

Terms of Reference - Port of Halifax Community Liaison Committee

1. Purpose

The Port Community Liaison Committee (“PCLC”) is an ongoing mechanism for communication and engagement between the Port and the community. The purpose of the committee is to foster meaningful communication and information sharing between the Port and members of the public, and to solicit feedback from those affected by port operations and projects. The PCLC is independently chaired and comprised of individuals.

2. Scope

The PCLC works to provide open dialogue and input on existing or future projects and operations for the Port of Halifax. The PCLC 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

The PCLC is independently chaired and comprised of up to 15 individuals who represent a broad mix of port city citizens with emphasis on experience, insight and diversity.

In addition, there will be ex officio observers (Halifax Port Authority employees), including the CEO and President.

4. Length of Term

- a. Community Members will serve a one-year term with the option to renew for an additional one-year term.
- b. Chair position will serve for two years
- c. Ex officio: no specific length of term applies to any one HPA employee. Term length may shift due to operational demands.

5. Roles and responsibilities

a. Halifax Port Authority will:

- I. Solicit/recruit membership of the PCLC, including the selection of an independent chair
- II. Attend all meetings of the PCLC
- III. Be responsible for meeting costs including venue, staff resources, and refreshments.
- IV. Provide a staff person to organize meetings, agenda, and to take notes at meetings.
- V. Provide timely, accurate information about plans, operations, proposed activities
- VI. Provide all relevant information requested by the PCLC, except for information that is confidential for legal or competitive reasons
- VII. Ensure that the views of the PCLC are made available to the public in an appropriate manner (e.g. website)

b. PCLC Members will:

- I. Act in an advisory manner;
- II. Provide input, guidance, discuss community views, issues and concerns with respect to projects or activities;

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- III. Work collaboratively with the Halifax Port Authority by providing advice and feedback to inform projects/activities in the community; and
- IV. Conduct themselves in ways that ensures inclusion and respect for all members and all points of view.

c. PCLC Chair will:

- I. Plan and facilitate meetings including managing time, planning agendas, speaking order and opinion/input consensus
- II. Establish with members a code of conduct for meetings.
- III. Approve meeting agenda packages prior to distribution to committee members;
- IV. Review meeting notes and provide final approval to the committee coordinator to post on the Halifax Port Authority website; and
- V. Communicate between meetings with members of the committee, Halifax Port Authority, and when appropriate additional Port stakeholders

7. Meeting frequency

The committee will meet four to six times per year. Additional meetings may be scheduled at the discretion of the committee.

8. Meeting Notes and Recording

The Halifax Port Authority will provide an administrative staff resource to take and provide meeting summary notes. Meeting summary notes are meant to reflect the general themes and content. Meeting summary notes will be circulated in draft to committee members after each meeting, prior to posting on HPA's website.

9. Conduct of Members and Chair

The committee requires that all members respect each others' opinions during meeting discussions and respect all discussion points from individual members as confidential. This is to allow for a trusted environment where members feel confident and secure in speaking and joining discussions.