



Report Date: October 11, 2024

VanRIMS No.: 08-3000-30

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TO: Park Board Chair and Commissioners  
 FROM: General Manager, Board of Parks and Recreation  
 SUBJECT: Proposed 2025 Park Board Meeting Schedule

**RECOMMENDATION**

THAT the Vancouver Park Board approve the 2025 meeting dates as outlined below, with meetings open to the public commencing at 6:30pm and with Regular Board meetings to immediately follow Board Committee meetings (when scheduled):

January 20	February 03 February 24	March 10 March 31
April 14 April 28	May 12	June 02 June 16
July 07 July 21	August break	September 15
October 06 October 20	November 03 November 24 (Special Budget)	December 08

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 AUTHORITY / PREVIOUS DECISIONS**

Per the Park Board's [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.

**DISCUSSION**

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, Park Board 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. Unless extended by Board resolution, all meetings of the Board will adjourn by 10:00pm, in accordance with Section 5.14 of the Park Board Procedure By-law.

Meetings of the Board are held at the Park Board Administration Building unless otherwise stated in the meeting notice. Commissioners are expected to attend in person whenever possible, per Section 5.3 of the Procedure By-law.

**FINANCIAL CONSIDERATIONS**


There are no financial considerations associated with this report.

**CONCLUSION AND NEXT STEPS**


Staff propose the dates outlined in the Recommendation and as noted in Appendix A, be approved as the annual schedule for Regular Board and Board Committee meetings for 2025.

APPENDIX A

Proposed 2025 Park Board Meeting Calendar



## Vancouver Board of Parks and Recreation



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

Council Meeting

■ Meeting Reserve
 ■ Observed statutory holidays noted in red

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							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

Jan 1 - New Year's Day
Feb 17 - Family Day
Mar 17 to 28 - Spring Break

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	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Apr 18 - Good Friday
May 10 - Victoria Day
Apr 21 - Easter Monday

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	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30						
							31															

Jul 1 - Canada Day
Aug 4 - BC Day
Sep 1 - Labour Day

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							1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24*	25	26	27	28	29	28	29	30	31	1	2	3	
							30														

Oct 13 - Thanksgiving
Nov 11 - Remembrance Day
Nov 24 - Special Budget Meeting
Dec 25/26 to Jan 1/26 - Holiday Closure