

Terms of Reference Mayor's Roundtable – South of Fraser

1. Introduction

The Vancouver Fraser Port Authority's mandate is to facilitate Canada's trade objectives while protecting the environment and considering local communities. Consistent with this approach, the port authority engages with bordering local governments on an ongoing basis to strengthen communications, build productive working relationships and find opportunities for collaboration.

The purpose of the Mayor's Roundtable – South of Fraser is to provide a forum where the port authority and mayors of communities south of the Fraser River can share information, discuss community interests and issues as they relate to port operations, projects, and initiatives, and identify opportunities for collaboration. The roundtable is not a decision-making body.

These Terms of Reference ensure that participating mayors are aware of the objectives and advisory nature of the roundtable, the roles of roundtable members, and the time commitment for participation. These Terms of Reference will be reviewed on an annual basis, on the anniversary of the commencement of the committee, for amendments or updates.

2. Purpose

- 2.1.** To bring mayors from local governments together with Vancouver Fraser Port Authority officials in a regular forum.
- 2.2.** To regularly update participating mayors about planning and development relating to port projects and initiatives, and to discuss related community interests and issues.
- 2.3.** To facilitate timely two-way information exchange to ensure accurate information is available to communities as projects and initiatives proceed through planning, regulatory review and construction.
- 2.4.** To identify opportunities for collaboration.

3. Conduct of Meeting

- 3.1 Venue:** Meetings will rotate among member communities at a venue recommended by the host. The Vancouver Fraser Port Authority will be responsible for making the meeting arrangements.
- 3.2 Schedule:** The Mayor's Roundtable – South of the Fraser will meet a minimum of two, and up to four times per year. The Vancouver Fraser Port Authority will re-evaluate meeting frequency and duration, with input from roundtable participants, on an annual basis. Meetings will last from 60 – 90 minutes.
- 3.3 Chair:** The meetings will be chaired by the Vancouver Fraser Port Authority's vice president, corporate social responsibility. The Vancouver Fraser Port Authority



maintains the option to change the composition of the committee to address local government input requirements and needs.

- 3.4. Agendas:** Agendas and meeting materials will be circulated one week in advance. The chair will consider topics for discussion two weeks prior to meetings. If technical reports are being presented, cover memos will clearly define the topics for information or discussion. The cover memo will clearly set out the nature of input required from local governments.
- 3.5. Reporting:** Participating mayors will report to their respective councils. In addition, roundtable meeting minutes will be posted online, on the Port of Vancouver website.
- 3.6. Reimbursement:** The Vancouver Fraser Port Authority will pay for all meeting costs, including travel, meal and expenses for roundtable participants.

4. Membership

4.1. Composition

The Mayor's Roundtable – South of Fraser will include the following representatives:

- a) Mayor of City of Langley
- b) Mayor of Delta
- c) Chair, Metro Vancouver Regional Planning Committee
- d) Mayor of Richmond
- e) Mayor of Surrey
- f) Mayor of Township of Langley
- g) Chief of Tsawwassen First Nation
- h) Vice President, Corporate Social Responsibility, Vancouver Fraser Port Authority
- i) Vice President, Infrastructure, Vancouver Fraser Port Authority
- j) Vice President, Real Estate, Vancouver Fraser Port Authority

Although participating mayors are encouraged to attend each meeting, they may designate another elected representative as an alternate for meetings where they are unable to attend.

4.2. Advisors/Observers

The chair may invite additional staff and advisors, as required, to attend to address certain topics. Each local government may appoint one senior staff member, such as the chief administrative officer or city manager, to observe meetings and to provide support to the elected official.

5. Summary of Responsibilities

5.1. Vancouver Fraser Port Authority representatives agree to:

- a) Listen and consider input from the Mayor's Roundtable – South of Fraser
- b) Give Mayor's Roundtable – South of Fraser members feedback on how their recommendations have been considered in the development and implementation of port projects and initiatives
- c) Report on progress and seek feedback from the Mayor's Roundtable – South of Fraser regarding any relevant project issues or developments
- d) Respond within agreed time frames to requests for information
- e) Support the operation of the group by chairing the group
- f) Maintain meeting records of each meeting. The meeting records will be circulated as draft for review by participants and considered final within 14 days of circulation unless requests for revision are received and approved. Finalized meeting records will be circulated by email to attendees and posted online at portvancouver.com

5.3. Participating mayors agree to:

- a) Attend Mayor's Roundtable – South of Fraser meetings and actively participate in discussions
- b) Propose agenda items where appropriate
- c) Share the views of their community with the Mayor's Roundtable – South of Fraser
- d) Report roundtable discussions and outcomes back to their respective councils or committees

5.4. Role of the chair:

- a) Guide the development of meeting agendas
 - b) Oversee logistics, meeting notes, and reporting
 - c) Facilitate discussion to achieve committee purpose
 - d) Facilitate discussion to ensure a balance of views are represented
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