



October 9, 2023

TO: Park Board Chair and Commissioners
FROM: General Manager – Vancouver Board of Parks and Recreation
SUBJECT: Park Board Meetings – Proposed 2024 Schedule

RECOMMENDATION

THAT the Vancouver Park Board approve the 2024 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 22	February 05 February 26	March 11
April 08 April 22	May 06 May 27	June 10 June 24
July 08 July 22	August Break	September 9 September 23
October 07 October 21	November 04 November 25 (Special Budget)	December 09

FURTHER THAT the Board reserve the hour prior to each public meeting for an In Camera meeting, should it be required;

AND FURTHER THAT the Board 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 statutory holidays, special events, and other seasonal breaks. 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, 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, a Regular Board meeting would convene at 6:30pm.

Unless extended by Board resolution, all meetings of the Board will adjourn by 10:00pm, per Section 5.14 of the Park Board Procedure By-law. Tuesday evenings following each scheduled meeting are held as meeting reserves 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 day as 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 was also updated in April 2021 so that members of the public could participate by electronic means.

DISCUSSION

The calendar in Appendix A reflects the proposed 2024 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 reserve all Tuesday evenings for any recessed or rescheduled meetings, or for any briefings from staff. 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 2024.

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/ds/jk

Park Board Meetings – 2024 Schedule



Vancouver Board of Parks and Recreation

2024

Committee/Regular Board Meeting (8:30pm)
 Council Meeting
 Meeting Reserve

