

City of Trail
Select Committee of Council
Terms of Reference

NAME OF COMMITTEE:

Trail Area Health & Environment Committee (THEC)

MANDATE:

To be a transparent platform for multistakeholder dialogue, collective decision-making and community engagement specific to the Trail Area Health & Environment Program (THEP)*.

ROLE:

- Participate in the decision making and approve the strategic direction of the THEP.
- Monitor and advise Trail City Council on the implementation of the THEP.
- Support collaboration between program partners in an effort for the whole to be greater than the sum of the parts.
- Help interpret and understand the complexities of the comprehensive program, including contextualizing information to the local area.
- Establish and convene Working Groups from time to time to investigate and make recommendations on specific issues (for example Air Quality Working Group, Community Renewal Working Group).
- Facilitate public communication and oversight with respect to delivery of services and progress toward the joint goals and objectives of the THEP.
- Provide voice for the community of Trail in related processes, taking place concurrently at times, and relevant to attaining the stated goals and objectives.
- Be a mechanism for program accountability to the community, the City, as well as between the partners.

The Committee is not a regulatory body and does not replace the regulatory functions required between some of its members.

Some members of the Committee partner in program implementation in order to realize increased health benefits to the community. The partners are the City of Trail, Interior Health, Teck Trail Operations and the Ministry of Environment and Climate Change Strategy.

MEMBERSHIP:

Membership on the Committee aims to include those with a potential interest in the activities of the THEP, and shall consist of:

- The City of Trail Mayor, or designate from City Council, who shall act as Chair;
- 1 member of Trail City Council, who shall act as alternate Chair;
- 1 member appointed by the following local governments, or their designate:
 - Village of Warfield
 - RDKB Electoral Area 'A'
 - RDKB Electoral Area 'B'

- 2 members from Teck Trail Operations
- 2 members from Ministry of Environment and Climate Change Strategy
 - Member specific to authorizations South
 - Member specific to land remediation section
- 2 members from the Interior Health Authority
 - Medical Health Officer
 - Organizational representative
- 1 member from United Steelworkers, Local 480 or 9705
- Up to 6 members appointed from the public at large, or representative organizations, who are broadly reflective of the community.

Membership on the Committee shall reflect the desired experience, knowledge and expertise relevant to fulfilling the Committee's role. Organizations will appoint their representatives. Recruitment for representatives from the community and representative organizations will be tasked to the THEC Lead Facilitator and approved by the Chair in consultation with the Committee.

Members shall serve on the Committee without remuneration.

MEETINGS:

Meetings of the Committee shall be held at least quarterly and shall be open to all members of the public and media. A meeting of the Committee may also be called at the discretion of the Chair.

A quorum is the majority of the number of appointed Committee members. A meeting shall require a quorum in order to proceed.

On all matters requiring a decision, the Committee shall attempt to reach said decision by a process of consensus. If the Committee is unable to achieve a consensus, the decision shall be decided by majority vote.

Agenda packages will be sent to the members before the meeting and will exclude confidential information.

If any member considers an agenda item confidential, they will advise the Chair and that item may be discussed in camera at the discretion of the Chair.

BUDGET & EXPENDITURES:

Teck Metals Ltd. will provide funding, facilities and/or equipment if needed by the Committee to conduct meetings (eg: presentation equipment, photocopying, minute taking).

REPORTING:

The minutes of each meeting of the Committee must be recorded, highlight key decision points and record any decisions or recommendations the Committee may decide on.

Once approved by the Committee, the minutes shall be provided to the Corporate Administrator's office for circulation to Council. The minutes (excluding any confidential material) will also be posted online for the public at thep.ca.

The Mayor shall report on the activities of the Committee at the next Regular Council Meeting after any Committee meeting.

The following parties shall submit a report to the Committee as noted:

- Teck Trail Operations representatives will report to the Committee on the results of air quality monitoring and emissions reduction activities, environmental management planning, soil management activities, home visiting and support activities, outreach and other related program activities. The Teck representatives may delegate reporting on areas outside of air quality to their designated contractor.
- Interior Health staff, responsible for primary prevention, blood lead testing, enhanced supports and community liaising, will report to the Committee on those programs. A Medical Health Officer will provide advice, including written guidance, to the Committee on an as needed / requested basis.
- The THEC Lead Facilitator will report to the Committee on activities carried out in their role supporting program activities / teams as well as committee members, working groups and their activities.

REVIEW:

The Terms of Reference of the Committee will be reviewed in conjunction with the program monitoring and reviews (at least every five years).

***ABOUT THEP:**

THEP works to support community health and wellbeing in the area influenced by smelter air emissions. The overall Program enables the community to understand and navigate ways to reduce exposure, addresses the inherent overlap of the Program components and maximizes opportunities for improvement through an integrated approach. The various Program components are implemented by different entities (known as partners).

Learn more, and access strategic documents, at thep.ca.