



**Roberts Bank Terminal 2 Project
Terms of Reference
Local Government Elected Roundtable**

1. Introduction

Port Metro Vancouver is undertaking a multi-year, multi-round consultation process regarding the proposed Roberts Bank Terminal 2 Project. This process began in May 2011 with Pre-Consultation, which asked participants **what** they wanted to be consulted about, and **how** they wanted to be consulted.

Port Metro Vancouver will continue to build relationships with the local governments which we border. The Roberts Bank Terminal 2 Project's Local Government Elected Roundtable *will be* an information-sharing committee that provides a forum for Port Metro Vancouver and elected officials to share information and discuss community interests, issues and benefits related to the project. This approach has and is being used successfully with other large infrastructure projects in B.C.

The Local Government Elected Roundtable is an information-sharing forum, not a decision-making body. While discussions will inform the Environmental Assessment process for the proposed Roberts Bank Terminal 2 Project, it is not meant to replace local government participation in EA working groups¹ or Tsawwassen First Nation consultation.

This Terms of Reference ensures that those participating in the Roberts Bank Terminal 2 Project's Local Government Elected Roundtable are aware of the objectives of the committee, the advisory nature of the roundtable to the Roberts Bank Terminal 2 Project, the roles of committee members, and the time commitment for participation on the committee. This Terms of Reference will be reviewed on an annual basis, on the anniversary of the commencement of the committee, for amendments or updates.

2. Purpose

- 2.1. To bring representation from local governments together with Port Metro Vancouver project officials in a regular forum.
- 2.2. To regularly update the Local Government Elected Roundtable about project planning and development and to discuss community interests, issues and benefits.
- 2.3. To facilitate timely two-way information exchange to ensure accurate information is available to communities as project planning and development proceeds through an environmental and regulatory review.
- 2.4. To work with local elected officials to identify and address community interests, issues and benefits, subject to financial, technical and schedule constraints. Topics could include, but are not limited to: community benefits, socio-economic issues, transportation, recreation, and agriculture, among others.

¹ Refer to CEAA and EAO websites for more information about the EA process, including local government participation in EA working groups:

- <http://www.ceaa.gc.ca>
- http://www.eao.gov.bc.ca/ea_process.html



3. Conduct of Meeting

- 3.1. **Venue:** Meetings will rotate among member communities at a venue recommended by the host. Port Metro Vancouver will be responsible for making the meeting arrangements.
- 3.2. **Schedule:** The Local Government Elected Roundtable will meet a minimum of two, and up to four times per year until the end of the Environmental Assessment process (anticipated for 2012-2016). Port Metro Vancouver will re-evaluate meeting frequency and duration, with committee input, as the project moves forward. Meetings will last from 60 – 90 minutes.
- 3.3. **Chair:** The meetings will be chaired by Port Metro Vancouver’s Vice President, Corporate Social Responsibility. Port Metro Vancouver maintains the option to change the composition of the committee to address local government input requirements/needs.
- 3.4. **Agendas:** Agendas and meeting materials will be circulated one week in advance. The Chair will consider topics for discussion two weeks prior to meetings. If technical reports are being presented, cover memos will clearly define the topics for information or discussion. The cover memo will clearly set out the nature of input required from local governments.
- 3.5. **Reporting:** Local Government Elected Roundtable members will report to their respective councils. In addition, Local Government Elected Roundtable Summary Reports will be issued annually and meeting minutes will be posted online, on the Roberts Bank Terminal 2 website.
- 3.6. **Confidentiality:** All Local Government Elected Roundtable meetings will be open to the media and public. In-camera items such as commercial, property or confidential information will be dealt with in an in-camera portion of the meeting, prior to the open meeting. Public requests for delegations to the committee meetings will be referred to their respective city/corporation/regional council meetings and not directly to the Local Government Elected Roundtable.
- 3.7. **Media Spokesperson:** The Vice President, Corporate Social Responsibility will be the Port Metro Vancouver media spokespeople on issues relating to the Local Government Elected Roundtable.
- 3.8. **Reimbursement:** Port Metro Vancouver will pay for all meeting costs, and travel, meal and expenses for committee members.

4. Membership

4.1. Composition

The Local Government Elected Roundtable will include the following representatives:

- a) Vice President, Corporate Social Responsibility, Port Metro Vancouver
- b) Vice President, Infrastructure Development, Port Metro Vancouver
- c) Communications Advisor, Port Metro Vancouver



- d) Mayor of Delta
- e) Mayor of Langley Township
- f) Mayor of Langley City
- g) Mayor of Surrey
- h) Mayor of Richmond
- i) Chair, Metro Vancouver Transportation Committee
- j) Chief of Tsawwassen First Nation

Committee members may designate an elected representative as an alternate, if they are unable to attend.

4.1.1. Advisors/Observers

The Chair may invite additional staff and advisors, as required, to attend to address certain topics. Each local government may appoint one senior staff member, for example, the Chief Administrative Officer or City Manager, to observe Local Government Elected Roundtable meetings and to provide support to the elected official.

4.2. Selection Criteria

Each local government will designate (and replace as required) its representative(s) to serve on the Local Government Elected Roundtable.

4.3. Appointment Term

The term of appointment for the Local Government Elected Roundtable will extend until the next BC municipal election, in the fall of 2014. At that point membership will dissolve, and be re-formed again immediately post municipal election, to continue until the environmental assessment of the project is complete (anticipated 2016).

5. Summary of Responsibilities

5.1. Port Metro Vancouver representatives agree to:

- a) take due note and consideration of the Local Government Elected Roundtable input and make recommendations to relevant Roberts Bank Terminal 2 Project team members
- b) give Local Government Elected Roundtable members feedback on how their recommendations have been taken into account in the development of the proposed Roberts Bank Terminal 2 Project
- c) report on progress and seek feedback from the Local Government Elected Roundtable regarding various project issues
- d) respond within agreed time frames to requests for information
- e) support the operation of the group by chairing the group
- f) ensure that meeting notes once received by the committee members and Chair, are circulated to the group. The meeting notes will be circulated as draft and considered final within 14 days of circulation unless requests for revision are received and approved. Finalized meeting notes will be circulated by email to attendees and posted online (<http://www.robertsbankterminal2.com/>)
- g) prepare Local Government Elected Roundtable Summary Reports and Consideration Memos annually, and make them available to the public
- h) summarize local government input for use in the Environmental Assessment review, including the application for environmental certification

5.3. Local government elected representatives agree to:

- a) attend meetings and actively participate in discussions



- b) report the views of their community to the Local Government Elected Roundtable
- c) give feedback from the meetings to local government they represent in a timely fashion
- d) bring community issues forward to the Local Government Elected Roundtable
- e) report back to Metro Vancouver's Transportation Committee
- f) focus on issues associated with the development of the proposed Roberts Bank Terminal 2 Project
- g) suggest agenda items
- h) be informed of project goals

5.4. Role of the Chair:

- a) guide the development of meeting agendas
 - b) oversee logistics, meeting notes, and reporting
 - c) facilitate discussion to achieve committee purpose
 - d) facilitate discussion to ensure a balance of views are represented
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