

# CN Milton Logistics Hub Community Consultation Committee Terms of Reference

## 1. PROJECT OVERVIEW

The Milton Logistics Hub (MLH) is a Canadian National Railway Company (CN) rail facility that will serve the demand for goods movement in and out of the Greater Toronto and Hamilton Area (GTHA). CN is committed to maintaining a dialogue with the community of Milton, Aboriginal groups, relevant stakeholders and levels of governments throughout the construction and operation of the Milton Logistics Hub.

## 2. PURPOSE

CN has established a Community Consultation Committee (“CCC”) as an advisory forum to provide information, exchange ideas, listen to feedback, and address concerns from the community, Aboriginal groups and all levels of government and other stakeholders as the MLH Project (“the Project”) progresses through construction and into operation. The CCC provides a forum for CN to listen to and consider community feedback regarding concerns that may be raised related to the construction and operation of the MLH.

## 3. SCOPE

The CCC does not exercise any supervisory, regulatory, legal, approval or other decision-making role and will not serve as a reviewer of individual management decisions or as arbiters of individual disputes or negotiations, business transactions, or other stakeholder interactions with respect to the development of the Project.

Members of the Committee will review materials pertaining to the CN Milton Logistics Hub Project for the purpose of providing comments, recommendations, or other feedback to CN. Members may share information with stakeholders, including the organizations they represent and the community at large, to facilitate an ongoing dialogue between the community and local organizations and interest groups, and CN.

The CCC does not replace other means for citizens, agencies, or other organizations to express their observations and ideas.

## 4. MEMBERSHIP & RECRUITMENT

The CCC aims to be inclusive and representative of the region including a range of professional and personal backgrounds, with emphasis on experience, insight, and diversity.

#### *MEMBERSHIP*

In addition to two appointed Co-Facilitators who will act as Chairs, a Committee Administrator, along with senior CN representatives, the Committee will consist of 9-12 participants and/or observers, including:

- Community members-at-large, representing:
  - local residents;
  - community groups; and
  - local businesses and business associations.
- Regional and municipal governmental representatives; and
- Aboriginal groups and governmental representatives (*Participation in this committee is optional and would be in addition to CN's existing and ongoing engagement with Aboriginal groups*).

#### *MEMBER RECRUITMENT AND SELECTION*

CCC members will be recruited and selected through a transparent process directed by the Co-Facilitators, in accordance with Section 3.0 of these Terms of Reference.

Community members-at-large must reside full-time, operate a business, represent a community group within Milton or maintain another significant connection to the community.

#### *REMUNERATION*

Participation in the CCC is a voluntary activity and its members will serve without remuneration. Participants will be reimbursed for related expenses, such as mileage, as agreed in advance with the Committee Co-Facilitators.

#### *TERM*

Individual community participants will serve two-year terms, with the possibility of renewal at the discretion of the Committee Co-Facilitators. After the first two-year term is completed, a staggered renewal of public members will be instituted to retain institutional knowledge in the committee while providing for a fresh perspective.

#### *EXPERT INVITATIONS*

As approved by the Co-Facilitators, experts or government agency representatives may be invited to attend meetings of the CCC to provide subject-matter expertise or information that will benefit the Committee dialogue.

## **5. ROLES AND RESPONSIBILITIES**

The mandate of the Committee is to provide a forum for information exchange, specifically:

- CN responsibilities:
  - Provide timely and relevant information about the construction and operation phases of the Project;

- A commitment to listen to and consider input provided by members of the CCC at meetings and to address feedback regarding their interests and concerns related to the Project's construction or operation plans/activities; and
  - Cover costs associated with the meeting venue, staff resources, and other related Committee expenses.
- Member responsibilities:
    - To consider information provided by CN and to offer constructive feedback or questions regarding their interests and concerns related to the Project's construction or operation plans/activities;
    - To provide constructive feedback and advice on mitigation measures and monitoring activities as they relate to the construction or operation of the MLH; and
    - To review and discuss comments and questions emailed to (or otherwise received by) the CCC from members of the public or the organizations they represent.

#### *THIRD-PARTY FACILITATION*

The CCC will be led by two Co-Facilitators who will act as independent third-party facilitators and chair the meetings.

The Co-Facilitators will share responsibility for leading and guiding the CCC per these Terms of Reference. They will be responsible for guiding the meetings as per the agenda and will provide structure and process to discussions to help align meetings to focus on effective and efficient discussion of interests and concerns related to information provided by CN about specific construction and operational topics.

#### *COMMITTEE ADMINISTRATOR*

A committee administrator will provide logistical and administrative services to support the effective operation of the CCC, such as: scheduling meetings, preparing meeting summary notes, documenting action items and tasks to completion or closure, and coordinating the distribution of materials to CCC members.

## **6. MEETINGS**

The CCC will be established prior to the commencement of construction and will meet four to six times per year during construction. Meetings will continue quarterly for the first five years of operation, or at different intervals determined appropriate by CN after consultation with the committee.

Meetings will be held in Milton, Ontario at a location convenient and accessible to members of the community. Dates and times of meetings will be determined and agreed upon by the CCC. Online meeting participation will be enabled at the discretion of the Co-Facilitators.

Meeting materials will be circulated by the Committee Co-Facilitators, or the Committee Administrator on their behalf, in advance of each meeting.

The committee meetings will take into consideration the carbon footprint associated with the work and strive to be as waste free and carbon neutral as possible.

## **7. CONDUCT**

All members of the CCC are expected to act in a civil and professional manner at all times and to be respectful of diverse views and each other's time. Discussions are to be constructive and collaborative.

Information shared within the group is considered public information unless otherwise indicated, such as commercially confidential information. All participants are to ensure they do not misrepresent committee information, discussions or what individuals said, when communicating outside the group.

Membership on the CCC does not constitute support, endorsement, or opposition to the Project.

CCC membership requires a commitment to attend meetings as scheduled. Members who do not attend at least 50% of meetings during their term may be removed by the Co-Facilitators.

The Co-Facilitators may terminate any member's participation in the CCC if the individual acts in a manner that is disruptive, not contributing constructively to the process, or contravenes the conduct expected of all members.

## **8. COMMUNICATIONS**

CCC meeting summaries, annual reports, and other relevant communications will be circulated to committee members prior to being posted on the Project website.

## **9. COMMITTEE MEMBER COMMITMENT**

Members of the CCC must thoroughly review these Terms of Reference and agree to participate in the committee in a spirit of cooperation and in accordance with the terms herein.

## **10. REVIEW**

These Terms of Reference will be reviewed at least annually and updated as needed, with agreement of the Co-Facilitators and CN.