

DELTA TECHNICAL LIAISON COMMITTEE

The Delta Technical Liaison Committee (DTLC) is established in accordance with the resolution endorsed by Delta Council at the January 9, 2012 Regular Meeting *“that a joint working group be established with key technical staff from Delta and Port Metro Vancouver to facilitate effective communication regarding the Container Capacity Improvement Program, Terminal 2 and other new developments at the Roberts Bank terminal.”*

1. Purpose

The purpose of the DTLC is to:

- 1.1 To facilitate timely communication at a staff level between the Vancouver Fraser Port Authority and the Corporation of Delta on issues relating to the Container Capacity Improvement Program, including the Deltaport Terminal, Road and Rail Improvement Project and proposed Roberts Bank Terminal 2 Project.
- 1.2 Provide regular updates to Corporation of Delta staff regarding CCIP project planning, development and construction works.
- 1.3 Enable Corporation of Delta staff to identify interests and resolve concerns of relevance to their organisation and community.
- 1.4 Review draft study outlines, completed studies and technical information of relevance to committee participants.

2. Conduct of Meetings

- 2.1 **Venue.** Meetings will be held at the Corporation of Delta Municipal Hall, or another venue as agreed upon by the committee. Corporation of Delta staff will be responsible for making meeting arrangements.
- 2.2 **Schedule.** The DTLC will meet a minimum of four times per year, or as required.
- 2.3 **Attendance.** Staff attendance will be agenda dependent where appropriate to ensure optimal use of staff resources.
- 2.4 **Chair.** The meetings will be co-chaired by a staff member from both the Vancouver Fraser Port Authority and the Corporation of Delta.
- 2.5 **Agendas.** Meeting agendas will be circulated one week in advance of each meeting. The Co-Chairs will consider topics for discussion 2 weeks in advance of each meeting.

- 2.6 **Reporting.** A summary report including action items will be prepared by the Co-Chairs and made available to participants following each meeting. DTLC members will report back to their respective organizations. Corporation of Delta staff will be responsible for ensuring that Council is kept apprised of the issues and bringing any significant port-related decisions back to Council for consideration and direction. Consultation between staff does not constitute council agreement. Meeting summary reports may be used by each party to report to their organization. DTLC Summary Reports may be issued annually.
- 2.7 **Confidentiality:** Information and material from the Vancouver Fraser Port Authority or the Corporation of Delta, especially relating to properties and commercially sensitive items, will be considered preliminary and therefore confidential unless otherwise agreed upon or until deemed final. Materials should be labeled confidential; otherwise they may be considered public.

3. Membership:

The Corporation of Delta		Port Metro Vancouver	
Committee Co-Chair Bernita Iversen	Senior Policy Analyst	Committee Co-Chair Matt Skinner	Senior Communications Advisor
Steven Lan, (or designate)	Director of Engineering	Gilles Assier (or designate)	Director, Infrastructure Sustainability
Sean McGill (or designate)	Director of Human Resources & Corporate Planning	Kyle Robertson (or designate)	Manager, Environmental Assessment and Permitting
Thomas Leathem (or designate)	Director of Community Planning & Development	Sarah McPherson (or designate)	Manager, Project Communications
Mike Brotherston (or designate)	Manager of Climate Action & Environment		
Delta Police/Fire (As required)			

- 3.1 **Other Attendees.** The co-chairs may, at their discretion, invite additional staff or other resources to attend meetings to address certain topics or areas of interest.