



Novmeber 10, 2022

TO: Park Board Chair and Commissioners
FROM: General Manager – Vancouver Board of Parks and Recreation
SUBJECT: Park Board Meetings – Proposed 2023 Schedule

RECOMMENDATION

THAT the Vancouver Park Board approve the 2023 meeting dates as outlined below, with the meetings open to the public commencing at 6:30pm and with Regular Board meetings to immediately follow Board Committee meetings (when scheduled):

January 16 January 30	February 13 February 27	March 6 March 27
April 24	May 8 May 29	June 12 June 26
July 10 July 17	August BREAK	September 11 September 25
October 16 October 30	November 27	December 4 (<i>Special Budget</i>) December 11

AND FURTHER THAT the Park Board reserve the hour prior to each public meeting for an In Camera meeting should it be required, and reserve 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 the Park Board [Procedure By-Law](#):

- 3.1 The General Manager shall recommend a schedule of Regular Board Meetings and Board 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 Board Committee Meetings on the Vancouver Park Board website.
- 5.3 Commissioners are expected to attend all meetings of the Board or Board Committee in person, except as provided in “Section 16 – Electronic Meetings”.

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.

Since 2018, the annually scheduled public meetings have commenced at 6:30pm, generally starting with a Board Committee meeting followed by a Regular Board meeting. The Board Committee is comprised of all Commissioners and these meetings are scheduled to permit members of the public an opportunity to speak on report recommendations being presented for Board consideration. When a Board Committee meeting is not needed, the Regular Board meeting will convene at 6:30pm.

Unless otherwise stated in the meeting notice, or if extended by Board resolution, all meetings of the Board will adjourn by 10:00pm. Tuesday evenings following each scheduled meeting are typically held as reserve from 5:30pm to 10:00pm 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](#)), are generally held at 5:30pm on the same evening the public meetings are scheduled, but may be scheduled at other times with at least 48 hours notice provided.

Meetings of the Board are held at the Park Board Administration Building unless otherwise stated on the meeting notice, and Commissioners are expected to attend in person whenever possible. On October 4, 2021, the Board updated the Procedure By-Law to allow Commissioners to hold and attend meetings by electronic means when they are unable to attend in person. The bylaw had also been updated in April 2021 so that members of the public could participate by electronic means.

DISCUSSION

The calendar in Appendix A reflects the proposed 2023 Park Board meeting schedule and reserve dates, and includes the aligned Council meeting dates for reference purposes only.

In order to provide sufficient time to address all business before the Board and to reduce the need to extend meetings past the set adjournment time, staff recommend continuing with the 6:30pm start time for public meetings, with Board Committee business to be completed first (when needed), followed by a Regular Board meeting.

It is also recommended that Commissioners continue to reserve each Tuesday evening following each scheduled meeting 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.

SUMMARY

Staff propose the dates outlined in the Recommendation be approved as the annual schedule for the Regular Board and Board Committee meetings for 2023.

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

Prepared by:
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Park Board Meetings - 2023 Schedule



Vancouver Board of Parks and Recreation

2023

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

 Meeting Reserve

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	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
<small>Jan 1 - New Year's Day (observed Jan 2)</small>							<small>Feb 20 - Family Day</small>							<small>Mar 13-24 - Spring Break</small>						
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		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29	30	
30																				
<small>Apr 7 - Good Friday Apr 10 - Easter Monday</small>							<small>May 22 - Victoria Day</small>													
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			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			
<small>Jul 1 - Canada Day (Observed July 2)</small>							<small>Aug 7 - BC Day</small>							<small>Sep 4 - Labour Day Sep 30 - Day of Truth & Reconciliation</small>						
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	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
<small>Oct 9 - Thanksgiving</small>							<small>Nov 11 - Remembrance Day (Observed November 13)</small>							<small>Dec 25 & 26 - Christmas Day & Boxing Day (observed) Dec 27 - 29 - CoV/PB Closed</small>						

Stat Holidays (observed) Notable Dates