

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 four coal site operations and one mine in the Elk Valley and their areas of influence.

Vision

- Our communities of interest are informed of and benefit from Teck's operations in the Elk Valley.

Mission

- To assist each of Teck's Elk Valley operations to 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 feel informed about and 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 that includes, social, economic and environmental goals

Strategic Direction for 2022-2023

Objectives

- Continue to enhance awareness of and hold Teck accountable for sustainability goals and commitments throughout the communities of interest
- Continue to identify and communicate to Teck the priorities of area communities
- Continue to support initiatives that aim to mitigate childcare issues
- Provide information and resources to youth who graduate high school with intent of seeking employment with Teck and other businesses
- Support the maintenance or enhancement of current healthcare services and community wellness in the region.
- Support the enhancement of senior living and affordable housing for all
- Support and encourage the enhancement of post-secondary education in the Elk Valley
- Support integration of public awareness and knowledge of regional Indigenous peoples and ongoing reconciliation.

- Identify and support initiatives that protect and improve environmental health and associated ecosystem services.

Strategies

- Continue to hold quarterly Steering Committee meetings and biannual Advisory Partners meetings at which Teck feedback reports and announcements are shared and 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) and other appropriate environmental monitoring, analysis and enhancement initiatives.
- Actively promote and advertise the Initiative and its website (www.evcnpvoice.com) with options that may include print, radio and social media
- Consult with Teck Human Resources, Livingstone Range SD, 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
- Commit to holding Health Care Task Force meetings with a current focus on poverty reduction, housing affordability and mental wellness
- Support the enhancement of post-secondary education in the Elk Valley through 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:
 - Indigenous 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
 - 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
- May be facilitated by an external person

Steering Committee

Membership

- One representative from each of the following:
 - Teck
 - Indigenous peoples
 - Local government
 - NGOs
 - Michel Creek Road / GN Road residents
 - Youth
 - Seniors
 - Housing
 - Business
 - Education
 - Health Care
 - Social Services
 - Community Safety
 - Recreation users
 - 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
- Quorum shall be six members

Comment [MB1]: I've noticed that over the last few years there has been some flexibility in the scheduling of the committee. Does everyone feel like this timing and frequency works?

Jan - Partner's meeting 1
March - Steering Meeting 1
June - Steering Meeting 2
July - Partner's meeting 2
Sept - Steering Meeting 3
December - Steering Meeting 4

I've also noticed that some people are having a hard time making it to our in-person meetings lately. A challenge is that we generally can't find spaces large enough for us that can accommodate both in person and online participation. I'm wondering if we might want to consider alternating in-person and online meetings? Perhaps something like:

Jan - Partner's meeting 1 - in person or online
March - Steering Meeting 1 - in person
June - Steering Meeting 2 - online
July - Partner's meeting 2 - in person
Sept - Steering Meeting 3 - in person
December - Steering Meeting 4 - online

Standing Committees

Membership

- The Steering Committee will appoint representatives annuallyThe 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