

North Shore Waterfront Liaison Committee

1. Purpose

The North Shore Waterfront Liaison Committee (NSWLC) is a vehicle for multi-directional dialogue and communication about port-related issues on the North Shore. It operates as a collaborative forum where community, Indigenous, municipal, industry and Vancouver Fraser Port Authority representatives meet to share information, including ask questions, identify concerns and provide input on port projects and activities.

2. Scope

The NSWLC works to help address port-related issues in the City of North Vancouver, District of North Vancouver and the District of West 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.

3. Composition and membership

The NSWLC is comprised of up to 17 individuals representing municipal, Indigenous, port industry and community interests.

- a. One appointed staff representative from each of:
 - i. City of North Vancouver;
 - ii. CN;
 - iii. District of North Vancouver;
 - iv. District of West Vancouver;
 - v. Squamish Nation;
 - vi. Tsleil-Waututh Nation; and
 - vii. Vancouver Fraser Port Authority.
- b. Up to four representatives from waterfront industry, including terminal operators and port authority tenants located on the North Shore. Industry representatives should aim to reflect current port-related activities and community impacts on the North Shore.
- c. At least four and not more than six community representatives, with no more than two from each represented community. Community members will:
 - i. Represent, to the best extent possible, a variety of community interests including those of local residents, environmental organizations, business and other interests; and
 - ii. Provide geographic representation from the District of West Vancouver, District of North Vancouver and City of North Vancouver.

4. Member selection process

- a. Representatives (as per sections 3.a. i to vii) are selected by the organization they represent.
- b. Waterfront industry representatives (as per section 3.b.) are selected by the port authority using a criteria to best reflect current port-related projects and/or activities and community interest. The Vancouver Fraser Port Authority will then recommended representative(s) for the NSWLC's endorsement.
- c. Community representatives 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 according to the criteria outlined in section 3.c. by a committee composed of one representative from the municipality from which the candidate is being selected, and one representative from the port authority.

5. Length of term

- a. Representatives (as per sections 3.a. i to viii) are appointed on an annual basis.
- b. Waterfront industry representatives (as per section 3.b.) are appointed every two years for a two-year term. In the event that there is no new recommended representative(s) (as per section 4.b.), current waterfront industry representatives can be re-appointed for a consecutive two-year term.
- c. As of January 2021, community representative terms will be for two years with the option to renew for a second two-year term, for a maximum of four years. Community representatives selected before January 2021 will be grandfathered, to allow for a two-year term with the option to renew for two consecutive two-year terms, for a maximum of six years. Following a two-calendar-year absence from serving on the committee, members whose two-year term on the NSWLC has ended may apply for readmission. They will be given consideration according to the selection criteria identified in 3.c. of this document.

6. Committee chair

Committee members will select a chair and vice-chair for three consecutive committee meetings. Upon the third consecutive committee meeting, the vice-chair will then become the chair and committee members will select a new vice-chair. The chair and vice-chair position will rotate to include representation from industry, community and municipality.

7. Meeting frequency and location

The committee will meet four to six times per year. Additional meetings may be scheduled at the discretion of the NSWLC. Meeting location will rotate for each meeting and will be hosted by municipalities or industry.

8. Meeting agenda, notes, action items 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 after each meeting and will be posted on Vancouver Fraser Port Authority's website after circulation. Requests for revisions may be sent to Vancouver Fraser Port Authority and these will be incorporated at the discretion of the meeting note taker.

The Vancouver Fraser Port Authority meeting coordinator will develop an agenda for each meeting, in consultation with the meeting chair. Suggestions for agenda items for the following meeting will be set before the end of each meeting. Every agenda will include follow-up on action items from the previous meeting in addition to relevant updates. Key messages and action items will be produced at the conclusion of each meeting to facility easy and transparent communication about issues and discussion.

Request for audio or video recordings of the NSWLC meetings will be reviewed by the committee on a case by case basis.

9. Delegations

Requests for external delegations, who are interested in participating in a meeting, can do so by providing a presentation to the NSWLC. Presentation topics must be relevant to the scope of the committee. Requests will be referred to the meeting chair, who will consult with the NSWLC before making a decision.

10. Meeting protocols

Meeting will be facilitated by the committee chair. In the chair's absence, the committee vice-chair will facilitate the meeting. 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 and waterfront issues in North Shore communities;
- 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;
- i. Provide advisory input to municipalities, industry, CN, and Vancouver Fraser Port Authority a range of matters including actions to address specific community concerns, company plans affecting noise, community health, and safety and environment;
- ii. Function in parallel with other ongoing engagement between Vancouver Fraser Port Authority, municipal, Indigenous, port industry and the surrounding communities;
- iii. Not usurp regulatory functions, local government controls, or other government procedures that are in place for public safety, health and environmental protection;
- iv. Not replace ongoing involvement between municipal, Indigenous, industry and port authority representatives 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 back to their respective management or community, respectfully;
- iii. Request information first from 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. Bring discussion ideas and agenda topics forward for consideration;
- vi. Conduct themselves in ways that foster inclusion and respect for all members and all points of view; and
- vii. Attend meetings on a regular basis; individuals who miss three successive meetings may be asked to resign at the discretion of the NSWLC.

- c. Vancouver Fraser Port Authority meeting coordinator will:
 - i. Organize meetings, agendas and all requests received for the committee;
 - ii. Coordinate briefings related to proposed port development projects that are not being led by Vancouver Fraser Port Authority;
 - iii. Review and respond to messages received through the NSWLC email inbox, sharing details at a subsequent meeting;
 - iv. Communicate between meetings with members of the NSWLC;
 - v. Conduct an annual review of the terms of reference of the NSWLC, recommending any changes for consideration; and
 - vi. Post approved meeting notes and presentations following the end of a meeting.
- d. Meeting chair will:
 - i. Facilitate meetings including managing time, agenda, action items, and speaking order;
 - ii. Review meeting agenda prior to being shared with committee; and
 - iii. Review meeting notes prior to posting on the Vancouver Fraser Port Authority website.

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 NSWLC;
- b. Subcommittees, on endorsement through NSWLC, 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 NSWLC.

13. Reporting Out

Committee members will report out on NSWLC matters to their respective executives, boards and communities. 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. 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.

15. Media Protocol

Media requests will be directed to the meeting coordinator and chair and circulated to the NSWLC for consideration.

16. Expenses

Expenses for meeting facilities, equipment and hospitality for NSWLC meeting will be rotated among the municipal, port and industry committee members. The Vancouver Fraser Port Authority will cover expenses relating to local newspaper advertising for community representatives applications. Responsibility for other ongoing expenses that may arise will be considered on an as needed basis.