

TECK COAL ELK VALLEY COMMUNITIES OF INTEREST ADVISORY INITIATIVE

TERMS OF REFERENCE

Foundation Statements

Mandate

- The Initiative was created and funded by Teck Coal to foster a dialogue and communications about the five coal site operations in the Elk Valley and their areas of influence.

Vision

- Our communities of interest are well informed about, and feel better off as a result of, Teck's operations in the Elk Valley.

Mission

- To assist each of Teck's Elk Valley operations achieve and maintain the highest level of performance in their sustainability goals and commitments by providing community input.

Goals

- Communities of interest express confidence in and support for Teck's operations in the Elk Valley
- Youth in communities of interest demonstrate a high level of interest in careers in mining and related industries
- Teck operations are responsive to communities of interest views
- Teck continuously improves its sustainability performance

Strategic Direction for 2016-2017

Objectives

- Continue to enhance awareness of Teck's sustainability goals and commitments throughout the communities of interest
- Continue to identify and communicate to Teck the priorities of area communities
- Continue to support the Elk Valley Childcare Advisory Initiative in its steps to mitigate childcare issues
- Support youth who graduate high school who wish to be considered for employment with Teck
- Support the maintenance or enhancement of current healthcare services in the region
- Support and encourage the enhancement of post-secondary education in the Elk Valley
- Support the development of and participation in Teck's Closure Task Group

Strategies

- Continue to hold quarterly Steering Committee meetings and biannual Advisory Partners meeting for which the minutes are distributed and posted for public review
- Support the understanding and implementation of the Teck-initiated but not Teck-led Cumulative Effects Management Framework (CEMF)
- Actively promote and advertise the Initiative and its website (www.evcnpvoice.com) with options that may include print, radio and social media
- Continue to hold regular meetings of the Elk Valley Childcare Advisory Initiative Steering Committee and its task forces to put recommendations into action
- Consult with Teck Human Resources, SD#5 and College of the Rockies personnel to determine what steps local youth can take to better prepare themselves for employment with Teck and other community businesses
- Actively advocate for a surgeon to replace the one in the Elk Valley whose retirement is pending
- Actively advocate for the construction of a post-secondary facility in the Elk Valley to enhance already existing programming

Participation

Participants

- Are volunteers who share a common interest in attaining a sustainable mining industry in the Elk Valley
- Are directly or indirectly affected by Teck's operations in the Elk Valley
- Have regional or community networks or represent community organizations with an interest in the mining industry in the Elk Valley

Potential Benefits

- Participate in at least two meetings per year
- Serve on the Steering Committee, Standing Committees and/or Task Forces
- Receive e-mail notices, minutes, and periodic updates
- Be reimbursed for expenses in attending Initiative meetings as per Teck policies

Expectations

- Responsible:
 - attend meetings
 - participate constructively and collaboratively
 - follow-up on action items
 - report to represented community of interest
- Resourceful:
 - offer expertise
 - supply resources
 - use networks
- Respectful:
 - commit to the Initiative and the Terms of Reference
 - respect the opinions of others
 - refrain from undermining decisions of the Steering Committee

Advisory Partners

Membership:

- Must include representatives of Teck Coal
- Must include residents of:
 - Crowsnest Pass
 - Elkford
 - Sparwood
 - Fernie
 - RDEK Area A
- Should include representatives of:
 - Aboriginal peoples
- Should include individuals in the communities of interest who represent:
 - Local government
 - Non-Government Organizations (NGOs)
 - Michel Creek Road / GN Road residents
 - Youth
 - Seniors
 - Housing
 - Business
 - Education: early childhood, K-12, post-secondary
 - Health Care
 - Community Safety
 - Social Services
 - Recreational users
 - Employers/Human Resources

Role

- Assist Teck in obtaining and understanding the communities of interest views of its Elk Valley operations
- Review the annual sustainability performance for each of the Teck Elk Valley operations
- Provide input into strategic planning for the Initiative
- Report to the communities of interest on the Initiative's activities

Meetings

- Will be held twice per year unless otherwise determined by the Steering Committee and approved by Teck and in most cases, in the community of Sparwood
- May be facilitated by an external person

Steering Committee

Membership

- One representative from each of the following:
 - Teck
 - Aboriginal peoples
 - Local government
 - NGOs
 - Michel Creek Road / GN Road residents
 - Youth
 - Seniors
 - Housing
 - Business
 - Education
 - Health Care
 - Social Services
 - Community Safety
 - Recreation users
 - Employers/Human Resources
- At least one of the above representatives must reside in each of these local government jurisdictions:
 - Crowsnest Pass
 - Elkford
 - Sparwood
 - Fernie
 - RDEK Area A

Selection Process

- Steering Committee members will be selected to serve a one-year term
- Prior to each year's first biannual meeting of the Advisory Partners, members of the Advisory Partners will be invited to nominate themselves and/or other Advisory Partners members
- The names of nominees will be collected and placed into a matrix to achieve the balance outlined above for review and when necessary, a vote, at the first biannual Advisory Partners meeting of each year
- If the results leave vacancies for representatives, the Steering Committee will appoint in accordance with the matrix

Officers

- The Steering Committee will elect a Chair and Vice Chair at its first meeting following the annual meeting of the Advisory Partners.
- The Steering Committee may remove or replace the Chair and/or Vice Chair at its discretion.
- The Chair will preside over meetings of the Steering Committee and will be its spokesperson.
- The Vice Chair will fulfill these functions in the absence of the Chair.
- The Secretary will be the Teck member of the Steering Committee.
- The Secretary will be responsible for agendas, meeting notices, meeting arrangements, records, and expense reimbursement.

Role

- Solicit input from the Advisory Partners
- Set and monitor the Initiative's strategic direction
- Establish Standing Committees and Task Forces
- Direct and monitor the activities of the Standing Committees and Task Forces
- Report on the Initiative's activities and performance
- Expend resources only as approved by Teck

Meetings

- Will be held four times per year unless otherwise determined by the Steering Committee and approved by Teck and in most cases, in the community of Sparwood
- Quorum shall be six members

Standing Committees

Membership

- The Steering Committee will appoint representatives annually The Steering Committee may remove any member at its discretion

Role

- Assist in implementing the strategic direction on a long term basis
- Take direction from the Steering Committee
- Account to the Steering Committee for its activities and performance
- Expend resources only as determined by the Steering Committee and approved by Teck

Task Forces

Membership

- The Steering Committee will appoint representatives as needed
- The Steering Committee may remove any member at its discretion

Role

- Assist in implementing the strategic direction on a short term basis
- Take direction from the Steering Committee
- Account to the Steering Committee for its activities and performance
- Expend resources only as determined by the Steering Committee and approved by Teck