

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2019 March 14

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 2410-20

**SUBJECT: PARKS, RECREATION AND CULTURE COMMISSION MEETING TIME
CHANGE**

PURPOSE: To request a change to the start time of future Parks, Recreation and
Culture Commission meetings.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend to Council that the Parks, Recreation and Culture Commission meeting start time be moved from 7:00 p.m. to 6:00 p.m, beginning in May 2019.

REPORT**1.0 INTRODUCTION**

Parks, Recreation and Culture Commission meetings are currently held at 7:00 p.m. Council and all other Committees meet no later than 6:00 p.m.

In an effort to streamline processes and to be consistent with Council and other Committees, it is recommended that the Commission meeting time be changed to 6:00 p.m. If the recommendation is approved, the Commission Policy Manual section 10 will be updated to reflect the new time.

Section 35(1) of the Burnaby Procedure Bylaw allows for the Chair to change the time of the meeting although it is usually used on an as required basis.

- **35. (1)** The chair of a committee or commission may cancel a meeting, call an additional meeting or change the time or place of a meeting of that committee or commission. (BYLAW #13461)

As the requested change would be a permanent one, Commission and Council approval is required.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: Parks, Recreation and Culture Commission
Meeting Time Change
2019 March 14Page 2

2.0 POLICY SECTION

- An Inclusive Community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities, and assets

If approved, notifications of the change in time will be posted on the website as well as the City's social media platforms and the current Committee schedule will be revised to reflect the change.

3.0 RECOMMENDATION

It is recommended that the Parks, Recreation and Culture Commission recommend to Council that the Commission meeting start time be changed from 7:00 p.m. to 6:00 p.m. to streamline processes and provide more opportunity for public engagement.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

KM:tc