

**Terms of Reference
City of New Westminster/Railway Companies
Railway Community Advisory Panel**

Committee Purpose

- *To provide a forum for the exchange of information between the Canadian Pacific, Canadian National, Southern Railway of British Columbia and Burlington Northern (“Railways”) and the City of New Westminster (“City”).*
- *To meet, discuss and provide updates of plans, concerns or issues and assist in resolutions between “Railways” and the “City”.*
- *To provide recommendations to “Railways” and “City” on specific issues or items as required such as railway operations and infrastructure improvements and planned developments or area restructure plans adjacent to railway right-of-way.*

Duties

- *The Committee will discuss issues and activities relative to operations of the “Railways” and “City” including, but not limited to, the following areas:*
 - *Railway train and yard operations to/from and within the “City”.*
 - *Proposed developments or Area Restructure Plans adjacent to “Railways” right-of-way in the “City”.*
 - *“Railways” and “City” Emergency Preparedness and Planning.*
 - *Any other matters referred to the Panel by the “City” and “Railways”.*
- *The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters referred to it from City Council or by “Railways”.*

Membership

- *The Committee will be comprised of the following appointments pursuant to the City Council protocol and policies:*
 - *Panel will be Co-Chaired by the Mayor (or designate) and each of the “Railways” on a mutually agreed two-year rotating term.*
 - *Maximum of one (1) member representing each of the “Railways”.*
 - *Maximum of three (3) members from the “City” (1 Member of City Council, 1 City Emergency Services Staff, and 1 City Staff - other).*

City of New Westminster

- *Maximum of three (3) City residents for a two-year term as designated by the “City”.*

Operations of the Committee

- *Meeting Schedule – The Committee will meet quarterly, or at the call of the Chair as issues arise.*
- *Rules of Procedure – Meetings shall be conducted in accordance with the rules of procedure governing other City Council committees.*
- *The City will provide committee secretarial services to schedule meetings, develop agendas, take and distribute meeting minutes to all members.*
- *Location of meetings will be held at a pre-determined place in the City.*
- *The Committee does not have the authority to commit “City” or “Railways” to any contractual obligations or to make any expenditures.*