



PORT of  
**vancouver**

Vancouver Fraser  
Port Authority

# Project and Environmental Review Guidelines

Stakeholder Consultation

January 31, 2022

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## 1. Introduction

These guidelines are intended to provide an overview of the stakeholder consultation process for projects on lands and waters (hereafter referred to as “lands”) managed by the Vancouver Fraser Port Authority.

The port authority acknowledges that while port related developments may provide local, regional and national benefits, they may also have potential impacts to stakeholders that live, work or operate in and around port areas.

To consider the impacts a proposed development may have on the surrounding community as part of the Project and Environmental Review (PER) process, the port authority may seek input from stakeholders during the course of the review. In addition, for larger projects, the applicant may be required to solicit input from potentially affected stakeholders during the preliminary review phase.

## 2. Applicability

The requirement for stakeholder consultation will be confirmed by the Vancouver Fraser Port Authority during the preliminary review phase of PER, if applicable. Stakeholder consultation is not required for proposed projects processed under PER category A. For further information on the categories of review, please refer to the PER Application Guide and the PER Categories document.

Stakeholders are defined, for the purposes of the PER process, as an organization or individual who may be impacted by a proposed project. More specifically, stakeholders may include municipalities; regional, provincial, and federal agencies and authorities; marine user groups; industry organizations; and port authority tenants adjacent to a proposed development, or other groups as identified by the port authority during the PER process. In this definition, stakeholders are not those individuals, businesses, or organizations identified as part of the public engagement process.

In some cases applicants may wish to undertake additional consultation or engagement outside of, or in advance of, the PER process. This may include meetings, calls, or discussions with potentially affected parties, including some of the same groups or entities that may be consulted by the port authority as stakeholders. These consulted parties may also include entities that would not be consulted under PER, for example elected officials. Applicants may be asked to develop a list of parties that have been or will be consulted, for the purposes of clarifying responsibilities, or to establish points of contact.

Port authority staff will lead all stakeholder consultation activities as part of the PER process. The port authority may require the applicant’s involvement when consulting stakeholders, in particular, in cases where a response about a potential project impact is requested by a consulted party. The format of consultation is either advising a stakeholder of the project details (notification), or advising of the project details and requesting any feedback be provided within 20 business days of the date of referral (consultation). Category B and larger projects are posted to the port authority website, so referrals normally include a link to the posting, for those seeking to review project details.

Public engagement and Indigenous consultation activities may also be required as part of the PER process. Please refer to the External Guidelines for Public Engagement, and the Indigenous Consultation – Information for Applicants for more information regarding those activities.

## 3. Objectives

The objectives of stakeholder consultation include:

- Notify and/or consult with appropriate stakeholders on proposed projects within the Vancouver Fraser Port Authority's jurisdiction based on the potential impacts of the proposed project
- Provide stakeholders with the opportunity to review and comment on proposed projects and associated mitigation measures within a reasonable comment period
- Provide stakeholders with timely responses to their submitted comments and feedback
- Stakeholder comments will be considered by the port authority during the preliminary review and application review phases

## 4. Requirements and Process

### 4.1. Category B reviews

Proposed projects processed in a category B review are generally not expected to have off-site impacts. Should off-site impacts be anticipated, they would be limited in scope or duration.

Where the port authority (or the applicant) has identified that there may be off-site impacts from the proposed project, a category B review may require consultation with or notification of stakeholders. For category B projects, the format used is most commonly notification.

For proposed projects in a category B review, stakeholders will most commonly be the adjacent municipality, tenants, or property owners.

Category B reviews requiring stakeholder notification include proposed projects with the following aspects:

- New connections to municipal infrastructure such as water, sewer, and storm water
- New driveway access onto a municipal road
- Construction related impacts

For category B reviews where notification is required, the port authority will notify appropriate stakeholders of the project under review. Should stakeholder consultation format be used, stakeholders are provided 20 business days to respond with any comments. These comments may be provided to the applicant should the port authority need assistance in developing a response or confirming information.

Once a decision has been made by the port authority on the application, any participating stakeholders will be notified of the decision.

### 4.2. Category C reviews

Proposed projects processed in a category C review are likely to require stakeholder consultation, due to the potential impacts of the proposed project. Proposed projects that may require stakeholder consultation generally include the following aspects:

- New connections or substantial changes to existing municipal infrastructure such as water, sewer, and storm water
- New or substantial modifications to driveway access onto a municipal road
- Impacts to adjacent port tenant operations, access or activities
- Impacts to local and/or regional road networks and/or marine navigation
- Increase to throughput and capacities arising from new or upgraded facilities
- Construction or demolition may have potentially significant impacts on the surrounding community
- Public engagement is required as part of the application

Stakeholder consultation requirements in a category C review will be confirmed with the applicant during the preliminary review phase.

In a category C review, the port authority will refer the application to appropriate stakeholders and request comments within a 20 business day period. Stakeholders may be invited to attend any public engagement events that the applicant may be required to conduct as part of the application review phase.

Stakeholder comments may be provided to the applicant for review and comment. As the result of the feedback received, the applicant may be required to provide a response, or additional mitigation measures.

All stakeholder comments received will be taken into consideration by the Vancouver Fraser Port Authority as part of the Application Review phase. The port authority will provide stakeholders with a response to their comments in a timely manner.

Once a decision has been made by the port authority on the application, all consulted stakeholders will be notified of the decision.

### **4.3. Category D reviews**

Proposed projects processed in a category D review will require more substantial stakeholder consultation, due to the potential impacts of the proposed project.

The Vancouver Fraser Port Authority will advise if additional consultation activities are likely to be required for the project; however, for category D projects, two stages of consultation or opportunities for stakeholders to provide feedback, with a consultation period of 20 business days per stage, are generally required. The first stage is to occur during the preliminary review phase, and the second during the application review phase. This is in step with the public engagement required.

The specific stakeholder consultation process and requirements for category D reviews will be confirmed with the applicant during the preliminary review phase.

#### **Preliminary review phase**

In a category D review, the applicant will facilitate a preliminary comment period (duration 10 – 20 business days) during the preliminary review phase. Applicants are expected to prepare a project description and consult on the scope and nature of the proposed studies proposed to be prepared to support the PER application. The preliminary comment period is intended to gather initial inputs regarding stakeholder interests and considerations regarding a proposed project.

Stakeholder consultation conducted during the preliminary review phase will be concurrent with public engagement conducted during the same period.

#### **Application review phase**

Stakeholder consultation may commence following the Vancouver Fraser Port Authority's acceptance of a complete PER application. The stakeholder consultation period during the application review phase is 20 business days. Consultation is expected to include the entire project scope, results from technical studies and proposed mitigations.

Stakeholder comments may be provided to the applicant for review and comment. As the result of the feedback received, the applicant may be required to provide a response, or additional mitigation measures.

All stakeholder comments received will be taken into consideration by the Vancouver Fraser Port Authority as part of the application review phase. The port authority will provide stakeholders with a response to their comments in a timely manner.

Once a decision has been made by the port authority on the application, participating stakeholders will be notified of the decision.

## 5. Definitions

**Applicant** is a party responsible for submitting a PER application to the Vancouver Fraser Port Authority on behalf of the holder of valid tenure on the subject port authority property.

**Stakeholder**, for the purposes of the PER process, is defined as an organization or individual who may be impacted by a proposed project. More specifically, stakeholders may include municipalities; regional, provincial, and federal agencies and authorities; marine user groups; industry organizations; and port authority tenants adjacent to a proposed development, or other groups as identified by the port authority during the PER process. In this definition, stakeholders are not those individuals, businesses, or organizations identified as part of the public engagement process.

## 6. Contacts

Should you have any questions regarding these guidelines, please contact the Project and Environmental Review Department 604.665.9047 or [PER@portvancouver.com](mailto:PER@portvancouver.com).

## 7. Guideline updates

The most up-to-date version of this guideline is available for viewing and downloading from our website. All updated versions will be dated for clear identification. Please visit: [Project and environmental review](#) to ensure that you are referring to the most relevant information.