

**SUBJECT: STANDING COMMITTEES**

**CONSIDERATION:**

- A. THAT the Board approve two standing committees, each comprised of all Commissioners**
- B. THAT the committees be named:
  - i. Community Services & Budgets**
  - ii. Planning & Environment****
- C. THAT the Board name the Chairs of the Standing Committees.**
- D. THAT delegations wishing to appear before the Board be referred to the appropriate Committee.**
- E. THAT approval of the Chair be required for any delegations wishing to appear before a regular Board meeting.**
- F. THAT the time and date for Standing Committee meetings be approved as stated in this report.**
- G. THAT the regular Board meeting time be changed to 7:30 P.M.**

**POLICY**

The Board's Procedures Bylaw provides for structuring committees. (Appendix A).

**BACKGROUND**

The Board presently has four standing committees as follows:

1. Finance/Administration/Human Resources
2. Income Operations/Marketing/Public Affairs
3. Planning/Environmental Initiatives/ Operations
4. Recreation Services

These committees have operated on an informal basis and without minutes of the meetings being taken. The Board Chair has indicated that there is a need to organize a more structured process that better deals with delegations and access of the public to committee meetings.

## **DISCUSSION**

This report recommends that a consolidation of the four existing standing committees into two as well as all Commissioners being members of each committee. This better facilitates a formal committee process. One committee would be called Community Services and Budgets. This committee would deal with the operational and maintenance issues of the system (recreation, parks, administration, income operations etc.). Also financial matters pertaining to budgets, fees and changes etc. would be dealt with. The other committee would be called Planning and Environment. It would deal with all matters pertaining to expansion of the system, strategic planning, major changes to the system, development, environmental issues and initiatives etc.

Presently delegations wishing to appear before the Board do so at a regular Board meeting. With the implementation of the new committee structure, all delegation requests would be referred to the appropriate Committee (as is done at Council). Delegations wishing to appear at a regular Board Meeting subsequent to the Committee appearance, would require approval of the Board Chair.

The Standing Committees would deal with all matters referred to them by the Board and report back with their recommendations. Committee agendas would be set by the Committee Chair and would generally be sent out ten days prior to the scheduled meetings. Reports from the Committees would normally go to the Board meeting of the following week.

It is recommended that Committee meetings be held on the same Mondays that regular Board meetings are held. The Committee meetings would start at 3:00 P.M. whereas the regular Board meetings would be changed from 7:00 p.m. starting time to 7:30 P.M. This would allow a reasonable break between the meetings. Also, the Committees would alternate their meetings, such that only one Committee would meet on any given Monday. (See attached schedule).

In order to change the present Standing Committee arrangement a two-thirds majority vote of the Board is required. This also applies to giving the Board Chair the right of approving delegations requests for regular Board meetings.

Prepared by:  
General Manager's Office  
Board of Parks and Recreation  
City of Vancouver  
VK/jc

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<b>PROPOSED COMMITTEE MEETINGS</b>	
March 24, 1997	COMMUNITY SERVICES & BUDGETS
April 7, 1997	PLANNING & ENVIRONMENT

April 21, 1997	COMMUNITY SERVICES & BUDGETS
May 5, 1997	PLANNING & ENVIRONMENT
May 12, 1997	COMMUNITY SERVICES & BUDGETS
May 26, 1997	PLANNING & ENVIRONMENT
June 2, 1997	COMMUNITY SERVICES & BUDGETS
June 16, 1997	PLANNING & ENVIRONMENT
June 23, 1997	COMMUNITY SERVICES & BUDGETS
July 7, 1997	PLANNING & ENVIRONMENT
July 21, 1997	COMMUNITY SERVICES & BUDGETS
July 28, 1997	PLANNING & ENVIRONMENT
AUGUST	RECESS
September 8, 1997	COMMUNITY SERVICES & BUDGETS
September 22, 1997	PLANNING & ENVIRONMENT
October 6, 1997	COMMUNITY SERVICES & BUDGETS
October 27, 1997	PLANNING & ENVIRONMENT
November 3, 1997	COMMUNITY SERVICES & BUDGETS
November 17, 1997	PLANNING & ENVIRONMENT
December 1, 1997	COMMUNITY SERVICES & BUDGETS
December 8, 1997	PLANNING & ENVIRONMENT

**FOR A COPY OF APPENDIX A CONTACT  
BARBARA OR JULIE AT 257-8448**