



September 25, 2018

**TO:** Park Board Chair and Commissioners  
**FROM:** General Manager – Vancouver Board of Parks and Recreation  
**SUBJECT:** Park Board Procedure By-law Update

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## RECOMMENDATION

- A. THAT the Vancouver Park Board approve the repeal and replacement of the Park Board Procedure By-law, as set out in Appendix A of this report, which has been updated to reflect current practices, provide clarity on meeting procedures, support efficient processes, and improve the organization and readability of the document; and
- B. THAT the Director of Legal Services be instructed to bring forward a by-law for consideration by the Board, generally in accordance with Appendix A, at the next Regular Board Meeting.

## OVERVIEW

The Vancouver Board of Parks and Recreation Procedure By-law guides how the business of the Park Board Commissioners is handled and applies to all meetings of the Board and its committees. The current by-law, which has not been updated since 2006, does not reflect some of the Board's current meeting practices, nor does it align with the new four year municipal term or election dates. The purpose of this report is to introduce an updated Park Board Procedure By-law, that more accurately reflects and effectively guides Board and committee meeting procedures, and that can be considered for enactment prior to the planned November 5, 2018 inaugural meeting of the new elected Commissioners.

## BOARD AUTHORITY

Under the [Vancouver Charter](#) (s.491A), the Board of Parks and Recreation is authorized to make by-laws for the procedure and conduct of meetings, including the selection of the Chair of the Board.

## BACKGROUND

The current Park Board Procedure By-law was adopted on March 11, 2002, with Section 2 amended on September 11, 2006. This by-law applies to all meetings of the Board and its committees.

The updating of the Procedure By-law is necessary for several reasons. Over the years, the practices of the Board have evolved and current meeting practices are not well reflected in the existing by-law. Some meeting processes have been adjusted (such as varying the Board and Committee agendas), and in other situations, where the by-law is unclear or silent, the Board has been compelled to apply the City of Vancouver Procedure By-law (City Procedure By-law) or Robert's Rules of Order to Board proceedings. Adapting procedures not designed to

specifically align with or consider Park Board business practices and needs has increased the potential for confusion and misinterpretation.

Additionally, in 2014 the General Local Election cycle was changed so that municipal elections would be held every four years on the third Saturday in October. This further necessitates the Procedure By-law to be updated so that the inaugural Park Board meeting can be held on the first Monday in November vs. the first Monday in December.

In general, it is best practice to review meeting procedures on a regular basis to ensure that they remain relevant and current.

## **DISCUSSION**

The majority of the proposed revisions to the current Procedure By-law are intended to improve the organization and readability of the document. A Definitions section and subsection headings have been added, as well as a hyperlinked table of contents to allow quick access to each section and subsection. The order of the sections has been changed, reflecting the general sequence of events, to be more logical when searching for specific information.

Wherever possible, the provisions of the proposed Procedure By-law have been aligned with those of the City Procedure By-law. To assist with review and comparison, an annotated version of the proposed by-law is attached as Appendix A.

### **Significant Amendments**

Some of the amendments proposed are included to provide procedural clarity (where the current by-law might be silent or vague), or to help improve how the Board conducts its business (based on Commissioner feedback, motions, and current practices). A Summary of Significant Amendments is attached as Appendix B, which describes these proposed provisions, the provision in the current Procedure By-law if applicable (attached as Appendix C), and the rationale for the proposed amendment.

Following is an overview of the proposed significant amendments:

- Annual scheduling of meetings (Sections 3.1 and 3.2):
  - *Requires the annual meeting schedule for the ensuing year will be set in the fourth quarter of each year*
  - *Requires the approved annual meeting schedule to be posted to the Park Board website*
- Changes to the annual schedule of meetings following approval (Sections 3.3 and 3.4):
  - *Establishes requirement for a resolution of a simple majority of Commissioners to reschedule or cancel a meeting included in the approved annual meeting schedule*
  - *Provides discretion to the Chair to cancel or reschedule a meeting with 24 hours notice*
- In Camera Board Meetings (Sections 4.8 to 4.11):
  - *Establishes the criteria for calling In Camera Board Meetings, notice requirements and order of agenda items*
  - *Formalizes the practice of releasing In Camera Board Meeting decisions and materials*

- Delivery of notices of meetings (Section 5.1):
  - *Specifies the delivery of notices of meetings to email addresses assigned to Commissioners by the Park Board*
- Adoption of matters on consent (Section 5.11):
  - *Permits the adoption of staff recommendations without debate by unanimous consent of Commissioners*
- Extension of meetings beyond the stated time of conclusion (Section 5.13):
  - *Clarifies the procedure to extend a meeting to conclude the business on the agenda of a meeting*
- Conduct guidelines (Section 6.6):
  - *Specifies the behaviour that would warrant expulsion from a meeting*
- Expulsion from meetings (Section 6.7(b), 6.8 and 6.9):
  - *Clarifies the criteria to allow a Commissioner to remain at a meeting following expulsion by the Chair*
  - *Clarifies the criteria to allow a Commissioner to return to the meeting from which they were expelled by the Chair*
  - *Clarifies the criteria to allow a Commissioner to return to a subsequent meeting following expulsion by the Chair*
  - *Permits the Board to require the expelled Commissioner to take further action before being permitted to return to a subsequent meeting*
- Appealing a ruling of the Chair (Section 6.13 and 6.14):
  - *Clarifies the process and voting requirements to appeal a ruling of the Chair*
- Time limits for questions and comments (Sections 7.2, 7.3, 7.11, 7.12, 7.17, 7.18, 8.3 and 8.4):
  - *Establishes a three minute time limit in the initial round of questioning/comments and two minutes in a subsequent round*
- Urgent business (Sections 7.7 and 7.8):
  - *Permits Commissioners to add urgent business to the agenda of a meeting*
  - *Establishes the criteria for business to be considered urgent*
  - *Clarifies the agenda item under which Commissioners may request a leave of absence for a subsequent meeting in the approved annual meeting schedule*
- Withdrawing a motion (Section 7.20 and 7.21):
  - *Clarifies the process and approval required to withdraw a motion*
- Reconsidering a previously adopted motion (Sections 10.1 to 10.5):

- *Clarifies the process to be followed and the criteria to permit a previously adopted motion to be reconsidered, rescinded or adopted at the same meeting or a subsequent meeting*
- Reconsidering a previously defeated motion (Sections 11.1 to 11.5):
  - *Clarifies the process to be followed and the criteria to permit a previously defeated motion to be reconsidered at the same meeting or a subsequent meeting.*

## **FUTURE CONSIDERATIONS**

In response to Commissioner enquiries received over the years, there are a couple other amendments that could be considered in future by-law reviews. These include exploring options for Commissioners to attend meetings electronically when unable to attend in person, and reconsidering the criteria for calling Special Meetings.

There is currently an "[Electronic Meetings Regulation](#)" that authorizes Council to hold electronic meetings subject to specific requirements being met. A similar regulation could be requested for the Park Board.

In regards to Park Board Special meetings, they can currently be called by the Chair or "any two Commissioners". As the Board has regularly scheduled meetings and any Commissioner can add an item to an agenda by providing notice of motion, this criteria could be revised to require Special meetings be called by the Chair or "a majority of Commissioners", which would align with Council procedures.

Consideration of either of these items would require revisions to the Vancouver Charter.

## **SUMMARY**

Updating by-laws regularly is in keeping with best practices to ensure that they remain relevant, current, and accurate. Staff recommend that the Board approve the repeal and replacement of the Vancouver Parks and Recreation Procedure By-law, as outlined in Appendix A. Staff also recommend that the proposed by-law updates be brought forward for enactment at the next Regular Board meeting, prior to the inaugural meeting of the new elected Board that is currently scheduled for November 5, 2018.

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cl/jk/clc

**VANCOUVER BOARD OF PARKS AND RECREATION  
PROCEDURE BY-LAW**



**PROPOSED BY-LAW**  
(ANNOTATED)

**September 25, 2018**

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**VANCOUVER BOARD OF PARKS AND RECREATION  
PROCEDURE BY-LAW – PROPOSED UPDATE**

**A By-law to regulate the procedures of all meetings  
of the Park Board and its committees**

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**SECTION 1 – INTERPRETATION**

**Name of By-law**

- 1.1 The name of the Vancouver Board of Parks and Recreation Procedure By-law, for citation, is the "Procedure By-law".

**Definitions**

Comment [CL1]: New item

- 1.2 In the Procedure By-law:

"*Acting Chair*" means the Commissioner appointed by the Commissioners present to preside at a meeting of the Board where both the Chair and Vice-Chair are absent;

"*Board*" means the collective body of the Commissioners, to be known as the "Board of Parks and Recreation" or "Park Board";

"*City*" means the City of Vancouver;

"*Chair*" means the Commissioner elected by a majority vote of the Commissioners to be the Presiding Member of the Board;

"*Commissioner*" means an individual who is elected to serve on the Board;

"*Committee*" means a committee appointed by resolution of the Board to deal with specific business specified by the Board;

"*Committee Chair*" means the Committee member elected by a majority vote of the Committee members to be the Presiding Member of the Committee;

"*Committee Meeting*" means a meeting of the Committee held on such dates and at such times as the Board determines by resolution and which is open to the public and at which Speakers will be permitted;

"*Committee Vice-Chair*" means the Committee member elected by a majority vote of the Committee members to be the Presiding Member of the Committee, when the Committee Chair is unable to carry out all or any of the duties;

"*Enquiries*" means that part of the Regular Board Meeting agenda at which Commissioners may ask questions of staff about items not under debate, advise of their participation in recent Board related activities or events or request information or reports back from staff;



**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

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*“General Local Election”* means the election for Commissioners required to be held in every fourth (4<sup>th</sup>) year on the third (3<sup>rd</sup>) Saturday of October in the year of the election, as outlined in Section 9 of the *Vancouver Charter*;

*“General Manager”* means the person appointed by the Board as the General Manager of the Vancouver Board of Parks and Recreation or their designate;

*“Inaugural Board Meeting”* means the first meeting of the Board following the General Local Election required to be held on the first Monday of November in the year of the election and which is open to the public;

*“In Camera Board Meeting”* means a Board meeting that is closed to the public pursuant to Section 165.2 of the *Vancouver Charter*;

*“Meeting Clerk”* means the person appointed by the General Manager to record minutes of the proceedings of Board meetings;

*“Member’s Motion”* means a motion brought forward by a Commissioner for consideration by the Board;

*“Presentation”* means an update or information presented which does not have an associated Report;

*“Presiding Member”* means the person chairing a Board meeting;

*“Regular Board Meeting”* means a meeting held on such dates and at such times as the Board determines by resolution and which is open to the public;

*“Report”* means a report that includes staff recommendation(s) for consideration by the Board or Committee;

*“Report Reference”* means an interim update, which does not include staff recommendations, on the topic of a future report that will include recommendation(s);

*“Speaker”* means a member of the public or representative of an organization who speaks at a Committee or Special Board Meeting about a specific item on the agenda of that meeting;

*“Special Board Meeting”* means a Board meeting other than a Regular Board Meeting to deal with a specific matter that is open to the public and at which speakers will be permitted;

*“Urgent Business”* means business that requires the urgent attention of the Board in connection with public health or safety, a financial or legal matter of significance to the Vancouver Park Board, or a request for a leave of absence;

*“Vancouver Park Board”* means the Vancouver Board of Parks and Recreation; and

*“Vice-Chair”* means the Commissioner elected by a majority vote of the Commissioners to be the Presiding Member of the Board, when the Chair is unable to carry out all or any of the duties.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

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**Reference**

- 1.3 If a situation is not contemplated by this Procedure By-law, the Procedure By-law of the City, with the exception of Section 7, will apply.
- 1.4 If a situation is not contemplated by this Procedure By-law or by the Procedure By-law of the City, Robert's Rules of Order will apply.

**Severability**

- 1.5 A decision by a court that any part of this Procedure By-law is illegal, void, or unenforceable severs that part from this By-law and is not to affect the balance of this Procedure By-law.

**SECTION 2 – ELECTION OF CHAIR AND VICE-CHAIR**

**Timing of Election**

- 2.1 The election of the Chair and Vice-Chair will occur at the first meeting in November of each year.
- 2.2 If a Chair is not elected at the first meeting in November, the Board shall appoint an acting Chair who shall conduct the Board's meetings until a Chair is elected.

**Comment [CL2]:** Amendment to align with new General Local Election timing. (formerly Sections 4.2 and 5.1)

**Conduct of Election**

- 2.3 The General Manager shall be the Presiding Member during the election of the Chair. The Chair shall be the Presiding Member during the election of the Vice-Chair and may delegate this duty to the General Manager.
- 2.4 Any Commissioner may be nominated for the positions of Chair and Vice-Chair. The nomination must be seconded by another Commissioner and must be accepted by the Commissioner so nominated.
- 2.5 Board members shall elect the Chair and Vice-Chair by ballot or, if agreed upon unanimously by the Commissioners present, by a show of hands.
- 2.6 If a tie vote occurs, the Presiding Member shall remove the nominee who received the lowest number of votes from the ballot. The Board shall then repeat the same procedure of ballot voting and removal of the nominee who received the lowest number of votes from the ballot until they have elected the Chair or Vice-Chair.

**Comment [CL3]:** Amendment to reflect current practice of allowing delegation of the duty to preside over election of Vice-Chair. (formerly Section 3.15)

**Term**

- 2.7 The term of the Chair and Vice-Chair commences on the date of the election as Chair and Vice-Chair and terminates on the date of the first meeting in November of the ensuing year or, if in the last year of a term of office as a member of the Board, at the end of the term of office.

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**Vacancy**

2.8 If the office of Chair or Vice-Chair becomes vacant, the Board shall elect a new Chair or Vice-Chair at the next Regular Board Meeting in accordance with the procedure describe herein.

**SECTION 3 – ANNUAL MEETING SCHEDULE**

**Establishment**

3.1 The General Manager shall recommend a schedule of Regular Board Meetings and 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 Committee Meetings on the Vancouver Park Board website.

**Change in Annual Meeting Schedule**

3.3 The Board, by a motion approved by a simple majority, may reschedule or cancel a Regular Board Meeting or Committee Meeting that is included on the annual schedule.

3.4 If impractical to hold a meeting in advance to pass a motion required under Section 3.3, the Chair may reschedule or cancel a Regular Board Meeting or Committee Meeting with a minimum of twenty-four (24) hours written notice to all Commissioners before the date of the meeting.

**Comment [CL4]:** Amendment to reflect current practice. See Summary of Significant Amendments for rationale. (formerly Section 3.2)

**Comment [CL5]:** Amendment to reflect current practice. See Summary of Significant Amendments for rationale. (formerly Section 3.4(a))

**Comment [CL6]:** New item. See Summary of Significant Amendments for rationale.

**SECTION 4 – BOARD MEETINGS**

**Inaugural Board Meeting**

4.1 The General Manager shall convene the Inaugural Board Meeting on the first Monday in November after the election of Board Members at a General Local Election.

- 4.2 The order of business at each Inaugural Board Meeting shall be:
- (a) Roll Call;
  - (b) Oath of Office pursuant to Section 140 of the *Vancouver Charter*;
  - (c) Election of Board Chair and Vice Chair;
  - (d) Establishment of Committee;
  - (e) Election of Committee Chair and Vice-Chair; and
  - (f) Other Business.

**Comment [CL7]:** Amendment to align with new General Local Election timing. (formerly Section 3.1)

**Regular Board Meetings**

4.3 The General Manager shall provide notice by email stating the day, hour and place of the meeting and the agenda items to be discussed at a Regular Board Meeting to all Commissioners at least seven (7) calendar days before the date of the meeting.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

4.4 The order of business at each Regular Board Meeting shall be:

- (a) Roll Call;
- (b) Acknowledgements;
- (c) Approval of In Camera Meetings;
- (d) Adoption of Minutes;
- (e) Communications;
- (f) Committee Reports;
- (g) Staff Reports:
  - i. General Manager's Report;
  - ii. Presentations;
  - iii. Reports; and
  - iv. Report References;
- (h) By-laws;
- (i) Motions on Notice;
- (j) Notice of Motions;
- (k) Other Business
  - i. Urgent Business; and
  - ii. Announcements;
- (l) Enquiries.

**Comment [CL8]:** Amendment to provide examples of reports that would be captured in Staff Reports. (formerly Section 7.1)

**Special Board Meetings**

4.5 The Chair may and, upon the written requisition of any two members, shall call a special meeting of the Board to deal with any matter of which notice is given specifying the purpose of the meeting. Except by the unanimous consent of all the members, at least forty-eight hours' notice of a special meeting shall be given, pursuant to Section 495 of the *Vancouver Charter*.

4.6 The order of business at each Special Board Meeting shall be:

- (a) Roll Call; and
- (b) Business described in the notice referenced in Section 4.5.

4.7 Only the matters specified in the notice may be dealt with at the Special Board Meeting unless a motion to place an additional item on the agenda is passed unanimously by those Commissioners present at the meeting.

**Comment [CL9]:** New item to provide flexibility. See Summary of Significant Amendments for rationale.

**In Camera Board Meetings**

**Comment [CL10]:** New item. See Summary of Significant Amendments for rationale.

4.8 The Board may resolve to schedule meetings, which are closed to the public, pursuant to Section 165.2 of the *Vancouver Charter*.

4.9 The General Manager shall provide notice stating the day, hour and place of the meeting and the agenda items to be discussed at an In Camera Board Meeting to all Commissioners at least forty-eight (48) hours before the time of the meeting.

4.10 The order of business at each In Camera Meeting shall be:

- (a) Roll Call;
- (b) Adoption of Minutes; and
- (c) Business pursuant to Section 165.2 of the *Vancouver Charter* described in the

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

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approval referenced in Section 4.10.

- 4.11 The General Manager may release decisions and supporting material if the information no longer meets the criteria outlined in Section 165.2 of the *Vancouver Charter*.

**SECTION 5 – MEETING PROCEDURES**

**Communication of Notice**

- 5.1 The General Manager must send notices of Board meetings to Commissioners to the email address assigned by the Vancouver Park Board.
- 5.2 The General Manager must post notices, including the agenda items, of Regular Board Meetings, Committee Meetings and Special Board Meetings on the Vancouver Park Board website in the week prior to meeting.

**Comment [CL11]:** Amendment to reflect current practice. See Summary of Significant Amendments for rationale. (formerly Section 3.5)

**Attendance**

- 5.3 Commissioners are expected to attend all meetings of the Board or Committee in person.

**Quorum**

- 5.4 Four (4) members of the Board, of whom the Chair shall count as one, shall constitute a quorum of the Board.
- 5.5 If, after thirty (30) minutes, a Board meeting cannot proceed due to the lack of a quorum, the General Manager shall record the attendance and the meeting shall then be adjourned.

**Call to Order**

- 5.6 As soon after the scheduled start time of a meeting as a quorum is present, the Chair shall call the meeting to order.
- 5.7 If both the Chair and the Vice-Chair are absent at the appointed time of the meeting and a quorum is present, the General Manager shall call the meeting to order and the Commissioners present will appoint an Acting Chair to preside until the Chair or Vice-Chair arrives.

**Agenda**

- 5.8 The Chair, in consultation with the General Manager, shall set the agenda for Board meetings.
- 5.9 An agenda constitutes notice of all business included in that agenda which the Board is to conduct at the meeting to which the agenda refers, and adoption of the agenda at such meeting is not necessary.

**Comment [CL12]:** New item to reflect current practice. Aligns with Section 3.1 of City Procedure By-Law.

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**Varying Order of Business at Board Meeting**

5.10 Varying the order of business at a Board meeting requires an affirmative vote, without debate, of not less than two-thirds (2/3) of Commissioners present.

**Matters Adopted on Consent**

5.11 The Board may adopt staff recommendation(s) without debate and adopt the recommendation(s) on consent by a unanimous resolution of the Commissioners present.

**Comment [CL13]:** New item to reflect current practice and provide clarity. See Summary of Significant Amendments for rationale.

**Declaration of Conflict of Interest**

5.12 Commissioners are subject to all conflict of interest provisions of the *Vancouver Charter*, including the requirements for disclosure outlined in Section 145.2 .

**Comment [CL14]:** New item to incorporate conflict of interest requirements stipulated in the *Vancouver Charter*.

**Extension of Meetings**

5.13 All Board meetings must adjourn by the earlier of:  
(a) The stated time of conclusion indicated in the notice of the meeting; or  
(b) 10:00 p.m.;  
unless the Board resolves to extend the meeting, by a vote of not less than two-thirds (2/3) of Commissioners present.

**Comment [CL15]:** New item to streamline current practice and provide flexibility. See Summary of Significant Amendments for rationale.

**Adjournment**

5.14 A motion to adjourn shall always be in order, except that if a motion to adjourn is defeated, it shall not be allowed again until at least one other matter has been dealt with.

5.15 When all the items on the agenda have been dealt with, the Chair shall adjourn the meeting on the basis that there is no further business and a motion to adjourn is not required.

**Comment [CL16]:** New item to reflect current practice and Robert's Rules of Order.

**Minutes**

5.16 The Meeting Clerk will attend all Board meetings and record the business and proceedings.

5.17 Minutes of previous meetings may be approved either as circulated or as amended.

5.18 The Chair and the General Manager shall sign the minutes after they have been adopted by the Board and they shall be retained by the General Manager.

5.19 The General Manager shall publish adopted minutes on the Vancouver Park Board website.

**Comment [CL17]:** New item to reflect current and best practice.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED****SECTION 6 – CONDUCT DURING MEETINGS****Preservation of Order**

- 6.1 The Chair shall preserve order and decide questions on points of order subject to an appeal to the Board.
- 6.2 A Commissioner wishing to speak on any question shall address the Chair and wait to be recognized before beginning to speak.
- 6.3 When two or more Commissioners try to speak at the same time, the Chair shall name the member who is to have the floor.
- 6.4 When a Commissioner is speaking, no other Commissioner shall interrupt, except to raise a point of order or a point of privilege.
- 6.5 No member shall contravene a rule of the Board or disobey the decision of the Chair.

**Conduct Guidelines**

- 6.6 Commissioners must adhere to the City of Vancouver Code of Conduct and avoid inappropriate behaviour or an act that constitutes disorder, including conduct that:
- (a) Contravenes the Federal or Provincial Statutes, BC Human Rights Code, the Vancouver Charter, City By-laws, associated regulations, and City or Park Board policy;
  - (b) Is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse or the adverse treatment of others;
  - (c) Prejudices the provision of a service or services to the community; and
  - (d) Undermines the public's trust and confidence in local government.

**Comment [CL18]:** New item. Adapted from City Code of Conduct to specify the behaviour that would warrant expulsion under Section 6.7.

**Expulsion**

- 6.7 If any Commissioner contravenes this Procedure By-law or a decision of the Chair, the Chair may:
- (a) Instruct the Meeting Clerk to record the Commissioner's inappropriate language or behaviour including the Commissioner's use of objectionable or disorderly words in the minutes of the meeting; and
  - (b) Expel the Commissioner from the meeting but, if the Commissioner apologizes for their inappropriate language or behaviour, the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, permit the Commissioner to remain at the meeting.
- 6.8 Following departure from the meeting, if an expelled Commissioner advises the Chair, through the General Manager, that the Commissioner wishes to apologize and return to the meeting from which they were expelled:
- (a) The Chair must so advise the Board;
  - (b) The Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, without debate, may end the expulsion and permit the Commissioner to return to the meeting; and

**Comment [CL19]:** Amendment to provide clarification. See Summary of Significant Amendments for rationale. (formerly Section 6.10(b))

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

(c) The Commissioner must apologize immediately to the Board for the conduct that caused the expulsion.

**Comment [CL20]:** New item to provide clarification. See Summary of Significant Amendments for rationale.

6.9 The expulsion shall expire at the conclusion of the meeting and the Commissioner may return to a subsequent meeting unless the Board determines by an affirmative vote of not less than two-thirds (2/3) of Commissioners present that other action is required before the Commissioner is permitted to return.

**Comment [CL21]:** New item. See Summary of Significant Amendments for rationale.

6.10 In all votes related to expulsion, the Commissioner who is the subject of the expulsion shall not be entitled to vote.

**Comment [CL22]:** New item to provide clarity.

**Rulings of the Chair**

6.11 The Chair shall rule on each point of order and each point of privilege.

6.12 When the Chair decides a point of order, the rule applicable to the case shall be stated if a Commissioner so requests.

**Appeal of a Ruling of the Chair**

**Comment [CL23]:** Amendment to provide clarity. See Summary of Significant Amendments for rationale. (formerly Section 6.2)

6.13 The ruling of the Chair on a point of order may be appealed by a motion that is moved and seconded.

6.14 Upon the motion being moved and seconded, the Chair shall put the question "Those in favour of sustaining the ruling of the Chair?" and the Chair will be governed by the vote of not less than two-thirds (2/3) of Commissioners present at the meeting.

**Conduct of the Public**

6.15 To ensure a respectful workplace for all present, members of the public attending Board meetings are asked to refrain from disruptive, disrespectful, or inappropriate behaviour.

**Comment [CL24]:** New item to incorporate the current guidelines announced for public & speakers attending meetings.

6.16 No members of the public shall be allowed to approach the table of the Board during the sitting of the Board without the permission of the Chair.

**SECTION 7 – MOTIONS**

**Staff Recommendation**

7.1 A recommendation in a staff report does not constitute a main motion unless it is moved and seconded by a Commissioner as a motion.

**Comment [CL25]:** New item to provide clarity. Adapted from Section 8.1 of City Procedure By-Law.

7.2 Commissioners shall have three (3) minutes each to question staff on the recommendation.

7.3 With the consensus of the Board, Commissioners shall each have an additional two (2) minutes to question staff on the same recommendation after each Commissioner has had an opportunity or passed the opportunity to question staff referenced in Section 7.2.

**Comment [CL26]:** Amendment to provide clarity. See Summary of Significant Amendments for rationale. (formerly Section 8.4)



**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

**Member's Motions**

- 7.4 Any Commissioner may give notice of motion by stating the topic of the motion and giving a copy of the motion to the Chair during a Regular Board Meeting.
- 7.5 The resolution portion of the motion shall appear in the minutes of that meeting as Notice of Motion and be placed on the agenda of the next Regular Board Meeting as a Motion on Notice.
- 7.6 The Commissioner must not take more than five (5) minutes to introduce the Motion on Notice at the Regular Board Meeting at which the motion is considered.

**Comment [CL27]:** New item to clarify the time permitted for a Commissioner to introduce their motion.

**Member's Motions as Urgent Business**

- 7.7 Any Commissioner may move a motion at a Regular Board Meeting as Urgent Business.
- 7.8 If the Chair rules that a motion referred to in Section 7.7 is:
  - (a) Urgent Business, the Board must deal with the motion at the same meeting; or
  - (b) Not Urgent Business, Section 7.5 applies.

**Comment [CL28]:** New item to provide flexibility. See Summary of Significant Amendments for rationale.

**Main Motions**

- 7.9 Consideration of a main motion requires that it be:
  - (a) In order, pursuant to Section 7.19;
  - (b) Moved by a Commissioner;
  - (c) Seconded by a Commissioner, other than the mover; and
  - (d) Opened to debate by the Chair.

**Comment [CL29]:** Amendment to provide clarity and to reflect current practice. (formerly Section 8.1)

**Motion to Amend**

- 7.10 Consideration of a motion to amend requires that it be:
  - (a) In order, pursuant to Section 7.19;
  - (b) Moved by a Commissioner;
  - (c) Seconded by a Commissioner, other than the mover; and
  - (d) Opened to debate by the Chair.

**Comment [CL30]:** New item to provide clarity and to reflect current practice.

- 7.11 Commissioners shall have three (3) minutes each to question the Commissioner who moved the amendment.
- 7.12 With the consensus of the Board, Commissioners shall each have an additional two (2) minutes to question the Commissioner on the same amendment after each Commissioner has had an opportunity or passed the opportunity to question the Commissioner referenced in Section 7.11.

**Comment [CL31]:** New item to provide clarity. See Summary of Significant Amendments for rationale.

**Limitation on Amendments**

- 7.13 Only one amendment to the main motion and one amendment to the amendment may be debated at any one time.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

**Motion to Substitute**

- 7.14 A Commissioner may move a motion to substitute another motion for the main motion that is under consideration.
- 7.15 Consideration of a motion to substitute requires that it be:
  - (a) In order, pursuant to Section 7.19;
  - (b) Moved by a Commissioner; and
  - (c) Seconded by a Commissioner, other than the mover.
- 7.16 The Board must resolve to substitute the main motion that is under consideration before commencing debate on the substitute motion.
- 7.17 Commissioners shall have three (3) minutes each to question the Commissioner who moved the substitute motion.
- 7.18 With the consensus of the Board, Commissioners shall each have an additional two (2) minutes to question the Commissioner on the same substitute motion after each Commissioner has had an opportunity or passed the opportunity to question the Commissioner referenced in Section 7.17.

**Comment [CL32]:** New item to clarify the process of considering motions to substitute.

**Motion Out of Order**

- 7.19 The Chair may refuse to open a main motion, motion to amend or substitute motion for debate if they decide it is out of order because it:
  - (a) Conflicts with a law or by-law;
  - (b) Is outside of the jurisdiction of the Vancouver Park Board;
  - (c) Is not germane to the topic under consideration;
  - (d) Subject to [Section 10 – Previously Adopted Motions](#), conflicts with a resolution previously passed and still in force;
  - (e) Subject to [Section 11 – Previously Defeated Motions](#), presents substantially the same question as a motion the Board has previously decided;
  - (f) Has been referred to a committee or staff or postponed to a later date and time; or
  - (g) is otherwise out of order;
 but, in doing so, the Chair must explain the ruling.

**Comment [CL33]:** New item to provide clarity. See Summary of Significant Amendments for rationale.

**Comment [CL34]:** New item to provide clarity on criteria for the Chair to rule a motion, amendment or substitute motion out of order. Aligns with Section 4. 3 of City Procedure By-law.

**Withdrawal of a Motion**

- 7.20 A main motion, motion to amend or substitute motion may be withdrawn by the Commissioner who moved it if it has not been seconded.
- 7.21 Once Board members have moved and seconded a motion, only the Commissioner who moved the motion may withdraw it, and then only with the unanimous consent of Commissioners present.

**Comment [CL35]:** New item. See Summary of Significant Amendments for rationale.

**Comment [CL36]:** Amendment to clarify the process for withdrawing a motion. See Summary of Significant Amendments for rationale. (formerly Section 8.2.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

**SECTION 8 – RULES OF DEBATE**

**Restrictions During Debate**

- 8.1 Commissioners shall speak only on the question while a main motion or amendment is being debated.
- 8.2 When a main motion, motion to amend or substitute motion is under consideration, no motion shall be received other than a motion to:
- Refer the motion;
  - Amend the motion;
  - Postpone the vote to a certain time, later date and time or until after a certain event or condition occurs;
  - Table the motion (i.e. set the motion aside temporarily, within the course of the meeting, to take up other business);
  - Close debate in accordance with Section 8.7; or
  - Adjourn the meeting.

**Comment [CL37]:** Amendment to clarify the phrase "Lay the motion on the table". (formerly Section 8.6)

8.3 Commissioners shall have three (3) minutes each to speak to the motion or amendment.

8.4 With the consensus of the Board, Commissioners shall each have an additional two (2) minutes to speak to the motion or amendment after each Commissioner has had an opportunity or passed the opportunity to speak to the motion reference in Section 8.3.

**Comment [CL38]:** New item to establish a time limit for Commissioners to speak to a motion. See Summary of Significant Amendments for rationale.

8.5 Commissioners shall not speak on any matter previously decided by the Board except for the purpose of moving that a vote be reconsidered, rescinded or amended, in accordance with [Section 10 – Previously Approved Motions](#) or reconsidered in accordance with [Section 11 – Previously Defeated Motions](#).

**Reading of Main Motions and Amendments Under Debate**

8.6 A Commissioner may require the Chair to read the main motion or amendment under debate but, in doing so, must not interrupt another Commissioner.

**Comment [CL39]:** New item to provide clarity and to reflect current practice. Aligns with Section 11.3 of the City Procedure By-Law.

**Closing Debate**

- 8.7 During debate on a main motion or amendment, Commissioners may end debate and call the question by:
- A Commissioner moving to end debate but in doing so, may not interrupt another Commissioner;
  - A Commissioner, other than the mover, to second the motion to end debate;
  - The Chair immediately putting the motion to end debate; and
  - If the Board, by an affirmative vote of not less than two-thirds (2/3) of Commissioners present, agrees to end debate, the Chair must immediately call the question on the main motion or amendment under debate.

**Comment [CL40]:** New item to clarify the process for calling the question. Aligns from Section 12.4 of the City Procedure By-law.

**Suspension of the Rules**

8.8 Any rule of order under this Procedure By-law may be suspended by an affirmative vote of not less than two-thirds (2/3) of Commissioners present.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

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**SECTION 9 – VOTING**

**Conduct During Votes**

- 9.1 Members who are in the room shall take their places when a vote is called for and shall not leave until the vote has been taken.
- 9.2 After the Chair calls the question on a main motion or an amendment, there shall be no further discussion on the motion, nor shall another motion be made until the result of the vote is declared.

**Voting on Amendments**

- 9.3 The Board must vote on amendments to main motions:
- (a) In the reverse order to that in which Commissioners moved them; and
  - (b) Before voting on the main motion.

**Chair to Participate in Vote**

- 9.4 The Chair shall vote on main motions and amendments and shall have the same rights and be subject to the same restrictions on participating in debate as other members of the Board.

**Division of a Motion**

- 9.5 When the main motion or amendment under consideration contains more than one issue, a separate vote on each issue shall be taken at the request of any Commissioner.

**Abstaining from Vote**

- 9.6 A Commissioner present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.

**Requirement to Pass**

- 9.7 Passage of a main motion or amendment requires the affirmative vote of a majority of Commissioners present at the meeting, unless a provision of the *Vancouver Charter* or the Procedure By-law requires a greater majority, in which case such provision shall govern.

**Tie Vote**

- 9.8 If the votes of the Commissioners present at the meeting at the time of the vote are tied, the main motion or amendment is defeated, and the Chair shall so declare.

**Announcement of Vote Result**

- 9.10 After the vote has been taken, the Chair shall state the names of those Commissioners who did not vote with the majority, and the Meeting Clerk shall enter them in the minutes.

**Vancouver Board of Parks and Recreation Procedure By-law - PROPOSED**

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9.11 The Chair shall verify the vote at the request of any Commissioner.

**SECTION 10 – PREVIOUSLY ADOPTED MOTIONS**

10.1 An adopted motion may be brought back before the Board by a motion to reconsider, rescind or amend provided that no person has taken irreversible action based on the motion.

**Comment [CL41]:** New item to clarify the process for reconsidering a previously adopted motion. See Summary of Significant Amendments for rationale. (formerly Section 11)

**At the Same Meeting**

10.2 A motion to reconsider, amend or rescind an adopted motion:

- (a) Must be moved by a Commissioner who voted with the majority in the first instance;
- (b) Must be seconded by a Commissioner, other than the mover; and
- (c) Is debatable.

10.3 If the motion reference is Section 10.2 is approved by a simple majority of Commissioners present:

- (a) The motion that was previously adopted shall be reopened for debate; and
- (b) The previously adopted motion may be referred, amended, postponed or voted upon.

**At a Subsequent Meeting**

10.4 A motion to reconsider, amend or rescind an adopted motion:

- (a) May be made at a subsequent Regular Board Meeting or at a Special Board Meeting held for that purpose;
- (b) Must be moved by a Commissioner who voted with the majority in the first instance;
- (c) Must be seconded by a Commissioner, other than the mover; and
- (d) Is debatable.

10.5 If the motion referenced in Section 10.4 is approved by a simple majority of Commissioners present:

- (a) The motion that was previously adopted shall be reopened for debate; and
- (b) The previously adopted motion may be referred, amended, postponed or voted upon.

**SECTION 11 – PREVIOUSLY DEFEATED MOTIONS**

11.1 A previously defeated motion may be brought back before the Board by a motion to reconsider provided no person has taken irreversible action based on the motion.

**Comment [CL42]:** New item to clarify the process for reconsidering a previously defeated motion. See Summary of Significant Amendments for rationale. (formerly Section 11)

11.2 If the motion referenced in Sections 11.3 or 11.4 is approved by a simple majority of Commissioners present:

- (a) The motion that was previously defeated shall be reopened for debate; and
- (b) The previously defeated motion may be referred, amended, postponed or voted upon.

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**At the Same Meeting**

- 11.3 A motion to reconsider a defeated motion at the same meeting:
- (a) Must be moved by a Commissioner who voted with the majority in the first instance;
  - (b) Must be seconded by a Commissioner, other than the mover; and
  - (c) Is debatable.

**At a Subsequent Meeting**

- 11.4 A motion to reconsider a defeated motion may be made at subsequent Regular Board Meeting or at a Special Board Meeting held for that purpose and:
- (a) If the motion is made within 365 days of the date the motion was defeated, the motion may only be made by a Commissioner who voted with the majority in the first instance; or
  - (b) if the motion is made more than 365 days after the motion was defeated, or in a new Board term, the motion may be made by any Commissioner, regardless of how they voted or whether they voted in the first instance.
- 11.5 The motion referenced in Section 11.4 must be seconded by a Commissioner, other than the mover.

**SECTION 12 – ENQUIRIES**

- 12.1 Any Commissioner has the right to seek information during a Board meeting, relating to any matter before the Board or related to the business of the Board through the Chair to any other Commissioner or to the General Manager.
- 12.2 Questions may be addressed to the Chair or through the Chair to any Commissioner.
- 12.3 Questions shall not include any argument or opinion or any facts beyond those necessary by way of explanation.
- 12.4 Replies shall be factual and limited to the terms of the question, and may be made in writing, or answered at the Board meeting.

**SECTION 13 – BY-LAWS**

- 13.1 Every by-law requires three readings, which could occur at the same meeting.
- 13.2 A by-law shall be introduced by a motion that “the By-law be introduced and read a first time”, which shall be decided without amendment or debate.
- 13.3 On passing of the motion, the by-law shall be read and the Chair shall declare the by-law to be open for discussion or amendment.
- 13.4 A by-law shall be deemed to be read when its title is read but if any two Commissioners require it, the entire by-law shall be read, clause by clause.

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- 13.5 After discussion and disposing of any amendments, a motion shall be put that the by-law be given second and third readings.
- 13.6 Adoption of the by-law shall be considered at a subsequent meeting, and upon adoption, and the Chair and General Manager shall be authorized to sign the by-law and the General Manager shall certify the readings and dates thereof at the end of the by-law.
- 13.7 Where a by-law has been passed by the Board, it shall be retained for safekeeping by the General Manager and posted to the Vancouver Park Board website.

**Comment [CL43]:** Amendment to reflect current practice.

**SECTION 14 – COMMITTEES**

**Application of the Procedure By-law**

- 14.1 Sections 1, 2, 3, 5, 6, 7, 8, and 9 will apply to Committee Meetings with such modifications as are required, including the substitution of the term “Committee Chair” for the term “Chair” and the term “Committee Meeting” for the term “Board Meeting”.

**Notice of Committee Meetings**

- 14.2 The General Manager shall provide notice stating the day, hour and place of the meeting and the agenda items to be discussed at a Committee Meeting to all Commissioners at least seven (7) calendar days before the date of the meeting.

**Order of Agenda**

- 14.3 The order of business at each Committee Meeting shall be:
  - (a) Roll Call;
  - (b) Adoption of Minutes;
  - (c) Announcements
  - (d) Board Chair’s Report;
  - (e) Communications; and
  - (f) Staff Reports:
    - i. Presentations; and
    - ii. Reports.

**SECTION 15 – SPEAKERS**

- 15.1 Requests to speak on an agenda item that Commissioners will be voting upon must be received by noon of the day of the Committee Meeting or Special Board Meeting.
- 15.2 A Speaker may not speak for more than five minutes in total or more than once.
- 15.3 Varying the length of time Speakers are permitted to speak requires the affirmative vote of not less than two-thirds (2/3) of Commissioners present.
- 15.4 A Speaker shall not speak until recognized by the Chair.
- 15.5 A Speaker shall begin by stating their name and the name of the organization that they

**Comment [CL44]:** Amendment to provide clarity. Aligns with City Procedure By-Law Item 13.8. (formerly Section 13.2)

**Comment [CL45]:** Amendment to provide clarity and reflect current practice. (formerly Section 13.2)

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represent, if applicable.

- 15.6 Speakers must maintain a respectful dialogue when communicating with staff and elected officials and refrain from behaviour that can be interpreted as offensive, malicious, intimidating, ostracizing, insulting, or humiliating, including but not limited to:
- (a) Public ridicule or humiliation;
  - (b) Verbal or written abuse or threats;
  - (c) Insulting, derogatory, or demeaning comments, jokes, or gestures;
  - (d) Profanity or violent language;
  - (e) Interference with or vandalizing personal property; and
  - (f) Aggressive or threatening gestures.
- 15.7 Commissioners may question a Speaker only to clarify a factual aspect of their presentation.

**SECTION 16 – REPEAL AND ENACTMENT**

- 16.1 The Procedure By-law passed by the Park Board on March 11, 2002 is hereby repealed.
- 16.2 This Procedure By-law is to come into force and take effect on the date of its enactment.

ENACTED by the Board of Parks and Recreation of the City of Vancouver on [date].

\_\_\_\_\_  
Chair, Park Board

\_\_\_\_\_  
General Manager



Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
3.1	Schedule of Regular Board Meetings and Regular Committee Meetings	<ul style="list-style-type: none"> <li>Section 3.1 – Schedule to be established on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>Section 3.2 – Schedule to be set at the Inaugural meeting</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with current practice of the schedule of meetings being set in the fourth quarter annually</li> <li>Provides flexibility on the timing of approval of the annual meeting schedule</li> <li>Provides for the schedule of meetings to be set in the years where there is not an Inaugural Board meeting</li> </ul>
3.2	Calendar of meetings	<ul style="list-style-type: none"> <li>Section 3.2 – General Manager to publish the annual meeting schedule approved pursuant to Section 3.1 on the Vancouver Park Board website</li> </ul>	<ul style="list-style-type: none"> <li>Section 3.4(a) – Within 7 days after the Inaugural Meeting, the General Manager shall give to each Board member a calendar setting out the dates and times of all regular meetings for the next calendar year</li> </ul>	<ul style="list-style-type: none"> <li>Reflects current practice</li> <li>The publication of the annual schedule of meetings on the Vancouver Park Board website eliminates the need to provide Commissioners with a calendar of meetings following the Inaugural Board Meeting</li> </ul>
3.3 & 3.4	Change in annual meeting schedule	<ul style="list-style-type: none"> <li>Section 3.3 – Requirement for a resolution of a simple majority of Commissioners present to reschedule or cancel a meeting included in the annual meeting schedule</li> <li>Section 3.4 – Meeting may be cancelled or rescheduled at the discretion of the Chair, with a minimum of 24 hours notice.</li> </ul>	<ul style="list-style-type: none"> <li>Current by-law is silent</li> <li>Existing practice has been to require a resolution to reschedule or cancel a meeting included in the annual meeting schedule</li> </ul>	<ul style="list-style-type: none"> <li>Provides more flexibility to accommodate changing schedules or situations where the number of agenda items does not warrant proceeding with a meeting</li> <li>The discretion of the Chair to cancel or reschedule a meeting is limited to situations where the Board is unable to consider cancellation during a meeting.</li> <li>Notice of the cancellation or rescheduled meeting must be provided at least 24 hours in advance</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
4.7	Special meeting agenda	<ul style="list-style-type: none"> <li>Section 4.7 – Clarifies that item may be added to a Special meeting agenda with unanimous consent of all Commissioners</li> </ul>	<ul style="list-style-type: none"> <li>Current by-law is silent</li> <li>Charter allows for notice to be waived with unanimous consent</li> </ul>	<ul style="list-style-type: none"> <li>Provides flexibility for Commissioners to discuss additional items if a meeting has already been called.</li> </ul>
4.8 to 4.11	In Camera Board Meetings	<ul style="list-style-type: none"> <li>Section 4.8 – Criteria for calling In Camera Board Meetings</li> <li>Section 4.9 – Notice requirement</li> <li>Section 4.10 – Order of agenda items</li> <li>Section 4.11 – Release of In Camera Board meeting decisions and materials</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Requirement to include provisions regarding In Camera Board Meetings</li> <li>Sections 4.10, 4.11 and 4.12 align with current practices</li> <li>Section 4.13 formalizes the practice that was implemented in 2016 to increase transparency by releasing In Camera decisions and materials to the public when appropriate</li> </ul>
5.1	Notice of meetings	<ul style="list-style-type: none"> <li>Section 5.1 – The General Manager must send notices of meetings to Commissioners to the email address assigned by the Vancouver Park Board</li> </ul>	<ul style="list-style-type: none"> <li>Section 3.5 – Notice to be provided residential, business, or electronic address provided by Commissioners</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with current practice of providing notice to email addresses</li> <li>The Park Board email address is used for all official correspondence to comply with <i>FOIPPA</i> requirements.</li> </ul>
5.11	Matters adopted on consent	<ul style="list-style-type: none"> <li>Section 5.11 – Staff recommendations may be adopted without debate</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Aligns with the current practice of permitting staff recommendations to be adopted without debate by a unanimous resolution</li> <li>Aligns with Section 6.5 of the City Procedure By-Law</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
5.13	Extension of meetings	<ul style="list-style-type: none"> <li>Section 5.13 – Extension of a meeting beyond the time stated in the notice of the meeting or 10:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>Section 2.3 of City By-Law is currently applied</li> </ul>	<ul style="list-style-type: none"> <li>Clarifies current practice of requiring meetings to conclude by 10:00 pm</li> <li>Provides flexibility to schedule meetings other than in the evening</li> <li>Variation of Section 2.3 of the City Procedure By-law, requiring a unanimous resolution to extend the meeting by one hour or less beyond 10:00 pm</li> <li>Streamlines the current cumbersome process of requiring a unanimous resolution to extend the meeting for each hour that the meeting is extended beyond 10:00 pm</li> <li>Other jurisdictions do not require a time to be specified when extending a meeting beyond the scheduled time of conclusion</li> </ul>
6.7(b)	Allowing a Commissioner to remain at a meeting following expulsion	<ul style="list-style-type: none"> <li>Section 6.7 – Allows the expelled Commissioner to remain at the meeting if an apology is offered and accepted by an affirmative vote of 2/3 of the Commissioners present</li> </ul>	<ul style="list-style-type: none"> <li>Section 6.10(b) – Order the member to leave the meeting but, if the member apologizes for his or her un-parliamentary language or behaviour, the Board may resolve to permit the member to remain at the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Clarifies the criteria for allowing a Commissioner to remain at a meeting following an expulsion but prior to departing the meeting</li> <li>Aligns with Section 6.9</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
6.8	Return to same meeting following expulsion	<ul style="list-style-type: none"> <li>Section 6.8 – Commissioner is permitted to return to the same meeting if an apology is offered and accepted by an affirmative vote of 2/3 of the Commissioners present</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Currently, there is no provision for a Commissioner to return to the same meeting if they have departed following expulsion</li> <li>Clarifies the process for a Commissioner to return to the same meeting from which they have been expelled</li> <li>Aligns with Section 4.7 of City Procedure By-Law</li> </ul>
6.9	Return to subsequent meeting following expulsion	<ul style="list-style-type: none"> <li>Section 6.9 – Criteria for the Board to determine that additional action is required before an expelled Commissioner is permitted to return to a subsequent meeting</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Currently, there is no provision for a Commissioner to return to a subsequent meeting if they have departed following expulsion</li> <li>Clarifies that the Commissioner may return to the subsequent meeting unless the Board determines that further action is required</li> </ul>
6.13 & 6.14	Appeal of a ruling of the Chair	<ul style="list-style-type: none"> <li>Section 6.13 – Requirement for a motion that is moved and seconded to appeal a ruling</li> <li>Section 6.14 – Requirement for 2/3 of the Commissioners present to vote in support of the ruling of the Chair in order for the ruling to be sustained</li> </ul>	<ul style="list-style-type: none"> <li>Section 6.2 – No decision or ruling of the Chair shall be overruled except by a vote of not less than two-thirds of the Board members present</li> </ul>	<ul style="list-style-type: none"> <li>Robert’s Rules of Order require a simple majority to overturn a ruling of the Chair</li> <li>As the Chair is entitled to vote, it is more equitable to require a resolution of 2/3 of the Commissioners present to sustain the ruling of the Chair</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
7.2 & 7.3	Questioning staff on a recommendation	<ul style="list-style-type: none"> <li>• Section 7.2 – Every Commissioner will have 3 minutes to question staff</li> <li>• Section 7.3 – Commissioners who wish an additional opportunity to question staff will have 2 minutes after all Commissioners have an initial opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Section 8.4 – No member shall speak more than once on the same question without the permission of the Chair and only after each member has taken or passed a turn at speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all Commissioners have an equal opportunity to question staff</li> <li>• Limits Commissioners to two opportunities to question staff to ensure the efficient conduct of meetings</li> <li>• It is unclear with former Section 8.4 applies to questioning staff, speaking on a motion or both</li> </ul>
7.7 & 7.8	Member's Motions as Urgent Business	<ul style="list-style-type: none"> <li>• Section 7.7 – Allows a Commissioner to introduce business that requires the urgent attention of the Board in connection with public health or safety, a financial or legal matter of significance to the Vancouver Park Board, or a request for a leave of absence</li> <li>• Section 7.8 – The Chair will rule whether the motion meets the criteria of Urgent Business</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Provides flexibility to add urgent matters to the agenda of a meeting</li> <li>• Clarifies the portion of the agenda where Commissioners request a leave of absence</li> <li>• Clarifies how matters that do not meet the criteria for Urgent Business will be addressed</li> <li>• Aligns with Section 10.4 and 10.5 of the City Procedure By-Law</li> </ul>
7.11 & 7.12	Questioning Commissioners on amendments	<ul style="list-style-type: none"> <li>• Section 7.11 – Every Commissioner will have 3 minutes to question the Commissioner who moved the amendment</li> <li>• Section 7.12 – Commissioners who wish an additional opportunity to question the Commissioner on the proposed amendment will have 2 minutes after all Commissioners have an initial opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all Commissioners have an equal opportunity to question the Commissioner who moved the amendment being considered</li> <li>• Limits Commissioners to two opportunities to question the Commissioner regarding the amendment being considered to ensure the efficient conduct of meetings</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
7.17 & 7.18	Questioning Commissioners on substitute motions	<ul style="list-style-type: none"> <li>• Section 7.17 – Every Commissioner will have 3 minutes to question the Commissioner who moved the substitute motion</li> <li>• Section 7.18 – Commissioners who wish an additional opportunity to question the Commissioner on the proposed substitute motion will have 2 minutes after all Commissioners have an initial opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all Commissioners have an equal opportunity to question the Commissioner who moved the substitute motion being considered</li> <li>• Limits Commissioners to two opportunities to question the Commissioner regarding the substitute motion being considered to ensure the efficient conduct of meetings</li> </ul>
7.20 & 7.21	Withdrawing a motion	<ul style="list-style-type: none"> <li>• Section 7.20 – A motion may be withdrawn by the Commissioner who moved it if it has not been seconded</li> <li>• Section 7.21 – Once a motion has been moved and seconded, only the Commissioner who moved the motion may withdraw it, and then only with the unanimous consent of Commissioners present</li> </ul>	<ul style="list-style-type: none"> <li>• Section 8.2 – Prior to a decision on a motion it may be withdrawn with the approval of the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Clarifies the process for withdrawing a motion</li> <li>• Defines “approval of the Board” as unanimous consent of the Commissioners present</li> <li>• Aligns with City Procedure By-Law Section 9.4 and Robert’s Rules of Order</li> </ul>
8.3 & 8.4	Speaking to a motion	<ul style="list-style-type: none"> <li>• Section 8.3 – Every Commissioner will have 3 minutes to speak to a motion under consideration</li> <li>• Section 8.4 – Commissioners who wish an additional opportunity to speak to a motion under consideration will have 2 minutes after all Commissioners have an initial opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Section 8.4 – No member shall speak more than once on the same question without the permission of the Chair and only after each member has taken or passed a turn at speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all Commissioners have an equal opportunity to speak to a motion under consideration</li> <li>• Limits Commissioners to two opportunities to speak to a motion under consideration to ensure the efficient conduct of meetings</li> <li>• It is unclear with former Section 8.4 applies to questioning staff, speaking on a motion or both</li> </ul>

Summary of Significant Amendments to Proposed Vancouver Park Board Procedure By-Law

Section #	Description	New Provision(s)	Previous Provision(s)	Rationale
10.1 to 10.5	Reconsidering, rescinding or amending a previously adopted motion	<ul style="list-style-type: none"> <li>• Section 10.1 – Previously adopted motion may be reconsidered, amended or rescinded if irreversible action has not been taken</li> <li>• Section 10.2 – Process to consider a motion to reconsider, amend or rescind an adopted motion at the same meeting</li> <li>• Section 10.3 – Process following successful motion to reconsider, amend or rescind an adopted motion at the same meeting</li> <li>• Section 10.4 – Process to consider a motion to reconsider, amend or rescind an adopted motion at a subsequent meeting</li> <li>• Section 10.5 – Process following successful motion to reconsider, amend or rescind an adopted motion at a subsequent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Section 11 – Rescinding a previous resolution of the Board passed in the current term requires a vote of 2/3 of the Commissioners present</li> </ul>	<ul style="list-style-type: none"> <li>• Clarifies the process and criteria for the Board to reconsider, amend or rescind a motion that was previously adopted at the same meeting or a prior meeting</li> <li>• Aligns with Section 8.14 of proposed City Procedure By-law</li> </ul>
11.1 to 11.5	Reconsidering a previously defeated motion	<ul style="list-style-type: none"> <li>• Section 11.1 – Previously defeated motion may be reconsidered if irreversible action has not been taken</li> <li>• Section 11.2 – Process following successful motion to reconsider a previously defeated motion</li> <li>• Section 11.3 – Process for a motion to reconsider a previously defeated motion at the same meeting</li> <li>• Section 11.4 and 11.5 – Process for a motion to reconsider a previously defeated motion at a subsequent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Section 11 – Rescinding a previous resolution of the Board passed in the current term requires a vote of 2/3 of the Commissioners present</li> </ul>	<ul style="list-style-type: none"> <li>• Clarifies the process and criteria for the Board to reconsider a motion that was previously defeated at the same meeting or a prior meeting</li> <li>• Aligns with Section 8.15 of proposed City Procedure By-law</li> </ul>



*Adopted March 11, 2002  
Section 2 - Amended September 11, 2006*

## VANCOUVER BOARD OF PARKS AND RECREATION PROCEDURE BY-LAW

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*Adopted March 11, 2002  
Section 2 - Amended September 11, 2006*

## **VANCOUVER BOARD OF PARKS AND RECREATION PROCEDURE BY-LAW**

### **Sections 1 and 2**

The Board of Parks and Recreation of the City of Vancouver in open meeting assembled enacts as follows:

1. This By-law may be cited as the “Procedure By-law” and applies to all meetings of the Park Board and its committees.
2. If this By-law does not address a procedure:
  - (a) the Procedure By-law of the city, except for Section 7, is to apply to proceedings of the Board in respect of that procedure; or
  - (b) if the Procedure By-law of the city does not address a procedure, the most recent edition of Robert’s Rules of Order is to apply to proceedings of the Board in respect of that procedure.

## Section 3

### BOARD MEETINGS

- 3.1 (a) The General Manager shall convene the inaugural meeting of the Board at 7:00 p.m. on the first Monday in December after the election of Board Members.
- (b) Board members shall make the oath of office according to section 140 of the Vancouver Charter.
- 3.2 At the inaugural meeting of the Board, the General Manager shall recommend a schedule of regular meetings for consideration setting out the pertinent information in connection with the meetings.
- 3.3 The board shall hold regular meetings on such dates and at such times as the Board by resolution determines.
- 3.4 (a) Within 7 days after the inaugural meeting, the General Manager shall give to each Board member a calendar setting out the dates and times of all regular meetings for the next calendar year.
- (b) The General Manager shall give to each Board member at least 7 days' prior written or electronic notice of each regular meeting.
- (c) The General Manager upon instruction from the Chair, shall give to each Board member at least 48 hours' prior written or electronic notice of each special meeting unless the Board members consent unanimously to waiver of that notice.
- 3.5 (a) Each Board member shall give the General Manager written or electronic notice of that member's residential, business, or electronic address for the purpose of receiving any notice required under this By-law, and may give the General Manager similar notice of any change of such address.
- (b) The General Manager shall deliver to each Board member all notices required under this By-law at the residential, business, or electronic address of which the Board member has advised the General Manager under section 3.5(a).
- 3.6 The Chair may and, upon the written requisition of any two members, shall call a special meeting of the Board to deal with any matter of which notice is given specifying the purpose of the meeting.
- 3.7 Four members of the Board, of whom the Chair shall count as one, shall constitute a quorum of the Board.
- 3.8 As soon after the scheduled start time of a meeting as a quorum is present, the Chair shall call the meeting to order.
- 3.9 If after half an hour, a Board meeting cannot proceed due to the lack of a quorum, the General Manager shall record the attendance and the meeting shall then be adjourned.

- 3.10 Passage of a resolution at a Board Meeting requires the affirmative vote of a majority of those Board members who are present at the meeting unless a provision of the *Vancouver Charter* or of a by-law of the Board requires a greater majority in which case such provision shall govern.
- 3.11 If both the Chair and the Vice Chair are absent at the appointed time of the meeting but a quorum is present, the General Manager shall call the meeting to order and the Board shall appoint a pro tem Chair to preside until the Chair or Vice Chair arrives.
- 3.12 The secretary or acting secretary appointed by the General Manager shall record all minutes of all proceedings of the Board.
- 3.13 Minutes of previous meetings may be approved either as circulated or as amended.
- 3.14 After the Board minutes have been adopted, they shall be signed by the Chair and the General Manager.
- 3.15 The General Manager shall call the first Board meeting of the year to order and conduct the meeting for election of the Chair or until an acting Chair is appointed. The General Manager shall proceed in the same manner whenever the chair is vacant until the Board fills the vacancy.

## Section 4

### CHAIR

- 4.1 The presiding officer of the Board shall be its Chair who shall be elected by a majority vote from among the Board members present.
- 4.2 Board members shall elect the Chair by ballot at the first meeting in December of each year. If a tie vote occurs, the General Manager shall remove from the ballot the nominee who received the lowest number of votes. The Board members shall then repeat the same procedure of ballot voting and removal from the ballot of the nominee who received the lowest number of votes until they have elected the Chair.
- 4.3 If a chair is not elected at the first meeting, the Board shall appoint an acting Chair who shall conduct the Board's meetings until a Chair is elected.
- 4.4 The term of the Chair commences on the date of the election as Chair and terminates on the date of the first meeting in December next ensuing or, if in the last year of a term of office as a member of the Board, at the end of the term of office.
- 4.5 If the office of Chair becomes vacant, the Board shall forthwith elect a new Chair on the basis herein described.
- 4.6 The Chair shall vote on all questions submitted and shall have the same rights and be subject to the same restrictions on participating in debate as other members of the Board.

## Section 5

### VICE CHAIR

- 5.1 There shall be a Vice Chair elected in the same manner and for the same term as the Chair. The Chair shall preside during the election of the Vice Chair.
- 5.2 When the Chair is unable to carry out all or any of the duties of the presiding officer, the Vice Chair of the Board or in the absence of the Vice Chair, such other appointed Board member, shall act for the Chair until such time as the Board makes other arrangements.
- 5.3 If the office of Vice Chair becomes vacant, the Board shall forthwith elect a new Vice Chair on the basis herein described.

## Section 6

### CONDUCT

- 6.1 The Chair shall preserve order, and decide questions of order subject to an appeal to the Board.
- 6.2 No decision or ruling of the Chair shall be overruled except by a vote of not less than two-thirds of the Board members present.
- 6.3 Any rule of order under this By-law may be suspended by a vote of not less than two-thirds of the Board members present.
- 6.4 When the Chair decides a point of order, the rule applicable to the case shall be stated if a member so requests.
- 6.5 A member wishing to speak on any question shall address the Chair, and wait to be recognized before beginning to speak.
- 6.6 When two or more members try to speak at the same time, the Chair shall name the member who is to have the floor.
- 6.7 When a member is speaking, no other member shall interrupt, except to raise a point of order or a point of privilege.
- 6.8
  - (a) No member shall speak on any matter other than on the question being debated.
  - (b) No member shall speak on any matter previously decided by the Board except for the purpose of moving that a vote be rescinded.
- 6.9 No member shall contravene a rule of the Board or disobey the decision of the Chair.
- 6.10 If any Board member persists in contravening this By-law, a resolution or other by-law of the Board, or a decision of the Chair, the Chair may:
  - (a) Instruct the secretary to record the member's un-parliamentary language or behaviour including the member's use of objectionable or disorderly words;
  - (b) Order the member to leave the meeting but, if the member apologizes for his or her un-parliamentary language or behaviour, the Board may resolve to permit the member to remain at the meeting.
- 6.11 No persons except members and officers of the Board shall be allowed to approach the table of the Board during the sitting of the Board without the permission of the Chair.

## Section 7

### ORDER OF BUSINESS

- 7.1 The general order of business at a regular meeting shall be as follows:
- Adoption of Minutes
  - Chair's Report
  - Delegations
  - Unfinished Business
  - Communications
  - Staff Reports
  - By-laws
  - Motions
  - Notice of Motion
  - Enquiries
- 7.2 Varying the order of business at a regular meeting shall require a vote of not less than two-thirds of the Board members present and without debate.
- 7.3 The Chair, in consultation with the General Manager, shall set the agenda for the Board meeting.
- 7.4 Any member wishing to bring before the Board a matter not specified in the agenda of the meeting shall do so by way of a motion which shall be in writing and presented to the General Manager prior to commencement of the meeting.
- 7.5 If at the time the motion referred to in section 7.4 is presented and before debate a member calls for notice of the motion, the resolution portion shall be placed on the agenda of the next meeting of the Board.

## Section 8

### MOTIONS

- 8.1 Before it can be considered or voted upon, a motion must be seconded by another member and stated by the Chair.
- 8.2 Prior to a decision on a motion it may be withdrawn with the approval of the Board.
- 8.3 When the question under consideration contains more than one issue, a separate vote on each issue shall be taken at the request of any member.
- 8.4 No member shall speak more than once on the same question without the permission of the Chair and only after each member has taken or passed a turn at speaking.
- 8.5 Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt another member.
- 8.6 When a motion is under consideration, no motion shall be received other than a motion to:
  - Refer the motion, or
  - Amend the motion, or
  - Lay the motion on the table, or
  - Postpone the vote, or
  - Adjourn the meeting, or
  - Move that the vote be taken.
- 8.7 Any member may give notice of a motion by giving a copy to the Chair during a meeting of the Board and upon being acknowledged by the Chair in a formal session, the resolution portion of the motion shall appear in the minutes of that meeting as Notice of Motion and be placed on the agenda of the next regular meeting of the Board.
- 8.8 A motion to adjourn shall always be in order, except that if a motion to adjourn is defeated it shall not be allowed again until at least one other matter has been dealt with.



## Section 9

### VOTING - STATUTORY REQUIREMENTS

- 9.1 Sections 9.1 to 9.8 apply to all meetings of the Board and to meetings of committees appointed by the Board.
- 9.2 Unless otherwise provided in the *Vancouver Charter*, if the votes of the members present at the meeting at the time of the vote are tied, the motion is defeated and the Chair shall so declare.
- 9.3 A member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 9.4 If a member considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member shall declare this and state the general nature of why the member considers this to be the case.
- 9.5 After making a declaration required by section 9.4, the member:
- (a) Shall not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter.
  - (b) Shall immediately leave the meeting while the Board considers or votes on the matter; and
  - (c) Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 9.6 When a declaration required by section 9.4 is made, the General Manager shall record the member's declaration, the reasons given for it, and the times of the member's departure from the meeting room and, if applicable, of the member's return.
- 9.7 Without limiting section 9.4, a member must not participate in the discussion of or vote on a question in respect of a matter in which the member has a direct or indirect pecuniary interest.
- 9.8 Section 9.7 does not apply:
- (b) [sic] if the pecuniary interest of the member is a pecuniary interest in common with electors of the city generally;
  - (c) if the matter relates to remuneration or expenses payable to one or more Board members in relation to their duties as members of the Board; or
  - (a) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

## Section 10

### VOTING

- 10.1 Amendments shall be put in the reverse order to that in which they are moved and shall be decided before the main motion is voted upon.
- 10.2 Only one amendment to the main motion and one amendment to the amendment may be permitted at any one time.
- 10.3 Members who are in the room shall take their places when a vote is called for and shall not leave until the vote has been taken.
- 10.4 When a question is being put, no member shall walk across or out of the room, or make any noise or disturbance.
- 10.5 After the Chair calls the question on a motion, there shall be no further discussion on the motion, nor shall another motion be made until the result of the vote is declared.
- 10.6 After the vote has been taken, the Chair shall state the names of those voting in the negative, and the Secretary shall enter them in the minutes.
- 10.7 A vote shall be verified at the request of any member.

## Section 11

### EXCEPTIONAL VOTES

11. No previous resolution of the Board passed in the current term on any matter shall be rescinded unless by a vote of not less than two-thirds of the Board members present.

## Section 12

### ENQUIRIES

- 12.1 Any member of the Board has the right to seek information relating to any matter before the Board or related to the business of the Board through the Chair to any other member or to the General Manager.
- 12.2 Questions may be addressed to the Chair or through the Chair to any other member of the Board.
- 12.3 Questions shall not include any argument or opinion or any facts beyond those necessary by way of explanation.
- 12.4 Replies shall be factual and limited to the terms of the question, and may be made in writing, or answered at the meeting.

## Section 13

### DELEGATIONS

- 13.1 A delegation shall not speak until the Chair recognizes the delegation.
- 13.2 A delegation shall not speak for more than five minutes unless the Board, by a vote of not less than two-thirds of the Board members present, otherwise permits.
- 13.3 Any speaker for the delegation shall begin by stating his or her name and the name of the organization the delegation represents.
- 13.4 A delegation shall address all remarks to the Chair.
- 13.5 Board members may question a delegation only to clarify a factual aspect of its presentation.

## Section 14

### COMMITTEES

- 14.1 The Board may appoint a committee of members by resolution and specify the business to be dealt with by the committee.
- 14.2 If no member is appointed by the Board to Chair a committee, the committee shall be responsible to choose a Chair at the first meeting.
- 14.3 Meetings of a committee shall be held as scheduled by the Committee.
- 14.4 Notice of all meetings of the Committee, whether regular or special, shall be given to all members of the Committee by the General Manager no later than 12:00 noon the day before that on which the meeting is to be held.
- 14.5 The General Manager shall deliver all notices of all committee meetings to each committee member at the residential, business or electronic address of which the committee member has advised the General Manager under section 3.5(a) of this By-law.
- 14.6 A majority of any of the members appointed to any committee shall constitute a quorum.
- 14.7 The Chair of the Board shall be ex officio a member of all committees, with the right to make motions, speak and vote, and when present shall be counted in determining a quorum.
- 14.8 A Board member who is not a member of the committee may attend a meeting and enter into debate, but shall not have a vote.
- 14.9 If at the time appointed for a meeting of a committee and for the ensuing half-hour no quorum is present, then at the conclusion of such half-hour the meeting shall be deemed cancelled.
- 14.10 All committees appointed by the Board shall conduct their business under the following rules of procedure:
  - (a) the committee Chair shall preside at every meeting and shall vote on all questions submitted;
  - (b) in the absence of the committee Chair, one of the other members shall be elected to preside, and shall discharge all of the duties of the Chair;
  - (c) when a committee report is submitted to the Board, any member has the right to submit a dissenting report;
  - (d) no action of any committee, except where power to take such action is expressly conferred on the committee, shall be binding on the Board unless the Board has approved such action; and
  - (e) otherwise, the rules of procedures set out in this By-law will apply.
- 14.11 All committees appointed by the Board shall report to the Board on all matters.

## Section 15

### BY-LAWS

- 15.1 Every by-law requires three readings.
- 15.2 A by-law shall be introduced by a motion that “the By-law be introduced and read a first time”, which shall be decided without amendment or debate.
- 15.3 On passing of the motion, the by-law shall be read and the Chair shall declare the by-law to be open for discussion or amendment.
- 15.4 A by-law shall be deemed to be read when its title is read but if any two members require it, the entire by-law shall be read clause by clause.
- 15.5 After discussion and disposing of any amendments, a motion shall be put that the by-law be given second and third readings and the Presiding Officer and General Manager be authorized to sign the by-law.
- 15.6 After the readings of a by-law, the General Manager shall certify the readings and dates thereof at the end of the by-law.
- 15.7 Where a by-law has been passed by the Board, it shall be signed and retained for safekeeping by the General Manager.

## Section 16

### REPEAL AND ENACTMENT

- 16.1 The Procedure By-law passed by the Park Board on September 25, 1995 is hereby repealed.
- 16.2 This By-law is to come into force and take effect on the date of its enactment.

ENACTED by the Board of Parks and Recreation of the City of Vancouver on March 11, 2002.

Signed by Commissioner Clarence Hansen  
Chair, Park Board

Signed by Susan Mundick  
General Manager