

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;
- Overseeing the review of proposals for funding under Metro Vancouver's Sustainability Innovation Funds, monitoring the program's overall performance, and making recommendations to the Board on proposals to support;
- 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.