

**Deltaport Third Berth Project Community Liaison Committee (DCLC)**  
**MEETING NOTES**

Date	April 19, 2007
Times	6:00 – 9:00pm

**Meeting Facilitated by:** Charles Holmes

**In attendance:** Bernita Iversen, Roger Emsley, Robert Butler, Linda McKay, Vic Rivers, Teresa Cooper, Mike Schneider, Andrew Bak, Farida Bishay, Alan Cadwell, Colin Donaldson, Byng Giraud, Lori Lindahl, Clint Morgan, Carl Nygren, Michael Owen, Leslie Abramson, Steve Bayley

**Staff in attendance:** Naomi Horsford (VPA)

1. CONFIRMATION OF NOTES FROM THE LAST MEETING
2. CONCERNS RAISED SINCE LAST MEETING
3. COMMUNICATION IN – From Community to Committee
4. COMMUNICATION OUT – from Committee to Community
5. CONFLICT RESOLUTION
6. OTHER THAN 3<sup>RD</sup> BERTH ISSUES
7. DETERMINING WHETHER ISSUES ARE IN OR OUT OF SCOPE
8. TOUR AND PRESENTATION
9. BIOS
10. OPEN HOUSE
11. MAY 1<sup>ST</sup> MEETING

**1. CONFIRMATION OF NOTES FROM THE LAST MEETING**

Committee confirmed accuracy of last meetings notes and key agreements.

**2. CONCERNS RAISED SINCE LAST MEETING**

Following the first meeting, VPA received a number of expressions of concern. These were reviewed and discussed in the meeting

- Facilitators' lack of availability in May and June
  - Committee agreed that momentum would be maintained if meetings were held May 1 and at the end of June, with a presentation from VPA as a part of a 3<sup>rd</sup> berth tour in between these two meetings.
- Time spent on process vs issues

- Committee agreed that solid process needs to be in place in order to be effective at addressing issues.
- A Councilor has asked if the DCLC meetings will be open to the public.
  - Committee agreed that these meetings will not be open to the public but that the notes (taken live during the meetings) would be posted and available for all to see.
- Lack of North Delta representation.
  - Committee feels that representation is broad based and is happy with the current composition
- How will emails from committee members or the community to DCLC be presented to the committee?
  - **Action:** VPA will advertise to the community the email address (+ mailing address) so community members know where to direct issues and concerns as well as the information line 604-665-9337.
  - **Action:** Committee member groups with web sites (e.g. Sunbury Neighbourhood Association) will provide a link to the DCLC page on VPA site.
  - **Action:** VPA will provide URL to committee members to DCLC page
- Concern that committee members issues are not on the “issues” list.
  - All issues raised by committee members will be presented on the agenda for each meeting. If, for any reason, an issue is missed, it is the responsibility of the committee member to raise it and ensure that it is on the
- Concern that committee should receive information package before meetings in order to review prior to meetings.
  - Agenda and pre-reading materials will be distributed via email to all committee members 10 days prior to meeting (except for May 1 meeting)

### **3. COMMUNICATION IN – From Community to Committee**

Committee agreed that each member will serve as a conduit for bringing community member concerns and issues, as regards DP3, forward to the committee – either directly or by referring community members to present issue via email to the Committee email address (or mail letter to address provided)

VPA will consolidate all communications regarding issues into key themes and distribute to committee members 10 days in advance of committee meetings.

ALL individual correspondence (e-mails, letters and phone call summaries) received will be kept on file for committee members to review at any time.

**Action:** VPA will create a communiqué that details the process of how the information is presented to DCLC, including timeframes. Following is the rough process that will be developed prior to the next meeting, reviewed and refined at the meeting.

1. Issue received
2. Acknowledgment sent and if possible issue addressed.
3. Issues summarized and distributed to committee 10 days prior to meeting
4. Committee reviews issues to determine if they are in or out of scope of the committee's terms of reference.
5. Committee prioritizes issues – posts to web site
6. Committee addresses issues – process posted on web site
7. Committee recommendations to VPA – posted on web site
8. VPA responses presented to committee and posted to web site

#### **4. COMMUNICATION OUT – from Committee to Community**

Committee agreed that all notes (taken live during the meetings) would be posted to the website within 48 hours of completing a meeting. These notes will serve as the primary means of communication.

Committee agreed to direct all media inquiries regarding committee discussions to the web site.

#### **5. CONFLICT RESOLUTION**

Committee discussed the challenges of dealing with conflicts that could arise either within the committee or between the committee and community members. In the case of conflict within the committee it was agreed that the Charles Holmes (facilitator) would act as mediator. In situations where there might be conflict between a community member and a member of the committee these could, if the committee member is comfortable, be brought to the committee for discussion and advice.

#### **6. OTHER THAN 3<sup>RD</sup> BERTH ISSUES**

Committee agreed that we need parameters (see process below) for determining what is in scope of DP3 construction and what is outside. For anything outside of scope the committee will refer it to the appropriate agency (ies).

## 7. DETERMINING WHETHER ISSUES ARE IN OR OUT OF SCOPE

In discussing how to determine whether issues are in scope or out of scope, the suggestion was made that we consider:

1. DP3 EAO Terms of Reference and
2. DP3 EAO geographic boundaries and
3. Owner's Table of Commitments and Assurances

as a means to determine the issues for this group focuses on.

All members of the committee were not equally familiar with the DP3 EA document so prior to confirming that this is the best means for assessing whether issues are in our out of the scope of the Committees Terms of Reference the committee members will review these documents and bring their perspectives and feedback to the May 1 meeting.

- **Action:** VPA to distribute final DP3 EA certificate, which includes the geographic scope and terms of reference and Owner's Table of Commitments and Assurances so that DCLC can determine what is inside and outside of scope.
- This information will be used in the issues exploration of the May 1<sup>st</sup> meeting.
- **Action:** advertisements will be placed in which will provide community members with information as how to contact community liaison group
- **Action:** Committee members to present their list of issues to VPA prior to May 1 meeting so as to ensure we have a full list to evaluate against the scope/criteria that we confirm at the May 1 meeting.

## 8. TOUR AND PRESENTATION

Committee would like a tour of the 3<sup>rd</sup> berth site. This tour will be scheduled at a time when there is activity between May 1 and June 23<sup>rd</sup>.

- **Action:** committee members submit requests as to what they would like to see and hear. VPA to ensure that appropriate experts are on hand.
- **Action:** VPA and TSI to arrange tour and presentation.

## 9. BIOS

- **Action:** VPA to follow up with members that have not submitted their bios. Will circulate bios to group for final review prior to posting on web site.

## 10. OPEN HOUSE

- **Action:** Committee members to advise Naomi if they will attend open house

## **11. MAY 1<sup>st</sup> MEETING**

- To confirm that EAO documents become the guide to determine the scope.
- Review the current (existing plus additional) issues to determine what is inside and outside of scope.
- Prioritize those issues.
- Confirm topics for DP3 tour and presentations