



## Park Board Meetings COVID-19 Health Protocols – Call-in Speakers 2099 Beach Avenue

In response to the global COVID-19 pandemic, the Province of British Columbia declared a province-wide state of emergency on March 18, 2020. Local governments, including the Vancouver Park Board, must conduct business in accordance with public health advisories, and the threat of COVID-19 to the health and safety of both employees and members of the public has resulted in necessary limitations in public participation.

Park Board meetings are available to watch both live and on demand online. We encourage members of the public and speakers to watch meetings online if possible as access to the Park Board Administration Building will be restricted to ensure COVID-19 health protocols are maintained. Those who register to speak on a matter before the Board will be provided with instructions to call in to the meeting. There is also the option to attend in-person, but space is limited and specific [COVID-19 health protocols for Park Board meetings](#) must be followed.

### **Call-in Speaker Process:**

1. All speaker requests must be received by noon on the day of the meeting ([sign-up to speak online](#) or email [pbmeetings@vancouver.ca](mailto:pbmeetings@vancouver.ca)).
2. Call-in details and instructions will be provided to registered speakers on the day of the meeting, after speaker sign-up has closed.
3. Speakers should [watch online](#) to follow the meeting progress (or check the Park Board twitter account [@ParkBoard](#) for periodic updates). If unable to watch the meeting online, please contact [pbmeetings@vancouver.ca](mailto:pbmeetings@vancouver.ca) in advance to discuss other options.
4. The Chair will announce when the Board is ready to hear from speakers, and then will call a brief recess to allow time for the speakers to call-in as per the instructions provided.
5. Once all call-in speakers are registered, they will be able to listen to the meeting proceedings live directly on the call.
6. The Chair will announce the next speaker by name & number, at which time the speaker will be unmuted and invited to state their name, who they are representing (e.g. self or organization), and what their position is on the topic. Speakers have 5 minutes (unless this time is adjusted by the Board).
7. Speakers should remain on the line in case there are any questions from Commissioners.
8. Once done, speakers then hang-up from the conference call and can resume watching the board meeting online.

Please note that as outlined in Section 15.6 of the [Park Board Procedure By-law](#), all speakers must maintain a respectful dialogue and refrain from behaviour that can be interpreted as offensive, malicious, intimidating, ostracizing, insulting, or humiliating.