



PORT of  
**vancouver**

Vancouver Fraser  
Port Authority

# Project and Environmental Review Guideline

Public engagement

September 2023

Canada

## Contents

1. Introduction.....	1
1.1. How to use this document .....	1
1.2. Additional guidance documents.....	1
2. Applicability .....	2
3. Public engagement during the PER process .....	4
3.1. Common public engagement terminology during the PER process.....	4
4. Summary of public engagement and notification requirements.....	5
5. Public engagement and notification requirements (preliminary review and application review steps).....	6
5.1. Category A reviews.....	6
5.2. Category B reviews.....	6
5.3. Category C reviews .....	7
5.4. Category D Reviews .....	14
6. Public notification requirements (project permit conditions) .....	22
6.1. Construction notification materials (for category B, C, and D projects).....	22
6.2. Communication plans (for category C and D projects).....	24
6.3. Monitoring and responding to complaints and inquires .....	26
7. Permit amendment process .....	27
7.1. Canadian Impact Assessment Registry posting during an amendment.....	27
7.2. Public engagement requirements during an amendment process .....	28
7.3. Construction notification and communication following an amendment decision .....	28
8. Community liaison committees .....	29
8.1. East Vancouver Port Lands Area Plan and Liaison Group .....	29
8.2. North Shore Waterfront Liaison Committee.....	29
8.3. Port Community Liaison Committee–Delta.....	29
8.4. South Shore Community Liaison Committee.....	29
9. Contacts .....	29
10. Glossary .....	30

## List of figures

Figure 1: PER categories .....	3
Figure 2: Public engagement definitions in the context of PER .....	4
Figure 3: Summary of requirements (category B) .....	6
Figure 4: Summary of requirements (category C, no public engagement) .....	13
Figure 5: Summary of requirements (category C, with public engagement) .....	14
Figure 6: Summary of requirements (category D, applicable to each public engagement period) .....	22
Figure 7: Summary of requirements (construction notification).....	24
Figure 8: Summary of requirements (communication plan or plans) .....	26

## List of tables

Table 1: document navigation shortcuts.....	1
Table 2: summary of public engagement and notification requirements for each PER category .....	5
Table 3: public engagement periods for category D reviews .....	16
Table 4: cross-references to public engagement requirements .....	28

## 1. Introduction

The purpose of these guidelines is to educate applicants and permit holders about public engagement and public notification requirements for project permits and permit amendments on Port of Vancouver lands and waters.

The Vancouver Fraser Port Authority acknowledges that while port-related developments may provide local, regional, and national benefits, they may also have potential impacts to those that live, work, and/or operate in and around port areas. The port authority may ask the applicant or permit holder to seek feedback from, and/or notify the public about the impacts a proposed development may have on the surrounding community.

These guidelines provide a clear description of the roles and responsibilities of both the applicant and the port authority during the Project and Environmental Review (PER) process. More information about the PER process is available on the port website at [portvancouver.com/permitting-and-reviews/per](http://portvancouver.com/permitting-and-reviews/per).

The level and the scope of public engagement and notification required during the review process is different for each PER category (see the [Applicability](#) section) and is also based on the likelihood of offsite public impacts. These guidelines also describe potential public engagement roles and responsibilities of the permit holder and the port authority once a permit (for projects), or authorization letter (for amendments), is issued.

### 1.1. How to use this document

This document is organized into sections that highlight applicant and permit holder responsibilities as part of the PER process. These responsibilities vary depending on the PER category and step in the PER process.

The port authority will inform the applicant of which PER category their project falls into during the preliminary review step of the PER process, or early in the application review step. The applicant will receive the application submission checklist (checklist), which will outline the PER category and the information requirements for the applicant to submit a complete application.

We encourage applicants to review the sections in this document that relate to their PER category, so they understand minimum public engagement and notification requirements. The following table offers shortcuts to navigate to the relevant sections. **To jump to a section, click on the corresponding hyperlink in the table.**

**Table 1: document navigation shortcuts**

Topic	Section
Applicability of these guidelines	<a href="#">Section 2</a>
Public engagement during the PER process	<a href="#">Section 3</a>
Summary of public engagement and notification requirements	<a href="#">Section 4</a>
Requirements for applicants undergoing the PER process (organized by PER category)	<a href="#">Section 5</a>
Requirements for permit holders who have received a port authority permit or authorization letter (organized by PER category)	<a href="#">Section 6</a>
Requirements for permit holders who have submitted an amendment request	<a href="#">Section 7</a>
Community liaison committees	<a href="#">Section 8</a>

Not all sections of this document will be relevant to all applicants or permit holders. If you require any assistance navigating this document, or have any feedback to share about this document, contact [PER@portvancouver.com](mailto:PER@portvancouver.com).

### 1.2. Additional guidance documents

The port authority has developed a series of PER guidance documents for applicants and permit holders. We recommend that applicants and permit holders become familiar with these additional guidelines to help them better understand this document:

- Project and Environmental Review Process Application Guide
- Project and Environmental Review Categories
- Stakeholder Consultation
- Indigenous Consultation

These are also available at [portvancouver.com/per/technical-guidelines](http://portvancouver.com/per/technical-guidelines).

A [glossary](#) of key terms used in these public engagement guidelines is included at the end of the document.

## 2. Applicability

The port authority will assess all projects that require a project permit to determine whether public notification and/or public engagement is required. This assessment also applies to amendment requests that are assessed through the PER process.

### Key terminology:

- Throughout this document, the term “project” may refer to both “projects” and “amendments”

This assessment is based on the proposed project and scale, potential impacts to the community both during construction and operations, and community interest. Public engagement requirements will be confirmed by the port authority in the checklist, during the preliminary review step of the PER process. The port authority will continue to assess public engagement and notification requirements throughout the PER process, as more information becomes available. Requirements to notify the public about construction are confirmed during the application review step, and if required, are highlighted as conditions in the permit.

These requirements vary depending on the category of review. The PER process is divided into four categories of review: A, B, C, and D. The categories range in complexity with category A being the least complex, and category D being the most complex (see [Figure 1](#)).

Designated Projects<sup>1</sup> that require a federal impact assessment by the Impact Assessment Agency of Canada under the *Impact Assessment Act* fall outside these PER categories of review. However, Designated Projects proposed to be in whole or in part on land and/or waters within the port authority’s jurisdiction will require a PER permit in addition to a determination through the federal impact assessment and other approvals or authorizations from other federal regulators as applicable. For these types of projects, the port authority will rely upon the federal impact assessment to the extent that the process and outcomes satisfy the PER process, as well as additional interests, impacts, and mitigations related to project construction and operation. The port authority may require the applicant to undertake additional public engagement, if deemed necessary.

For further information on the categories of review, please refer to the Project and Environmental Review Application Guide and the Project and environmental review categories document. Both are available online at [portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/](http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/).

---

<sup>1</sup> Please contact the port authority at [PER@portvancouver.com](mailto:PER@portvancouver.com) to determine how the PER process applies to the Designated Project.

Figure 1: PER categories



### 3. Public engagement during the PER process

The port authority’s approach to public engagement during the PER process is informed by the International Association for Public Participation (IAP2) Core Values, Ethics and Spectrum. Our approach is based on two-way communication and open dialogue to ensure the community, the environment, and the economy are all considered during project planning.

Through the PER process, the port authority reviews development proposals, and decides on the operation and expansion of port facilities and related transportation infrastructure. We understand that port communities have a desire to participate in decisions of this nature that may affect them. Providing public engagement opportunities helps the port authority make decisions about proposed projects and activities within our jurisdiction. Public engagement also helps permit applicants continue to build long-term relationships with port communities.

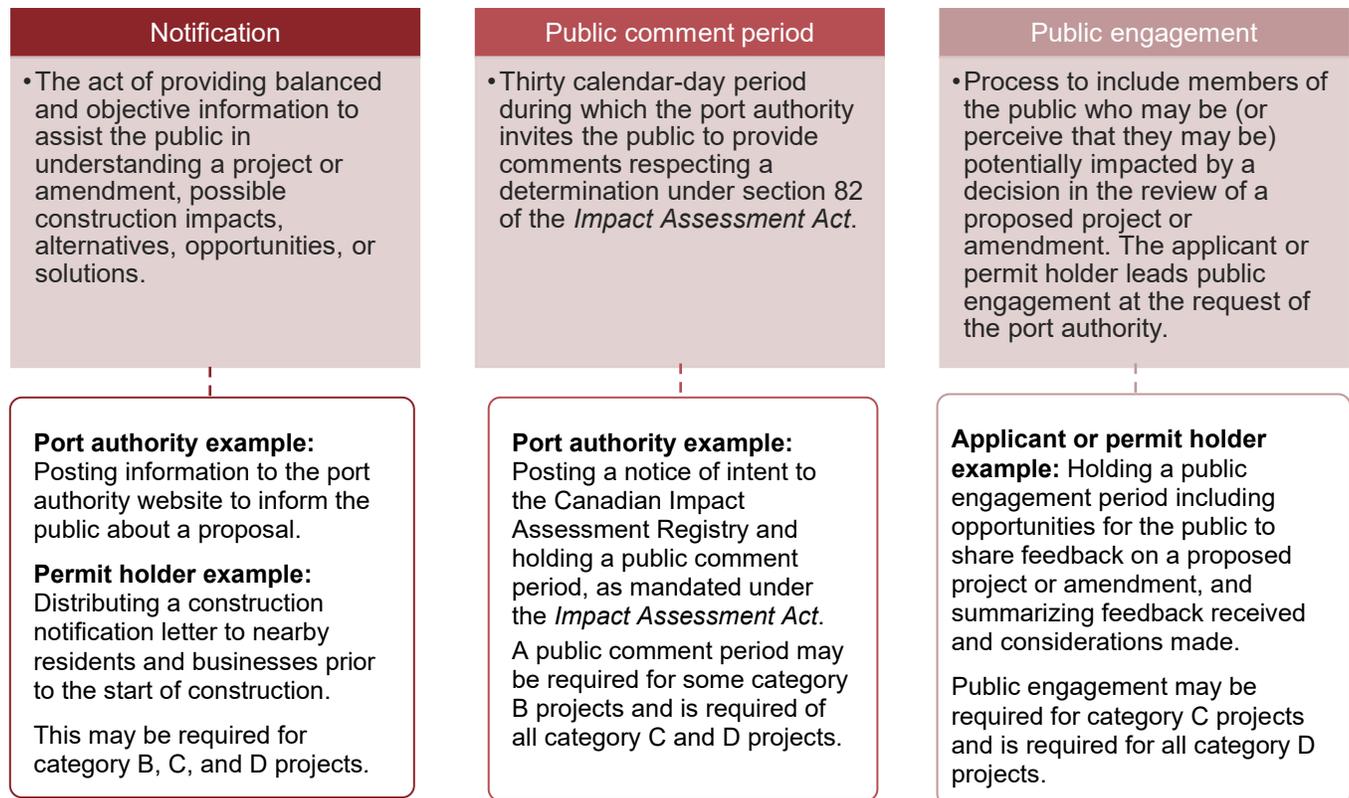
Through the PER process, depending on the PER category, the port authority provides members of the public who may be impacted by a project or amendment decision with the opportunity to:

- Learn about the proposed project or amendment, including potential effects and mitigations
- Provide feedback and community knowledge that contributes to a richer understanding of the scope of the decision, such as changes to health, social, and economic conditions
- See a summary of feedback received and learn how community knowledge was considered
- Learn what measures may be undertaken to mitigate potential effects from the project or amendment

#### 3.1. Common public engagement terminology during the PER process

The following figure was adapted from IAP2 and outlines definitions of common public engagement terms used during the PER process. During the PER process, both the port authority and the applicant (or permit holder) have specific requirements to follow. Examples of these requirements are also highlighted in [Figure 2](#). For other key terms used in this document and their definitions, please see the [Glossary](#).

**Figure 2: Public engagement definitions in the context of PER**



## 4. Summary of public engagement and notification requirements

The table below provides a summary of the minimum public engagement and notification requirements for each PER category. The port authority will confirm project-specific requirements for public engagement through the checklist, during the preliminary review step of the PER process.

Details of public engagement and notification requirements **during** the PER process are outlined in [Section 5](#): public engagement and notification requirements (preliminary review and application review steps). Construction notification requirements are confirmed in the application review step. Possible project permit **conditions** around construction notification are highlighted in [Section 6](#): public notification requirements (project permit conditions).

**Please note** there are no public engagement or notification requirements for category A projects.

**Table 2: summary of public engagement and notification requirements for each PER category**

Public engagement and notification requirements	Category B	Category C (no public engagement)	Category C (with public engagement)	Category D	Amendments
<b>Led by the port authority</b>					
<b>30 calendar day public comment period and posting on Canadian Impact Assessment Registry</b>	If required	X	X	X	If required
<b>Port authority project webpage</b>	If required	X	X	X	If required
<b>Led by the applicant or permit holder, as applicable</b>					
<b>Public engagement plan</b>	-	-	X	X	If engagement is required
<b>Public engagement period(s)</b>	-	-	X (typically one)	X (at least two)	
<b>Project webpage or update</b>	-	If required	X	X	If engagement is required
<b>Newspaper advertisement</b>	-	-	X	X	If required
<b>Engagement notification</b>	-	-	X	X	If engagement is required
<b>Overview document</b>	-	-	X	-	
<b>Discussion guide document</b>	-	-	-	X	-
<b>Real-time engagement (in-person and/or online)</b>	-	-	X	X	If engagement is required
<b>Feedback form and/or online survey</b>	-	-	X	X	
<b>Display boards and/or presentation</b>	-	-	X	X	
<b>Other materials chosen by the applicant</b>	-	-	If applicable	If applicable	If applicable
<b>Summary and consideration report</b>	-	-	X	-	If engagement is required
<b>Summary report and consideration memo</b>	-	-	-	X	
<b>Presentation to community liaison committee</b>	-	If required	If required	If required	If required
<b>Construction notification</b>	If required	If required	If required	If required	
<b>Communication plan (for construction and/or operations)</b>	-	If required	If required	If required	

## 5. Public engagement and notification requirements (preliminary review and application review steps)

The following sections provide information on the minimum public engagement and public engagement notification requirements for each PER category. The port authority will confirm these requirements through the checklist, during the preliminary review. Additional public engagement and notification requirements may be considered during application review, depending on anticipated project impacts.

Any public engagement activities undertaken by applicants in advance of the PER process will be taken into consideration when assessing the level and scope of public engagement during the PER process. This includes activities that resulted in feedback from the public on construction-related impacts, mitigations, and other aspects of the project within the port authority’s jurisdiction.

### 5.1. Category A reviews

Public engagement and notification are not required for category A projects, given that these projects are generally minor in scale with minimal, if any, impacts, e.g., replacement of a pile.

### 5.2. Category B reviews

#### 5.2.1. Overview

Proposed projects undergoing a category B review are generally small in scope, e.g., demolition of a structure, minor upgrades to existing structures. However, these projects may have a potential short-term construction impacts on areas near the project site. Public engagement is not required for category B projects.

Should the proposed project be approved, the permit holder may be required to develop and send a construction notification 10 business days before the start of construction or any other physical activities. For more information see the [Construction notification materials \(for category B, C, and D projects\)](#) section.

#### 5.2.2. Canadian Impact Assessment Registry and port authority website posting

When a proposed project undergoing a category B review is subject to a determination under the *Impact Assessment Act* (to be confirmed by the port authority), the port authority will post a notice of intent to the Canadian Impact Assessment Registry (the federal registry) in both official languages with a 30-calendar day (20 business day) public comment period. The federal registry is available at [iaac-aeic.gc.ca/050/evaluations](http://iaac-aeic.gc.ca/050/evaluations).

Any public feedback received will be considered as part of the PER process. The applicant may also be asked to respond to any project-related inquiries received during the public comment period.

Category B projects posted to the federal registry for public comment will also be posted to the port authority website, at [portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications](http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications). Information posted on the port authority website will include a link to the federal registry posting, the public comment period, proposed project description, and contact details.

Once a PER decision is made, the port authority will also post a notice of determination to the federal registry and upload a copy of the PER report and permit to the port authority website.

**Figure 3: Summary of requirements (category B)**

To be completed by the port authority:	To be completed by the applicant:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Canadian Impact Assessment Registry postings (if required)</li> <li><input type="checkbox"/> Port authority website posting (if required)</li> <li><input type="checkbox"/> Notification to community liaison committee(s) (if required)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responses to project-related inquiries (if required)</li> </ul>

## 5.3. Category C reviews

### 5.3.1. Overview

Proposed projects undergoing a category C review generally include developments that have the potential to impact the surrounding community during construction and operations, e.g., moderate to significant upgrades or expansion to existing terminals. Applicants of proposed projects undergoing a category C review **may** be required to engage with the public, with a public engagement period up to 20 business days.

#### Key terminology:

- Public comment period: 30 calendar day period during which the port authority invites the public to provide comments respecting a determination under section 82 of the *Impact Assessment Act*
- Public engagement period: period during which the applicant invites the public to provide comments respecting a proposed project under the PER process (see the [Public engagement](#) section)

When public engagement is required, the following considerations apply:

- The applicant is responsible for undertaking all public engagement activities
- When considering the timing of public engagement activities, applicants are encouraged to find periods in the calendar that are conducive to maximizing public engagement during the engagement period, e.g., avoid holding engagement over holiday periods, extend the public engagement period if needed (see the [Accessibility](#) section for more details)
- The port authority does not consider that the public engagement period has started until the project materials are available to the public for feedback, e.g., posted on the applicant's project webpage
- The applicant is required to provide a report on the feedback received and how the feedback has been considered and identify any proposed mitigations and commitments. This report must be posted on the applicant and port authority websites. For more information, please see the [Public engagement summary and consideration report](#) section.
- Depending on the project location, presentation to a port community liaison committee may also be required. For more information on liaison committees, see [Section 8: community liaison committees](#).

Should the proposed project be approved, the permit holder may be required to develop and send a construction notification 10 business days before the start of construction or any other physical activities. For more information see the [Construction notification materials \(for category B, C, and D projects\)](#) section.

### 5.3.2. Port authority and applicant website postings

#### 5.3.2.1. Port authority website

The port authority is responsible for posting all relevant project information on the port authority website once the project application has been deemed complete, and the application review step of the PER process begins.

#### 5.3.2.2. Applicant website

Applicants undergoing a category C review are required to establish a project-specific webpage. The following information must be written in plain language and included on the webpage:

- Proposed project description, e.g., brief overview of the project, title, location, project scope and activities, anticipated impacts during construction and operation, construction schedule (if known)
- Application submission materials (deemed as relevant in consultation with the port authority)
- Link to the port authority project webpage (link provided by the port authority)
- Applicant contact details (applicants are encouraged to set up a project-specific email address)

- Port authority contact information, along with the following text:
  - For questions about the port authority’s Project and Environmental Review of the proposed project, please contact the port authority at [PER@portvancouver.com](mailto:PER@portvancouver.com) or 604.665.9047.
- Public engagement opportunities and materials (if public engagement is required), including:
  - Detailed information about how the public can provide feedback, and dates and format of any engagement activities
  - Information regarding how feedback received during engagement will be used by the applicant
  - Public engagement materials outlined in the [Public engagement](#) (if required) section

The applicant project webpage must be published at the same time, or prior to, the port authority project webpage going live.

### 5.3.3. Canadian Impact Assessment Registry posting

For proposed projects undergoing a category C review, the port authority will post a notice of intent to the Canadian Impact Assessment Registry (the federal registry) in both official languages with a 30-calendar day (20 business day) public comment period. The federal registry is available at [iaac-aeic.gc.ca/050/evaluations](http://iaac-aeic.gc.ca/050/evaluations).

Any public feedback received will be considered as part of the PER process.

Category C projects posted to the federal registry for public comment will also be posted to the port authority website, at [portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications](http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications). Information posted on the port authority website will include a link to the federal registry posting with participation dates, proposed project description, and contact details.

Once a PER decision is made, the port authority will post a notice of determination to the federal registry and upload a copy of the PER report and the project permit to the port authority website.

#### Considerations for applicants:

- Applicants undergoing a category C review may be asked to post a link to the notice of intent and highlight the public comment period dates on their project-specific webpage. This is to help generate awareness about the public comment period. The port authority will provide the link.
- The applicant may also be asked to respond to any project-related public inquiries from the federal registry.
- If the applicant is holding a public engagement period (required by PER), the port authority will forward any public comments received during the public comment period (required under the *Impact Assessment Act*). The applicant will be asked to include these public comments into the public engagement summary and consideration report (see the [Public engagement summary and consideration report](#) section).

#### Timing of public comment period:

- Should the applicant **not** be required to conduct public engagement, the port authority will undertake the 30-calendar day public comment period as required under the *Impact Assessment Act*. This entails posting a notice of intent to the federal registry. This posting occurs when the application has been deemed complete.
- Should the applicant be required to conduct public engagement, the port authority will aim to coordinate the start of the 30-calendar day public comment period (under the *Impact Assessment Act*) to coincide with the start of the applicant-led public engagement period (under the PER process).

### 5.3.4. Public engagement (if required)

Should public engagement be required for a category C review, the public engagement period will typically be up to 20 business days long (timeframe to be confirmed by the port authority). The port authority may require applicants to extend their public engagement period in certain circumstances.

During the public engagement period, the applicant is required to provide opportunities for the public to share feedback in their own time (self-access opportunities), e.g., online survey, mail-in feedback form.

Applicants may also be required to offer opportunities for the public to engage with the applicant in real time—e.g., in-person or online information sessions or small group meetings—to learn about the proposed project and provide feedback. The port authority encourages in-person opportunities for engagement where possible and depending on feasibility, anticipated project impacts and the public’s preferred way to participate. The port authority will provide guidance on this during the preliminary review and provide a checklist of engagement activities to be undertaken and materials to be produced.

The applicant is required to produce a public engagement plan that documents the types of activities and materials to be developed as a part of public engagement. The requirements for the plan and types of materials are detailed in the following sections. Please allow **two to five business days** for the port authority to review each draft of the public engagement plan, as well as any engagement and notification materials.

#### 5.3.4.1. Accessibility

When public engagement is required, it must be planned in a way that respects social and cultural considerations, so diverse perspectives are included in the decision-making process and participation is encouraged.

For example:

- Time public engagement opportunities and deadlines to respect busy periods of time, demonstrate inclusiveness and help foster participation, e.g., avoid scheduling events on Friday nights
- Avoid live (in-person or virtual) public engagement sessions during key holiday periods, (statutory holidays, school holidays (spring break), the month of August and the December holidays)
- If public engagement is scheduled to occur during periods when public availability may be limited, consider that additional measures may be required, e.g., extended public engagement periods, proportionate to the limited public availability

#### 5.3.4.2. Public engagement plan

The applicant is required to provide a draft public engagement plan for review and approval by the port authority during the preliminary review step of the PER process. The plan must outline proposed public engagement goals and activities that the applicant will undertake to request feedback from the public on construction-related impacts, mitigations, and other aspects of the project within the port authority’s jurisdiction.

The applicant may refer to the parameters set out in the checklist provided by the port authority, with respect to the scope of public engagement, and requirements for materials.

The plan, at a minimum, must describe the following aspects.

- Overview of the proposed project
- Goals and objectives specific to public engagement, i.e., what the applicant wishes to achieve through public engagement
- Analysis of communities affected, i.e., target audiences, and possible impacts of the project during construction and operation
- Proposed public engagement opportunities, such as:
  - Opportunities for participants to access in their own time (**self-access**), e.g., webpage, online feedback form, online forum, social media, hard-copy survey, mail-in feedback form; please note:
    - Applicants are encouraged to set up a project-specific email address or web-based form where the public can provide their feedback
  - If applicable, real-time engagement opportunities (**live**), e.g., in-person or online information sessions, small group meetings, presentations, meetings with specific interest groups; please note:
    - Applicants must include the proposed number of sessions, timing, and locations or format, as well as a facilitation plan, i.e., description of how the applicant will invite questions, provide responses, and record information during the session
    - Applicants are encouraged to develop a health and safety plan for each in-person event

- Proposed timing of public engagement opportunities including:
  - Notification activities
  - Public engagement period(s)
  - Deadline(s) for feedback
- Notification activities and materials, e.g., email to mailing lists, newspaper advertisement, letter to nearby residents and businesses, and proposed distribution area or target/reach (if notifying over social media)
  - The port authority will provide confirmation on the distribution area for print mail-outs
    - Category C projects typically require notification within a 500 metre radius of the proposed project site (this may vary to reflect the specific proposed work and location)
      - Applicants are encouraged to promote their public engagement period online via channels they typically use, e.g., social media platforms, regular newsletters, website blog
- Proposed public engagement materials, e.g., project overview, feedback form, display boards, video
- Evaluation methodology to assess the effectiveness of the public engagement process, objectives, and target audience participation, e.g., feedback form, online session pop-up survey, follow-up interviews
- How feedback will be analyzed and summarized
- How feedback will be considered, and how this will be communicated to those who participated
- Key team members and their role in the development of materials and implementation of activities

#### 5.3.4.3. Real-time public engagement opportunities (if required)

Applicants may be required to organize real-time (**live**) engagement opportunities for the public to learn about the proposed project, interact with the applicant, and ask project-specific questions live. These could include:

- In-person meeting, e.g., open house, small group meeting, pop-up event
- Online information session with a live component, e.g., webinar, forum, small group breakout session
- Telephone town hall

If the applicant chooses to host an in-person engagement opportunity, it must be held at an accessible location, near the proposed project location, e.g., outdoor space, community center, coffee shop, private room, or hotel.

If the applicant chooses to host real-time public engagement sessions online, the applicant must use a platform that is accessible, secure, and at no cost for participants. The applicant must ensure all setup and user instructions are clear, concise, and easy to understand.

The format of any real-time public engagement opportunity must include an interactive component, for example:

- Question and answer session following a presentation
- Breakout groups with a member of the applicant's project team
- Facilitated workshop where the facilitator implements techniques to gather public feedback
- One-on-one interviews with participants, or focus groups

The applicant, other project team representatives, and consultants must be present during real-time public engagement opportunities to provide information about the project, and answer questions from participants. Members of the port authority will attend to observe and to answer questions about the PER process and/or the Vancouver Fraser Port Authority.

#### 5.3.4.4. Notification of public engagement period and opportunities

Draft notification materials must be submitted to the port authority in the preliminary review step of the PER process. Notification of the public engagement period and opportunities must be written in plain language and must be aligned with the start of the engagement period, i.e., the public must receive notification of the public engagement period **before, or on the first day of**, the public engagement period.

Please note, **the public must receive notification of any real-time public engagement opportunities at least 10 business days in advance**. This provides sufficient notice for the public to make plans to attend.

Please allow **two to five business days** for the port authority to review each draft of notification materials.

At a minimum, this notification will be done through a combination of the following activities:

- Placing an advertisement in a local newspaper
- Posting information online, e.g., on the applicant's project webpage
- Sending emails to existing distribution lists (if any)
- Distributing notifications to residents and businesses within a 500 metre radius of the proposed project site (the distribution area may vary to reflect the specific proposed work and location):
  - The port authority will provide a notification area map

All notification materials must include the following information:

- Date of delivery, i.e., the date the notification of engagement is expected to arrive
  - The date of delivery provides confirmation that the notification has been received 10 business days prior to the real-time public engagement opportunity, e.g., in-person meeting or online information session, and/or in advance of the first day of the public engagement period
- Proposed project name and PER permit number
- Overview of the proposed project and construction activities
- Area map or other renderings/images (with labels) showing the location of the work
- Timeline of the engagement period
- Details of real-time engagement opportunities and registration information; please note:
  - For in-person events, include date, venue, location, parking instructions, venue accessibility, and any other details deemed relevant
  - For online events, include date, platform, security, access instructions, and any relevant details
- Where project information materials can be found, e.g., link to applicant's project webpage
- How feedback can be provided, i.e., participation methods
- Applicant's contact information

#### 5.3.4.5. Project overview document

The applicant is required to develop a project overview document that includes a plain language summary of the project application and facilitates public understanding of key project elements and activities. The document must include the following information:

- Overview of the proposed project
- Area map or other images/renderings (with labels) showing the location of the proposed work
- General anticipated construction timelines/project phases
- Public engagement timelines and opportunities
- Potential impacts of the proposed project during construction and once operational/completed, e.g., noise, light, dust, traffic, view, shade, and proposed mitigations
- Applicant's contact information and link to project website

#### 5.3.4.6. Feedback form

The applicant is required to develop a project feedback form. When real-time (**live**) engagement is required, this form must be available in hard copy and online. The applicant may also accept feedback comments through various methods, e.g., in-person, by email, phone, mail, online, or through online public engagement platforms.

The purpose of posting the feedback form online is to enable the public to provide feedback in their own time. It is also another avenue for those who could not attend in-person public engagement opportunities (if applicable) to provide their feedback.

To enable participants to use the feedback form online, one or more of the following conditions must be met:

- Participants can download the feedback form, print it, and mail it to the applicant's address
- The feedback form is designed as a fillable form to be downloaded and emailed to the applicant
- The same questions in the feedback form are used to design an online survey

The feedback form must ask for general feedback on the proposed project as well as any specific questions regarding key topics that could be refined based on public feedback, e.g., key design elements, proposed mitigation measures. Applicants must consider that selecting appropriate feedback tools, and writing effective questions and prompts influences the quality of feedback received. Applicants must ensure a balance of open-ended and close-ended questions to support the analysis and summary of the feedback.

- Open-ended questions cannot be answered with a “yes” or a “no”, allowing for a free-form answer. These types of questions need to be carefully analyzed to derive qualitative and quantitative results. Examples include: “What questions do you have about the proposed project?”, “Why did you select that answer?”
- Close-ended questions can be answered by selecting from a set of options, or providing specific answers, which can help with quantitative analysis, specifically. Examples include: “During what times would you rather construction activities take place?”, “From the options below, select which municipality you live in”.

The applicant may also choose to use the feedback form as part of the evaluation methodology required in the engagement plan. Applicants may choose to include specific questions to evaluate the public engagement process, objectives, and target audience participation. Types of questions may include:

- Questions about demography, e.g., age group, city of residence
- Questions about notification, e.g., how they heard about the proposed project
- Ranking questions, e.g., top five concerns about the proposed project
- Rating questions, e.g., rating specific items on a scale of 1 to 5 (with 5 being highly effective)

If the applicant chooses to use a feedback form as part of the evaluation methodology, the applicant may choose to have one consolidated feedback form for the project and the evaluation, or two separate feedback forms—one for the project and one for the evaluation.

#### 5.3.4.7. Display boards/presentation

Depending on the format of the real-time public engagement opportunity, if required, display boards and/or a presentation should be used at the meeting and be posted on the applicant's project webpage.

The display boards and/or presentation should mirror the content of the project overview document, be written in plain language, and use labelled maps and graphics where possible to explain the elements of the proposed project.

#### 5.3.4.8. Public engagement summary and consideration report

Ten to 20 business days following the close of the public engagement period, the applicant must submit an engagement summary and consideration report that includes the following information, as applicable:

- Overview of the proposed project
- Details of engagement notification methods used
- Details of the engagement materials produced
- Details of engagement activities undertaken
- Process evaluation
  - Level of public participation, e.g., total participant numbers, total comments received
    - Please note applicants must indicate the total number of comments received directly, and the total number of comments forwarded by the port authority (if any)

- Representativeness of the target audience, i.e., did the target audiences participate?
- Public feedback on the engagement process, e.g., did the process meet the engagement objectives?, what was the assessment of activities undertaken and tools utilized?
- Summary of feedback received about the proposed project; please note:
  - Feedback received that is not specific to the scope of the proposed project does not need to be summarized, but should be acknowledged and responded to
- Consideration of feedback
  - Direct feedback and/or key themes of the feedback received, excluding personal details (such as name, email, address, and phone number)
  - Responses that outline how this feedback has been considered in the development of the proposed project
  - Where applicable, any proposed mitigations and commitments made by the applicant
  - A table format is recommended
- Appendix with copies of all public engagement and notification materials, including screenshots of digital components, e.g., project webpage updates, registration page, social media posts; please note:
  - If personalized letters or emails were submitted, only the generic version, or the version without identifying information, should be included in the report

**Figure 4: Summary of requirements (category C, no public engagement)**

**To be completed by the applicant:**

- Project webpage
- Link to the Canadian Impact Assessment Registry post on project webpage (if required)
- Presentation to community liaison committee(s) (if required)
- Responses to project-related inquiries (if required)

**To be completed by the port authority:**

- Canadian Impact Assessment Registry website postings
- Port authority project webpage
- Notification to community liaison committee(s) (if required)

**Figure 5: Summary of requirements (category C, with public engagement)**

<p><b>To be completed by the applicant:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Project webpage</li><li><input type="checkbox"/> Link to the Canadian Impact Assessment Registry post on applicant's project webpage (if required)</li><li><input type="checkbox"/> Presentation to community liaison committee(s) (if required)</li><li><input type="checkbox"/> Up to 20 business day public engagement period</li><li><input type="checkbox"/> Draft public engagement and notification materials sent to the port authority for review and approval, as specified in the checklist</li><li><input type="checkbox"/> Approved public engagement and notification materials posted to project webpage at start of engagement period</li><li><input type="checkbox"/> Draft public engagement summary and consideration report sent to the port authority for review and approval</li><li><input type="checkbox"/> Approved public engagement summary and consideration report posted to project webpage and link sent to participants or distribution list</li><li><input type="checkbox"/> Responses to project-related inquiries (if required)</li></ul> <p><b>To be completed by the port authority:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Canadian Impact Assessment Registry website postings</li><li><input type="checkbox"/> Port authority project webpage</li><li><input type="checkbox"/> Notification to community liaison committee(s) (if required)</li><li><input type="checkbox"/> Map showing notification distribution area for public engagement notification</li><li><input type="checkbox"/> Approval of final engagement and notification materials (final approval granted on PDF versions)</li><li><input type="checkbox"/> Approval of final public engagement summary and consideration report (granted on PDF version)</li></ul>
--

## 5.4. Category D Reviews

### 5.4.1. Overview

Proposed projects undergoing a category D review are generally developments that have a higher likelihood of impacts during construction and operation and may also be of high interest to the community, e.g., large-scale infrastructure or transportation development.

Applicants of proposed projects undergoing a category D review are required to engage with the public and develop and implement a public engagement plan that provides a variety of opportunities for the public to learn about the proposed project and provide feedback. The applicant is responsible for undertaking all public engagement activities.

#### Key terminology:

- Public comment period: thirty calendar-day period during which the port authority invites the public to provide comments respecting a determination under section 82 of the *Impact Assessment Act*
- Public engagement period: period during which the applicant invites the public to provide comments respecting a proposed project under the PER process (see the [Public engagement](#) section)

Proposed projects in this category are generally required to hold two periods of public engagement with opportunities for the public to provide feedback. Each public engagement period is to last up to 20 business days as follows:

- The first public engagement period is to occur during the preliminary review step of the PER process
- The second public engagement period is to occur during the application review step of the PER process

- An additional public engagement period may be required at the discretion of the port authority
- When considering the timing of public engagement activities, applicants are encouraged to find periods in the calendar that are conducive to maximizing public engagement during the engagement period, e.g., avoid holding engagement over holiday periods, extend the engagement period if needed, (see the [Accessibility](#) section for more details)

The port authority does not consider that the public engagement period has started until the project materials are available to the public for feedback, e.g., posted on the applicant's project webpage

Proposed projects in this category are required to produce the following public engagement documents after each round of public engagement has concluded:

- Public engagement summary report
- Consideration memo

These documents, as well as all engagement materials, must be posted to both the applicant and the port authority websites.

Depending on the proposed project location, notification to a community liaison committee may be required. For more information on liaison committees, see [Section 8: community liaison committees](#).

Should the proposed project be approved, the permit holder may be required to develop and send a construction notification 10 business days before the start of construction or any other physical activities. For more information see the [Construction notification materials \(for category B, C, and D projects\)](#) section.

## 5.4.2. Port authority and applicant website postings

### 5.4.2.1. Port authority website

The port authority is responsible for posting all category D project applications on the port authority website once the preliminary public engagement period is about to commence.

### 5.4.2.2. Applicant website

Applicants undergoing a category D review are required to establish a project-specific webpage in the preliminary review step of the PER process. The following information must be written in plain language and included on the webpage:

- Proposed project description (brief overview of the project, title, location, project scope and activities, anticipated impacts during construction and operation, construction schedule (if known))
- Application submission materials (deemed as relevant in consultation with the port authority)
- Link to the port authority project webpage (link provided by the port authority)
- Applicant contact details (applicants are required to set up a project-specific email address)
- Port authority contact information, along with the following text:
  - For questions about the port authority's Project and Environmental Review of the proposed project, please contact the port authority at [PER@portvancouver.com](mailto:PER@portvancouver.com) or 604.665.9047.
- Public engagement opportunities and materials (for both public engagement periods), including:
  - Detailed information about how the public can provide feedback, and dates and format of any engagement activities
  - Information regarding how feedback received during engagement will be used by the applicant
  - Public engagement materials outlined in the [Public engagement](#) section

### 5.4.3. Canadian Impact Assessment Registry website posting

For proposed projects undergoing a category D review, the port authority will post a notice of intent to the Canadian Impact Assessment Registry (the federal registry) in both official languages with a 30-calendar day (20 business day) comment period. The federal registry is available at [iaac-aeic.gc.ca/050/evaluations](http://iaac-aeic.gc.ca/050/evaluations).

Any public feedback received will be considered as part of the PER process.

Category D projects posted to the federal registry for public comment will also be posted to the port authority website, at [portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications](http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications). Information posted on the port authority website will include a link to the federal registry posting with participation dates, proposed project description, application documents, and contact details.

Once a PER decision is made, the port authority will also post a notice of determination to the federal registry and upload a copy of the PER report and the project permit to the port authority website.

#### Considerations for applicants:

- Applicants undergoing a category D review may be asked to post a link to the notice of intent and highlight the public comment period dates on their project-specific webpage. This is to help generate awareness about the public comment period. The port authority will provide the link.
- The applicant may also be asked to respond to any project-related public inquiries from the federal registry.
- The port authority will forward any public comments received during the port authority-led public comment period (required under the *Impact Assessment Act*) to the applicant. The applicant will be asked to include the comments into the public engagement summary report and consideration memo (see the [Public engagement summary report](#) and the [Consideration memo](#) sections).

#### Timing of public comment period:

- The port authority will aim to coordinate the start of the 30-calendar day public comment period (under the *Impact Assessment Act*) to coincide with the start of the applicant-led public engagement period (under the PER process), which takes place during the application review step of the PER process.

### 5.4.4. Public engagement

Public engagement is required for a category D review. This includes two public engagement periods up to 20 business days each (duration to be confirmed by the port authority)—one in the preliminary review and one in the application review step of the PER process. See [Table 3](#): for more information.

**Table 3: public engagement periods for category D reviews**

Preliminary review step of the PER process	Application review step of the PER process
<ul style="list-style-type: none"> <li>• The applicant must provide the public with an overview of the proposed project, outline the technical studies to be undertaken, and provide the scope of the studies for public feedback</li> <li>• The <b>preliminary public engagement period</b> is to be up to 20 business days, with opportunities for real-time (<b>live</b>) engagement.</li> <li>• The applicant must write a public engagement summary report and a consideration memo</li> </ul>	<ul style="list-style-type: none"> <li>• The applicant must provide the public with more details of the proposed project, results of the completed technical studies, and any proposed mitigations to anticipated project impacts</li> <li>• The <b>application review public engagement period</b> is to be up to 20 business days, with opportunities for real-time (<b>live</b>) engagement; ideally in-person.</li> <li>• The applicant must write a second public engagement summary report and a second consideration memo</li> </ul>

The port authority encourages in-person opportunities for engagement where possible and depending on feasibility, anticipated project impacts and the public’s preferred way to participate. The port authority will provide guidance on this during the preliminary review and provide a checklist of engagement activities to be undertaken and materials to be produced.

The applicant is required to produce various public engagement materials for each step of engagement (see the following sections). The materials are the same for each step, although the detail and scope may be significantly greater during the application review as compared to the preliminary review step of the PER process.

Please allow **two to five business days** for the port authority to review each draft of the public engagement plans, as well as any engagement and notification materials.

#### 5.4.4.1. Accessibility

Public engagement must be planned in a way that respects social and cultural considerations, so diverse perspectives are included in the decision-making process, and participation is encouraged.

For example:

- Time public engagement opportunities and deadlines to respect busy and holiday periods, demonstrate inclusiveness, and help foster participation, e.g., avoid scheduling events on Friday nights
- Avoid live (in-person or virtual) public engagement sessions during key holiday periods, (statutory holidays, school holidays (spring break), the month of August and the December holiday periods)
- If public engagement is scheduled to occur during periods when public availability may be limited, consider that there may be additional measures required, e.g., extended engagement periods, proportionate to the limited public availability

#### 5.4.4.2. Public engagement plan

The applicant is required to provide a public engagement plan for each step of public engagement, for review and approval by the port authority. The plan must outline proposed public engagement goals and activities that the applicant will undertake to request feedback from the public on construction-related impacts, mitigations, and other aspects of the proposed project within the port authority's jurisdiction.

The applicant may refer to the parameters set out in the checklist provided by the port authority, with respect to the scope of public engagement, and requirements for materials.

The public engagement plan, at a minimum, must describe the following aspects:

- Overview of the proposed project
- Goals and objectives specific to public engagement, i.e., what the applicant wishes to achieve through public engagement
- Analysis of communities affected, i.e., target audiences, project impacts during construction and operation
- Proposed public engagement opportunities, such as:
  - Opportunities for participants to access in their own time (**self-access**), e.g., webpage, online feedback form, online forum, social media, hard copy survey, mail-in feedback form; please note:
    - Applicants are encouraged to set up a project-specific email address or web-based form where the public can provide their feedback
  - Real-time engagement opportunities (**live**), e.g., in-person or online information sessions, small group meetings, presentations, meetings with specific interested groups; please note:
    - Applicants must include the proposed number of sessions, timing, and locations or format, as well as a facilitation plan, i.e., description of how the applicant will invite questions, provide responses, and record information during the session
    - Applicants are encouraged to develop a health and safety plan for each in-person event
- Proposed timing of public engagement opportunities including:
  - Notification activities
  - Public engagement period(s)
  - Deadline(s) for feedback

- Notification activities and materials, e.g., email to mailing lists, newspaper advertisement, letter to nearby residents and businesses, and proposed distribution area or target/reach (if notifying over social media)
  - The port authority will provide confirmation on the distribution area for print mail-outs
    - Category D projects typically require notification within a 500-metre radius of the proposed project site (the distribution area may vary to reflect the specific proposed work and location)
  - Applicants are encouraged to promote their public engagement period online via channels they typically use, e.g., social media platforms, regular newsletters, website blog, if applicable
- Proposed public engagement materials, e.g., discussion guide, feedback form, display boards, information sheets, brochure, reports, video
- Evaluation methodology to assess the effectiveness of the public engagement process, objectives, and target audience participation, e.g., feedback form, online session pop-up survey, follow-up interviews
- How feedback will be summarized
- How feedback will be considered, and how this will be communicated to those who participated
- Key team members and their role in the development of materials and implementation of activities.

#### 5.4.4.3. Real-time engagement opportunities

Applicants are required to organize real-time (**live**) public engagement opportunities during both public engagement periods. These opportunities must be designed to allow the public to learn more about the proposed project, interact with the applicant, and ask project-specific questions in real time. For example:

- In-person meeting, e.g., open house, small group meeting, pop-up event
- Online information session with a live component, i.e., webinar, forum, small group breakout session

If the applicant chooses to host an in-person engagement opportunity, it must be held at an accessible location near to the proposed project location, e.g., outdoor space, community center, coffee shop, private room, or hotel.

If the applicant chooses to host real-time public engagement sessions online, the applicant must use a platform that is accessible, secure, and at no cost for participants. The applicant must ensure all set up and user instructions are clear, concise, and easy to understand.

The format of any real-time public engagement opportunity must include an interactive component, for example:

- Question and answer session following a presentation
- Breakout groups with a member of the applicant's project team
- Facilitated workshop where the facilitator integrates techniques to gather public feedback

The applicant, other project team representatives, and consultants must be present during real-time public engagement opportunities to provide information about the project, and answer questions from participants. Members of the port authority will attend to observe and answer questions about the PER process or the Vancouver Fraser Port Authority.

#### 5.4.4.4. Notification of public engagement period and opportunities

Draft notification materials must be submitted to the port authority in the preliminary review step of the PER process (for the preliminary review public engagement period), and early in the application review step of the PER process (for the application review public engagement period).

Notification of the public engagement period and opportunities must be written in plain language and must be aligned with the start of the engagement period, i.e., **the public must receive notification of each public engagement period before, or on the first day of, the public engagement period.**

Please note, **the public must receive notification of any real-time public engagement opportunities at least 10 business days in advance.** This provides sufficient notice for the public to make plans to attend.

Please allow **two to five business days** for the port authority to review each draft of notification materials.

At a minimum, this notification will be done through a combination of the following activities:

- Placing an advertisement in a local newspaper
- Posting information online, e.g., on the applicant's project webpage
- Sending emails to existing distribution lists (if any)
- Distributing notifications to residents and businesses within a 500-metre radius of the proposed project site (the distribution area may vary to reflect the specific proposed work and location):
  - The port authority will provide an area map

All notification materials must include the following information:

- Date of delivery, i.e., the date the notification of engagement is expected to arrive
  - The date of delivery provides confirmation that the notification has been received 10 business days prior to the real-time public engagement opportunity, e.g., in-person meeting or online information session, and/or in advance of the first day of the public engagement period
- Proposed project name and PER permit number
- Overview of the project and construction activities
- Area map or other renderings/images (with labels) showing the location of the work
- Timeline for engagement period
- Details of real-time engagement opportunities and registration information; please note:
  - For in-person events, include date, venue, location, parking instructions, venue accessibility, and any other details deemed relevant
  - For online events, include date, platform, access instructions, and any relevant details
- Where project information materials can be found, e.g., link to applicant's project webpage
- How feedback can be provided
- Applicant's contact information

#### 5.4.4.5. Discussion guide

The applicant will develop a discussion guide that includes a plain-language summary of the proposed project application that allows members of the public to understand key elements and activities of the project, provide general feedback, and respond to specific questions posed by the applicant. The purpose of the document is to prepare the public to participate in the public engagement process.

The document must include the following information:

- Overview of the proposed project
- Overview of topics for which public feedback is sought, e.g., elements of the project design or plans that are open to refinement based public input; please note:
  - While topics may vary depending on the nature and location of the proposed project, potential topics could include elements of project design, alternative siting options, mitigation measures for potential impacts such as noise, view/visibility, traffic, dust, light, or proposed community benefits or amenities
- Area map or other images/renderings (with labels) showing the location of the proposed work
- General anticipated construction timelines/project phases
- Public engagement timelines and opportunities
- Potential impacts of the proposed project during construction and once operational/completed, e.g., noise, light, dust, traffic, view, shade, and proposed mitigations
- Applicant's contact information and link to project website

#### 5.4.4.6. Feedback form

The applicant is required to develop a feedback form to accompany the discussion guide. This form must be made available in hard copy and online. The applicant may also accept feedback comments through various methods, e.g., in-person, by email, phone, mail, online, online public engagement platforms.

The purpose of posting the feedback form online is to enable the public to provide feedback in their own time. It is also another avenue for those who could not attend in-person public engagement opportunities to provide feedback.

To enable participants to use the feedback form online, one or more of the following conditions must be met:

- Participants can download the feedback form, print it, and mail it to the applicant's address
- The feedback form is designed as a fillable form to be downloaded and emailed to the applicant
- The same questions in the feedback form are used to design an online survey

The feedback form must ask for general feedback on the proposed project as well as any specific questions regarding key topics that could be refined based on feedback, e.g., key design elements, proposed mitigation measures. Applicants must consider that selecting appropriate feedback tools and writing effective questions and prompts influences the quality of feedback received. Applicants must ensure a balance of open-ended and close-ended questions to support the analysis and summary of the feedback.

- Open-ended questions cannot be answered with a “yes” or a “no”, allowing for a free-form answer. These types of questions need to be carefully analyzed to derive qualitative and quantitative results. Examples include: “What questions do you have about the proposed project?”, “Why did you select that answer?”
- Close-ended questions can be answered by selecting from a set of options, or providing specific answers, which can help with quantitative analysis, specifically. Examples include: “During what times would you rather construction activities take place?”, “From the options below, select which municipality you live in”.

The applicant may also choose to use the feedback form as part of the evaluation methodology required in the engagement plan. Applicants may choose to include specific questions to evaluate the public engagement process, objectives, and target audience participation.

Types of questions may include:

- Questions about demography, e.g., age group, city of residence
- Questions about notification, e.g., how they heard about the proposed project
- Ranking questions, e.g., top five concerns about the proposed project
- Rating questions, e.g., rating specific items on a scale of 1 to 5 (with 5 being highly effective)

If the applicant chooses to use a feedback form as part of the evaluation methodology, the applicant may choose to have one consolidated feedback form for the proposed project and the evaluation, or two separate feedback forms—one for the proposed project and one for the evaluation.

#### 5.4.4.7. Display boards/presentation

Depending on the format of the real-time public engagement opportunities, in addition to the discussion guide, display boards and/or a presentation must be available for use at the meeting, and to be posted on the applicant's project webpage.

The display boards and/or presentation should mirror the content of the discussion guide, be written in plain language, and use labelled maps and graphics where possible to explain the elements of the proposed project.

#### 5.4.4.8. Public engagement summary report

Ten to 20 business days following the close of each public engagement period, the applicant will submit an engagement summary report that includes the following information:

- Overview of the proposed project

Vancouver Fraser Port Authority  
Project and Environmental Review Guidelines – Public engagement

- Details of engagement notification methods used
- Details of the engagement materials produced
- Details of engagement activities undertaken
- Process evaluation
  - Level of public participation, e.g., total participant numbers, total comments received
    - Please note applicants must indicate the total number of comments received directly, and the total number of comments forwarded by the port authority (if any)
  - Representativeness of the target audience, i.e., did the target audiences participate?
  - Public feedback on the engagement process, e.g., did the process meet the engagement objectives, what was the assessment of activities undertaken and tools utilized
- Summary of feedback received about the proposed project; please note:
  - Feedback received that is not specific to the scope of the proposed project does not need to be summarized, but should be acknowledged and responded to
- Appendix with copies of all public engagement and notification materials, including screenshots of digital components, e.g., project webpage updates, registration page, social media posts; please note:
  - If personalized letters or emails were submitted, only the generic version, or the version without identifying information, is to be included in the report

#### 5.4.4.9. Consideration memo

Ten to 20 business days following the approval of the engagement summary report, the applicant must prepare a consideration memo that demonstrates to participants and the port authority how public feedback was considered. The consideration memo should highlight the following (a table format is recommended):

- Direct feedback and/or key themes of the feedback received, excluding personal details (such as name, email, address, and phone number)
- Responses that outline how this feedback has been considered in the development of the proposed project
- Where applicable, any proposed mitigations and commitments made by the applicant

A consideration memo is required at the close of engagement activities in both the preliminary review and application review steps.

**Figure 6: Summary of requirements (category D, applicable to each public engagement period)**

**To be completed by the applicant:**

- Project webpage
- Link to the Canadian Impact Assessment Registry post on project webpage during application review (if required)
- Presentation to community liaison committee (if required)
- A minimum of two public engagement periods of up to 20 business days each
- Draft public engagement and notification materials sent to the port authority for review and approval, as specified in the checklist
- Approved public engagement and notification materials posted to project webpage at start of the preliminary and the application review public engagement periods
- Draft public engagement summary report sent to the port authority for review and approval at the close of the preliminary and application review public engagement periods
- Approved public engagement summary report posted to project webpage and link sent to participants or distribution list at the close of the preliminary and application review public engagement periods
- Draft consideration memo sent to the port authority for review and approval at the close of the preliminary and application review public engagement periods
- Approved consideration memo posted to project webpage and link sent to participants or distribution list at the close of the preliminary and application review public engagement periods
- Responses to project-related inquiries (if required)

**To be completed by the port authority:**

- Canadian Impact Assessment Registry website postings
- Port authority project webpage
- Notification to community liaison committee (if required)
- Map showing notification distribution area
- Approval of final notification and engagement materials (final approval granted on PDF versions)
- Approval of final public engagement summary reports and consideration memos (granted on final PDF versions)

## **6. Public notification requirements (project permit conditions)**

Should the port authority issue a permit, the port authority will add the PER report and permit documents to the port authority project webpage. As per conditions within the permit, the permit holder may be required to notify residents and businesses prior to the start of construction or physical activities, and/or produce a construction communication plan. Permit holders may also be required to develop an operations communication plan.

**Key terminology:**

- As this section is about conditions after a permit has been issued, the “applicant” is now referred to as the “permit holder”

### **6.1. Construction notification materials (for category B, C, and D projects)**

If the port authority determines that a construction notification is required prior to the start of construction or any physical activities, the permit holder will be required to develop a construction notification for review and approval by the port authority.

A construction notification may take many forms, e.g., letter, door hanger, flyer, postcard, e-newsletter, construction signage. Letters and signs are the most common form of construction notification.

For projects with multiple phases of construction, various construction notifications may be required, e.g., projects dependent on Fisheries and Oceans Canada fish window, projects with major phases of construction. All notifications must be provided to the port authority for review and approval.

### 6.1.1. Accessibility

When notification is required, the following must be considered:

- Content must be written in plain language
- Distribution area must include those potentially impacted by the proposed project
- Distribution and publishing timelines must provide sufficient notice
- Important details, e.g., deadlines, hours of work, contact information, must be easy to find

Possible barriers to reaching the public may require a customized approach. It is recommended that notifications be succinct and that additional details are included on the project webpage. If the project does not have a project webpage, all relevant information must be included in the notification.

Construction notification letters/flyers/postcards must include the following information:

- Date of delivery, i.e., the date the construction notification is expected to arrive
  - The date of delivery provides confirmation that the notification has been received 10 business days prior to the start of construction or physical activities
- Project name and PER permit number
- Overview of the project and construction activities
- Area map or other renderings/images (with labels) showing the location of the work
- Start and proposed completion date of construction and or physical activities
- General schedule, e.g., days and hours of work
- Potential construction impacts, e.g., noise, light, dust, traffic, view and shade, and mitigations
- Permit holder contact information
- Port authority contact information, along with the following text:
  - For questions about the port authority's Project and Environmental Review of the project, please contact the port authority at [PER@portvancouver.com](mailto:PER@portvancouver.com) or 604.665.9047.

For construction signage, the following content must be included:

- Project name
- Short project description
- Highlights of on-site construction activities, and corresponding mitigations
- Project start date and anticipated completion date
- Project schedule, i.e., days and hours of work
- Area map showing the location of works
- Permit holder contact information, and project website (if there is one)

Applicants may include additional content from the previous list for construction notifications if space allows for it.

Applicants must consider using a font size that is legible from a distance and placing the construction signage at a location near the proposed project site, and visible to passerby. Applicants must determine the construction signage location in consultation with the port authority.

Signage material must be durable, and able to withstand weather conditions.

### 6.1.2. Review and approval of construction notification materials

The permit holder must provide the port authority with draft construction notification materials for review and approval at least 20 business days prior to the start of construction or any physical activities on site. This timeline accommodates various rounds of reviews and edits (if needed), and accounts for the permit holder's print and distribution timelines. Final approval is granted on the print-ready, i.e., PDF, version.

Please allow **two to five business days** for the port authority to review each draft of notification materials. The feedback will focus on information gaps to help enhance the notification and confirm whether the information satisfies the requirements of PER.

### 6.1.3. Distribution of construction notification materials

The port authority will provide a construction notification area map to the permit holder (found in the PER report) denoting the distribution area. Category B projects typically require notification within a 400 metre radius of the project site, and category C and D projects require notification within 500 metres. The distribution area may vary to reflect the specific proposed work and location.

The public must receive the construction notification 10 business days prior to the start of construction or any physical activities on site, unless indicated otherwise. Should the permit holder be required to install construction signage, installation would follow the same timeline.

The permit holder must inform the port authority once distribution of the notification, and, if applicable, installation of the construction signage are complete. Once distributed, the permit holder must upload a copy of the final construction notification to their project website (for category C and D projects, and subsequent amendments to these project categories that require notification). The port authority will also post a copy of the notification on the port authority project webpage.

#### Figure 7: Summary of requirements (construction notification)

##### To be completed by the permit holder:

- Construction notification with the following content:
  - Date (date the notification is anticipated to be received, or date signage installation is anticipated to be completed, if applicable)
  - Project name and PER permit number
  - Overview of the project and construction activities
  - Area map or other renderings/images (with labels) showing the location of the work
- Start and proposed completion date of construction and or physical activities
- General schedule, e.g., days and hours of work
  - Potential construction impacts, e.g., noise, light, dust, traffic, view and shade, and mitigation
  - Permit holder contact information
  - Port authority contact information
- Draft construction notification sent to the port authority (at [PER@portvancouver.com](mailto:PER@portvancouver.com)) for review at least 20 business days in advance of the start of construction or physical activities
- Notification received, or sign installed (if applicable), 10 business days in advance of the start of construction or physical activities
- Approved construction notification added to project webpage (category C and D permit holders only)
- Confirmation of construction notification delivery, or sign installation if applicable

##### To be completed by the port authority:

- Map showing notification distribution area
- Approval of final notification materials (final approval granted on PDF versions)
- Approved construction notification added to the port authority project webpage (category C and D projects only)

## 6.2. Communication plans (for category C and D projects)

Upon reaching a project decision for Category D projects and some category C projects (at the discretion of the port authority), the permit may include a condition that requires the permit holder to develop and implement a draft

construction communication plan and/or an operations communication plan for review and approval by the port authority.

The permit holder must provide the port authority with the draft version of the/these document(s) for review, comment, and approval at least 20 business days prior to the start of construction and/or operations (as applicable). Feedback will be focused on information gaps to confirm whether the information satisfies the requirements of PER and final approval will be granted on the final print-ready, i.e., PDF, version. Please allow **two to five business days** for the port authority to review each draft of the document.

### 6.2.1. Construction communication plan

The construction communication plan must clearly define the communication activities that will be undertaken by the permit holder between the time a permit has been issued and the end of construction, to keep interested and/or affected parties informed, and to track and respond to any complaints or concerns. Sometimes, a permit holder may develop separate construction communication plans for major phases of a project, e.g., construction start, in-water construction start, preloading and removal of preload sand, demolition.

As the construction schedule evolves, and new issues emerge, the permit holder may voluntarily update the communication plan and provide the port authority with an updated version of the document, or the port authority may request updates throughout construction. The permit holder may also be required to provide periodic updates to the relevant community liaison committee at the direction of the port authority. Information requirements for a construction communication plan are outlined in [Figure 8](#).

### 6.2.2. Operations communication plan

The operations communication plan, if required, must clearly define the communication activities that will be undertaken by the permit holder during operations to keep interested and/or affected parties informed, and to track and respond to any complaints or concerns. As new issues emerge throughout operations, the permit holder may voluntarily update the communication plan and provide the port authority with an updated version of the document, or the port authority may request updates throughout operations. Information requirements for an operations communication plan are outlined in [Figure 8](#).

**Figure 8: Summary of requirements (communication plan or plans)**

<p><b>To be completed by the permit holder (construction communication plan):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction communication plan with the following content, at a minimum:                     <ul style="list-style-type: none"> <li>- Date the document was created and updated</li> <li>- An overview of the project and construction activities</li> <li>- An overview of phasing and anticipated project schedule</li> <li>- Engagement goals and objectives</li> <li>- The target audience(s)</li> <li>- Notification activities and timing</li> <li>- Draft content for any proposed notification materials                             <ul style="list-style-type: none"> <li>- The process to document and respond to public inquiries</li> <li>- Information on any additional engagement activities with the community (if applicable)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Draft construction communication plan sent to the port authority (at <a href="mailto:PER@portvancouver.com">PER@portvancouver.com</a>) for review, at least 20 business days in advance of the start of construction or physical activities</li> <li><input type="checkbox"/> Updated version sent to the port authority (at <a href="mailto:PER@portvancouver.com">PER@portvancouver.com</a>) for review and approval, should there be any changes to the approved construction communication plan</li> </ul>	<p><b>To be completed by the permit holder (operations communication plan):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operations communication plan with the following content, at a minimum:                     <ul style="list-style-type: none"> <li>- Date the document was created and updated</li> <li>- An overview of the project and operations</li> <li>- Engagement goals and objectives</li> <li>- The target audience(s)</li> <li>- Summary of any public input received during construction</li> <li>- Notification activities and timing</li> <li>- Draft content for any proposed notification materials                             <ul style="list-style-type: none"> <li>- The process to document and respond to public inquiries</li> <li>- Information on any new or continuing engagement activities with the community (if applicable)</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Draft operations communication plan sent to the port authority (at <a href="mailto:PER@portvancouver.com">PER@portvancouver.com</a>) for review, at least 20 business days in advance of the start of operations</li> <li><input type="checkbox"/> Updated version sent to the port authority (at <a href="mailto:PER@portvancouver.com">PER@portvancouver.com</a>) for review and approval, should there be any changes to the approved operations communication plan</li> </ul>
<p><b>To be completed by the port authority:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review and approval of final communication plan or plans</li> </ul>	

### 6.3. Monitoring and responding to complaints and inquires

#### 6.3.1. Inquiries during construction

The permit holder is required to track and respond to any public inquiries received during construction, including questions, concerns, and complaints. The permit will typically include a condition stating the permit holder shall notify the port authority of any inquiry within **two business days of being received** (unless otherwise stated in the construction communication plan or elsewhere) and indicate how the permit holder responded to such inquiry. The port authority will also forward any construction related inquiries to the permit holder for tracking and response.

If permit holders receive a general inquiry about the port authority or the PER process, or any inquiry specific to the review of the approved permit and related conditions, the permit holder may ask the recipient for permission to forward to the port authority, and the port authority may respond.

Depending on the complaints received, the port authority may discuss if additional or alternative mitigation measures to further minimize construction impacts would be necessary, and feasible.

### 6.3.2. Inquiries during operations

Permit holders are responsible for documenting and responding to any public inquiries they receive directly, or those forwarded by the port authority during operations, in accordance with the permit holder's typical processes for managing public inquiries, and/or with the approved operations communication plan (if applicable).

## 7. Permit amendment process

After a project permit has been issued, permit holders may require changes. Any proposed changes must be detailed in a permit amendment application for consideration by the port authority.

Changes subject to an amendment application may include:

- Administrative changes, e.g., change of permit holder name
- Changes to the permit expiry or commencement date
- Changes in project design, layout, or scope
- Changes in construction methodology, hours, and/or activities
- Changes in the language of permit conditions and requirements

To address the changes to the project, some amendments may require:

- Posting to the Canadian Impact Assessment Registry
- Public engagement
- Public notification

These requirements will be considered on a case-by-case basis<sup>2</sup>. For more information see the [Public engagement requirements during an amendment process](#) section.

### 7.1. Canadian Impact Assessment Registry posting during an amendment

Projects undergoing a permit amendment process may be subject to a determination under the *Impact Assessment Act* (to be confirmed by the port authority). When required, the port authority will post a notice of intent to the Canadian Impact Assessment Registry (the federal registry) available at [iaac-aeic.gc.ca/050/evaluations](https://iaac-aeic.gc.ca/050/evaluations), in both official languages, for a 30-calendar day public comment period (20 business days).

Any public feedback received will be considered as part of the PER process. The permit holder may also be asked to respond to any project-related inquiries received during the public comment period.

Projects undergoing a permit amendment process that are posted to the federal registry will also be posted to the port authority website, at [portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications](https://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/status-of-permit-applications). The port authority website will include a link to the federal registry posting with the public comment period, project amendment description, and the permit holder's contact details.

Permit holders who underwent an initial category C or D review may be required to post a link to the federal registry posting on their project webpage. The public comment period must also be highlighted. The port authority will provide the link.

Once a project amendment decision has been made, the port authority will also post a notice of determination to the federal registry and upload a copy of the authorization letter to the port authority website.

---

<sup>2</sup> Excerpt from Project and Environmental Review Process Application Guide (September 2022), available at <https://www.portvancouver.com/wp-content/uploads/2022/10/2022-09-26-Guide-PER-Application.pdf>

## 7.2. Public engagement requirements during an amendment process

Depending on the impacts of the amendment request, there may be instances when the permit holder is required to undertake additional public engagement during the amendment process. This could be in addition to the comment period required under the *Impact Assessment Act*, mentioned above.

Should additional public engagement be required, permit holders may refer to the relevant sections noted in [Table 4](#), and contact the port authority for guidance. The port authority will confirm which of the typical public engagement requirements may be applicable during an amendment process. To jump to a specific section of this document, click on the corresponding hyperlink in the table below.

**Table 4: cross-references to public engagement requirements**

Category C	Category D
<a href="#">Applicant website</a>	<a href="#">Applicant website</a>
<a href="#">Canadian Impact Assessment Registry posting</a>	<a href="#">Canadian Impact Assessment Registry website posting</a>
<a href="#">Public engagement (if required)</a>	<a href="#">Public engagement</a>
<a href="#">Public engagement plan</a>	<a href="#">Public engagement plan</a>
<a href="#">Real-time public engagement opportunities</a>	<a href="#">Real-time engagement opportunities</a>
<a href="#">Notification of public engagement period and opportunities</a>	<a href="#">Notification of public engagement period and opportunities</a>
<a href="#">Project overview document</a>	<a href="#">Discussion guide</a>
<a href="#">Feedback form</a>	<a href="#">Feedback form</a>
<a href="#">Display boards/presentation</a>	<a href="#">Display boards/presentation</a>
<a href="#">Public engagement summary and consideration report</a>	<a href="#">Public engagement summary report</a>
	<a href="#">Consideration memo</a>

## 7.3. Construction notification and communication following an amendment decision

Should a permit amendment request be approved, the port authority will add the amendment authorization letter to the port authority website.

As per conditions within the authorization letter, the permit holder may be required to send out a construction notification before work associated with the amendment begins, and/or produce or update a construction communication plan. An operations communication plan may also be required.

### 7.3.1. Amendment construction notification

Should construction notification be required as a condition of the amendment, permit holders must refer to the [Construction notification materials \(for category B, C, and D projects\)](#) section. This section contains details relating to requirements, timelines, and the review and approval of notification materials.

### 7.3.2. Amendment construction and/or operations communication plans

There may be instances when the permit holder is required to develop a construction communication plan and/or an operations communication as a condition of the permit amendment. Depending on the amendment request, this may be added as a new condition even when it was not included in the original permit.

If any of these communication plans are required, permit holders must refer to the section about [6.2 Communication plans \(for category C and D projects\)](#). This section contains details on requirements, timelines, and the review and approval.

## 8. Community liaison committees

The port authority engages with the community in a variety of ways including through four established community liaison committees. The port authority works closely with applicants and permit holders to ensure information on proposed projects and amendments within a committee's area of interest is shared with the committee for their information and feedback. Depending on the category of review and detail of the project, the port authority may require the applicant to conduct a presentation to the applicable committee.

### 8.1. East Vancouver Port Lands Area Plan and Liaison Group

The East Vancouver Port Lands (EVPL) Liaison Group is comprised of representatives from the Burrardview Community Association, City of Vancouver, CP Rail, and the port authority.

The group meets on a regular basis to monitor implementation of the EVPL Area Plan (between Victoria Drive and Second Narrows Bridge) and advise on areas of mutual interest. The EVPL plan identifies guidelines to determine if a project is green, yellow, or red, and outlines processes for engagement with the committee.

Information on the EVPL Liaison Group, including meeting minutes and the area plan, are available on the port authority website at [portvancouver.com/community/community-liaison/committees](http://portvancouver.com/community/community-liaison/committees).

### 8.2. North Shore Waterfront Liaison Committee

The North Shore Waterfront Liaison Committee (NSWLC) was created for information sharing and transparency with the North Shore community on proposed projects in the District of West Vancouver, City of North Vancouver, and District of North Vancouver. The committee provides feedback on possible community concerns with port development proposals.

Information on NSWLC, including meeting minutes, is available on the port authority website at [community-liaison/north-shore-waterfront-liaison-committee/](http://community-liaison/north-shore-waterfront-liaison-committee/).

### 8.3. Port Community Liaison Committee–Delta

The Port Community Liaison Committee (PCLC)–Delta was created for information sharing and transparency regarding proposed projects in Ladner, Tsawwassen, and North Delta. The committee provides feedback on possible community concerns with port development proposals.

Information on PCLC, including meeting minutes, are available on the port authority website at [portvancouver.com/community/community-liaison/port-community-liaison-committee/](http://portvancouver.com/community/community-liaison/port-community-liaison-committee/).

### 8.4. South Shore Community Liaison Committee

The South Shore Community Liaison Committee (SSCLC) was created for information sharing and transparency regarding proposed projects on the south shore of the Burrard Inlet. The committee provides feedback on possible community concerns with port development proposals.

Information on SSCLC, including meeting meetings, are available on the port authority website at [portvancouver.com/community/community-liaison/south-shore-community-liaison-committee/](http://portvancouver.com/community/community-liaison/south-shore-community-liaison-committee/)

The liaison committees meet quarterly with the exception of the EVPL who schedule meetings on an as needed basis. The PER public engagement advisor (in consultation with the port authority's municipal and stakeholder relations team) will be the conduit between the applicant or permit holder and the liaison committees.

## 9. Contacts

For questions regarding these guidelines, or requests for assistance with implementing them, please contact the port authority's PER team by phone at 604.655.9047, or by email at [PER@portvancouver.com](mailto:PER@portvancouver.com).

## 10. Glossary

**Please note:** the hyperlinks included in the following table are cross-references which can be used to navigate through the various definitions in the glossary. Web addresses are listed in full.

Term	Definition and explanation
<b>Amendment</b>	<p>Any proposed substantial changes to the <a href="#">permit</a> as detailed in a permit amendment application. Changes subject to an amendment application may include changes to the permit's validity period or to a project's design or scope, including changes to construction methods, hours, and practices reviewed as part of the project permit application.</p> <p>Some amendments may require additional <a href="#">public engagement</a> or <a href="#">notification</a> to address the changes to the project. Minor changes to approved plans that do not substantially alter the project footprint or result in changes to assessed environmental impacts will not typically require public engagement; however, they will be considered on a case-by-case basis.</p> <p>For more information, see the Project and Environmental Review Application Guide, available at <a href="http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines">portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines</a>.</p>
<b>Applicant (or permit applicants)</b>	<p>The party responsible for submitting the project permit application to the port authority's <a href="#">Project and Environmental Review (PER) process</a> on behalf of the holder of valid tenure on the subject port property. Applicants may be external, e.g., <a href="#">Port of Vancouver</a> tenants, or internal, e.g., other departments within the <a href="#">port authority</a>. All applicants, regardless of whether they are external or internal, follow the same PER process and requirements.</p> <p>The applicant may also be thought of as a proponent, though this is not a term commonly used in the PER process.</p>
<b>Application review</b>	<p>Step 2 of the <a href="#">Project and Environmental Review process</a>, during which the <a href="#">port authority</a> undertakes a technical review of the project application documents prior to making a decision. Should <a href="#">public engagement</a> be required, the applicant-led engagement process will be held and summarised during this timeframe.</p>
<b>Authorization letter</b>	<p>An authorization issued by the <a href="#">port authority</a>, which may include additional conditions that <a href="#">Permit Holders</a> must adhere to in order to ensure an <a href="#">amendment</a> to a project does not result in significant adverse <a href="#">environmental effects</a>. This is an outcome of the <a href="#">Project and Environmental Review process</a>, if a decision to approve an amendment is reached.</p>
<b>Canadian Impact Assessment Registry</b>	<p>External website, hosted by the Impact Assessment Agency of Canada, where information about projects that require a s.82 environmental determination under the <a href="#">Impact Assessment Act</a> must be posted in both official languages (English and French). When required, the <a href="#">port authority</a> will post a <a href="#">notice of intent</a>, and a <a href="#">notice of determination</a> to the registry.</p>
<b>Checklist</b>	<p>Informs the <a href="#">applicant</a> of possible documents, studies, and information they need to provide as part of their application. A checklist is provided to applicants who submit a preliminary review application. See "<a href="#">preliminary review</a>" for more information.</p>
<b>Community liaison committees</b>	<p>Diverse community stakeholders brought together to facilitate discussions about port-related impacts. More information is available on the port authority website at <a href="http://portvancouver.com/community/community-liaison/">portvancouver.com/community/community-liaison/</a>.</p> <p>See the terms <a href="#">East Vancouver Port Lands</a>, <a href="#">South Shore Community</a>, <a href="#">North Shore Waterfront</a>, and <a href="#">Port Communities – Delta</a> in this glossary, for details on each liaison committee.</p>
<b>Construction communication plan</b>	<p>Plan that defines the communication activities the permit holder will undertake between the time a permit has been issued and the end of construction, to keep interested and/or affected parties informed, and to track and respond to any complaints or concerns. This plan is typically required for category C and D projects.</p>
<b>Construction notification</b>	<p><a href="#">Permit holder</a>-led notification that may be required as a permit condition, to notify nearby residents and businesses about the start of construction (for category B, C, and D projects, and amendments).</p>

Term	Definition and explanation
<b>Designated projects</b>	Projects that require an assessment by the Impact Assessment Agency under the <a href="#">Impact Assessment Act</a> and fall outside the categories of the port authority's <a href="#">Project and Environmental Review (PER) process</a> . However, these projects occurring within the <a href="#">Port of Vancouver</a> will require a <a href="#">PER permit</a> . For more information, see the PER Application Guide at <a href="http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/">portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/</a> .
<b>East Vancouver Port Lands (EVPL)</b>	Active and intensifying port industrial area adjacent to a quietly growing residential community, between Second Narrows Bridge and Victoria Drive. See the EVPL Area Plan for more information, at <a href="http://portvancouver.com/community/community-liaison/committees/">portvancouver.com/community/community-liaison/committees/</a> .
<b>East Vancouver Port Lands (EVPL) and Liaison Committee</b>	One of the four port authority-led <a href="#">community liaison committees</a> that bring together diverse community stakeholders to facilitate discussions about port-related impacts. This committee includes representatives from the Burrardview Community Association, City of Vancouver, Canadian Pacific Rail, the Port of Vancouver, and Viterra.
<b>Engage (or engagement)</b>	Process undertaken by the <a href="#">applicant</a> or <a href="#">permit holder</a> as requested by the <a href="#">port authority</a> , to include members of the public who may be (or perceive that they may be) potentially impacted by a decision in the review of a proposed <a href="#">project</a> or <a href="#">amendment</a> . In the context of the <a href="#">Project and Environmental Review process</a> , the port authority may require an applicant to engage with the public. During this time, the applicant is required to provide opportunities for <a href="#">real-time</a> engagement ( <b>live</b> ), e.g., open house, and/or during the participant's own time ( <b>self-access opportunities</b> ), e.g., online survey, and summarize feedback received and considerations made. Engagement may be required for some category C projects, and is required for all category D projects.
<b>Environmental effects</b>	In the context of the <a href="#">Impact Assessment Act</a> , changes to the environment and the impact of these changes on the Indigenous peoples of Canada and on health, social or economic conditions. See s.81 (1), IAA, for a description of factors upon which an authority's determination on significant adverse environmental effects must be based: <a href="http://laws.justice.gc.ca/eng/acts/l-2.75/page-11.html#h-1160814">laws.justice.gc.ca/eng/acts/l-2.75/page-11.html#h-1160814</a> –For example, community knowledge, and comments received from the public under s.86 (1).
<b>International Association for Public Participation (IAP2)</b>	International organization advancing the practice of public participation. The port authority's approach to public engagement is informed by IAP2's core values, ethics, and spectrum.
<b>Impact Assessment Act (IAA)</b>	Federal legislation that sets out duties of certain federal authorities in relation to projects (see s.82, IAA). The IAA came into force on August 28, 2019. Some of these duties include posting information, in both official languages, about certain types of projects on the <a href="#">Canadian Impact Assessment Registry</a> website for 30 calendar days. The <a href="#">port authority</a> leads this process and may require the applicant to share a link to the <a href="#">notice of intent</a> on their project webpage.
<b>Mitigation measures</b>	Measure(s) to be put in place, either during construction or during operations, which reduce or eliminate environmental effects and/or impacts of a project. Mitigation measures are proposed by the applicant as part of the project, during the <a href="#">application review</a> , and and/or are incorporated by the <a href="#">port authority</a> as conditions within the <a href="#">permit</a> .
<b>North Shore Waterfront Liaison Committee</b>	One of the four port authority-led <a href="#">community liaison committees</a> that bring together diverse community stakeholders to facilitate discussions about port-related impacts. This committee brings together port industry, municipalities, Indigenous, and North Vancouver and West Vancouver residents. The committee was established to take a proactive approach to communication and address local port-related issues.

Term	Definition and explanation
<b>Notice of intent</b>	Information and record required by the <a href="#">Impact Assessment Act</a> (IAA), to inform the <a href="#">public</a> that the <a href="#">port authority</a> intends to make a determination under the IAA, for a <a href="#">project</a> reviewed in accordance with section 82 and 83. When required, the port authority posts the notice of intent to the <a href="#">Canadian Impact Assessment Registry</a> , and includes an invitation for the public to provide comments.
<b>Notice of determination</b>	Information and record required by the <a href="#">Impact Assessment Act</a> (IAA), to inform the <a href="#">public</a> that the <a href="#">port authority</a> has made a determination for a <a href="#">project</a> , including any <a href="#">mitigation measures</a> considered in this determination. When required, the port authority posts the notice of determination to the <a href="#">Canadian Impact Assessment Registry</a> .
<b>Operations communication plan</b>	Plan that defines the communication activities the permit holder will undertake upon completion of project constructions and throughout operations, to keep interested and/or affected parties informed, and to track and respond to any complaints or concerns. This requirement would be included as a permit condition, if applicable.
<b>Permit</b>	An authorization issued by the <a href="#">port authority</a> , which includes a list of conditions that <a href="#">permit holders</a> must adhere to in order to ensure a <a href="#">project</a> does not result in significant adverse environmental effects. This is an outcome of the <a href="#">Project and Environmental Review process</a> , if a decision to approve the project is reached. Note: approved category B projects receive a combined <a href="#">Project and Environmental Review report</a> and permit.
<b>Permit holder</b>	The party named in the project <a href="#">permit</a> and holder of valid tenure on the subject <a href="#">port</a> property for which authorized work is to occur. The permit holder is responsible for fulfilling and ensuring compliance with the project permit conditions. Prior to a permit being issued, the permit holder was referred to as the <a href="#">applicant</a> .
<b>Plain language</b>	Writing designed to ensure the reader understands as quickly, easily, and completely as possible. Plain language avoids verbose, convoluted language and jargon. The US Centre for Plain Language describes plain language as communication that allows the intended audience to “find what they need, understand what they find, and act on that understanding.” See their website for more information <a href="#">centerforplainlanguage.org</a> .
<b>Port authority</b>	Noun used to refer to the organization known as the “ <a href="#">Vancouver Fraser Port Authority</a> ” after the first reference in public-facing materials. The term must be spelled using lower case ‘p’ and ‘a,’ unless at the start of a sentence. The term “Vancouver Fraser Port Authority” must be used in full the first time it is referenced in public-facing materials.
<b>Port Community Liaison Committee – Delta</b>	One of the four port authority-led <a href="#">community liaison committees</a> that bring together diverse community stakeholders to facilitate discussions about port-related impacts. This committee represents port industry, rail, residents, farming, the City of Delta, and Tsawwassen First Nation. The committee was established to take a proactive approach to communication and address local port-related issues.
<b>Port of Vancouver</b>	Noun used to refer to either the physical and geographical area of the port, or the jurisdiction of the Vancouver Fraser Port Authority. In public-facing materials, the term “the port” may be used after the first reference.
<b>Preliminary review</b>	Step 1 of the <a href="#">Project and Environmental Review (PER) process</a> during which the <a href="#">port authority</a> provides comments and/or a <a href="#">checklist</a> to the applicant. This step is required for category C and D and projects, and is optional for category B projects.  For more information, see the PER Application Guide at <a href="#">portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines</a> .
<b>Project</b>	Physical activity/work, or change in commodity, on federal lands under the port authority’s jurisdiction. This term applies to permit applications under review and approved, including subsequent <a href="#">amendments</a> that may impact the community.

Term	Definition and explanation
<b>Project and Environmental Review category (or PER category)</b>	Category of review (A, B, C, or D) assigned to a project permit application, which establishes the key steps in the <a href="#">Project and Environmental Review (PER)</a> process, the review timeline, and project permit decision-making authority. PER categories range in complexity, with category A being the least complex and category D being the most complex. For more information, see the PER Application Guide at <a href="http://portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/">portvancouver.com/permitting-and-reviews/per/project-and-environment-review-applicant/guidelines/</a> .
<b>Project and Environmental Review (PER) process</b>	Process administered by the port authority's <a href="#">port authority</a> to ensure all developments and activities meet applicable standards and minimize environmental and community impacts. The PER process helps the <a href="#">port authority</a> fulfill its responsibilities under the <i>Canada Marine Act</i> and the <i>Impact Assessment Act</i> . For more information, visit the port authority website at <a href="http://portvancouver.com/permitting-and-reviews/per/">portvancouver.com/permitting-and-reviews/per/</a> .
<b>Project and Environmental Review (PER) report</b>	Report outlining the <a href="#">Project and Environmental Review (PER) process</a> for an application, and conclusions reached by the <a href="#">port authority</a> . Accompanies the <a href="#">permit</a> . This is an outcome of the PER process, if a decision to approve the proposed <a href="#">project</a> is reached. A separate PER report and permit are issued for approved category C, D, and <a href="#">Designated projects</a> .
<b>Project and Environmental Review team (or port authority)</b>	Team of <a href="#">port authority</a> experts, including planners, environmental scientists, engineers, Marine Operations specialists, and Indigenous consultation and public engagement professionals. Every application reviewed under the <a href="#">Project and Environmental Review process</a> is reviewed by the port authority.
<b>Proponent</b>	See " <a href="#">applicant</a> " as this term is not commonly used in the <a href="#">Project and Environmental Review process</a> .
<b>Public</b>	Individuals or groups who are not part of the decision-making entity, as defined by the <a href="#">International Association for Public Participation (IAP2)</a> . For the purposes of the <a href="#">Project and Environmental Review process</a> , the <a href="#">port authority</a> considers the public to include residents and businesses, i.e., the community, near a proposed project site, and any organized groups that represent them, e.g., residents associations.
<b>Public comment period</b>	Thirty calendar-day period during which the <a href="#">port authority</a> invites the <a href="#">public</a> to provide comments respecting a determination under section 82 of the <i>Impact Assessment Act</i> .
<b>Public engagement</b>	See " <a href="#">engage</a> ."
<b>Public engagement period</b>	Period during which the <a href="#">applicant</a> invites the <a href="#">public</a> to provide comments respecting a proposed <a href="#">project</a> under the <a href="#">Project and Environmental Review</a> process. Category C projects may require a public engagement period of up to 20 business days. Category D projects typically require two public engagement periods of up to 20 business days each. The public engagement period starts when materials are available to the public for feedback.
<b>Public notification</b>	The act of providing balanced and objective information to assist the <a href="#">public</a> in understanding a <a href="#">project</a> or <a href="#">amendment</a> , possible construction impacts and <a href="#">mitigations</a> , or opportunities for <a href="#">engagement</a> . Types of public notification include notification about the <a href="#">public engagement period</a> , <a href="#">construction notification</a> , or notification about an approved amendment. Possible formats of notification include a letter, door hanger, flyer, postcard, e-newsletter, signage, newspaper advertisement, social media posts, etc.
<b>Real-time engagement</b>	<a href="#">Public engagement</a> that provides an opportunity for the <a href="#">public</a> to connect <b>live</b> , i.e., "in real time", with the <a href="#">applicant</a> , and/or <a href="#">port authority</a> representatives, as required. Some examples of real-time engagement opportunities include in-person open houses, online information sessions, and telephone town halls.

Term	Definition and explanation
<b>Regulator</b>	<p>Role that the port authority’s <u>port authority</u> fulfills by administering the <u>Project and Environmental Review (PER) process</u>. In doing so, the port authority ensures all developments and activities in the <u>Port of Vancouver</u> meet applicable standards, and minimize environmental and impacts to the community.</p> <p>Some projects may require regulatory approvals from other authorities in addition to the <u>port authority</u>. The port authority can assist <u>applicants</u> in identifying which other regulatory approvals may be necessary; however, applicants are responsible for obtaining all necessary approvals from the appropriate agencies.</p>
<b>South Shore Community Liaison Committee</b>	<p>One of the four port authority-led <u>community liaison committees</u> that bring together diverse community stakeholders to facilitate discussions about port-related impacts. This committee brings together port industry, rail, residents, the City of Vancouver, and Indigenous representatives, to facilitate ongoing communication about port-related operations and development happening on the south shore of Burrard Inlet.</p>
<b>Stakeholder</b>	<p>For the purposes of the <u>Project and Environmental Review (PER) process</u>, a stakeholder is defined as an organization or individual who may be impacted by a proposed <u>project</u>. More specifically, stakeholders may include municipalities; regional, provincial and federal agencies and authorities; marine user groups; industry organizations; and port authority tenants adjacent to a proposed development, or other groups as defined by the <u>port authority</u> during the PER process. Stakeholder consultation is led by the <u>port authority</u>, and is separate from <u>public engagement</u>.</p>
<b>Target audience</b>	<p>For the purposes of developing a public engagement plan for the <u>Project and Environmental Review process</u>, the term “target audience” refers to residents and businesses near a proposed project site, and any organized groups that represent them, e.g., residents associations, who may be impacted should the project be approved.</p>
<b>Vancouver Fraser Port Authority</b>	<p>Federal agency responsible for the stewardship of the lands and waters that make up the <u>Port of Vancouver</u>, including the decisions and the activities that fulfill its mandate.</p> <p>In public facing materials, the full term must be spelled out the first time it is used. The noun “<u>port authority</u>” must be used subsequently. Writing “(port authority)” in parenthesis is not required.</p>