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**vancouver**

# **Project & Environmental Review**

## **Guidelines – Stakeholder Consultation**

Vancouver Fraser Port Authority

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**Canada**

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## **1. INTRODUCTION**

These guidelines are intended to provide an overview of the stakeholder consultation process for projects on lands and waters (hereafter referred to as “lands”) managed by the Vancouver Fraser Port Authority.

The port authority acknowledges that while port related developments may provide local, regional and national benefits, they may also have potential impacts to stakeholders that live, work or operate in and around port areas.

To consider the impacts a proposed development may have on the surrounding community as part of the Project and Environmental Review (PER) process, the port authority may seek input from stakeholders, which may include municipalities, industry organizations, port tenants and other agencies that may be directly impacted or have a particular interest in a proposed project.

## **2. APPLICABILITY**

The requirement for stakeholder consultation will be confirmed by the Vancouver Fraser Port Authority during the preliminary review phase of PER. Stakeholder consultation is not required for proposed projects processed under PER category A. For further information on the categories of review, please refer to the PER Application Guide and the PER Categories.

Stakeholders are defined as an organization or individual who may be impacted by a proposed project. This can include a municipality, port tenant, industry organization, regional agency, transportation agency, or government agency or department.

Port authority staff will lead all stakeholder consultation activities as part of the Project and Environmental Review process with the applicant’s involvement. Public consultation and Aboriginal consultation activities may also be required as part of the Project and Environmental Review process. Please refer to the External Guidelines for Public Consultation and Aboriginal Consultation – Information for Applicants document for more information regarding those activities.

### **3. OBJECTIVES**

The objectives of stakeholder consultation include:

- Notify and/or consult with appropriate stakeholders on proposed projects within the Vancouver Fraser Port Authority's jurisdiction based on the potential impacts of the proposed project.
- Provide stakeholders with the opportunity to review and comment on proposed projects and associated mitigation measures within a reasonable comment period.
- Provide stakeholders with timely responses to their submitted comments and feedback.
- Stakeholder comments will be considered by the port authority during the preliminary review and application review phases.

### **4. GUIDELINES**

#### **4.1 CATEGORY B REVIEWS**

##### **4.1.1 Stakeholder Notification Requirements**

Proposed projects processed in a category B review are generally not expected to have any off-site impacts. Where the Vancouver Fraser Port Authority or the applicant has identified there may be limited off-site impacts from the proposed project, a category B review may require notification of stakeholders. For proposed projects in a category B review, stakeholders will generally be the adjacent municipality.

Category B reviews that may require stakeholder notification include proposed projects with the following aspects:

- New connections to municipal infrastructure such as water, sewer, and stormwater;
- New driveway access onto a municipal road; and
- Similar attributes.

Stakeholder notification requirements in a category B review will be confirmed with the applicant during the preliminary review phase.

##### **4.1.2 Stakeholders Notifications Process**

For category B reviews where notification is required, the Vancouver Fraser Port Authority will notify appropriate stakeholders and request comments generally within 14 business days. Stakeholder comments are provided to the applicant for review and comment. Once a decision has been made by the port authority on the application, participating stakeholders will be notified.

## **4.2 CATEGORY C REVIEWS**

### **4.2.1 Stakeholder Consultation Requirements**

Proposed projects processed in a category C review are likely to require stakeholder consultation, due to the potential impacts of the proposed project. Proposed projects that may require stakeholder consultation generally include the following aspects:

- New connections or substantial changes to existing municipal infrastructure such as water, sewer, and stormwater.
- New or substantial modifications to driveway access onto a municipal road.
- Impacts to adjacent port tenant operations, access or activities.
- Impacts to local and/or regional road networks and/or marine navigation.
- Increase to throughput and capacities arising from new or upgraded facilities.
- Construction or demolition may have potentially significant impacts on the surrounding community.
- Public consultation is required as part of the application.

Stakeholder consultation requirements in a category C review will be confirmed with the applicant during the preliminary review phase.

### **4.2.2 Stakeholder Consultation Process**

In a category C review, the Vancouver Fraser Port Authority will refer the application to appropriate stakeholders and request comments generally within a 20 business day period. Stakeholders may be invited to attend public consultation events that the applicant may be required to conduct as part of the application review phase

Stakeholder comments are provided to the applicant for review and comment. As the result of the feedback received, the applicant may be required to provide additional mitigation measures.

All stakeholder comments received will be taken into consideration by the Vancouver Fraser Port Authority as part of the Application Review phase. The port authority will provide stakeholders with a response to their comments in a timely manner.

Once a decision has been made by the port authority on the application, participating stakeholders will be notified.

## **4.3 CATEGORY D REVIEWS**

### **4.3.1 Stakeholder Consultation Requirements**

Proposed projects processed in a category D review will require more substantial stakeholder consultation, due to the potential impacts of the proposed project.

The Vancouver Fraser Port Authority will advise if additional consultation activities are likely to be required for the project; however, for category D projects, two stages of consultation or opportunities for stakeholders to provide feedback, with a consultation period of 10-20 business days per stage, are generally required. The first stage is to occur during the preliminary review phase, and the second during the application review phase.

The specific stakeholder consultation process and requirements for category D reviews will be confirmed with the applicant during the preliminary review phase.

#### **4.3.2 Stakeholder Consultation Process**

##### ***Preliminary Review Phase***

In a category D review, the applicant will facilitate a preliminary comment period (duration 10 – 20 business days) during the preliminary review phase. Applicants are expected to prepare a project description and consult on the scope and nature of the proposed studies. The preliminary comment period is intended to gather initial inputs regarding stakeholder interests and considerations regarding a proposed project.

Stakeholder consultation conducted during the preliminary review phase will be concurrent with public consultation conducted during the same period.

##### ***Application Review Phase***

Stakeholder consultation may commence following the Vancouver Fraser Port Authority's acceptance of a complete project permit application. The stakeholder consultation period during the application review phase is up to 20 business days. Consultation is expected to include the entire project scope, results from technical studies and proposed mitigations.

Stakeholder comments are provided to the applicant for review and comment. As the result of the feedback received, the applicant may be required to provide additional mitigation measures.

All stakeholder comments received will be taken into consideration by the Vancouver Fraser Port Authority as part of the application review phase. The port authority will provide stakeholders with a response to their comments in a timely manner.

Once a decision has been made by the port authority on the application, participating stakeholders will be notified.

## **5. DEFINITIONS**

**Applicant** is a party responsible for submitting a project permit application to the Vancouver Fraser Port Authority on behalf of the holder of valid tenure on the subject port authority property.

**Stakeholder** is an organization or individual who may be impacted by a proposed project. This can include a municipality, port tenant, industry organization, regional agency, transportation agency, or government agency or department.

## **6. NOTES/LINKS TO OTHER DOCUMENTS**

These guidelines are to be used in conjunction with the following, as applicable:

- *Project and Environmental Review Application Guide*
- *Project and Environmental Review Categories*
- *External Guidelines for Public Consultation*
- *Aboriginal Consultation – Information for Applicants*

## **7. CONTACTS**

Should you have any questions regarding these guidelines, please contact the Planning and Development Department (604) 655-9047 or [PER@portvancouver.com](mailto:PER@portvancouver.com).

## **8. GUIDELINES UPDATES**

The most up-to-date version of this guideline is available for viewing and downloading from our website. All updated versions will be dated for clear identification. Please visit: <http://www.portvancouver.com/development-and-permits/project-and-environmental-reviews/> to ensure that you are referring to the most relevant information.