

# **Community Contributions and Procurement Committee**

**Proposed Charter Document**  
**January 12<sup>th</sup>, 2022**  
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## **1- ROLE**

The Community Contributions and Procurement Committee is a voluntary, participatory engagement mechanism initiated by Canada Nickel with local community representatives to collaboratively establish guidelines that will allow the company to distribute its community contributions and procurement contracts, in a way that positively benefits the region. The Committee is therefore a privileged forum for information sharing and dialogue between its members and Canada Nickel's team regarding the Crawford Project's economic contributions to its neighbouring communities.

## **2- MANDATE**

The Committee's mandate is to:

- Identify, discuss, and propose potential opportunities for community contributions and procurement during the Crawford Project's exploration and development phase, per Canada Nickel's core values;
- Act as an information relay to the Project's communities and stakeholders for agreed-upon information.

## **3- OBJECTIVES**

The Committee's objectives are to:

- Identify the social and economic development needs of the immediate neighbouring communities;
- Discuss the fair and equitable distribution of Canada Nickel's community benefits and procurement contracts, based on the Committee's established values and guidelines;
- Share Canada Nickel's local procurement opportunities.

## **4- SCOPE**

The Committee will meet quarterly (three to four times a year), per the Crawford Project's advancement and requirements. Additionally, select representatives of the Committee may meet once per year to overview the work done by Canada Nickel's other Committees and share back the relevant information to the other members.

## **5- COMPOSITION**

The Committee is composed of four community representatives, one from each of the Project's immediate neighbours (Timmins, Cochrane, Iroquois Falls, Smooth Rock Falls), three business representatives and two social-community representatives. The Committee is coordinated by Canada Nickel, with professional and neutral third-party support regarding meeting facilitation and note-taking. External expertise may also be brought in on an ad hoc basis. The necessity of an expert will always be agreed upon in advance by the Committee and its members.



The Committee’s membership has been selected through a process of direct invitations by Canada Nickel to the local communities, groups or organizations who have demonstrated a specific interest or expertise towards the Committee’s topics. The identification of a representative from each community, group or organization falls under the responsibility of its members, per the following criteria:

- **Interest:** Representatives must have a specific interest or expertise towards the Committee’s topic, and must be willing to find a balance between collective and Project interests
- **Availability:** Representatives must be available to voluntarily participate in the Committee’s three to four yearly meetings
- **Responsibility:** Representatives must act responsibly with regards to the information shared with them, including that which may be confidential
- **Proximity:** Representatives should be residents of the three communities that are directly concerned by the Crawford Project, namely Cochrane, Iroquois Falls, and Timmins, unless under exceptional circumstances

**TABLE 1 – THE CRAWFORD PROJECT’S COMMUNITY CONTRIBUTIONS AND PROCUREMENT COMMITTEE COMPOSITION**

COMPOSITION
<b>COMMITTEE MEMBERS</b>
<b>Community Representatives</b>
Representative - Town of Cochrane
Representative - Town of Iroquois Falls
Representative - City of Timmins
Representative – Town of Smooth Rock Falls
<b>Business Representatives</b>
Representative – Cochrane Board of Trade
Representative - Timmins Economic Development Corporation
Representative - Timmins Chamber of Commerce
<b>Social-Community Representatives</b>
Representative - Cochrane District Social Planning Council
Social Community Representative
<b>Canada Nickel Representatives (Coordination)</b>
Vice President Sustainability
Community Relations and Communications Coordinator
<b>THIRD PARTY RESSOURCES</b>
Facilitator – Transfer Environment and Society (TES)
Secretary – Transfer Environment and Society (TES)
External Experts
Other resources

## **6- ACTIVITIES**

The Committee meets on a regular basis and as needed to discuss the progress of the contributions program and review issues that arise.

The Committee's meeting reports, once approved by the members, will be publicly available on Canada Nickel's website when the newest version is uploaded.

### **STANDARD MEETING AGENDA**

The meeting agendas will follow the model below:

- Introduction and Roundtable
- Follow-ups Actions from the previous meeting
- Crawford Project Updates
- Meeting Topic

### **POTENTIAL TOPICS TO BE COVERED BY THE COMMITTEE**

The following topics are part of a non-exhaustive list of subjects that could be discussed by the Committee:

- Canada Nickel's definition of "local"
- Values and guidelines for Canada Nickel's Community Contributions program
- Canada Nickel community contribution categories and working method for the selection of contributions
- Canada Nickel's local procurement guidelines and management

## **7- COMMITTEE TERMS AND RULES**

The Committee's meeting terms and rules remain flexible and free of excessive formalities. Their purpose is to encourage respectful dialogue between the Committee's members, within its mandate, objectives, and roles and responsibilities.

### **TERMS AND RULES FOR THE COMMITTEE**

1. Members seek to promote good faith, honesty, and respectful dialogue
2. Technical, summarized, and short documents serve as the basis of all discussions
3. Committee meetings take place only in the presence of its members. External experts or observers may be admitted as needed, with the members' agreement
4. Committee decisions are taken by consensus
5. Meeting frequency, topics and agendas are agreed upon in advance by the Committee's members
6. Meetings are held virtually, to facilitate member participation and until further notice
7. If a member is absent from a meeting without justification, they are invited to confirm their involvement in the Committee. Upon a second unjustified absence, the Committee decides on the member's future involvement
8. After each meeting, a meeting report is sent to the members, for review and validation. Once approved, the report is shared publicly via Canada Nickel's website



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9. The Committee can adjust the meeting terms and rules as needed, provided that the changes are decided by consensus
10. In the event where a substitute member is required, it is the member's responsibility to inform the Committee's Coordination Team of their absence, and to designate and invite a replacement to the meeting

#### **CANADA NICKEL'S CONTRIBUTION TO THE COMMITTEE**

- Plan and coordinate the logistics of the Committee meetings
- Provide two representatives to participate in each Committee meeting and answer questions
- Prepare the necessary information and material conducive to effective and comprehensive discussions during the Committee meetings
- Follow up on Committee recommendations and suggestions

#### **MEMBERS' CONTRIBUTION TO THE COMMITTEE**

- Review information provided by Canada Nickel
- Inform Canada Nickel of the various issues and concerns shared from their respective communities, groups, and organizations relating to the Crawford Project and/or general community wellbeing
- Actively participate in the identification of mitigation measures to the identified issues
- Formulate opinions and proposals on possible solutions to be explored and actions to be taken to improve the social, environmental, and economic performance of the Crawford Project

#### **TES' CONTRIBUTION TO THE COMMITTEE**

- Facilitate the Committee meetings so they are conducive to open, honest, and respectful discussions
- Prepare the meeting reports and other annual reports