

**METRO VANCOUVER REGIONAL DISTRICT  
CAUCUS OF COMMITTEE CHAIRS**

**MEETING**

**Friday, February 17, 2023**

**10:00 am**

**Meeting conducted in-person pursuant to the Procedure Bylaw  
28<sup>th</sup> Floor Boardroom, 4515 Central Boulevard, Burnaby, British Columbia  
Webstream available at <http://www.metrovancover.org>**

**A G E N D A<sup>1</sup>**

**1. ADOPTION OF THE AGENDA**

**1.1 February 17, 2023 Meeting Agenda**

That the Caucus of Committee Chairs adopt the agenda for its meeting scheduled for February 17, 2023 as circulated.

**2. ADOPTION OF THE MINUTES**

**3. DELEGATIONS**

**4. INVITED PRESENTATIONS**

**5. REPORTS FROM COMMITTEE OR STAFF**

**5.1 2023 Caucus of Committee Chairs Meeting Schedule and Work Plan**

*pg. 3*

That the Caucus of Committee Chairs:

- a) receive for information the Caucus of Committee Chairs Terms of Reference and the 2023 Annual Meeting Schedule, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs Meeting Schedule and Work Plan"; and
- b) endorse the 2023 Work Plan, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs Meeting Schedule and Work Plan".

**5.2 Standing Committee 2023 Priorities**

*Verbal Update*

Designated Speakers: Caucus of Committee Chairs Members

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<sup>1</sup> Note: Recommendation is shown under each item, where applicable.

**6. INFORMATION ITEMS**

**7. OTHER BUSINESS**

**8. BUSINESS ARISING FROM DELEGATIONS**

**9. RESOLUTION TO CLOSE MEETING**

*Note: The Committee must state by resolution the basis under section 90 of the Community Charter on which the meeting is being closed. If a member wishes to add an item, the basis must be included below.*

That the Caucus of Committee Chairs close its meeting scheduled for February 17, 2023 pursuant to section 226 (1) (a) of the *Local Government Act* and the *Community Charter* provisions as follows:

- 90 (1) A part of the meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (c) labour relations or other employee relations;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the board or committee considers that disclosure could reasonably be expected to harm the interests of the regional district;
  - (g) litigation or potential litigation affecting the regional district;
  - (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board or committee, could reasonably be expected to harm the interests of the regional district if they were held in public;
  - (l) discussions with regional district officers and employees respecting regional district objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report] of the Charter; and
  - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

**10. ADJOURNMENT/CONCLUSION**

That the Caucus of Committee Chairs adjourn/conclude its meeting of February 17, 2023.

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Membership:

Harvie, George V. (C) – Delta  
McEwen, John (VC) – Anmore  
Brodie, Malcolm – Richmond  
Buchanan, Linda – North Vancouver City  
Dhaliwal, Sav – Burnaby

Dominato, Lisa – Vancouver  
Hurley, Mike – Burnaby  
Kirby-Yung, Sarah – Vancouver  
Kruger, Dylan – Delta  
Locke, Brenda – Surrey

McCutcheon, Jen – Electoral Area A  
Muri, Lisa – North Vancouver District  
West, Brad – Port Coquitlam  
Woodward, Eric – Langley Township

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To: Caucus of Committee Chairs

From: Heather McNell, Deputy CAO, Policy and Planning

Date: February 6, 2023 Meeting Date: February 17, 2023

Subject: **2023 Caucus of Committee Chairs Meeting Schedule and Work Plan**

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### RECOMMENDATION

That the Caucus of Committee Chairs:

- a) receive for information the Caucus of Committee Chairs Terms of Reference and the 2023 Annual Meeting Schedule, as presented in the report dated February 6, 2023, titled “2023 Caucus of Committee Chairs Meeting Schedule and Work Plan”; and
  - b) endorse the 2023 Work Plan, as presented in the report dated February 6, 2023, titled “2023 Caucus of Committee Chairs Meeting Schedule and Work Plan”.
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### EXECUTIVE SUMMARY

The Terms of Reference for the Caucus of Committee Chairs sets out the committee responsibilities in the areas of standing committee priorities, the *Board’s Strategic Plan*, and Metro Vancouver’s long-term goals, which provides guidance and oversight on the implementation of the annual work plan. Work plan priorities for 2023 include the *Board’s Strategic Plan’s* vision, and priority issues intersecting across standing committees, and are consistent with the endorsed 2023 Budget. Pursuant to the Terms of Reference, the meeting schedule proposes three meetings.

### PURPOSE

To provide the Caucus of Committee Chairs with the 2023 Work Plan, its Terms of Reference, and the Annual Meeting Schedule.

### BACKGROUND

Annually, following the Board Inaugural meeting in November, the Board Chair establishes the committee structure and the terms of reference for each committee, for the new year. To support the Committee in its work, this report brings forward the committee’s Work Plan and the Schedule of Meetings for 2023.

### 2023 WORK PLAN

The Work Plan presented in this report is consistent with the Caucus of Committee Chairs’ Terms of Reference (Attachment 2) and with the Board Strategic Plan and is being brought forward for the Committee’s information, review and endorsement.

Key actions in the 2023 Work Plan for the Committee are described below and listed according to the Committee responsibilities in its Terms of Reference:

- Providing, within its scope of responsibility, a regional forum to facilitate collaborative processes to address the most pressing issues facing the region;
- Progressing the Board's key priorities during its four-year mandate to advance its shared vision, as reflected in the Board's Strategic Plan;
- Developing strategies to align activities under Metro Vancouver's legislated authority and areas of service;
- Operationalizing key actions and principles to implement across the organization for the years to come; and,
- Advancing Metro Vancouver's long-term goals by providing strategic direction for its services and actions relevant to member jurisdictions, stakeholders, and the public.

The committee will be updated on the status of the actions and projects in this Work Plan on a tri-annual basis per the Committee's schedule.

### 2023 COMMITTEE MEETING SCHEDULE

The MVRD *Procedure Bylaw* requires the Corporate Officer to provide the Committee with an Annual Meeting Schedule for the upcoming year, including the date, time and place of the meetings.

- Friday, February 17                      10:00 am
- Friday, June 2                              11:00 am *\*Or immediately following the Board meeting – whichever is later.*
- Friday, September 29                      11:00 am *\*Or immediately following the Board meeting – whichever is later.*

### Meeting Place

Committee meetings will be held at Metro Vancouver Boardroom, 28<sup>th</sup> Floor, 4515 Central Blvd, Burnaby, BC, at 9:00 am/1:00 pm, unless otherwise specified on the Metro Vancouver public notice board, the Metro Vancouver website, and the respective agenda.

### ALTERNATIVES

1. That the Caucus of Committee Chairs:
  - a) receive for information the Caucus of Committee Chairs' Terms of Reference and the 2023 Annual Meeting Schedule, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs' Meeting Schedule and Work Plan"; and
  - b) endorse the 2023 Work Plan, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs' Meeting Schedule and Work Plan".
2. That the Caucus of Committee Chairs:
  - a) receive for information the Caucus of Committee Chairs Terms of Reference and the 2023 Annual Meeting Schedule, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs Meeting Schedule and Work Plan"; and
  - b) endorse the 2023 Work Plan, as presented in the report dated February 6, 2023, titled "2023 Caucus of Committee Chairs Meeting Schedule and Work Plan", incorporating the requested changes from the Caucus of Committee Chairs.

### **FINANCIAL IMPLICATIONS**

The priorities in the 2023 Work Plan of the Caucus of Committee Chairs are consistent with the 2023 Budget approved by the MVRD Board on October 28, 2022, and with key actions included in the Annual Work Plans.

Committee meeting expenses and remuneration associated with meeting attendance have been allocated in the annual budget.

### **CONCLUSION**

The Work Plan presented in this report identifies the priorities for the Caucus of Committee Chairs in 2023 and is consistent with its Terms of Reference and the 2023 Budget approved by the MVRD Board. To assist the Committee, the 2023 Annual Meeting Schedule has been established to guide the Committee's success in completing the business of the Work Plan. Staff recommends that Alternative 1 be approved.

### **Attachment**

1. Caucus of Committee Chairs 2023 Work Plan
2. Caucus of Committee Chairs Terms of Reference
3. Caucus of Committee Chairs 2023 Annual Meeting Schedule

Orbit #

**Caucus of Committee Chairs 2023 Work Plan**  
Report Date: February 6, 2023

**Priorities**

<b>1<sup>st</sup> Meeting</b>	<b>Status</b>
Review of Standing Committee Priorities	In Progress
<b>2<sup>nd</sup> Meeting</b>	<b>Status</b>
Pan-Municipal Topics	Pending
<b>3<sup>rd</sup> Meeting</b>	<b>Status</b>
Review Status of Priorities	Pending

## Caucus of Committee Chairs

### Terms of Reference

The Caucus of Committee Chairs of Metro Vancouver is the standing committee of the Metro Vancouver Board that provides advice and recommendations on priority issues of significant regional interest from Metro Vancouver's standing committees in alignment with the *Board's Strategic Plan*.

#### Committee Responsibilities

Within the scope of the *Board's Strategic Plan*, Board policies, and the *Metro Vancouver Financial Plan*, the Committee provides input, advice and recommendations to the Board regarding issues intersecting across standing committees, and presenting a venue to address matters of pan-committee interest consistent with the Board's vision and goals.

Specific Committee responsibilities include:

- Providing, within its scope of responsibility, a regional forum to facilitate collaborative processes to address the most pressing issues facing the region;
- Progressing the Board's key priorities during its four-year mandate to advance its shared vision, as reflected in the *Board's Strategic Plan*;
- Developing strategies to align activities under Metro Vancouver's legislated authority and areas of service;
- Operationalizing key actions and principles to implement across the organization for the years to come; and
- Advancing Metro Vancouver's long-term goals by providing strategic direction for its services and actions relevant to member jurisdictions, stakeholders, and the public.

#### Committee Membership and Meetings

The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. Committee membership includes the Chairs from all Metro Vancouver standing committees. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

#### Committee Management

The Committee Chair, or in the absence of the Chair the Vice Chair, is the chief spokesperson on matters of public interest within the Committee's purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or designate is the appropriate spokesperson. Where necessary and practical, the Board Chair, Committee Chair and Chief Administrative Officer will confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and is the principal point of contact for Committee members.



**Caucus of Committee Chairs 2023 Annual Meeting Schedule**

- **Friday, February 17, 2023 at 10:00 am**
- **Friday, June 2, 2023 at 11:00 am** *\*Or immediately following the Board meeting – whichever is later.*
- **Friday, September 29, 2023 at 11:00 am** *\*Or immediately following the Board meeting – whichever is later.*