



PARK BOARD PROCEDURE BY-LAW

Update

Park Board Committee Meeting
January 14, 2019



The purpose of this presentation is to introduce an updated Park Board Procedure By-law that:

- incorporates current Board and Committee meeting practices;
- provides clarity on procedures that may have been unclear or missing from the current by-law;
- reflects feedback received from Commissioners around improving agenda management and meeting efficiency;
- updates the inaugural meeting date to align with the revised election cycle; and
- re-organizes the document to improve referencing and readability.



Background

- Current PB Procedure By-law has not undergone a significant review for nearly 17 years:
 - adopted March 11, 2002
 - amended September 11, 2006 (Section 2)
 - amended October 29, 2018 (Section 3.1a)
- Regular updates are recommended to:
 - reflect evolving meeting practices & specific Park Board needs;
 - define areas that are silent or unclear;
 - align with the election cycle & dates (changed to 4 years);
 - reflect best practices.



Proposed Amendments



Majority of proposed revisions are intended to improve overall organization and readability (*as noted in comments in Appendix A*):

- definitions and subsection headings added;
- table of contents includes section/page links;
- sections re-ordered to reflect general sequence of events;
- language updated for to improve clarity.

Several updates are required to capture current practices that reflect evolving needs and Board preferences over the years, such as:

- Providing annual meeting schedule for approval in 4th quarter & posting online (Sections 3.1 and 3.2);
- Updating the standard order of business for Board and Committee agendas to align with current practices (Sections 4 & 14);
- Clarifying that speakers can be heard at Committee and Special Board meetings (Definitions and Section 15);
- Aligning inaugural Board meeting with new election cycle (Section 4.1).

Many amendments are proposed to update out-dated or confusing language, or to add procedural clarity where the current by-law may be silent, such as:

- Clarifying the criteria for calling In Camera Board Meetings and releasing decisions (Sections 4.8 to 4.11);
- Specifying that notice of meetings is provided electronically (Section 5.1);
- Including an explanation for adopting matters on consent (Section 5.11);
- Clarifying process for appealing a ruling of the Chair (Section 6.13 and 6.14);
- Outlining criteria for adding urgent business items to the agenda (Sections 7.7 and 7.8).

Some amendments are proposed to address procedural challenges identified over the past several years:

- Adding ability for Chair to cancel or reschedule a regular meeting with notice if impractical to hold a meeting in advance (Sections 3.4);
- Adding new procedure for extending meetings beyond the stated time of conclusion; previously relied on CoV Procedure By-law (Section 5.13);
- Proposing Commissioner time limits vs. question limits to ensure all Commissioners have an opportunity to speak while also helping to manage meeting time (Sections 7 & 8).

Future Considerations

Options requiring Vancouver Charter amendments that could be considered in future by-law reviews include:

- Exploring options for Commissioners to attend meetings electronically:
 - Commissioners have previously expressed interest in this option;
 - Council currently has regulations allowing electronic attendance at In Camera meetings;
- Adjusting criteria for calling Special Meetings:
 - Commissioners already have the opportunity to introduce agenda topics via submitting notice of motion or via the urgent business criteria;
 - An annually approved meeting schedule provides regular opportunities for Commissioners to introduce agenda topics.

- 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.

- 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;
- B. THAT all references to requiring general consensus of the Board and the number of rounds in relation to questions be removed;
- C. THAT all Board enquiries be posted online with status and responses;
and
- D. 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.

