

Terms of Reference for the Socio-Economic Advisory Body: Giant Mine Remediation Project

1 BACKGROUND

Through its Socio-Economic Strategy, the Giant Mine Remediation Project (GMRP) commits to implement strategies that will maximize economic opportunities for Northerners and local Indigenous people through employment and procurement. In support of this commitment, the GMRP has established a Socio-Economic (SE) Advisory Body with senior management representatives from multiple levels of government and government departments. These Terms of Reference describe the Advisory Body's mandate, roles and responsibilities.

2 TERMS OF REFERENCE

2.1 MANDATE AND OBJECTIVES

The SE Advisory Body's mandate is to provide strategic advice to the Socio-Economic (SE) Working Group¹ and act as senior government champions for the implementation of the SE Working Group's approach. More specifically, the SE Advisory Body's objectives are to:

- (1) Provide strategic advice to the Socio-Economic Working Group on: how its work relates to relevant government priorities; how emerging priorities or developments could affect the project's socio-economic management or performance; and on strategy development, refinement and implementation
- (2) Brief their respective organizations on the GMRP's approach to maximizing socio-economic benefits, and bring forward questions, ideas and/or concerns
- (3) Collectively identify and address organizational barriers to implementing agreed-upon priorities and actions, as needed

While the SE Advisory Body provides advice to the GMRP, it does not constitute a formal decision-making body or retain accountability for the GMRP's approach to SE benefits.

¹ The SE Working Group is a working-level coordinating body with representatives from Crown-Indigenous Relations and Northern Affairs, Government of the Northwest Territories, the Main Construction Manager and Public Services and Procurement Canada. They meet on a regular basis to discuss progress in implementing the GMRP Socio-economic Action Plan and propose adjustments that may be required.

2.2 MEMBERSHIP

The SE Advisory Body, chaired by the Northern Contaminated Sites Program Executive Director, comprises the following members:

- Executive Director, Northern Contaminated Sites Program, Crown-Indigenous Relations and Northern Affairs Canada (Co-Chair)
- Regional Director General, Northwest Territories Region, Crown-Indigenous Relations and Northern Affairs Canada (Co-Chair)
- Director General, Operations, Canadian Northern Economic Development Agency
- Assistant Deputy Minister, Corporate and Strategic Planning, Environment and Natural Resources, Government of the Northwest Territories
- Assistant Deputy Minister, Industry Tourism and Investment, Minerals Petroleum Resources
- Assistant Deputy Minister, Education Culture and Employment, Labour and Income Security
- Regional Director General, Western Region, Public Services and Procurement Canada
- Area Director, Citizen Services Yukon and Northwest Territories, Service Canada
- Senior Administrative Officer, City of Yellowknife
- Chief Executive Officer, Yellowknives Dene First Nation

Each organization may elect a substitute representative to attend meetings, if needed. Additional observers may be invited to a meeting at the discretion of the Advisory Body members.

2.3 MEETING LOGISTICS AND COORDINATION

The SE Advisory Body meets quarterly at a location agreed to by the Advisory Body or via teleconference. Meetings are typically about 2 hours in length. Short interim meetings may be scheduled should the SE Working Group require additional input on a particular matter.

The SE Advisory Body's frequency of meetings will need to be re-examined as the GMRP advances into implementation and long-term monitoring phases.

The Secretariat for the SE Advisory Body is appointed by the Chair to manage meeting logistics and coordination including schedule, location, agenda and supporting materials distribution. The Secretariat prepares meeting records summarizing key decisions, actions and advice and provides the draft meeting record to participants for comment.

2.4 RESPONSIBILITIES

Effective functioning of the SE Advisory Body requires coordination and collaboration with the Secretariat and the SE Working Group.

Responsibilities of the SE Advisory Body Secretariat include:

- Manage the scheduling, location and supporting logistics (e.g. A/V capabilities, etc.) for each SE Advisory Body meeting

- Supporting the development of each meeting agenda, in coordination with the Chairs of the SE Working Group and SE Advisory Body
- Distributing the agenda and supporting materials 1 week in advance of each meeting
- Preparing and distributing a draft meeting record to the SE Advisory Body, SE Working Group, and any additional observers following each meeting
- Distributing a final meeting record within 2 weeks of the draft meeting record distribution, which addresses any comments received on the draft meeting record

Responsibilities of the SE Working Group include:

- Proposing agenda items for SE Advisory Body meetings
- Preparing supporting materials for SE Advisory Body meetings, as required
- Participating in SE Advisory Body meetings as observers and presenters, providing information on GMRP socio-economic strategies, activities and performance
- Reporting back to the SE Advisory Body on the SE Working Group responses to the Advisory Body's direction and guidance
- Sharing the SE Advisory Body's advice with relevant parties, as appropriate (e.g. Main Construction Manager, Indigenous Business Advisory Panel, etc.)

Final decisions on whether to implement recommendations made by the SE Advisory Body remain the responsibility of the Giant Mine Remediation Project.

2.5 CONFIDENTIALITY AND TRANSPARENCY

To create an environment that enables candid and open discussion, no points raised during the meeting are to be attributed to individual participants. While the meeting record is shared with all participants, it is not to be distributed more widely, beyond GMRP governance bodies.