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Elkford Community Effects Advisory Committee Terms of Reference

Introduction

Committee meetings shall be open to all members of the public for observation, with a standing agenda item for public participation, unless otherwise agreed, at the end of the regular meeting.

The Committee will pursue additional means to engage with, and disseminate information to, all Communities of Interest including the use of a site linked to the Communities of Interest webpage.

The Committee will develop a Monitoring Program and report to Teck on said program. The Committee will advise Teck of proposed new mitigation measures and/or recommended changes to existing programs. Teck will provide administrative support to the Committee and Monitoring Program.

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.

Committee Mandate

The Committee will work with Teck on the Elk Valley Lodge and its potential impacts on the community to: monitor the effects of the Lodge; facilitate discussion and decision-making about mitigation measures; and develop an atmosphere of transparency, trust and understanding.

The Committee will make decisions byway of consensus.

Scope of Work

The location and scope of the Committee's work will be the Municipal District of Elkford and the Committee will continue to meet throughout the operation and demobilization of the Lodge to consider successes, challenges, and lasting legacies in the community.

The objectives of the Committee are to:

- Perform an advisory role, focused on making recommendations to Teck and ATCO regarding effects and mitigation measures;
- Identify Key Performance Indicators (KPIs) and review performance data against established targets and available baseline data;
- Establish a mechanism and procedures to monitor the effects of the Elk Valley Lodge;
- Provide a forum for engagement with stakeholders, service providers and Communities of Interest;

- Advise Teck on possible additional mitigation measures, review management plans, provide feedback on incidents and grievances, and share recommendations and ideas to increase benefits to the community; and
- Document and disseminate findings

Authority

The Committee will be established collaboratively with, and make recommendations to Teck, ATCO, and/or the District of Elkford.

Membership

Teck representatives will be responsible for initiating and facilitating the Committee, and will participate along with ATCO representation as Committee members.

The Committee will have a maximum of five spots for Elkford community members and will have no membership maximum for those representing other groups.

Along with Teck and ATCO, Members will represent the following perspectives:

- District of Elkford Council & Staff
- Citizens of Elkford
- Major Contractors (users of Elk Valley Lodge)
- Emergency services
- The Elkford Chamber of Commerce
- Interior Health Authority
- Ktunaxa Nation

Teck will issue a general call for volunteers as and when required 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.

Committee Member Terms (Duration)

Members of the Committee will serve on the Committee for a three-year term with the opportunity to reapply.

Roles / Responsibilities

- Administrative Support: Teck will provide administrative support to the Committee and any Monitoring Programs.
- Committee Chair: The Committee chair will be a member of the Elkford community.
- Committee Vice-Chair: The Committee vice-chair will rotate among members representing the District of Elkford.

Meeting Frequency

Meetings will be held monthly; meeting frequency will be revisited once Committee Terms of Reference and Key Performance Indicators have been determined.

Meeting Format

Meetings will be held in the evening at the Elkford Community Centre, unless otherwise agreed, and open for public observation with a standing agenda item for public participation typically at the end of the regular Committee meeting.

Reporting Protocols

Monitoring reports will be presented at Committee meetings and provided in advance when possible.

Meeting minutes and agendas will be provided at least one week in advance of the next meeting.

All reporting and Committee documents will be available electronically through a SharePoint site linked to the Communities of Interest website.

Public Communication

Designated representatives from Teck, ATCO, and the District of Elkford will make public communication announcements under the direction of the Committee.