

Terms of Reference

North Shore Waterfront Liaison Committee

Purpose

The North Shore Waterfront Liaison Committee (the NSWLC) is a mechanism for dialogue and communications about port industrial and transportation operations and Port and waterfront issues on the North Shore of Burrard Inlet.

The purpose of the NSWLC is to bring together interested municipal, First Nations, industry, Port Metro Vancouver, and community representatives to discuss developments, identify concerns, provide suggestions, and facilitate two-way communication among respective constituencies about port operations and development.

Rationale

The rationale for the formation of the NSWLC is to foster a uniform approach to communication among all groups about port issues, operations and development.

Membership

- 1) Up to 16 individuals representing First Nations, municipal, Port Metro Vancouver, industry and community interests.
 - a) One representative from each North Shore First Nation and municipality:
 - i) Squamish Nation
 - ii) Tsleil-Waututh Nation
 - iii) City of North Vancouver
 - iv) District of North Vancouver
 - v) District of West Vancouver
 - b) One representative from Port Metro Vancouver
 - c) One representative from CN Rail
 - d) Up to three representatives from industry
 - e) At least four and not more than six community representatives, with no more than two from each represented community.

- 2) Individuals with specific expertise will be invited to present as required.
- 3) Guests are welcome as observers.

Length of Term

A standard term is two years, with the option of renewing for two additional terms.

Committee members will strive to have terms end on alternating years, to ensure that terms do not all end at the same time.

Selection Process

Membership for the Committee shall be determined as follows:

- 1) The City of North Vancouver, the District of North Vancouver and the District of West Vancouver will each be invited to nominate one municipal representative;
- 2) The Squamish and Tseil Waututh Nations will each be invited to nominate one representative;
- 3) Port Metro Vancouver will be invited to nominate one representative;
- 4) CN Rail will be invited to nominate one representative;
- 5) Industry, including all terminal operators and tenants located on the North Shore, will be invited to nominate up to three representatives;
- 6) General public, community groups and businesses from the North Shore will be invited to apply for positions through advertisements in local newspapers. Applicants will be evaluated based on a selection matrix and process implemented by a subcommittee of the NSWLC.

Committee Chair

The Committee will be chaired by a representative of Port Metro Vancouver for the first six months of operation, commencing on the date of the first meeting. Subsequently, Committee members will determine the Chair going forward.

Meeting Frequency

The NSWLC will meet bi-monthly or as needed. The meeting schedule will be determined by the members.

Duties and Responsibilities

The Committee will:

- 1) act as a mechanism for open dialogue and transparent communication about port industrial and transportation operations and developments on the North Shore;
- 2) review port industrial and transportation operations, developments and related plans and discuss concerns directly with NSWLC members;
- 3) provide a forum for the two-way education of all NSWLC members on matters of mutual interest;
- 4) develop an understanding of port industrial and transportation operations and developments as they affect or may affect neighbouring communities for the education of all concerned citizens;
- 5) provide advisory input to the municipalities, industry, CN Rail and Port Metro Vancouver on matters such as:
 - a) communication with the community;
 - b) actions to address specific community concerns;
 - c) company plans affecting noise, community health, safety and environment;
 - d) as determined by the NSWLC members, support the implementation of initiatives related to these matters;
- 6) not usurp regulatory functions, local government controls, or other government procedures that are in place for public safety, health and environmental protection;
- 7) not replace ongoing involvement between municipal, First Nations, industry and port representatives and the surrounding community.

Use of Input

All NSWLC members will consider input in good faith and communicate and/or represent these points of view back to their respective management or community in arriving at decisions and report back to the NSWLC in a timely fashion.

Agenda, Key Messages and Action Items

- 1) Suggestions for agenda items for the next meeting will be set before the end of each meeting.
- 2) Every agenda will include follow-up on action items from the previous meeting in addition to relevant updates.
- 3) Key messages and action items will be produced at the conclusion of each meeting to facilitate easy and transparent communication about issues and discussion.
- 4) Key messages will be posted on all relevant websites following each meeting.

Communications

Protocol for managing communications, including internal, external, web, media and other communications, will be determined by Committee members.

Expenses

- 1) Expenses for meeting facilities, equipment and hospitality for NSWLC meetings will be rotated among the municipal, port and industry Committee members.
- 2) Port Metro Vancouver will cover expenses relating to local newspaper advertising for community representatives.
- 3) Responsibility for other ongoing expenses that may arise will be considered on an as needed basis.

Evaluation

All NSWLC members will evaluate process, objectives and achievements annually.