

# **Terms of Reference**

## **Gateway Infrastructure Program Advisory Committee**

### **Overview**

This draft Terms of Reference is intended to describe the Gateway Infrastructure Program Advisory Committee (the GIPAC), including the purpose of the committee, the type of information the GIPAC will discuss and the *advisory nature* of GIPAC input and feedback to Port Metro Vancouver.

### **Background**

To ensure port reliability and an increase in throughput capacity, Port Metro Vancouver and its partners are leveraging and extending Provincial and Federal funding for a generational investment in supply-chain infrastructure improvements.

Capital investments by Port Metro Vancouver and its tenants and stakeholders of more than \$4 billion in infrastructure over the next ten years will help to stimulate the economy, while serving the trade and industry requirements of the region and nation in the future.

PMV has developed a Gateway Infrastructure Program (GIP) to invest in supply chain improvements beyond traditional port activities and lands. Included in the GIP are a series of improvements in three locations: North Shore Trade Area, South Shore Trade Area and the Roberts Bank Rail Corridor. Future improvements are anticipated for the Fraser River Trade Area and Fraser River Rail Corridor. PMV's stakeholders, including terminal operators, tenants, shippers, shipping lines and cargo owners, will benefit significantly from these improvements.

The projects included in the GIP were developed in consultation with port stakeholders and supported by independent analysis. Based on the preliminary design of these projects, the total capital cost of the improvements is \$676 million. In pre-funding the industry's \$167 million, PMV has secured \$3 million from other agencies for every \$1 million its stakeholders are investing. Funding and supporting partners signed agreements in principle (AIP) for each area indicating their support for the projects and acknowledgement of the need for a cost-recovery mechanism.

PMV is establishing the GIPAC to consult key stakeholders about the structure and implementation of the GIF, and how best to communicate and consult with PMV's broader stakeholders regarding the GIF.

### **Purpose of GIPAC**

1. Port Metro Vancouver's consultation with the Gateway Infrastructure Program Advisory Committee is designed to seek advice about the proposed Gateway Infrastructure Fee and the scope and nature of broader consultation, to ensure Port Metro Vancouver benefits from the advice of those who will bear the costs and benefits of the infrastructure improvements.
2. Port Metro Vancouver is committed to developing a robust, efficient Gateway Infrastructure Fee that considers stakeholder interests while delivering infrastructure benefits to the port community and gateway users.

## Membership

1. Ten individuals representing terminal operators, tenants, shippers, shipping lines, industry groups and PMV:
  - **BC Wharf Operators Association** – Brad Eshleman, President
  - **Canadian Association of Importers and Exporters** – Don Sorochan, BC Regional Chapter
  - **Canadian Fertilizer Institute** – Roger Larson, President
  - **Canadian Manufacturers & Exporters** – Craig Williams, Vice President, BC Division
  - **Chamber of Shipping of British Columbia** – Stephen Brown, President
  - **Coal Association of Canada** – Allen Wright, President and CEO
  - **Western Canadian Shippers' Coalition** – Ian May, Chairman
  - **Vancouver Terminal Elevator Association** – Phil Hulina, President
  - **Business Council of British Columbia** – Jock Finlayson, Executive Vice President – Policy
  - **Greater Vancouver Gateway Council** – Bernie Magnan
2. Individuals with specific expertise will be invited to present as required, including PMV staff and subject matter experts.

## Length of Term

The anticipated length of GIPAC consultation is six months (January – June 2010). Port Metro Vancouver will implement the GIF in January 2011. GIPAC members are appointed for six months, at the discretion of PMV, which retains the option of renewing, should the scope and duration of the GIPAC change. If GIPAC vacancies should arise, they may or may not be filled, depending on the scope and depth of the initial education process.

## Independent Chair

The GIPAC will be chaired by an independent consultation specialist, Judy Kirk, President, Kirk & Co. Consulting Ltd.

## Meeting Frequency

The GIPAC will meet monthly between January and June 2010, or more frequently, as required, for approximately four to six, two-hour meetings. Additional meetings will be scheduled as necessary. GIPAC members are encouraged to send a delegate if they are unable to attend a scheduled meeting.

## **Duties and Responsibilities**

### **The GIPAC will:**

1. Provide feedback on GIF structure and implementation features.
2. Serve as a mechanism for consultation with PMV stakeholders regarding the proposed GIF.
3. Recommend options to communicate and consult with broader Port stakeholders about the proposed GIF.
4. Report back to their respective membership regarding GIPAC discussions.

### **PMV will:**

1. Provide the background and technical information necessary for the GIPAC to review and provide feedback on the proposed GIF structure and implementation features.
2. Undertake consultation with GIPAC and broader port stakeholders prior to implementation of the GIF.
3. Produce a consideration memo, demonstrating how GIPAC and port stakeholder input was considered and contributed to refining the GIF funding proposals.

## **Agenda and Action Items**

1. The Chair will prepare meeting agendas.
2. Members may suggest agenda items to the Chair.
3. Agenda items will focus on the purpose of the GIPAC.
4. Kirk & Co. Consulting Ltd. will provide secretariat services to the GIPAC. This includes material preparation, meeting and other logistics, records management, recording, analysis and reporting of GIPAC and port stakeholder feedback.

## **Expenses**

1. Expenses for meeting facilities, equipment and hospitality for GIPAC meetings will be covered by PMV.
2. Responsibility for other ongoing expenses that may arise will be considered on an as needed basis.

## Evaluation

Consultation with GIPAC will be informed by best practice in consultation, as defined by:

- International Association for Public Participation – Core Values of Public Participation and Code of Ethics for Public Participation Practitioners
- Office of the Attorney General of British Columbia – Public Participation: Principles and Best Practices for British Columbia (2008)
- Kirk & Co. Consulting Ltd. – Guide to Consultation Best Practices (2005, rev. 2009)