

South Shore Community Liaison Committee

Proposed terms of reference

1. Purpose

The South Shore Community Liaison Committee is a vehicle to ensure ongoing dialogue and communication with community stakeholders regarding port-related operations and development on the south shore of Burrard Inlet. It operates as a collaborative forum where community, Indigenous, municipal, and industry representatives meet with the Vancouver Fraser Port Authority and other port-related stakeholders to share information, identify concerns and provide input.

2. Scope

The scope of the South Shore Community Liaison Committee is port-related activities on the south shore of Burrard Inlet in Vancouver. The committee is advisory in nature and does not replace regulatory functions, government controls or other procedures that are in place for public safety, health and environmental protection. Participation is voluntary and members do not receive financial compensation for participation from the Vancouver Fraser Port Authority.

3. Timeframe

The committee will exist for a period of up to four years from its first meeting date. This timeframe aligns with significant planned port development activities on the south shore of Burrard Inlet. At the end of this timeframe, an assessment will be done in collaboration with the committee to determine the benefits of a committee to facilitate ongoing engagement on the South Shore.

4. Membership

The committee is comprised of up to 18 individuals representing community, Indigenous, municipal, port industry and community interests.

- a. Up to four community members-at-large positions who will;
 - i. To the best extent possible, represent diverse perspectives from the community including, but not limited to, local associations, social advocacy, environment and conservation, local business, recreation, and community health.
 - ii. Provide geographic representation from communities adjacent to port facilities on the south shore of Burrard Inlet, in Vancouver.
- b. One representative from each from Burrardview Community Association, Grandview Woodlands Community Association and Strathcona Community Association.
- c. One representative from each from Musqueam, Squamish and Tsleil-Waututh indigenous groups;
- d. One representative from each railway;
 - i. Canadian Pacific

- ii. Canadian National
- e. One representative from the City of Vancouver;
- f. Up to three representatives from south shore terminals; and
- g. One representative from the Vancouver Fraser Port Authority.

5. Length of term

- a. Community-at-large positions will serve a two-year term with the option to renew for an additional two-year term; and,
- b. All other positions will be appointed by their respective organizations on an annual basis.

6. Selection process

- a. Community member-at-large positions will be selected through an application process. Calls for applications will be advertised in the local newspaper and on social media. Applicants will be selected by the port authority according to the criteria outlined in section 4.a.i; and
- b. All other positions will be selected by the organizations they represent.

7. Roles and responsibilities

- a. The facilitator will convene and chair meetings. The facilitator will be appointed on an annual basis, renewable at the option of Vancouver Fraser Port Authority with input from the committee. In collaboration with Vancouver Fraser Port Authority and with input from committee members, the facilitator will:
 - i. Plan and facilitate meetings including managing time, planning agendas, speaking order and consensus/decision processes;
 - ii. Approve meeting agenda packages prior to distribution to committee members;
 - iii. Review meeting notes and provide final approval to the committee coordinator to post on the Vancouver Fraser Port Authority website;
 - iv. Communicate between meetings with members of the committee and Vancouver Fraser Port Authority; and
 - i. Conduct an annual review of the terms of reference of and recommend any changes for consideration by the committee.
- b. Vancouver Fraser Port Authority will:
 - i. Be responsible meeting costs including facilitator, venue, staff resources and recruitment, and refreshments.
 - ii. Will provide a meeting coordinator to organize meetings, agenda and all requests received for the committee; and
 - iii. Coordinate briefings related to proposed topics that are not within the jurisdiction of the Vancouver Fraser Port Authority.

- c. The committee coordinator will:
 - i. Work with the facilitator, with input from committee members, to plan agendas for committee meetings;
 - ii. Take summary notes, and with the approval of facilitator, distribute and post to the port authority website; and
 - iii. Coordinate meeting logistics and invitations.
- d. Individual members will:
 - i. Support the implementation of initiatives decided upon by the committee as a whole;
 - ii. Receive information in good faith and communicate it respectfully;
 - iii. Request information first from the meeting coordinator before using other channels and then, only if the Vancouver Fraser Port Authority cannot provide the requested information, seek to find it elsewhere;
 - iv. Report back to the committee in a timely fashion;
 - v. Conduct themselves in ways that foster inclusion and respect for all members and all points of view; and,
 - vi. Attend meetings on a regular basis; individuals who miss three successive meetings may be asked to resign at the discretion of the facilitator.

8. Meeting frequency

The committee will meet four to six times per year. Additional meetings may be scheduled at the discretion of the committee.

9. Meeting notes and recording

Summary notes are meant to reflect the general themes and decisions and are not a verbatim record of the meeting. Meeting summary notes will be circulated in draft to committee members shortly after each meeting. Meeting notes will be approved by the committee as a whole at the following meeting and posted on the port authority's website. No audio, video recordings or social media activity will be conducted by members or guests during meetings.

10. Delegations

Requests for external delegations to committee meetings will be referred to the facilitator. Delegations requests will be considered if the purpose of the delegation relates to the purpose and scope of the committee. The facilitator will assess if delegation request is relevant and approve or deny request.

11. Reporting out

Members will report out to their respective organizations. In addition, all notes and meeting presentations will be posted on the port authority's website. The port authority will post an annual summary of committee activities on its website.

12. Communication protocol

Committee members will communicate information and decisions to their constituencies and community members generally. Communication will be respectful, objective, and attempt, as much as possible, to convey information received in the course of meetings with appropriate contextual and explanatory material.

13. Media protocol

Media requests related to the committee will be directed to the facilitator. Individual members will not speak on behalf of the committee, unless it has been discussed and approved by the committee in advance.