
Richmond and Vancouver Fraser Port Authority Technical Liaison Committee for the proposed Roberts Bank Terminal 2 Project

1. Introduction

The Vancouver Fraser Port Authority began a comprehensive engagement and consultation process regarding the proposed Roberts Bank Terminal 2 Project in 2011, early in project development and prior to the initiation of the environmental assessment process. This process has included regular meetings with regulators, Aboriginal groups, local government, stakeholders and the public.

The Roberts Bank Terminal 2 Project's Local Government Technical Liaison Committees offer an opportunity for regular contact between the port authority's project team and staff from selected municipalities. These committees offer a forum to exchange technical information as the project proceeds through planning and regulatory review, and ensure that municipal interests relating to technical elements of the project are able to be raised and discussed. These committees will complement the Roberts Bank Terminal 2 Project Local Government Elected Roundtable. Topics of discussion may be referred from time to time between the Technical Liaison Committees and the Local Government Elected Roundtable. While input from the Technical Liaison Committees was used to inform the development of Environmental Impact Statement, it is not meant to replace participation by any local government in the formal environmental assessment 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 Richmond VFPA Technical Liaison Committee is to:

- 2.1 Facilitate timely communication at a staff level between the Vancouver Fraser Port Authority and the City of Richmond 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 Richmond 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 Richmond, to ensure the City of Richmond's interests are raised and discussed.
- 2.4 Enable City of Richmond 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. Vancouver Fraser Port Authority staff will be responsible for making meeting arrangements.
- 3.2 **Schedule.** The Committee will meet 3 times a year, or 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 the City of Richmond and the Vancouver Fraser Port Authority.
- 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 Richmond 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 the Vancouver Fraser Port Authority or the City of Richmond, 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 Richmond VFPA Technical Liaison Committee is until the environmental assessment for the proposed Roberts Bank Terminal 2 Project is complete (anticipated 2018). 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 Richmond VFPA Technical Liaison Committee may include the following representatives:

| City of Richmond | | Vancouver Fraser Port Authority | |
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| Committee Co-Chair Lesley Douglas | Manager, Environment | Committee Co-Chair Matt Skinner | Communications Advisor, Project Communications |
| Amarjeet Rattan | Director, Intergovernmental Relations & Protocol Unit | Gilles Assier | Director, Infrastructure Sustainability |
| Donna Chan | Manager, Transportation Planning | Kyle Robertson | Manager, Environmental Assessment |
| Taryn Hesketh | Environmental Coordinator | Sarah McPherson | Manager, Project Communications |

- 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.