

# **Workforce Planning Committee**

**Proposed Charter Document**  
**March 24<sup>th</sup>, 2023**



## **1-ROLE**

The Workforce Planning Committee is a voluntary, participatory engagement mechanism initiated by Canada Nickel with representatives of local educational institutions and socio-community organizations to collaboratively discuss the Crawford Project's workforce needs and career opportunities and how they relate to the training programs offered in 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 workforce needs and necessary educational programs.

## **2-MANDATE**

The Committee's mandate is to:

- Identify and discuss Canada Nickel's employment and training requirements for all phases of the Crawford Project.
- Plan and coordinate community actions to meet the expected employment and training gaps and manage or minimize anticipated issues.
- Act as an information relay to the Project's communities and stakeholders for agreed-upon information.

## **3-OBJECTIVES**

The Committee's objectives are to:

- Assess and share existing employment and training opportunities;
- Collaboratively plan for long-term employment and training needs that answer both the Crawford Project and broader regional opportunities;
- Ensure positive regional impacts and benefits relating to employment and training.

## **4-SCOPE**

The Committee will meet virtually (online) three to four times a year, per the Crawford Project's advancement and requirements. Additionally, select Committee representatives may also 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.

The relevance and frequency of Committee activities will be re-evaluated every year, per Canada Nickel's project requirements.

## **5-COMPOSITION**

The Committee is composed of representatives from local educational institutions, socio-community organizations, and Canada Nickel 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 presence of experts will always be agreed upon in advance by the Committee and its members.

The Committee's membership was selected through a process of direct invitations by Canada Nickel to the local communities, groups or organizations who have a demonstrated expertise with regards to the Committee's mandate and the topics to be discussed. The identification of a representative from each community, group or organization falls under the responsibility of its members, per the following criteria:

- **Expertise:** Representatives must have a specific expertise regarding employment, education and training, 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.

**TABLE 1 – THE CRAWFORD PROJECT'S WORKFORCE PLANNING COMMITTEE COMPOSITION**

<b>COMPOSITION</b>	<b>MEMBERS NAME</b>
<b>COMMITTEE MEMBERS</b>	
<b>Educational Institutions Representatives</b>	
Representative - NORCAT	Ken Stewart
Representative – Northern College	Aaron Klooster
Representative – College Boreal	Cassie Vien or Caissy McLean
<b>Socio-Community/Industry Organizations Representatives</b>	
Representative – Keepers of the Circle	Kathy Lajeunesse or Alexandra Bridges
Representative – Cochrane District Social Services Administration Board	Jennifer Byrnes
Representative – Apatisawin Employment and Training	Mukti Gautam
Representative – Far Northeast Training Board	Julie Joncas
<b>Canada Nickel Representatives (Coordination)</b>	
Vice President Sustainability	Pierre-Philippe Dupont
Community Relations and Communications Coordinator	Alexandra Armstrong
Human Resources, H&S Wellness Manager	Stacey Lefebvre
<b>THIRD PARTY RESOURCES</b>	
Facilitator – Transfer Environment and Society (TES)	Isaac Gauthier
Note Taker – Transfer Environment and Society (TES)	Marc-Olivier Fortin
External Experts	If needed
Other resources	If needed



**CANADA NICKEL**  
COMPANY

## **6-ACTIVITIES**

The Committee meets on a regular basis and as needed to discuss the Crawford Project's employment and training requirements, in addition to workforce attractiveness.

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

### **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:

- Employment opportunities
- Skills requirements
- Education and training programs and opportunities
- Regional workforce attractiveness and retention

## **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;



**CANADA NICKEL**  
COMPANY

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 suitable replacement to the meeting.

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

- Plan and coordinate the logistics of the Committee meetings;
- Provide 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 regarding the Project's identified issues;
- Formulate opinions and proposals on possible solutions to be explored and actions or commitments to be taken/made towards meeting the workforce objectives of the Crawford Project.

#### **FACILITATION TEAM'S 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.