



October 4, 2021

**TO:** Park Board Chair and Commissioners  
**FROM:** General Manager – Vancouver Board of Parks and Recreation  
**SUBJECT:** Park Board Meetings - 2022 Schedule

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## RECOMMENDATION

THAT the Vancouver Park Board approve the 2022 meeting dates as outlined below, with the meetings open to the public commencing at 6:30pm, except for the Inaugural Board meeting that commences at 7pm, and with Regular Board meetings to immediately follow Board Committee meetings (when scheduled):

January 24	February 07 February 28	March 28
April 11 April 25	May 16	June 06 June 20
July 04 July 18	August BREAK	<i>No meetings per Procedure By-law</i>
October 24	<i>November 07 (Inaugural)</i> November 14	December 05

AND FURTHER THAT the Park Board reserve the hour prior to each public meeting for an In Camera meeting should it be required, and reserve every Tuesday evening following the above-noted meeting dates, commencing at 5:30pm, should any meetings need to be reconvened or rescheduled.

## BOARD POLICY

As per the Park Board [Procedure By-Law](#):

- 3.1 The General Manager shall recommend a schedule of Regular Board Meetings and Board Committee Meetings for consideration by the Board in the fourth quarter of each year for the ensuing calendar year.
- 3.2 Upon approval by a resolution of the Board, the General Manager shall publish the annual schedule of Regular Board Meetings and Board Committee Meetings on the Vancouver Park Board website.
- 3.3 In the year of a general local election, no meetings shall be held between the last day of the nomination period and general voting day.
- 4.1 The General Manager shall convene the Inaugural Board Meeting at 7:00 pm on the first Monday after November 1 following the election of the Commissioners.

- 5.3 Commissioners are expected to attend all meetings of the Board or Board Committee in person, except as provided in “Section 16 – Electronic Meetings”.

## **BACKGROUND**

Park Board Committee and Regular Board meetings are open to the public and are typically held on Monday evenings, once or twice a month, depending on when statutory holidays, special events, or other seasonal breaks occur. To facilitate the coordination and timing of cross-departmental projects and reporting, Park Board meetings are generally scheduled to align with City of Vancouver Council meeting dates when practical.

Since 2018, the annually scheduled public meetings have commenced at 6:30pm, generally starting with a Board Committee meeting followed by a Regular Board meeting. The Board Committee is comprised of all Commissioners and these meetings are scheduled to permit members of the public an opportunity to speak on report recommendations being presented for Board consideration. When a Board Committee meeting is not needed, the Regular Board meeting will convene at 6:30pm.

Unless otherwise stated in the meeting notice, or if extended by Board resolution, all meetings of the Board will adjourn by 10:00pm. Tuesday evenings following each scheduled meeting are typically held as reserve from 5:30pm to 10:00pm to convene any recessed or rescheduled meetings. When needed, In Camera meetings (meetings closed to the public as per the criteria set in [Section 165.2\(1\)](#) of the [Vancouver Charter](#)), are generally held at 5:30pm on the same evening the public meetings are scheduled, but may be scheduled at other times with at least 48 hours notice provided.

Meetings of the Board are held at the Park Board Administration Building unless otherwise stated on the meeting notice, and Commissioners are expected to attend in person whenever possible. On October 4, 2021, the Board updated the Procedure By-Law to allow Commissioners to hold and attend meetings by electronic means when they are unable to attend in person. The bylaw had also been updated in April 2021 so that members of the public could participate by electronic means.

## **DISCUSSION**

The calendar in Appendix A reflects the proposed 2022 Park Board meeting schedule and reserve dates, and includes the aligned Council meeting dates for reference purposes only. As a general local election will be held in October 2022, no meetings have been scheduled between the last day of the nomination period (Sep 9) and the general voting day (Oct 15), as per Section 3.3 of the Procedure By-law. The Inaugural Board Meeting is also included for reference, with the date and time of this meeting established per Section 4.1 of the Procedure By-Law.

In order to provide sufficient time to address all business before the Board and to reduce the need to extend meetings past the set adjournment time, staff recommend continuing with the 6:30pm start time for public meetings, with Board Committee business to be completed first (when needed), followed by a Regular Board meeting.

It is also recommended that Commissioners continue to reserve each Tuesday evening following each scheduled meeting for any recessed or rescheduled meetings. Should the Board need to

meet In Camera, these meetings will be scheduled to precede public meetings held on either Monday or Tuesday evenings whenever possible.

**SUMMARY**

Staff propose the dates outlined in the Recommendation be approved as the annual schedule for the Regular Board and Board Committee meetings for 2022.

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

Prepared by:  
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/clc

Park Board Meetings - 2022 Schedule



Vancouver Board of Parks and Recreation

2022

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

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	30	31	1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
<small>Jan 1 - New Year's Day (observed Jan 3)</small>							<small>Feb 21 - Family Day</small>							<small>Mar 14-25 - Spring Break</small>						
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	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
<small>Apr 15 - Good Friday Apr 18 - Easter Monday</small>							<small>May 23 - Victoria Day</small>													
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	31	1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
<small>Jul 1 - Canada Day</small>							<small>Aug 1 - BC Day</small>							<small>Sep 5 - Labour Day; Sep 30 - Day of Truth &amp; Reconciliation</small>						
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	30	31	1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
<small>Oct 10 - Thanksgiving Oct 15 - Election Day</small>							<small>Nov 7 - Inaugural Nov 11 - Remembrance Day</small>							<small>Dec 26 &amp; 27 - Christmas Day &amp; Boxing Day (observed) Dec 28 - 30 - CoV/PB Closed</small>						

Stat Holidays (observed)      Notable Dates

Park Board Meeting: October 18, 2021