

---

**NON-MEMBER ATTENDANCE AT BOARD AND COMMITTEE MEETINGS**

Effective Date: May 16, 2012 (revised March 29, 2019)

Approved By: MVRD Board

**Policy No. GV-010**

---

**PURPOSE**

To define meeting policy for non-member attendance and/or participation at board and committee meetings, and to define how non-members will access agendas.

**DEFINITIONS**

**“Board”** means the Board of Directors of the Metro Vancouver Regional District (MVRD), Metro Vancouver Housing Corporation (MVHC), Greater Vancouver Water District (GVWD), and Greater Vancouver Sewerage and Drainage District (GVS&DD), as the context requires;

**“Member Director”** means a Director of the relevant Board for the jurisdiction they represent as a participant, whether as a Municipal Director, as an Electoral Area Director, or as a Treaty First Nation Director pursuant to the *Local Government Act*;

**“Non-member Director”** means a MVRD Board Director who is not a member of the GVWD and/or GVS&DD;

**“Committee Member”** means a person who is appointed to a committee; and

**“Non-committee Member”** means a person who is not appointed to a committee, which includes an Alternate Director, acting on behalf of a Municipal Director, an Electoral Area Director, or a Treaty First Nation Director pursuant to the *Local Government Act*.

**POLICY**

Metro Vancouver is governed by different Boards that have differing memberships: MVRD, MVHC, GVWD and GVS&DD. When the Boards meet on the same date, time and place, it is important to clarify the policy for attendance, participation and access to agendas.

Similarly, at committee meetings – without interfering with the authority of the Board Chair to establish standing committees and appoint persons to those committees – it is important to clarify the policy for a non-member to attend a specific committee meeting.

Non-committee Members may not attend committee meetings in the absence of Committee Members. This is based on:

## BOARD POLICY

- First, the need for consistency and continuity among members in order to facilitate and expedite the deliberations. Where additional expertise or perspectives were deemed necessary, it has been at the pleasure of the Committee to invite others.
- Second, equality of Committee Members (given that not all members are Directors) has been viewed as a way to establish a “level playing field”. Metro Vancouver is unlike other regional districts in that it allows for a mix of Directors and Non-Directors to sit on its committees.
- Third, not fettering the Chair’s discretion to appoint persons of the Chair’s choosing has traditionally been respected. A Director who sends their alternate to committee changes the composition of that committee for the one or more meetings that the Alternate Director attends. In addition, some Directors have multiple Alternate Directors. Non-Directors would not have the same opportunity.

### Board Meetings

1. Non-member Directors may remain seated at the table during an open meeting, but must not participate in debate.
2. A Non-member Director may attend a closed meeting unless the Board Chair requests them to depart.
3. Only Member Directors will have access to the closed meeting agenda. A Member Director’s alternate will have access to the closed meeting agenda at the time they are acting for the absent member director.
4. To facilitate the movement of member/non-member Directors between the various Board meetings, the sequence of Board meetings will be as follows, unless otherwise determined:
  - MVRD open meeting
  - MVHC open meeting
  - GVWD open meeting
  - GVS&DD open meeting
  - MVRD closed meeting
  - MVHC closed meeting
  - GVWD closed meeting
  - GVS&DD closed meeting
5. All persons other than regional district officers, employees and Non-member Directors may be authorized to attend a specific closed Board meeting, if the Board authorizes that attendance by resolution.

# BOARD POLICY

## Committee Meetings

1. Any Non-Committee Member may attend a standing committee meeting that is open to the public.
2. A Non-committee Member at a standing committee meeting:
  - a) must sit in the public gallery, unless the Committee authorizes them to sit at the committee table;
  - b) may only participate in the debate if authorized by the Committee;
  - c) may not vote; and
  - d) will not be remunerated for their attendance, unless they were expressly invited to attend and the Board chair authorizes the remuneration in advance.
3. Only Committee Members can attend a standing committee meeting that is closed to the public, unless the Committee authorizes a Non-committee Member to attend. In this case, the Non-committee Member will be recorded as present in the minutes of the meeting, and will not receive an agenda.
4. Only Committee Members will have access to the closed meeting agenda. Directors who would be able to vote on a closed committee report if it were presented to the appropriate Board of which they are a member will have access to the closed meeting agenda.
5. All persons other than regional district officers and employees may be authorized to attend a specific closed standing committee meeting, if the Committee authorizes that attendance by resolution.