

Port Community Liaison Committee – Delta

January 2020

1. Purpose

The Port Community Liaison Committee – Delta (“PCLC”) is a vehicle for multi-directional dialogue and communication about port-related issues in Delta. It operates as a collaborative forum where municipal, First Nations, industry, and community representatives meet with Vancouver Fraser Port Authority and other port-related stakeholders to receive and respond to information, including ask questions, identify concerns and provide input on port projects and activities.

2. Scope

The PCLC works to help address port-related issues in the community of Delta and also participates in Vancouver Fraser Port Authority-led formal regulatory consultation processes. In cases where Vancouver Fraser Port Authority is not the regulator, the PCLC receives briefings about proposed port development projects. The PCLC does not replace regulatory functions, government controls or other procedures that are in place for public safety, health and environmental protection.

3. Composition and Membership

The PCLC is comprised of up to 16 individuals representing municipal, First Nations, port industry and community interests.

- a. One appointed representative from each of:
 - i. BC Rail Company;
 - ii. Delta Chamber of Commerce;
 - iii. Delta Farmers’ Institute;
 - iv. Global Container Terminals;
 - v. Vancouver Fraser Port Authority;
 - vi. The City of Delta;
 - vii. Tsawwassen First Nation; and
 - viii. Westshore Terminals.
- b. At least four and up to eight community members-at-large. Community members will:
 - i. Represent, to the best extent possible, a variety of community interests including those of local residents, conservation organizations, the farming industry, business and other interests; and
 - ii. Provide geographic representation from across the entire community.

- iii. One member of the 4-8 is to be an environmental representative with a professional designation and/or credentials in environmental science.

4. Length of Term

- a. Appointed representatives 3.a. i to viii will be appointed by their organizations on an annual basis.
- b. Community members-at-large positions will be for two years with the option of renewal for a second term for a maximum of four years. Following a two-calendar-year absence from serving on the committee, members whose two-year term on the PCLC has ended may apply for readmission. They will be given consideration according to the selection criteria identified in 3.b. of this document.
- c. As of September 2017, two additional community member-at-large positions will be appointed (for a total of nine community members-at-large positions) according to the selection criteria identified in 3.b. of this document. The committee will return to its original limit of no more than seven community members at large, through natural attrition. With the addition of terms to the committee, this measure is required to ensure the continuity of community-at-large positions. This clause will be removed once the committee returns to seven community-at-large positions.

5. Member Selection Process

- a. Appointed representatives 3.a. i to viii will be selected through an internal process by the organizations they represent.
- b. Community member-at-large positions will be selected through an application process. Calls for applications will be advertised in the local newspaper. Applicants will be selected according to the criteria outlined in section 3.b. by a recruitment committee comprised of members of the PCLC including one representative from:
 - i. Vancouver Fraser Port Authority;
 - ii. The City of Delta;
 - iii. One appointed representative (selected by appointed members, as described in section 3.a.); and
 - iv. The community at large (selected by community members, as described in section 3.b.)

6. Facilitator

A facilitator will be appointed on an annual basis, renewable at the option of Vancouver Fraser Port Authority with input from the PCLC annual member survey. In collaboration with Vancouver Fraser Port Authority staff with input from PCLC members, the facilitator will

- a. Plan agendas for four to six meetings each year;
- b. Receive requests from non-members to attend PCLC meetings and make recommendations to Vancouver Fraser Port Authority about whether they should be permitted to attend and on which terms;

- c. Facilitate meetings including managing time, agenda, action items, speaking order and consensus/decision processes;
- d. Review meeting notes and provide final approval to Vancouver Fraser Port Authority coordinator prior to posting on the Vancouver Fraser Port Authority website;
- e. Communicate between meetings with members of the PCLC and Vancouver Fraser Port Authority; and
- f. Conduct an annual review of the terms of reference of the PCLC, recommending any changes for consideration by the PCLC.

7. Meeting Frequency

The PCLC will meet four to six times per year. Additional meetings may be scheduled at the discretion of the PCLC. Meetings will be scheduled to accommodate as many schedules as possible.

8. Meeting Notes and Recording

A Vancouver Fraser Port Authority representative will keep meeting summary notes. Meeting 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 and will be posted on Vancouver Fraser Port Authority's website seven days after circulation. Requests for revisions may be sent to Vancouver Fraser Port Authority and these will be incorporated at the discretion of the meeting facilitator. No audio or video recordings will be made of PCLC meetings by any member or guest.

9. Delegations

Requests for external delegations to committee meetings will be referred to the facilitator, who will consult with the PCLC before making a decision.

10. Meeting Protocols

Meetings will be facilitated by an appointed professional as described under section 6. Meetings will last no longer than two hours unless approval is sought and received from members.

11. Duties and Responsibilities

- a. The committee will:
 - i. Engage in open dialogue and transparent communication about port-related issues in the community of Delta;
 - ii. Facilitate multi-directional communication and education on port-related matters of mutual interest;
 - iii. Receive and exchange information on port operations and developments as they affect or may affect the community for the education of all residents;
 - iv. Provide input to decision makers on a range of matters including responses to community concerns; and
 - v. Function in parallel with other ongoing engagement between Vancouver Fraser Port Authority, municipal, First Nations, port industry and the surrounding community.

- b. 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 PCLC meeting coordinator before using other channels and then, only if 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 PCLC.
- c. Vancouver Fraser Port Authority will:
 - i. Provide a facilitator to undertake activities outlined in section 6;
 - ii. Provide a meeting coordinator to organize meetings, agenda and all requests received for the committee; and
 - iii. Coordinate briefings related to proposed port development projects that are not being led by Vancouver Fraser Port Authority.

12. Subcommittees

Subcommittees may be formed to address specific issues or projects that require additional work outside of committee meetings on the following terms:

- a. Structures and membership of subcommittees will be agreed upon by the PCLC;
- b. Subcommittees, on endorsement through PCLC, may request additional resources from Vancouver Fraser Port Authority; and
- c. Subcommittees will be dissolved at the end of their mandate or at the discretion of the PCLC.

13. Reporting Out

Representatives of member organizations will report out on PCLC matters to their respective executives and boards. In addition, Port Community Liaison Committee Summary Reports will be issued annually and posted on Vancouver Fraser Port Authority's website.

14. Communication Protocol

PCLC 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 PCLC meetings with appropriate contextual and explanatory material. Members will clearly state in any external communication that they do not represent the PCLC and are only speaking as an individual member.

15. Media Protocol

Media requests will be directed to the meeting coordinator and facilitator and circulated to the PCLC for consideration.