



### **1. Purpose**

The Port Community Liaison Committee – Delta (“PCLC” or “the Committee”) is a mechanism for dialogue and communications about Port-related issues in Delta. The Committee is an information sharing forum that works in the spirit of collaboration to bring together municipal, First Nations, industry, Port Metro Vancouver, and community interests to discuss developments, identify concerns, provide suggestions, and facilitate two-way communication among respective constituencies about port operations and development.

### **2. Scope**

The Committee will work to help address port-related issues in the community of Delta and will participate in formal regulatory consultation processes. The Committee does not replace regulatory functions, government controls, or other procedures that are in place for public safety, health and environmental protection.

### **3. Composition and Membership**

Up to 15 individuals representing municipal, First Nations, port industry and community interests.

- a. One appointed representative from:
  - i. Port Metro Vancouver
  - ii. TSI Terminal Systems Inc.
  - iii. Westshore Terminals
  - iv. BC Rail Company
  - v. Corporation of Delta
  - vi. Tsawwassen First Nations
  - vii. Delta Chamber of Commerce
  - viii. Delta Farmers’ Institute
- b. At least four and up to seven community members at large. Community members will:
  - i. Represent a variety of interests including residents, conservation, farming, local business and other interests.
  - ii. Provide geographic representation from the whole community (Tsawwassen, Ladner and North Delta).

### **4. Length of Term**

- a. Appointed representatives will be appointed by their organization on an annual basis.
- b. Community at large position terms are one year with the option to renew annually.

## **5. Selection Process**

- a. Appointed representatives will be selected by the organization they represent.
- b. Community at large positions will be selected through an application process. Notification of the application process will be made by advertisement in the local newspaper. Applicants will be evaluated based on the criteria outlined in section 3.b.
  - i. Initial community at large positions will be selected by Port Metro Vancouver.
  - ii. A recruitment subcommittee will be formed to select vacant community at large positions. The recruitment subcommittee will include a minimum of four committee members consisting of Port Metro Vancouver, the Corporation of Delta, one appointed representative and one community member at large position.

## **6. Committee Chair**

The Committee will be chaired by a representative from Port Metro Vancouver. The role of Chair will be reviewed one year after the first meeting.

## **7. Meeting Quorum**

Quorum for committee meetings is ten members.

## **8. Meeting Frequency**

The Committee will meet four to six times per year. Additional meetings may be scheduled at the discretion of the Committee. The meeting schedule will be determined by the members.

## **9. Meeting Recording**

Port Metro Vancouver will keep meeting summaries. Meeting summaries will be circulated in draft to committee members and will be considered final within 14 days of circulation unless requests for revisions are received and approved. Meeting summaries will be posted on Port Metro Vancouver's website.

## **10. Delegations**

Requests for delegations to committee meetings will be referred to the Chair.

## **11. Duties and Responsibilities**

- a. The Committee will:
  - i. Act as a mechanism for open dialogue and transparent communication about port-related issues in the community of Delta.
  - ii. Provide a forum for the two-way communications and education of all Committee members on port-related matters of mutual interest.
  - iii. Develop an understanding of port operations and developments as they affect or may affect the community for the education of all concerned citizens.
  - iv. Provide input to Port Metro Vancouver on matters such as:
    1. Communication with the community;
    2. Actions to address specific community concerns; and
    3. Company plans affecting port initiatives, operations and developments.
  - v. Strive to make recommendations by consensus. Recommendations will be made by majority vote if consensus is not reached.
  - vi. Not replace ongoing involvement between Port Metro Vancouver, municipal, First Nations, industry and port representatives and the surrounding community.
  
- b. Individual members will:
  - i. Support the implementation of initiatives determined by the Committee as a whole.
  - ii. Consider input in good faith and communicate and/or represent these points of view back to their respective management or community in arriving at decisions and report back to the Committee in a timely fashion.
  - iii. Conduct them self in a respectful manner that fosters inclusion and respect for all members and all points of view.
  - iv. Members will attend meetings on a regular basis. Membership for individuals who miss three meetings in a row will be subject to review by the committee.

## **12. Subcommittees**

Subcommittees may be formed to address specific issues or projects that require additional work outside of Committee meetings.

- a. The structure for subcommittees will be agreed upon by the Committee as a whole.
- b. Subcommittee will have the option to add additional resources as approved by the Committee.
- c. Subcommittees will dissolve once their mandate has been completed or subject to review by the Committee as a whole.

**13. Reporting**

Member organizations will report to their respective executive and Boards. In addition, Port Community Liaison Committee Summary Reports will be issued annually and posted on Port Metro Vancouver's website.

**14. Media Protocol**

Media requests will be directed to the Chair and circulated to the Committee. The Committee as a whole will respond to media requests for information.