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Meeting Name: Elkford Community Effects and Advisory Committee
Date: April 29, 2019
Time: 6:00 – 8:00M
Location: Elkford Community and Conference Centre
Next Meeting: May 22, 2019 – 6:00- 8:00PM

Attendees:

Name	Affiliation
Nic Milligan Destiny Allen-Green Robert Rowe	Teck
Crispin Smith Graeme Burt	ERM
Leala Tomlinson – Interior Health Authority Chelan Barnes Jeff Harrold – RCMP Kevin Atherton Michele Schalekamp Loriann Hucik Kim Bauer – EV Women’s Task Force Lori Lemke – Chamber of Commerce	Community of Elkford
Ken Timlin Marc Marion	ATCO
Curtis Helgesen Duncan McDonald	District of Elkford

Agenda:

1. Introductions
 2. Safety Share
 3. Project Update
 4. Review of Social Impact Assessment + Summary of Findings
 5. Advisory Committee – Terms of Reference
 6. Community Social Impact Indicators
 7. Next Steps – Meeting schedule and objectives
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Action Items:

Item	Responsibility	Timing
Slide edits: <ul style="list-style-type: none"> - Name ATCO as the accommodation provider - “and/or the District of Elkford” (S.14) - “benefits to the community” (S.13) - include the Elkford Chamber and Interior Health as perspectives (S.15) - include “volunteers as and when required” (S.15) 	Nic/Destiny	ASAP
Send out a PDF version of the presentation slides	Nic	ASAP
Circulate open house materials and community feedback	Nic	ASAP
Circulate indicator ideas to the group	Nic	Prior to May 9, 2019
Submit indicator ideas to Nic for generation of a full draft list	All	Prior to May 16, 2019
Circulate full draft list of indicators	Nic	Prior to next meeting
Circulate lodge Code of Conduct	Nic	Prior to next meeting
Circulate the SIA with the committee	Nic	Prior to next meeting
Invite a contractor to participate on the committee	Nic/Robert	Prior to next meeting
Bring examples of the Trackline system and how it could be utilized for the accommodations	Nic	Next Meeting (May 22 nd)
Determine Chair Person	All	Next Meeting (May 22 nd)
Walk through the full draft list of indicator	All	Next Meeting (May 22 nd)

Minutes:

- Nic presented a project update, an introduction, and the purpose of the Social Impact Assessment (SIA)
- Crispin presented a summary of the findings of the SIA
- Graeme facilitated a conversation on the draft Terms of Reference for the Advisory Committee – terms were reviewed on a line by line basis
- *“Committee meetings shall be open to all members of the public”*
 - o Discussion on issues of transparency, the ability to remain on time and achieve meeting goals, and the frequency of public engagement were considered.
 - o Decision: Meetings will be open to the public for observation. There will be a portion at the end of the meeting for community members to provide input or to raise concerns.
- *“...and the Committee will pursue additional means to engage with, and disseminate information to, all Communities of Interest.”*
 - o Use of a SharePoint site linked to the Communities of Interest webpage to provide information and documents was agreed upon.

- The inclusion of a standing item on the agenda for reviewing the number of calls received about the accommodations and the feedback heard by committee members in the community was suggested.
 - Could be a potential indicator

- *“Committee will report to Teck on the Monitoring Program, and will advise Teck of proposed new mitigation measures or recommended changes to existing programs.”*
 - It will be Teck’s role to do the supporting/prep work (i.e. minutes, agendas, setup etc.) for the monitoring program
 - It is the role of the committee to develop the monitoring program and determine what to monitor and what recommendations should be made.
 - A concern was raised as to whether or not there would be a process to review the current impacts for gaps such as the impact on existing similar businesses (i.e. hotel/motels).

- *“Committee will act as a broad voice for the community and will share any issues, concerns, comments or questions they receive with the rest of the Committee and with Teck, and they will document and disseminate their findings formally to ensure transparency.”*
 - No concerns were shared with this term.

- *“Teck will provide support to the Committee; however, the Committee will develop its own Terms of Reference formalizing the items below.”*
 - No concerns were shared with this term.

- *“Committee Mandate: Committee will work with Teck around the Accommodations and their impact on the community to: monitor the effects of the Accommodations; facilitate discussion and decision-making about mitigation measures; and develop an atmosphere of transparency, trust and understanding”*
 - The use of a tracking sheet/action tracker for follow-up items and keeping on top of responsibility etc. will be utilized.
 - The Committee byway of informal consensus will make decisions.

- *“Objectives of the Committee are to: Perform an advisory role, focused on making recommendations to Teck and to the Accommodations provider regarding effects and mitigation measures”*
 - Addresses the concern raised in regards to the review of current impacts for gaps.

- *“Identify Key Performance Indicators (KPIs) and review performance data against established targets and baseline data”*
 - The challenge of not having baseline indicators or targets in some cases was discussed.

- *“Establish a mechanism and procedures to monitor the effects of the Accommodations”*
 - Teck will be the facilitator of monitoring mechanisms and procedures; the Committee will determine what will be monitored.

- *“Provide a forum for engagement with stakeholders, service providers and communities of interest”*
 - No concerns were shared with this term.

- *“Advise Teck on possible additional mitigation measures, review management plans, provide feedback on incidents and grievances, and share recommendations and ideas to increase benefits”*
 - A language change to include “benefits to the community” rather than “benefits” was suggested.

- *“Document and disseminate findings”*
 - No concerns were shared with this term.

- *“Authority: Committee will be established collaboratively with Teck, ATCO, and the District of Elkford. Committee will make recommendations to Teck, ATCO, and the District of Elkford.”*
 - For example, as a result the District may adjust recreational services based on Committee recommendations.
 - A language change to include “and/or the District of Elkford” was suggested.

- *“Membership: Teck representatives will be responsible for initiating and facilitating the Committee, and will participate along with an ATCO representative.”*
 - No concerns were shared with this term.

- *“Members will represent the following perspectives (to a predetermined max): District of Elkford Council & Staff, Citizens of Elkford, Major contractors (users of the accommodations), Emergency services, Ktunaxa Nation.”*
 - Decision: There will be a predetermined amount of spots on the Committee for Elkford community members. The other group will not have a membership max.

- The Elkford Chamber and Interior Health will be added as additional perspectives included on the Committee.

- *“Teck will issue a general call for volunteers along with targeted invitations to community members who would be an asset to the Committee. This will likely include members of the community with direct knowledge of, or connections to, the impacts that the Committee will aim to monitor.”*
 - A language change to include “volunteers as and when required” was suggested

- *“Other matters for discussion/inclusion in TOR: Committee member terms (duration)”*
 - Members will serve on the Committee for a 3-year term with the opportunity to reapply.

- *“Roles/responsibilities”*
 - Teck will be responsible for minutes, agendas, cost reimbursement, the feedback mechanism, reporting, and data collection.
 - A Committee chair will be needed and perhaps a vice chair.

- *“Meeting frequency”*
 - Meetings will be held once a month until the lodge gets up and running and until the Terms of Reference and Indicators are determined.

- *“Meeting format (open/closed to public)”*
 - Meetings will be open to the public for observation as previously addressed.
 - Meetings will be held in the evenings to allow for public participation.
 - Meetings will be consistently held at the Elkford Community Centre.

- *“Agenda development”*
 - Teck will work with the chair to develop meeting agendas.
 - Meeting agendas will be sent via Outlook meeting invites with minutes also attached.

- *“Reporting protocols”*
 - Monitoring reports will be presented at the Committee meetings and provided to the members in advance when possible.
 - Meeting minutes will be provided in advance of the next meeting.
 - Meeting agendas will be released at least 1 week before the next meeting.
 - All reporting will be included on the SharePoint website as previously discussed.

- *"Identification of indicators"*
 - o Committee to go away and think about possible indicators.

- *"Procedure for gathering data"*
 - o The difficulty of identifying lodge residents versus non-residents was discussed.

- *"Baseline datasets"*
 - o Part of the task of the committee will be to make recommendations to the District of Elkford (for example) to track certain things parameters.

- *"Public communication"*
 - o Designated representatives from Teck, ATCO, and the District of Elkford will make public communication announcements under the direction of the committee.

- Additional note on the Committee's Scope
 - o Elkford will be the scope in terms of location.
 - o The Committee will continue to meet throughout the demobilization of the lodge. Successes, challenges, and lasting legacies in the community will be considered.

Miscellaneous:

- The meeting discussion did not extend past slide 16 in the presentation.

- Next Meeting:
 - o May 22, 2019
 - o 6:00-8:00PM
 - o Elkford Community Centre

----- End of Minutes -----