

**ELK VALLEY RESOURCES ELK VALLEY
COMMUNITIES OF INTEREST ADVISORY INITIATIVE**

TERMS OF REFERENCE

Foundation Statements

Mandate

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

Vision

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

Mission

- To assist each of EVR's 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 EVR 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
- EVR operations are responsive to the needs of communities of interest
- EVR continuously improves its sustainability performance that includes, social, economic and environmental goals

Strategic Direction for 2025-2026

Objectives

- Continue to enhance awareness of and hold EVR accountable for sustainability goals, to ensure resource development is balanced with responsible environmental management, social responsibility and economic benefits.
- Continue to ensure that the mine operates with environmental responsibility, transparency, and accountability, both within its immediate footprint and in the downstream environments impacted by its activities.
- To advocate for responsible recreational access on EVR properties while ensuring safety, environmental protection and operational integrity through collaboration between recreational users and EVR.
- Continue to identify and communicate to EVR the priorities of area communities
- Continue to support initiatives that aim to mitigate childcare issues
- Support the maintenance or enhancement of current healthcare services and community wellness in the region.

- To encourage initiatives that increase local youth employment opportunities within the mining industry long-term career pathways for young residents in Elk Valley communities
- 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.

Strategies

- Continue to hold quarterly Steering Committee meetings and biannual Advisory Partners meetings at which EVR 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 EVR-initiated but not EVR-led Cumulative Effects Management Framework (CEMF)
Expand: Evaluate effects on communities based on CEMF
- Actively promote and advertise the Initiative and its website (www.evcnpvoice.com) with options that may include print, radio and social media
- Consult with EVR Human Resources to create a local youth employment strategy that focusses on skill development programs, apprenticeships and mentorship opportunities.
- Form a Housing Task Force to assess and identify barriers to affordable housing in the Elk Valley.
- Partner with local-post secondary institutions to expand educational programs in the Elk Valley.

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 EVR 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 and/or Task Forces
- Receive e-mail notices, minutes, and periodic updates
- Be reimbursed for expenses in attending Initiative meetings

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 Elk Valley Resources
- Must include residents of:
 - Crowsnest Pass
 - Elkford
 - Sparwood
 - Fernie
 - RDEK Area A
- Should include representatives of:
 - Indigenous Peoples
 - 2SLGBTQ+
 - Peoples of Color
 - Families
 - Arts and Culture
- 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 EVR in obtaining and understanding the communities of interest views of its Elk Valley operations
- Review the annual sustainability performance for each of the EVR Elk Valley operations
Distribute and review sustainability performance documents, covered
- 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 EVR
- May be facilitated by an external person

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 EVR 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 EVR

Meetings

- Will be held four times per year unless otherwise determined by the Steering Committee and approved by EVR
- Quorum shall be six members

Steering Committee

Membership

- The Steering Committee will appoint representatives annually. The Steering Committee may remove any member at its discretion
- One representative from each of the following:
 - EVR
 - 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 EVR 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 EVR

Meetings

- Will be held four times per year unless otherwise determined by the Steering Committee and approved by EVR 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 EVR

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 EVR.