

To: City Council

From: Anthony Ambra, P.Eng., Commissioner,
Economic and Development Services Department

Item Number: INFO-24-195

Date: September 18, 2024

Subject: Hamilton-Oshawa Port Authority's Proposed Terms of
Reference for the Port of Oshawa Community Liaison
Committee

Ward: Ward 5

File: 12-03-0026

1.0 Purpose

The purpose of this Report is to present the Hamilton-Oshawa Port Authority's ("H.O.P.A.") proposed Terms of Reference for the Port of Oshawa Community Liaison Committee (the "P.O.C.L.C.").

The aforementioned Terms of Reference forms Attachment 1 to this Report.

2.0 Input From Other Sources

The following have been consulted in the preparation of this Report:

- Chief Administrative Officer

3.0 Analysis

On March 12, 2022, the City and H.O.P.A. entered into a Memorandum of Understanding ("M.O.U.") in an effort to resolve outstanding port-related matters as well as to develop a better working relationship between the City and H.O.P.A. Upon executing the M.O.U., both parties agreed to develop an effective and collaborative Communication and Cooperation Strategy that would ensure a continued good working collaborative relationship between the City and H.O.P.A., as well as facilitate an improved relationship between H.O.P.A. and members of the surrounding community, including public stakeholders.

On September 26, 2022, City Council approved Report PORT-22-01 dated August 31, 2022 authorizing City staff to execute a Communication and Cooperation Strategy with H.O.P.A.

On October 12, 2022, the City and H.O.P.A. entered into the aforementioned Communication and Cooperation Strategy. As part of said Strategy, H.O.P.A. committed to developing the P.O.C.L.C. in consultation with the City, to provide a forum for certain representatives of the community, including Ward Councillors, to meet at least twice a year to share information with H.O.P.A., and vice versa, and address and resolve potential challenges arising as a result of port operations.

On July 18, 2024, H.O.P.A. advised staff that they are now seeking to begin assembling members for the P.O.C.L.C. To this end, H.O.P.A. has provided a draft version of the Terms of Reference for the P.O.C.L.C. to City staff for their input.

The Terms of Reference outlines the purpose, scope, roles and responsibilities, and procedures of the P.O.C.L.C. City staff input, including comments from the Chief Administrative Officer, City Clerk, Director of Corporate Communications and Economic Development Services staff were incorporated into the final version (see Attachment 1).

It is anticipated that H.O.P.A. will begin assembling members for the P.O.C.L.C. in accordance with the Terms of Reference in Q4 2024.

4.0 Financial Implications

There are no financial implications associated with this Report.

5.0 Relationship to the Oshawa Strategic Plan

This Report responds to the Oshawa Strategic Plan Priority Area:

“Innovate: Vibrant Culture and Economy” with the goal to promote the waterfront as a destination and innovative mixed-use community.



Tom Goodeve, M.Sc.Pl., MCIP, RPP, Director,
Planning Services



Anthony Ambra, P.Eng., Commissioner,
Economic and Development Services Department



Terms of Reference for Port of Oshawa Community Liaison Committee

1. Background

The Port of Oshawa is a vital part of the regional economy, providing a gateway for trade, transportation, and industry. The port handles a variety of cargoes, including steel, asphalt, salt, grain, and project cargo.

The Port of Oshawa Community Liaison Committee (POCLC) is facilitated by the Hamilton Oshawa Port Authority (HOPA). HOPA is committed to engaging with the local community and addressing their concerns and interests. HOPA recognizes the need for a balanced approach that considers the economic, social, and environmental impacts of its operations and development.

The POCLC is a forum for dialogue and information exchange between HOPA and its key partners in Oshawa and Durham Region, including residents, businesses, community groups, Indigenous communities, and government agencies.

2. Purpose

The purpose of the POCLC is to:

- Provide a platform for HOPA to share information and updates on its operations, projects, and plans with the community.
- Provide an opportunity for community members and key partners to discuss concerns, and provide feedback on the port's activities and potential impacts.
- Enhance mutual understanding and trust between HOPA and the community.
- Identify and explore opportunities for collaboration and partnership on matters of common interest.
- Promote the benefits and value of the port to Oshawa, the Region and the Province and foster a sense of ownership and pride towards the port amongst the community.

3. Scope

The scope of the POCLC is to:

- Cover topics and issues related to the port's operations and development.
- Provide input and advice to the port on its policies, programs, and initiatives that affect or involve the community.

- Discuss and address any complaints or concerns raised by the community or by HOPA.
- Support the port's outreach and engagement activities with the broader public.

4. Roles and Responsibilities

The roles and responsibilities of the POCLC members are to:

- Attend and participate in the POCLC meetings and activities in a respectful and constructive manner.
- Represent and communicate the views and interests of their respective organizations or constituencies.
- Share information and insights on port-related issues and opportunities in the community.
- Provide feedback and suggestions to HOPA on port operations, projects, and plans.
- Report back to their organizations or constituencies on the POCLC discussions and outcomes.
- Support the port's efforts to enhance its relationship and reputation with the community.

The roles and responsibilities of HOPA are to:

- Organize and facilitate POCLC meetings and activities.
- Provide information and updates on the port's operations, projects, and plans to the POCLC members.
- Seek and consider the input and advice of the POCLC members on the port's programs and initiatives.
- Address and resolve any complaints or concerns raised by the POCLC members or the community.
- Support the POCLC members in their engagement and communication with their organizations or constituencies.
- Recognize and appreciate the contributions and efforts of the POCLC members.

5. Procedures

The procedures of the POCLC are as follows:

- The POCLC will consist of up to seven members, representing a balanced range of stakeholders, including City of Oshawa Ward Councillors (Ward 5), residents, businesses and other relevant stakeholders.
- The POCLC is not an advisory committee of Oshawa City Council.
- The POCLC members will be selected by HOPA, in consultation with the City of Oshawa through an open and transparent process, with clear eligibility requirements based on interest, experience, and representation. Committee vacancies and application process will be posted on HOPA's website and communicated via HOPA social media platforms, and shared with the City of Oshawa for distribution via its channels.

- The POCLC members will serve for a term of two years, with the possibility of renewal up to one additional term.
- The POCLC will elect a chair and a vice-chair from among its members, who will be responsible for facilitating meetings.
- HOPA will provide administrative assistant support for POCLC meetings.
- The POCLC will meet biannually (twice a year), or more frequently as needed, depending on the port's operations and development schedule and the community's feedback.
- The POCLC meetings will be held at the port office in Oshawa or a suitable venue in the community, and will be open to the public.
- The POCLC meetings will follow an agenda that will be prepared and circulated by HOPA in advance.
- The POCLC meetings will be conducted in a respectful and constructive manner, following the principles of dialogue, collaboration, and consensus.
- The POCLC meetings will be documented, and the minutes will be shared with the POCLC members.
- The POCLC will review and evaluate its terms of reference, membership, and effectiveness on an annual basis, and make any adjustments or improvements as necessary.