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## **City of Surrey Port Metro Vancouver Technical Liaison Committee for the proposed Roberts Bank Terminal 2 Project**

### **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 local governments in the 16 municipalities which we border. The Roberts Bank Terminal 2 Project's Local Government Technical Liaison Committees will offer an opportunity for regular contact between Port Metro Vancouver's project team and staff from the City of Surrey in the project area. It will offer a forum to exchange technical information as project planning proceeds, and to ensure the City of Surrey's interests relating to technical information are able to be raised and discussed. These committees will complement the Roberts Bank Terminal 2 Project Local Government Elected Official Roundtable. Topics of discussion may be referred from time to time between the Technical Liaison Committees and the Elected Official Roundtable. While information from the City of Surrey PMV Technical Liaison Committee will inform the Environmental Assessment (EA) Application, it is not meant to replace municipal participation in the EA process.

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**

The purpose of the City of Surrey PMV Technical Liaison Committee is to:

- 2.1 Facilitate timely communication at a staff level between Port Metro Vancouver and the City of Surrey on issues relating to the proposed Roberts Bank Terminal 2 Project, and the Container Capacity Improvement Program (CCIP).
- 2.2 Provide regular updates to City of Surrey staff regarding CCIP project planning, development and construction works.
- 2.3 Facilitate timely two-way information exchange about topics of relevance to assessing the effects of the proposed Roberts Bank Terminal 2 Project on the City of Surrey local government and community, to ensure the City of Surrey's interests are raised and discussed.
- 2.4 Enable City of Surrey staff to identify interests of relevance to their organisation and community.
- 2.5 Review draft study outlines, completed studies and technical information of relevance to committee participants.



### 3. Conduct of Meetings

- 3.1 **Venue.** Meetings will be held in municipal staff offices, or another venue as agreed upon by the committee. Port Metro Vancouver staff will be responsible for making meeting arrangements.
- 3.2 **Schedule.** The Committee will meet a minimum of four times per year, with additional meetings as required.
- 3.3 **Attendance.** Staff attendance will be agenda dependent where appropriate to ensure optimal use of staff resources.
- 3.4 **Chair.** The meetings will be co-chaired by a staff member from both Port Metro Vancouver and the City of Surrey.
- 3.5 **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.
- 3.6 **Reporting.** A summary report including action items will be prepared by the Co-Chairs and made available to participants following each meeting. Committee members will report back to their respective organizations. City of Surrey 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. Committee Summary Reports may be issued annually.
- 3.7 **Confidentiality:** Information and material from Port Metro Vancouver or the City of Surrey, 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.
- 3.8 **Appointment Term:** The term of appointment for the City of Surrey PMV Technical Liaison Committee is until the environmental assessment for the proposed Roberts Bank Terminal 2 Project is complete (anticipate 2016). The committee will strike at that point. Should members change positions during this period, the committee co chairs will discuss whether it is appropriate for membership to remain with the individual or the appropriate position.



**4 Membership:**

The City of Surrey PMV Technical Liaison Committee may include the following representatives:

City of Surrey		Port Metro Vancouver	
<b>Committee Co-Chair</b> <b>Jamie Boan</b>	Manager, Transportation	<b>Committee Co-Chair</b> <b>Carolyn Parenteau</b>	Communications Advisor, Project Communications
<b>Philip Bellefontaine</b>	Manger, Transportation Planning	<b>Rhona Hunter</b> (or designate)	Acting Director, Infrastructure Development
<b>TBD</b>	Representative from Engineering, Planning, Environment or other as per agenda needs	<b>Kyle Robertson</b>	Manager, Environmental Assessment, Container Capacity Improvement Program
		<b>TBD</b>	Representative from Engineering, Planning, Environment or other

- 4.1 **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.