



April 10, 2014

## **Working Group (WG) - Roberts Bank Terminal 2 Project Terms of Reference**

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## **1.0 Introduction**

On January 7th, 2014, the Federal Minister of Environment referred the environmental assessment (EA) of the proposed Roberts Bank Terminal 2 Project (the Project) to a Review Panel. To complement work that Port Metro Vancouver (PMV) will be undertaking to develop the Environmental Impact Statement (EIS), in support of the EA process, PMV has proposed a series of Working Group (WG) meetings to provide for engagement between PMV and federal, provincial and local governments and Aboriginal groups. Port Metro Vancouver anticipates filing the EIS for the Project in early 2015. An independent facilitator has been retained by PMV to provide impartial and neutral facilitation of WG meetings.

The WG engagement process will focus on the content of the EIS including the specific technical topics within the EIS that are of interest to regulators, local government and Aboriginal group participants. The meetings will focus on providing information on key physical, biophysical and socio-economic studies underway.

## **2.0 Goals and Objectives**

The primary goal of the WG is to increase awareness and understanding of the work being undertaken by PMV for the Project environmental assessment, and to solicit input to be considered in the development of the EIS. Key objectives related to this goal include:

- Increase participants' knowledge in relation to container movement and on the Project (i.e., context/need for the Project).
- Assist PMV in developing an understanding of the specific interests of key reviewers of the EIS.
- Share information on the approach and methodology for assessing potential effects of the Project.
- Receive advice and guidance from WG members on ways to avoid or minimize potential Project-related effects.
- Enhance opportunities to address Project-related effects that cannot be avoided during development of the EIS in advance of submission.
- Discuss mitigation concepts considered for addressing potential Project-related effects (if known at time of the Working Group meetings (the availability of conceptual mitigation measures will be dependent on the Working Group topic)).

## **3.0 Working Group Membership**

#### **a) Composition**

The membership of the WG will be comprised of representatives from federal and provincial government agencies as well as local governments and Aboriginal groups. Aboriginal groups have been identified in the Environmental Impact Statement Guidelines (EISG) issued by the Canadian Environmental Assessment Agency (the Agency) for the Project on January 7, 2014).

Each member organization is requested to designate (and replace as required) its representative(s) on the WG.

#### **b) Term**

This Terms of Reference (ToR) is reviewable by each party and, once endorsed by WG members, will be in effect through to the completion of the WG process. The anticipated timeline for the WG process is approximately five months, during development of the EIS in the Pre-Panel phase.

### **4.0 Roles and Responsibilities**

Participation in the WG is voluntary and intended to facilitate informed preparation of the EIS. Participation in the WG will in no way limit, and is not meant to replace, WG members' ability to participate in Project review through the Panel review process. Working Group members will:

- Attend meetings and actively participate in discussions;
- Act in good faith with respect to the WG process' ToR; and
- Treat all participants in the WG process with courtesy and respect.

#### **a) Working Group Member Responsibilities**

- Identify in advance the intent to bring additional participants or staff to meetings;
- Focus on interests associated with the environmental assessment of the Project;
- Review, discuss, and provide input on focused materials to inform EIS development;
- Provide input on potential effects of the Project;
- Provide input on proposed mitigation measures (if available);
- Provide input on agenda items for future meetings;
- Distribute meeting materials to their organizations or to their invited additional participants where necessary; and
- Review materials sent out by the facilitator.

## **b) Independent Facilitator Responsibilities**

- Guide the development of meeting agendas to allow for discussion on topics of interest to WG members, and produce agendas for each meeting;
- Provide impartial facilitation to meet WG meeting objectives;
- Facilitate discussion to ensure interests relating to technical information are raised and discussed;
- Circulate meeting agenda for each meeting;
- Produce meeting records;
- Ensure that meeting records, prepared by the Independent Facilitator, are circulated to WG members for review prior to finalising; and
- Distribute final meeting records to participants.

## **c) Port Metro Vancouver Responsibilities**

- Provide input into the agendas;
- Consider WG input in the development of the EIS;
- Ensure that the Facilitator delivers on his responsibilities; and
- Communicates meeting records to CEAA via project registry.

## **5.0 Conduct of Meetings**

### **Venue:**

Meetings will be held in local communities, and are arranged by PMV.

### **Schedule:**

In order to minimise engagement during the summer, the WG process will take place from February to June 2014 and is anticipated to include one full day meeting per month during this period. Meeting dates will be arranged in consultation with WG participants.

### **Facilitation:**

An independent facilitator has been retained by PMV to provide impartial and neutral facilitation of WG meetings.

**Agendas:**

An agenda will be circulated in advance of each meeting.

**Meeting Materials:**

Information to be shared in meetings will consist primarily of PowerPoint presentations. Hard copies and digital versions of such presentations will be made available to participants and on the CEAA registry with final meeting records.

**Confidential Information:**

There may be information requested by WG members that is confidential or commercially sensitive in nature. In this case, this information would be provided in an in-camera session, and would be noted as being confidential, and will have limited distribution.

**Reporting:**

A summary of WG meeting discussions will be developed by the WG facilitator and shared with all WG members. The summary will include key themes, materials distributed, interests raised, and any action items or follow up required. Meeting summaries may be used by each party to report to their organizations and, other than confidential information, will be posted on the Project website <http://www.robertsbankterminal2.com/> and RBT2 CEAA registry website <https://www.ceaa-acee.gc.ca/>.

All records of WG meetings will be made available for the Review Panel's consideration.

**6.0 Media Relations**

As the host of the WG process, PMV will manage any media inquiries regarding the process. Media requests to WG members should be directed to PMV Media Relations at 604.665.9267 or [john.parker-jervis@portmetrovanancouver.com](mailto:john.parker-jervis@portmetrovanancouver.com).