendar - 2018



Vancouver Board of Parks and Recreation

2018

- Committee/Regular Board Meeting (6:30pm)
- Regular Council Meeting
- Committee/Regular Board Meeting Reserve

January							February						March							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
April							May						June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
July							August						September							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	2	3	4	5	6	7	8	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	9	10	11	12	13	14	15
15	16	17	18	19	20	21	12	13	14	15	16	17	18	16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	23	24	25	26	27	28	29
29	30	31					26	27	28	29	30	31	1	30						
October							November						December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	2	3	4	5	6	7	8
7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15
14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22
21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29
28	29	30	31				25	26	27	28	29	30	1	30	31	1	2	3	4	5

Stat Holidays

Other Dates