



## Terms of Reference

### *Deltaport Third Berth Project Community Liaison Committee (DCLC)*

#### **1. Introduction**

The Deltaport Third Berth Project Community Liaison Committee (the “Committee”) has been created to address Vancouver Fraser Port Authority’s (VFPA’s) regulatory commitments for the Deltaport Third Berth Project (DP3), as described in the *Provincial Environmental Assessment Report Appendix E*.

The purpose of the Committee is to work with VFPA during the construction and first year operation phase of the third berth at Deltaport to identify community concerns, develop potential solutions to address those concerns and assist in communicating information among the community, VFPA and other port stakeholders.

#### **2. Composition and Membership**

##### A. Membership

- a. Membership consists of up to 18 individuals representing residents, community associations and businesses in Delta, as well as port stakeholders.
  - i. Up to 14 positions exist to represent residents, community associations and businesses in Delta; and,
  - ii. Four appointed positions exist to represent the Corporation of Delta (CoD), Tsawwassen First Nation (TFN), TSI Terminal Systems Inc. (TSI), and the Vancouver Fraser Port Authority (VFPA).
- b. Members:
  - i. Represent a variety of interests including municipal, residential, conservation, farming, business groups, Tsawwassen First Nation (representing First Nations interests broadly), TSI and VFPA;



- ii. Provide geographic representation from the whole community;  
and,
- iii. Bring expertise and experience, both technical and social.

#### B. Length of Term

- a. A standard term is two years, with the option of renewing for one additional term.
- b. Appointed positions are considered permanent for the mandated length of the committee.

#### C. Selection Process

- a. VFPA selected the membership for the *initial* Committee:
  - i. CoD was invited to select one municipal representative from Council or staff;
  - ii. General public, community groups and businesses from Delta were invited to apply for positions through advertisements in local newspapers;
  - iii. TFN was invited to select one representative;
  - iv. VFPA and TSI each appointed one representative; and,
  - v. VFPA selected a facilitator to assist the Committee. The VFPA will provide the Committee with a facilitator, as long as the Committee so desires.
  - vi. The Committee may also choose to elect a Chair if they so desire. Should the Committee choose not to elect a Chair, the Facilitator will act as a neutral Chair.



- b. To fill vacant positions, a Membership Selection Committee consisting of three Committee members including VFPA, will collectively:
  - i. Place advertisements in the local papers to solicit interest for positions from the public, community groups and businesses in Delta. The Membership Selection Committee will review applications, conduct interviews and select positions by consensus.

### 3. Duties and Responsibilities

#### A. The Committee will:

- a. Deal with community concerns regarding the Deltaport Third Berth Project and will:
  - i. Seek input from their community groups and report to the Committee on relevant issues; and,
  - ii. Report back to their community groups on Committee discussions and activities.
- b. Work together with VFPA and other stakeholders, as required, to identify possible solutions to address community concerns.
- c. Work with VFPA to facilitate effective communication with the community.
- d. Quorum for the committee is ten members.
- e. Strive to make recommendations by general consensus. In the absence of consensus, the committee makes recommendations based on 75 percent majority of those present. This approach will be revisited if the Committee is not able to make progress.
- f. Understand that appointed members of the Committee (Corporation of Delta, Tsawwassen First Nation, Vancouver Fraser Port Authority and TSI Terminal Systems Inc.) may be required to seek input from their constituencies in order to vote.
- g. The Committee includes individuals who represent organizations. It is recognized that these individuals represent their organization and must report back to that organization. Organizational representatives will make every effort to attend Committee meetings, however, in extenuating



circumstances where the individual cannot attend a Committee meeting, the represented organization will be permitted to send an alternate.

- h. The Committee will not have a designated spokesperson. Committee related business will be communicated to the community once it has been reviewed and approved by the Committee at regular meetings or through a subcommittee designated to do so by the committee as a whole.
- i. The Committee will disseminate correspondence through the Recording Secretary.

B. Vancouver Fraser Port Authority will:

- a. Participate on the Committee.
- b. Provide administrative support to the Committee, as required.
- c. Provide the Committee with timely information about relevant issues.
- d. Work with the Committee to develop potential solutions to community concerns.
- e. Work with the Facilitator and/or Chair to schedule meetings.
- f. Ensure that appropriate port representatives are present when required.

#### **4. Accountability**

- A. The VFPA representative will advise the VFPA on governance matters pertaining to the Committee.
- B. The VFPA representative will advise VFPA of community concerns and potential solutions under consideration by the Committee.
- C. The VFPA will make reasonable efforts to implement potential solutions.
- D. Where a potential solution is beyond VFPA's scope or jurisdiction, VFPA will assist the Committee to work with relevant port stakeholders, businesses or government agencies to work towards a resolution.



## 5. Meetings

- A. Meeting Schedule
  - a. Meetings will be scheduled every three months, or as required.
- B. Agenda and Minutes
  - a. The Committee Facilitator and/or Chair will compile agenda items with referrals from Committee members.
  - b. The Committee Facilitator and/or Chair will approve all agendas and meeting minutes prior to distribution to Committee members.
  - c. Meeting agendas will be sent to Committee members six days in advance of a scheduled meeting.
  - d. Meeting notes will be distributed to Committee members within 30 days of the meeting.
  - e. Meeting notes will be posted on the Committee's website.