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|  |  | **Teck Coal Limited** Sparwood Administration Office P.O. Box 1777 609 Douglas Fir Road Sparwood, B.C. Canada V0B 2G0  |  | +1 250 425 8096 Tel www.teck.com  | **Meeting Minutes**  |
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| **Meeting Name:** **Date:** **Time:** **Location:** **Next Meeting:****Attendees:** | Elkford Community Effects and Advisory CommitteeAugust 19, 20196:00 – 8:00PMElkford Community Conference CentreSeptember 16, 2019 – 5:00-7:00PM |

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| **Name** | **Affiliation** |
| Nic Milligan Destiny Allen-GreenRobert RoweRyan StewartSuzanne Stier | Teck  |
| Michele Schalekamp Kevin AthertonLoriann HucikKim Bauer | Community of Elkford |
| Shawna Bryant  | Elkford Chamber of Commerce |
| Leala Tomlinson | Interior Health Authority  |
| Marc MarionJohn Leitao | ATCO |
| Duncan McDonaldTerry MelcerSteve Fairbairn | District of Elkford  |

**Agenda:**

| Time | Item |
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| 5 Minutes | Introduction & Safety Message |
| 15 Minutes  | Review of July 15th Minutes |
| 80 Minutes  | New Business* Feedback Review
* Resource Review (SharePoint)
* Teck Response to the Letter from Elkford Business Owners (Update)
* Review Open House Invitations to Businesses and Organizations
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| 15 Minutes | Public Feedback |
| 5 Minutes | Next Meeting: TBD |

**Action Items:**

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| **Item** | **Responsibility** | **Timing** |
| Invite a contractor to participate on the committee | Nic/Robert/Ryan | Outstanding  |
| Bring Lodge feedback to the committee for review | Nic/ DOE  | Next meeting (recurring) |
| Provide update on:* # of workers at the lodge and # of them working specifically on FRO AWTP
* # of residence requests from non-project related workers
 | ATCO  | Next meeting (recurring)  |
| Provide a list of all the approved projects that qualify workers to stay at the Lodge.  | Robert/Ryan | September meeting |
| Include feedback mechanism details with community invitation to the Lodge Open House. | Nic/Destiny  | Prior to Lodge Open House (Sept. 14th)  |
| Find out details on the adult registration/welcome event that was held in Fernie | Nic | September meeting |
| Provide the feedback mechanism information to the Elkford Facebook page for posting | Nic/Destiny | September meeting  |
| Include ‘review of action items’ at the end of meeting agendas | Destiny  | Prior to September meeting  |

**Summary of Discussion:**

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| **Meeting Minutes** |
| **Safety Share – N/A** |
| **Review of July 15th Meeting Minutes** Action items coming out of the July 15th committee meeting were reviewed.* The previous action item to ‘invite a contractor to participate on the committee’ remains outstanding as the invitation will be extended at the August 28th contractor committee meeting.

 * There has been no feedback received through Teck’s feedback mechanism to date.
* There are currently 250 workers staying at the Lodge.
* A webpage has been created as a subpage to the Elk Valley / Crowsnest Pass Communities of Interest Advisory Initiative webpage: <http://www.evcnpvoice.com/about-us/elkford-community-effects-advisory-committee>
* Finalized committee Terms of Reference were circulated.
* Amended indicators were not yet circulated to the committee; awaiting outstanding committee input.
* Letters inviting Elkford businesses and organizations to the Lodge Open House were drafted and circulated.
* A list of all qualifying projects for Lodge residence will be provided to the committee at the next committee meeting.

Decision: July 15th meeting minutes were accepted by the committee.  |
| **New Business**Feedback Review:* There has been no formal feedback received through Teck’s feedback mechanism.
* Michele received feedback in the form of a letter from a contractor addressed to its employees informing them that they are expected to stay at the Lodge while working on Lodge approved projects.
	+ Teck was not comfortable with having the letter read as it was an internal document from a contractor to that company’s employees.
	+ The tone of the letter was unclear as to whether or not the workers required to stay in the Lodge will have to move from lodging arrangements they may already have secured in Elkford.
	+ There is a need for further conversations about potentially relocating workers from elsewhere in Elkford and requiring lodge residence.
* Concerns were raised about the Lodge being open to non-AWTP workers.
	+ Other critical projects like the Castle project are sanctioned projects for Lodge residence. There have been a number of workers turned away from the Lodge and directed to Elkford or region establishments.
	+ A need for a conversation about Lodge-approved projects and committee understanding was expressed.
	+ Action item: Rob and Ryan to provide Lodge approved projects to the committee including the approximate number of employees, project duration, and the meaning of “critical project”.
	+ There is concern that without the list of projects that staying at the Lodge may become a “free-for-all”. The Lodge was not portrayed to the community as being overflow housing. The concern is that people may stay in the lodge if it is treated as overflow housing and not move elsewhere when others accommodations in town are available again.
* A committee member expressed approval of Teck’s feedback mechanism and requested that the mechanism be distributed to all Elkford residents.
	+ Action item: Teck to include feedback mechanism details with community invitation to the Lodge Open House.

Resource Review:* The webpage created as a [subpage](http://www.evcnpvoice.com/about-us/elkford-community-effects-advisory-committee) to the Elk Valley / Crowsnest Pass Communities of Interest Advisory Initiative webpage was reviewed by the committee.

Teck Response to the Letter from Elkford Business Owners (Update):* Teck’s response to the letter sent by Elkford business owners was read by the committee.
* A committee member expressed that the letter may not address that fact the business owners have said their numbers are down.
* Nic expressed that Teck has the most contractors mobilized in the valley than ever before and a decline in business seems unlikely. Teck would need to see numbers from the past few years as well as this year’s numbers in order to see if there is a potential correlation.
* ATCO expressed that prices in the lodge are purposefully expensive and that Lodge staff recommend that residents go into town to make purchases.
* Shawna expressed that business members of the Elkford Chamber of Commerce are starting to see numbers increasing now. Business owners were excepting to see business increase in May when the Lodge opened which caused some concern initially when that was not the case.
* Community members noted that the grocery store has been busier than ever with new face, Lodge residents has been seen buying golf memberships, and that it is “impossible that local business has decreased”.
* The Lodge was described as a unique business opportunity for advertising, on scan cards for example. The Lodge is also open to distribute any materials from businesses to make them accessible to residents.

Review Open House Invitations to Businesses and Organizations: * Letters inviting businesses and organizations to the Lodge Open House have been sent out by the Chamber of Commerce.
* Having a presence at Elkford’s registration night was raised for consideration.
	+ ATCO should consider having a table at the registration night in order to reach more people.
	+ Since registration night is geared towards kids and families, the committee should consider hosting a similar type of registration night/welcome to Elkford but geared towards adults.
	+ Action item: Nic to find out details on the adult registration/welcome event that was held in Fernie.
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| **Public Feedback**No members of the community attended the meeting in order to provide feedback to the committee.  |
| **Miscellaneous**Teck will provide the feedback mechanism information to the Elkford Facebook page for posting. ‘Review of action items’ will be included at the end of meeting agendas.Committee questions/feedback:* Have the Lodge residents had any issues with transportation/parking or animal encounters?
	+ There have been no animal interactions
	+ Critical mass for the lodge parking lot is 350 workers. There are currently buses running from Calgary airport and other key locations to pick up workers and cut down on the number of vehicles in the parking.
* A survey should be provided to businesses and organizations for feedback acquisition because they are easy to complete.
* At the Lodge Open House there should be an acknowledgement of the committee so that the community knows it exists.
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| **Summary of Decisions** |
| * July 15th meeting minutes were accepted by the committee.
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**Next Meeting**:

* Monday September 16, 2019
* 5:00PM - 7:00PM
* Elkford Community Centre