



September 28, 2020

**TO:** Park Board Chair and Commissioners  
**FROM:** General Manager – Vancouver Board of Parks and Recreation  
**SUBJECT:** Park Board Meeting Dates - 2021 Schedule

---

## RECOMMENDATION

THAT the Vancouver Park Board approve the 2021 Committee and Regular Board meeting dates, as outlined below, with Committee meetings commencing at 6:30pm and Regular Board meetings immediately following:

January 18	February 08 February 22	March 08 March 29
April 12 April 26	May 17 May 31	June 21
July 05 July 19	August BREAK	September 20
October 04 October 18	November 15 November 29	December 13

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

## BOARD POLICY

As per Section 3 of the [Vancouver Park Board Procedure By-Laws](#), the General Manager shall recommend a schedule of Regular Board Meetings and Committee Meetings for consideration by the Board. Upon approval by a resolution of the Board, the annual meeting schedule will be published on the Vancouver Park Board website.

## BACKGROUND

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

Starting in 2018, Committee meeting start times were shifted to 6:30pm (previously 7:00pm), with Regular Board meetings convening after Committee business is completed. The goal of the 6:30pm meeting start is to provide adequate time to address all Board business and to reduce the need to extend meetings past the 10:00pm adjournment time established by the Park Board Procedure By-laws. Additionally, it was agreed that Tuesday evenings following each scheduled

meeting would be held as reserve to convene any recessed or rescheduled meetings. When needed, In Camera meetings (meetings closed to the public as per the criteria set in [Section 165.2\(1\)](#) of the [Vancouver Charter](#)), have been typically held at 5:30pm on the same evening the public meetings are scheduled.

## **DISCUSSION**

Staff recommend continuing with the 6:30pm start time for public meetings, with Committee business to be completed first, followed by the Regular Board meeting. It is also recommended that Commissioners continue to reserve each Tuesday evening following all scheduled meetings for any recessed or rescheduled meetings. Should the Board need to meet In Camera, these meetings will be scheduled to precede public meetings held on either Monday or Tuesday evenings whenever possible.

The calendar in Appendix A reflects the proposed 2021 Park Board meeting and reserve dates, and also includes the aligned Council meeting dates (still to be approved) for reference.

## **SUMMARY**

Staff propose the dates highlighted in the calendar included in Appendix A, and as outlined above in the Recommendation, as the schedule for the Committee and Regular Board meetings for 2021.

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

Prepared by:  
Cheryl Chan – Manager, Executive Office & Board Relations

/clc

Park Board Meetings - 2021 Schedule



Vancouver Board of Parks and Recreation

2021

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

Council Meeting  
Special Council Meeting

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	31	1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	2	3	4	5	6	7	8			1	2	3	4	5
4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
25	26	27	28	29	30	1	30	31						27	28	29	30			
July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	31	1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

Stat Holidays

Other Dates