

Terms of Reference

Port Saint John Community Liaison Committee

1. Purpose

The Port Saint John Community Liaison Committee (PSJLC) was created to promote ongoing communication and dialogue with groups that have a vested interest in port-related operations and development in New Brunswick. The committee operates as a collaborative forum where community, industry, and Port Saint John representatives meet to share information, provide input, identify concerns, and provide opportunity to collaborate.

2. Scope

The PSJLC would address port-related issues in the city of Saint John, New Brunswick. The committee will serve an advisory role only and will not replace government regulations, controls and other procedures that are in place for public health, safety, and environmental protection.

3. Membership

The committee is comprised of individuals representing community, port industry, and local government interests. This includes one appointed representative from each of the following groups:

- a. Local government representation
 - City of Saint John
 - Town of Quispamsis
 - Town of Rothesay,
 - Town of Grand Bay-Westfield
 - Town of St. Martins
 - Town of Hampton
- b. Port Leaseholders and Operators
 - DP World
 - Barrack Point Potash Terminal (Nutrien)
 - AIM Recycling Saint John
 - Saint John LNG
 - Irving Oil
 - JDI Transportation Division
 - Crosby Molasses
 - PSJEA
 - ILA
- c. Community centres/groups from surrounding neighborhoods
 - PULSE
 - Carleton Community Centre
 - ONE Change
- d. Business and Economic Development Agencies or Associations

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- Envision Saint John
- Greater Saint John Region Chamber of Commerce
- Uptown Saint John
- Area506
- e. NGOs
 - ACAP Saint John
- f. Government Regulators
 - Transport Canada, NB Department of Environment
- g. Interested Saint John Residents
 - 1 Uptown/South
 - 1 North
 - 1 West
 - 1 East
- h. Port Saint John

4. Member Selection Process

Representatives from groups and businesses will be selected by the organizations they represent.

Positions for Saint John residents will be filled through an application process. Calls for indication of interest will be advertised on social media. A recruitment committee comprised of PSJ employees will conduct an interview and select representatives from this group.

5. Length of Term

Representatives of the Saint John Residents will be appointed every year, while representatives of corporate groups/businesses can be changed at the discretion of the organization they represent.

6. Meeting Frequency

The PSJLC will meet three times per year. However, the team may call for additional meetings if required. Meeting planning will accommodate as many schedules as possible.

7. Meeting Protocols

The PSJ committee chair will facilitate each meeting. Meetings will last no longer than two hours unless approval is sought and received from members.

8. Meeting Agendas, Notes and Recording

Meeting agendas will be sent via email to all members at least one week before the meeting to allow members to be prepared and seek input from their community/groups.

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A representative of Port Saint John will record and keep meeting summary notes. These notes will only reflect the general themes and decisions of the meeting. The meeting summary notes will be sent to committee members shortly after the meeting and posted on Port Saint John's website seven business days after. There will be no circulation of audio or video recordings to members or guests.

9. Roles and Responsibilities

- a. The committee will:
 - Conduct transparent and solution-focused communication about port-related issues and projects.
 - Function alongside other ongoing engagement activities between industry, municipalities, Indigenous Peoples, and PSJ representatives.
 - Facilitate the community's education on port-related matters of mutual interest.
 - Receive and exchange information on PSJ, or PSJ lessees, activities, and operations as they affect or may affect the community
 - Provide input to decision makers on a range of matters, including responses to community concerns.
- b. Individual members will:
 - Receive information in good faith and give feedback to their respective community or management.
 - Seek feedback and input from the committees and constituencies they represent and share such feedback with the liaison committee.
 - Bring forth ideas and agenda topics for consideration.
 - Conduct themselves in ways that promote inclusion and respect for all members and all opinions.
 - Attend meetings on a regular basis: community-member representatives who miss three successive meetings may be asked to resign at the discretion of the committee.
 - Support the implementation of decisions reached by the committee.
 - Are encouraged to utilize the resources of the membership as a base of knowledge through the meeting coordination to seek information about concerns occurring outside of meeting times.
 - Report topics to the committee in a timely manner for inclusion on agendas.
- c. Port Saint John will:
 - Provide accurate and clear information to committee members to allow for informed discussion.
 - Delegate a meeting coordinator to organize meetings, agendas, and all committee requests.
 - Plan meeting agendas and facilitate meetings.
 - Seek opportunities to hold meetings in a variety of community spaces to be inclusive of the committee member locations.
 - Ensure that the appropriate staff with specific expertise are present at discussions on specific matters to assist the committee with technical needs and information.

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- Coordinate briefings related to proposed port development projects that are not led by Port Saint John.

10. Reporting Out

Committee members will report out on PSJLC matters to their respective boards, executives, and communities. Also, Port Saint John will post an annual summary of the committee activities on its website. All communication will be objective, respectful and try, as much as possible, to convey meeting information with appropriate context and explanatory material.

11. Media Protocol

Media requests will be directed to the meeting coordinator and facilitator and circulated to the committee for consideration. Individual members should not speak on behalf of the committee except with the committee's prior approval.

12. Funding/ Expenses

The annual operational costs of the committee will be paid for by PSJ. No stipends or fees will be paid to members of the committee.