



Guidelines for socio-economic monitoring and reporting plans

DECEMBER 2024





Acknowledgements

The Government of Yukon, through the regulation of quartz mining projects in the Yukon, has a responsibility to uphold the essential socio-economic values of the territory. This document was developed to articulate the importance of socio-economic values in relation to quartz mining projects and provide guidance on how these values should be monitored and reported on.

The development of this document would not have been possible without the significant contributions of Rob Stevens of Pakawau GeoManagement Incorporated. This guidance document benefited greatly by the review efforts of Government of Yukon's Women and Gender Equity Directorate, the Aboriginal Relations Branch, and the departments of Health and Social Services, Economic Development and Environment.

This guide is a living document that will be reviewed and updated to accommodate changes in policies and legislation. Send any comments, questions, or feedback to the Major Mines Licensing Unit at emr-qml@yukon.ca.



Table of contents

List of appendices	6
Glossary of terms.....	7
Introduction.....	10
Purpose of this guide.....	11
How the plan will be used.....	11
Annual reporting	12
Engagement and deliberation.....	12
Plan outline and development.....	12
1. Executive summary	13
2. Introduction, purpose and objectives.....	13
3. Plan development and implementation	14
4. Compliance obligations	15
5. Project description	15
6. Socio-economic overview.....	16
7. Employment and training.....	17
8. Economic benefits to governments.....	18
9. Procurement strategy.....	19
10. Traditional land use and cultural heritage.....	19
11. Community contributions and benefits.....	20
12. Community impacts	21
13. Closure and post-mining.....	22
14. Canadian and international reporting standards.....	22
15. Worker and community health and safety	22
16. Evaluation, adaptive management and revisions	23
17. Glossary	24



18. Appendices	24
19. References.....	24
Guidance and best practice resources.....	25
Appendix A	27
Introduction.....	28
Reporting requirements.....	28
Reporting outline	29
1. Executive summary	29
2. Introduction, purpose and objectives.....	29
3. Report development and communication	29
4. Corporate commitments and responsibilities	30
4.1. Project.....	30
4.2. Compliance obligations	30
4.3. Environmental, social and governance and sustainability reports.....	31
4.4. Health and safety.....	31
5. Social impacts	31
5.1. Community impacts	31
5.2. Community contributions and benefits.....	31
5.3. Traditional land use and cultural heritage.....	32
5.4. Closure and post-mining land use	32
6. Economic impacts	32
6.1. Employment.....	32
6.2. Training	35
6.3. Recruitment and retention	35
6.4. Procurement.....	36
6.5. Economic benefits to governments.....	37



7. Conclusion..... 37

8. References..... 37



List of appendices

Appendix A Reporting template guidance



Glossary of terms

Adaptive management

The process of planning a response to circumstances or events that may not be fully predictable or expected. Adaptive management identifies, in advance, actions that must be taken to gather information and respond appropriately in the event of an unanticipated or unpredictable circumstance.

Industry best practices

The standards, methods and approaches that are generally considered by practitioners to lead to the best outcomes within a specific area of practice and recommended for use or adoption. More than one best practice may be viable at any given time and best practices change and evolve as new knowledge and approaches are developed.

Employee

Includes (a) a person, including a deceased person, in receipt of or entitled to wages for employment or services performed for another, (b) a person being trained by an employer of the purpose of the employer's business, (c) a contract worker, and (d) a person who was an employee.¹

Employer

Means a person having control or direction of, or responsible for the employment of or payment of wages to, an employee and includes a former employer.¹

Impacts

The positive or negative effects or changes that a direct or indirect action, intervention or activity has on a person or situation.

Interested parties

Parties typically involved in the effects assessment, permitting, construction, operational and closure approvals for a mine. These include federal, territorial and First Nation government agencies, and may also include non-governmental

¹ https://yukon.ca/sites/yukon.ca/files/cs/cs-employment-standards-general-fact-sheet_.pdf



organizations, local communities and other parties that are affected by, or have an interest, in the mine.

Local economy	The economic and social systems that are part of a specific community or region where people live and work and that contain most of the services and supports for daily life.
Mine life	Mine life is normally considered to be the timeframe under which a mine is operating and producing ore. It could also include development prior to operation and closure and reclamation activities after the mine has ceased operating.
Proponent	The person or body that is licensed for, or proposes to undertake, a quartz mining project, and is responsible for the submission of applications, plans and reports in relation to the project.
Region	An area of land often with one or more communities that has common or shared characteristics such as heritage, language, economy, geography, natural environment or political systems.
Responsible person (RP)	A person who has clearly defined, delegated responsibility for mine waste management and appropriate qualifications.
Regulator	A government department, office or independent agency entrusted by law with the responsibility for the permitting of a mine waste facility or enforcing compliance with the conditions of a regulatory permit issued for a mine waste facility.
Socio-economic effects	A change in the condition of a value or valued socio-economic component caused either directly or indirectly by a project. In impact assessment, valued socio-economic components are viewed as important in the setting of a given project (e.g.: for social, traditional or cultural reasons) and are predicted to be adversely affected by the proposed project and warrant



consideration in an assessment (modified from Yukon Environmental and Socio-economic Assessment Board²).

**Traditional
economy**

Considered to be hunting, gathering, trading and land-based activities practised by Yukon First Nations.

² https://www.yesab.ca/wp-content/uploads/2021/01/YESAB-Information-Bulletin_Assessment-Methodology-1-11-2021.pdf



Introduction

Quartz mining operations may result in a number of socio-economic impacts and benefits to First Nations, local communities and the people of the Yukon. The Government of Yukon has a responsibility under the *Quartz Mining Act* to ensure the mining industry adheres to its commitments and upholds the essential socio-economic values of the Yukon.

This guidance document supports this responsibility by outlining the expected content of a socio-economic monitoring and reporting plan for the quartz mining industry in the Yukon. Submission of a socio-economic monitoring and reporting plan is a requirement for a quartz mining licence (QML), along with other mine plans such as environmental protection plans and operational plans. It is recommended that a preliminary version of this plan be submitted to support environmental and socio-economic assessments conducted by the Yukon Environmental and Socio-economic Assessment Board (YESAB).

The socio-economic monitoring and reporting plan will incorporate and build on information that was submitted for a YESAB assessment and will form the basis for annual reporting on socio-economic performance and progress. Socio-economic monitoring and reporting plans should be developed based on this guidance document, the outcome of the YESAB assessment and on engagement and deliberations with regulators, First Nations, community representatives and stakeholders and on Canadian and international leading practices.

Socio-economic monitoring and reporting plans will help support best practices in mine operations in Yukon and allow all orders of governments, First Nations and the Yukon public to understand the socio-economic impacts and benefits of mining.

The socio-economic monitoring and reporting plan should be considered a living document that will be revised throughout the mine life to address data and information that is obtained through monitoring and feedback and to reflect changes in the socio-economic framework of the mining region over the life of the mine. The frequency and



requirement for revisions will be specified in the QML; each revision will require review and approval under the QML.

Purpose of this guide

This guide provides an outline for a socio-economic monitoring and reporting plan that must be submitted as part of the QML application. It is not meant to be an all-inclusive guide, but rather a list of items that would apply to most quartz mining projects in the Yukon. Some items listed in the guide may not be needed and others may need to be added depending on the outcomes of engagement with affected First Nations, local communities and regulators, and on the outcome of assessment by YESAB.

How the plan will be used

This plan will form a part of the QML and will therefore need review and approval by the Government of Yukon prior to the issuance of a QML. However, the plan will also serve several other purposes for the Government of Yukon. These include:

- Assuring that the socio-economic commitments by the proponent and terms and conditions of the YESAB Decision Document are integrated into mine plans and operation.
- Understanding community and First Nation socio-economic expectations and identifying achievable performance standards for mines in the Yukon.
- Assessing the socio-economic benefits and impacts of mines in the Yukon.
- Providing the basis for annual reporting on socio-economic performance.
- Supporting continuous performance improvement of mining operations in the Yukon.
- Providing transparency for governments, First Nations and the public about socio-economic related plans and commitments made by proponents.
- Supporting the mandates of Government of Yukon departments other than Energy, Mines and Resources, such as Health and Social Services and Economic Development.



Annual reporting

The proponent is required to report annually as part of the QML on socio-economic monitoring and commitments that are outlined in this plan and as required by the QML. A reporting template is provided in Appendix A. This general template will be modified for each project and the reporting requirements specific to the project will be included in the QML.

Engagement and deliberation

It is expected that the mine proponent will engage with regulators, government agencies, First Nations, community members and stakeholders in the development of this plan. In particular, aspects that relate to impacts on First Nations, traditional land use and cultural heritage should be developed and agreed upon by the affected First Nations.

Engagement and deliberation in the context of this document refers to open, transparent and respectful discussion about the project by the proponent with stakeholders and First Nations and listening to feedback, concerns and alternative approaches and including these in decisions about the mine and its potential impacts and benefits to stakeholders and First Nations.

Plan outline and development

Please use the main numbered section headings outlined below. This will allow for concordance with this guidance document, and it will support efficient and effective development and review. Sub-headings may be added to improve the structure of the plan. The content within each section should generally follow the points listed below. However, every mine is different and, through discussions with the Government of Yukon, First Nations and stakeholders, the relevant sections of the plan will be decided. Removing sections from this template requires a rationale. Engagement and deliberation with regulators, First Nations and communities and consideration of the assessment by YESAB will help inform the information that is required in each section.



Information gained throughout the assessment period must be included in the first iteration of this plan submitted with the quartz mining licence application. Subsequent amendments must consider new information and data collected as a result of monitoring along with any changes in the socio-economic environment of the region. Include sufficient detail, data, maps, images, monitoring metrics and frequency, measurements, analysis and reference to standards or technology to support the descriptions and provide justification for the monitoring and reporting plans that are chosen. Indicate levels of uncertainty and any plans to gather additional information or data to reduce the uncertainty. The information should use plain language, explain technical concepts and terminology and include relevant terms in the glossary to ensure that it is accessible to non-technical readers to the extent possible.

1. Executive summary

Provide an executive summary that presents an overview of the main points in this plan. Executive summaries are an important part of a large report and may be the only part of the report that some users read.

2. Introduction, purpose and objectives

Introduce the plan as well as its purpose and objectives.

- Include an overview and background of the plan and the necessity of a socio-economic plan.
- Provide a brief statement presenting the scope and purpose of the plan.
- Outline the structure of the plan, including an overall summary of what the plan aims to achieve and how it will be implemented.
- Summarize the objectives and goals (refer to the section on how this plan will be used for a list of some objectives).
- Describe the importance and expectations for this plan as it relates to the outcomes of engagement and deliberation with regulators, government agencies, First Nations, community members and stakeholders in the development of this plan.



3. Plan development and implementation

This section should outline the responsible parties, how the plan has been developed, how it relates to any agreements with First Nations and with corporate policies as well the implementation, monitoring, reporting and revision procedures for the plan.

- Provide details of the proponent and its history. Include corporate information and structure, history of work in the Yukon and history and milestones with the project to date (include a table).
- Outline who developed and is responsible for the plan, who is responsible for implementing and updating the plan, and provide relevant contact information.
- Briefly describe any corporate or mine-site level policies that relate to socio-economic aspects of the mine such as policies on sustainability, communications, human resources or community benefits. Include the policies in an appendix.
- Describe the geographic scope of the plan in terms of First Nation Traditional Territories, communities and major Yukon geographic elements. Indicate which First Nations are affected by the project and why (e.g., land claims agreement, asserted claim, proximity to the site) as well as affected Yukon communities. Include maps or other visual aids to support the descriptions.
- Describe the processes of First Nation and community engagement and deliberations that were undertaken for the development of the plan. Summarize the reason for each party's involvement in engagement (e.g., proximity to site, land claims, land users, etc.). Describe the input received and how it was incorporated into the plan. Describe how First Nations and community engagement and deliberations will be undertaken during implementation. Include a table of engagement activities listing dates, who was engaged, topics of engagement and key outcomes.
- Describe the formation and membership of any committees, councils or associations of community members that were engaged in the development of this plan or that will be engaged during the mine life.
- Describe any existing agreements between the proponent and First Nations related to socio-economic benefits and impacts, subject to confidentiality provisions. If none exist outline any agreements that are planned or anticipated during the mine life.



- Indicate how the contents of this plan and progress made to meeting the commitments or statements within the plan will be communicated. Outline the roles and responsibilities for communication and describe the feedback mechanism.
- Describe the monitoring plan and annual reporting plan as required under the QML, including sources of data, how the data will be collected, how progress will be measured and who is responsible.
- Outline the process by which the plan will be updated and adapted in response to the results of monitoring and measuring the progress and effectiveness of the plan, as well as from feedback received regarding the plan.

4. Compliance obligations

This section should outline how this plan satisfies the YESAB Decision Document for the mine, any requirements outlined in the *Quartz Mining Act*, as well as any agreements with First Nations or the Government of Yukon. Include a concordance table of compliance obligations that indicates where each requirement, information request or commitment is addressed in the plan.

- Outline how this plan satisfies the socio-economic proponent commitments contained in the YESAB assessment, and terms and conditions of the Decision Document.
- Outline how this plan has considered other Yukon legislation, such as the *Public Health and Safety Act*, *Workers' Safety and Compensation Act*, *Yukon Human Rights Act*, and any associated regulations.
- List any requirements provided by the Mineral Resources Branch and show where and how those requirements are met within the plan.
- Describe, subject to confidentiality provisions, the components of any socio-economic agreements with First Nations or communities.

5. Project description

Provide an overall description of the mining operation that will support an understanding of the potential impacts of the mine and the socio-economic framework



where it operates. Please include appropriate maps of the mine site and ancillary infrastructure.

- Provide a brief description of the mining operation and mine life schedule. Include a summary of project phases, key activities occurring in these phases and outline any major changes to the socio-economic impacts throughout the project phases.
- Describe physical aspects of the mine that may impact the socio-economic framework of the area such as those related to land use, water, air, noise and transportation.
- Include maps of the mine layout and ancillary infrastructure at various stages of the mine life, including one that shows the maximum disturbance and one that illustrates the site after closure.
- Provide detailed maps/images and descriptions of infrastructure associated with staff living quarters, mental and physical health spaces for staff on site (e.g., gyms, socializing spaces, etc.), building features areas set aside or built for cultural practices, and cafeteria/eating spaces.

6. Socio-economic overview

This section should provide an overall description of the socio-economic framework of the region where the mine is located.

- Define the socio-economic region as it applies to the plan. Consider surrounding communities, transportation routes and other regionally spanning economies that may be impacted. Also consider previous, current and future projects that are known in the area that may contribute to socio-economic benefits and impacts. A figure or map should be used to support this definition.
- Describe the overall socio-economic framework of the region, including characteristics and values of communities and First Nations. Outline aspects such as population, demographics, economy, local business environment, employment, housing, education, health, infrastructure, public facilities (e.g., schools, clinics) and services.
- Describe the existing socio-economic risk factors in the region.
- Describe the traditional economy and current local economy of the region.



7. Employment and training

This section should describe the employment and training plan for the mine, including the types of positions and hiring plans as well as worker training plans that will ensure a safe and respectful workplace. Include tables and lists to support descriptions.

- Describe the general breakdown of workers at the mine site for all parts of the mine life (e.g., construction, operation, closure). Provide brief descriptions of positions in management, professional, skilled, semi-skilled and entry-level. Outline the workers that will be employees and those expected to be contractors. Provide projection for representative groups in all positions (e.g., Yukoners, out-of-territory residents, First Nations, gender, etc.). Include tables or graphs that show numbers and changes in employment over the life of the mine (see Appendix A for reporting tables).
- Describe the recruitment strategy for mine employees, including plans for local and regional recruitment and recruitment of First Nation citizens. Outline plans, policies, and commitments to ensure equity, diversity and inclusion in hiring. Describe how job opportunities will be communicated and advertised.
- Outline the anticipated indirect employment resulting from the mine operation, including the services provided and a short description of the company providing those services (e.g., Yukon-based, First Nation owned, etc.).
- Describe where employees will live, including accommodation on and off-site locations.
- Describe how employees and contractors will be transported to and from site, including accessibility and supports for local employees.
- Provide an outline of the employee benefits program, including extended medical plans that will provide support for physical and mental health and financial management.
- Describe the employee retention plan and how employee satisfaction will be monitored.
- List and, where available, include human resources policies that will apply to workers.



- Outline the harassment (including sexual harassment), discrimination, gender-based violence and bullying codes of conduct, and the policies and procedures for reporting on such incidents.
- Describe the plans to support workers during closure and the post-mining transition and support for employees in the case of sudden or temporary closure. This should include any employee assistance and transition support such as retraining or upskilling, relocation support and activities to support the mental health of workers and their families.
- Outline the worker training plan, including how employees will be supported to improve and advance their employment. Outline any plans for apprenticeships or mentoring programs. Indicate who will conduct the training and where it will take place and any use of local facilities or institutions.
- Outline the training requirements and company policies that will support a safe, respectful and inclusive workplace, including cultural and First Nation awareness, aspects related to harassment and prevention of gender-based violence and training on drug awareness, prevention and treatment. Indicate who will develop the program, how it will be delivered, targeted participants and the expected training schedule. Include a table of expected training modules or programs.

8. Economic benefits to governments

This section should describe the economic benefits to governments; this section is not meant to address community benefits, which are discussed in section 11.

- Describe the taxes, royalties and other payments that will be made to First Nation, local, territorial, and federal governments (subject to confidentiality agreements).
- Describe potential impacts to economic benefits to governments (operational challenges, temporary closure, market conditions, etc.). Positive and negative impacts should be described.
- Provide a projection of the economic benefits for each type of government and include tables that outline expected annual payments throughout the mine life.



9. Procurement strategy

This section should outline plans for procurement of services and supplies for the mine with a focus on how local and territorial businesses will be presented with opportunities to provide services and supplies to the mine.

- Outline the overall procurement strategy for services and supplies, including a breakdown of the expected types of services and supplies and the annual expenditures. Include tables to support this section.
- Describe the First Nation or local service and supply strategy and the support that will be provided to ensure that First Nation and local services and suppliers are positioned to submit competitive bids on contracting opportunities.
- Describe any existing or expected agreements with First Nations and local businesses to support the mine such as food supplies, equipment, maintenance and technical services.

10. Traditional land use and cultural heritage

This section should outline traditional land uses and cultural activities of affected First Nations and the plans to minimize and address any impacts. Engagement and deliberations with First Nations are important in developing this section.

- Outline the cultural heritage and diversity of affected First Nations, including traditional languages, relationship with the lands and waters, and their ways of life.
- Describe the relationship between federal, territorial governments and First Nation governments, including any treaties or agreements in place that are relevant to the mine.
- Describe any lands in proximity or within the mine area that have traditional or cultural value or designation under an agreement.
- Describe existing traditional land use activities, including hunting and harvesting, use of seasonal camps and cultural activities.
- Summarize the mine's expected effects on traditional land use and cultural heritage and the measures planned to minimize these effects.



- Describe how the effects of the mine on traditional activities will be monitored. Outline how this plan will be adapted to address the outcome of monitoring.
- Outline any expected effects on the traditional economy of the region and any plans to mitigate these effects.
- Describe any support, both on and off the mine site, that will be provided by the proponent for traditional and cultural activities and land use and traditional knowledge (e.g., use of facilities, programming or camps, cultural leave for employees, funding, etc.).
- Describe the use of monitoring from a Traditional Knowledge and Use lens, land guardians or elders who will monitor impacts of the mine on traditional land use and cultural activities. Outline how the work of monitors will be integrated into assessment and updates to this plan.

11. Community contributions and benefits

This section should outline the contributions and benefits that the mine expects to provide to communities and First Nations throughout the mine life and during closure.

- Describe the overall economic, social and financial benefits of the mine to local communities, First Nations and the territory as a whole and any specific economic contributions or benefits.
- Outline the direct and indirect benefits the mine expects to provide to local communities and First Nations. This could include aspects such as capacity funding, education and training, apprenticeships and scholarships, support for infrastructure development or for local institutions. Make use of tables as appropriate.
- Describe how contributions and benefits will be determined and who will be engaged and involved in decision making.
- Outline any plans for community benefits and support during closure and the post-mining transition and how those will be determined.



12. Community impacts

This section should describe the impacts that the mine may have on local communities and First Nations and how those impacts will be monitored. Aspects related to traditional land use and cultural heritage should be included in section 10.

- Describe the overall expected direct and indirect impacts to communities.
- Outline any community responsibility, reconciliation or other related company policies.
- Describe any residency changes (e.g., employees moving to the community) that are expected due to the mine, and the conditions that may influence more or less employees moving to the community, and the impacts of those residency changes (e.g., changes in demand on public and private services). Outline measures to monitor any impacts (see additional points below).
- Outline any potential increases in crime, drug or alcohol use or introduction/increase in sex work or sexual violence due to the mine and how those increases may impact the mine or region.
- Describe expected transportation impacts of the mine on local communities, whether direct or indirect, and the strategy to monitor impacts. Include reference to any mitigation and monitoring plans if required in the QML.
- Describe any expected noise impacts to communities. Include reference to any mitigation and monitoring plans if required in the QML. Refer to noise standards listed in the resources section.
- Describe any air quality impacts, including dust. Include reference to any mitigation and monitoring plans if required in the QML. Refer to air quality standards listed in the resources section.
- Outline any potential increases on demand for housing due to changes in local population resulting from the mine. Outline how these impacts will be monitored.
- Describe any expected increases in demand for schools and childcare, and the ability of the community to accommodate these increases.
- Outline expected demand for community services and businesses (e.g., hospitality, hardware/mechanical, groceries, fuel, etc.).
- Describe any mine-specific impacts to local businesses and employment.



- Describe the community feedback mechanism that will allow community members to express concerns about impacts of the mine and how the feedback will be monitored and who is responsible.

13. Closure and post-mining

This section should describe the socio-economic impacts of closure and how that will be managed as well as post-closure land uses and how those will be determined.

- Provide a short description of the overall closure plan for the mine site, including reclamation activities and proposed post-mining land uses. Indicate how pre-mining traditional land use and cultural activities may be accommodated at the closed site.
- Outline the expected socio-economic impacts of closure on local communities and First Nations and how those impacts will be mitigated and managed. Describe how communities will be supported during the closure transition.
- Outline closure monitoring plans and the role of local communities and First Nations in those monitoring activities.
- Describe how local communities and First Nations have been, and will continue to be, engaged and part of the decisions making process for closure and post-mining land uses, including the use of any closure committees.

14. Canadian and international reporting standards

This section should list and describe any Canadian or international environmental, social and governance or similar reporting standards that the mine or proponent reports on such as Toward Sustainable Mining, the Global Reporting Index or the Extractive Industries Transparency Initiative. Describe how these standards compliment this plan and provide links to recent publicly available reports.

15. Worker and community health and safety

This section should describe the health and safety services, plans and procedures at the mine site as well as any potential impacts to local communities and their monitoring. This section is meant to outline items outside of the *Workers' Safety and Compensation Act*, its regulations and codes of practice.

- Describe the mine health services plan, including the facilities, equipment and the number of employees and their qualifications. Include plans to address drug overdoses and harm reduction equipment on site.
- Outline any counselling and mental-health programs, spaces, and approaches to support workers impacted by harassment (including sexual harassment) or gender-based violence either on the mine site or at home.
- Outline how health services staff at the mine will be trained to identify and address mental health, gender-based violence, domestic/occupational abuse, and drug and alcohol use.
- Describe any expected use of community health, social and emergency services by mine workers, how that may impact the community and how use of these services will be monitored.
- Outline any expected impacts to mental health within the community because of the mine.
- Describe community health indicators that will be used to monitor project related effects in the region.
- Summarize initiatives taken to minimize mine health and safety hazards that could affect nearby land users or communities. Reference any other applicable plans in the QML.

16. Evaluation, adaptive management and revisions

This section should outline how this plan will be assessed, measured and reported on during the mine life. It should describe the adaptive management process to respond to the outcomes. Describe the monitoring plan and reporting plan, including sources of data, how the data will be collected, how progress will be measured and who is responsible.

- Outline the process to adapt and update the plan in response to monitoring and measuring its progress and effectiveness and from feedback.
- Describe how the community and First Nations will be involved in this process to ensure their input is considered and incorporated.

The results of monitoring programs and measurement of progress must be included in annual socio-economic reporting for the QML described in Appendix A. Updates to the



plan will be a requirement in the QML but can also be initiated either by the proponent or by request of First Nations, as new information is gained through ongoing engagement, monitoring activities, measurement and feedback.

17. Glossary

Provide a glossary for technical and commonly used terms in the socio-economic monitoring and reporting plan. Any crossover terms used in this guide should have similar, if not identical, definitions in the plan submitted.

18. Appendices

Include any corporate or mine-site level policies that relate to socio-economic aspects of the mine, such as policies on sustainability, communications or community benefits (see section 3). Also include additional appendices as needed to support the content of this plan.

19. References

Include any published and internal documents that are referenced in the plan.



Guidance and best practice resources

The following documents and websites should be consulted in the preparation of the socio-economic monitoring and reporting plan.

BC Oil and Gas Commission: British Columbia noise control best practices guideline:
<https://www.bcogc.ca/files/operations-documentation/Oil-and-Gas-Operations-Manual/Supporting-Documents/BC-Noise-Control-Best-Practices-Guideline-July-12-v.2.2-2021.pdf>.

Global Reporting Initiative: <https://www.globalreporting.org/>

Health Canada: Guidance for evaluating human health impacts in environmental assessment: Noise:
<https://www.ceaa.gc.ca/050/documents/p80054/119378E.pdf>.

Human and Community Well-Being: Guidelines for assessing the social, economic and cultural and health effects in environmental assessment in BC, 2020. BC Environmental Assessment Office.
https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/environmental-assessments/guidance-documents/2018-act/hcwb_guidelines_v1_-_april_2020.pdf

Liard Aboriginal Women's Society: Never until now, mining final report:
<http://www.liardaboriginalwomen.ca/index.php/never-until-now-laws-mining-report/file>

Northern Health guidance material, research and resource documents. Various dates.
<https://www.northernhealth.ca/services/programs/office-health-and-resource-development#guidance-documents>

Social and economic reporting: Framework and guidance, 2022. International Council on Mining and Metals. <https://www.icmm.com/en-gb/our-principles/validation/social-and-economic-reporting>

Socio-economic impact assessment guidelines: Mackenzie Valley Environmental Impact Review Board, 2007. Mackenzie Valley Environmental Impact Review Board. <https://reviewboard.ca/file/1024/download?token=1DDL3jP>

Statistics Canada: Canadian community health survey: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1310011301>.

Statistics Canada: Census program: <https://www12.statcan.gc.ca/census-recensement/index-eng.cfm>.

Together today for our children tomorrow: A statement of grievances and an approach to settlement by the Indian People, 1977. The Council for Yukon Indians: https://cyfn.ca/wp-content/uploads/2013/10/together_today_for_our_children_tomorrow.pdf

United Nations Guiding Principles on Business and Human Rights: [GuidingPrinciplesBusinessHR_EN.pdf \(ohchr.org\)](https://www.ohchr.org/documents/E/huridocda/huridoca13_en.pdf)

Unlocking opportunities for women and business: A toolkit of actions and strategies for oil, gas and mining companies, 2018: International Finance Corporation. https://www.ifc.org/wps/wcm/connect/topics_ext_content/ifc_external_corporate_site/gender+at+ifc/resources/unlocking-opportunities-for-women-and-business

Yukon ambient air quality standards: <https://yukon.ca/en/yukon-ambient-air-quality-standards>.

Yukon health status reports: <https://yukon.ca/en/access-yukon-health-status-reports>.

Yukon's MMIWG2S+ strategy: <https://yukon.ca/en/changing-story-upholding-dignity-and-justice-yukons-missing-and-murdered-indigenous-women-girls-and>.

Yukon's MMIWGS2S+ priority action items: https://yukon.ca/sites/yukon.ca/files/wged/wged-priority-action-items-yukons-missing-murdered-indigenous-women-girls-two-spirit-people-strategy_0.pdf

Yukon statistics and data: <https://yukon.ca/en/statistics-and-data>.





Appendix A

Annual reporting requirements

OCTOBER 2024



Introduction

Annual reporting is a requirement of all quartz mining licences (QML) issued by the Government of Yukon, inclusive of socio-economic monitoring and mitigation requirements set out in the QML. Socio-economic monitoring and reporting plans provide an outline of the socio-economic context for the associated mine and the basis for the reporting requirements. Each quartz mining licence and subsequent socio-economic monitoring and reporting plan will have mine-specific requirements beyond what is provided in this appendix. The general template provided in this appendix is meant as a guide for mines developing their socio-economic reporting template, acknowledging that each mine will need to tailor their reports to their specific requirements and socio-economic context.

The annual socio-economic report will be made publicly available upon submission. The goal of annual reporting is to provide readers an understanding of the socio-economic effects of each mine, ensure commitments from the assessment and licensing process are being tracked and fulfilled, and to issue useable and compatible socio-economic data to the public, First Nations and stakeholders.

Reporting requirements

Annual socio-economic reporting must adhere to applicable legislation, such as Yukon's *Health Information Privacy and Management Act* and *Access to Information and Protection of Privacy Act*. Where possible and legal, data should be disaggregated as much as possible (e.g., gender, Yukon First Nation, Indigenous, Yukon residents and the rest of Canada). Data must be properly sourced and referenced within the annual socio-economic report.

Socio-economic reporting is required annually as a separate report and submitted with all other annual reporting. The due date for annual reports will be outlined in the quartz mining licence. Data reported must be aligned with the calendar year, ending on December 31.

The outline provided recommends specific tables and charts that should be followed as closely as possible within the socio-economic context and requirements of the associated mine. When possible, tables and charts should be used to summarize and simplify data reporting. The report must provide a short discussion and analysis of the data and trends and any changes to socio-economic plans or monitoring activities.

Reporting outline

1. Executive summary

High level summary of the annual report, clearly outlining approach to monitoring and analysis and discussion on findings.

2. Introduction, purpose and objectives

- Outline the purpose and objectives for the annual report and what it aims to achieve; include reference to socio-economic monitoring and reporting plan.
- Describe the structure and geographic scope of the annual report.
- Review the history of the socio-economic monitoring and reporting plan that is the basis for the annual report. Discuss any changes to the socio-economic monitoring and reporting plan since the last annual socio-economic report. Indicate which version of the plan is the basis for this annual report.

3. Report development and communication

- How is the annual report developed, by whom and who is responsible for the report? Refer to the socio-economic monitoring plan and requirements of the QML.
- What are the sources of data for the annual report? Outline the approach to monitoring. Indicate who collected the data for the report. Outline any quality assurance and control processes and data verification approaches.
- Briefly review key outcomes or trends from the previous annual report and any changes to monitoring or reporting that have been incorporated into this report.
- Discuss any new or updated corporate or mine-site level policies that relate to socio-economic aspects of the mine.

- Describe the communication plan for this report with the Government of Yukon, First Nations and stakeholders.
- List all community engagement and consultation activities since the last annual report that includes the topics discussed, who was involved, outcomes and follow-up.

REQUIRED TABLE: Engagement activities

Date of Engagement	Who was engaged	Who undertook the engagement	Purpose	Outcomes

- List feedback received on the plan (or from the previous year plan) and any revisions that have been made to monitoring or actions based on feedback. Outline how feedback will be incorporated into future plans.
- Outline any significant changes to the socio-economic framework of the region and how those changes have been incorporated into monitoring and reporting activities.

4. Corporate commitments and responsibilities

4.1. Project

Describe the project generally and identify any changes to the project in the past year and how those changes have been incorporated into the socio-economic monitoring and reporting plan and the annual report.

4.2. Compliance obligations

Summarize how the project has met its compliance obligations for the reporting period, including any specific monitoring or reporting obligations from the monitoring and reporting plan and where those are addressed in the annual report.

REQUIRED TABLE: Compliance concordance table

Description of compliance obligation	Required by	Where it is addressed in the report

4.3. Environmental, social and governance and sustainability reports

List and briefly describe any Canadian and international environmental, social and governance reports, or similar reports, completed in the past year.

4.4. Health and safety

- Provide a summary of any incidents of on-site harassment, discrimination, gender-based violence, and drug or alcohol abuse, the outcome of these incidents and steps to reduce such incidents.
- List use of community health, social and emergency services by mine employees.
- Describe any community mental health impacts as a result of the mine.
- List the current year indicators of mental health as outlined in the monitoring plan.

5. Social impacts

5.1. Community impacts

- Provide a summary of data collected through air, dust, noise and traffic monitoring and mitigation plans as they relate to the surrounding communities.
- Describe any community concerns or feedback about the mine and how those were collected and if applicable, addressed.

REQUIRED TABLE: Record of community concerns (example below)

Nature of concern	Date	How was the concern identified	How was the concern addressed

5.2. Community contributions and benefits

Summarize community contributions and benefits for the year, including how decisions were made, who received the contributions and benefits and how they are managed. Include capacity funding, education and training, apprenticeships and scholarships, support for infrastructure development or for local institutions.

REQUIRED TABLE: community contributions and benefits (example below)

Type of benefit	Description	Who is the beneficiary	Who manages the benefit	Amount of benefit	Duration of benefit

5.3. Traditional land use and cultural heritage

- List and describe any use of the mine site by Yukon First Nations for traditional activities.
- List and outline any support provided to Yukon First Nations and First Nation employees to carry out traditional and cultural activities on or off the mine site.
- Describe any impacts that the mine may have had on traditional activities and on the traditional economy and how those impacts have been or will be addressed.
- Report on the work of traditional monitors, land guardian or elders during the year and any recommendations. Include any reports by traditional monitors.

5.4. Closure and post-mining land use

- List engagement activities related to closure: who was engaged, what were the topics, what were the outcomes and any actions or decisions.
- List and describe any support, training or benefits provided to employees, contractors, service and supply providers and the community to prepare for or transition to closure (as applicable).

6. Economic impacts

6.1. Employment

- Summarize employment trends for the year and the 5-year employment trends. Include disaggregated data and discussion about employment by gender, Yukon First Nation, Indigenous and Yukon resident and by position (entry level, semi-skilled, skilled, professional, management).

REQUIRED TABLE: Employee 5-year trend

Indicator (#)	Current year	Current year -1	Current year -2	Current year -3	Current year -4
Permanent employees					
Temporary employees					
Employees by gender – permanent and temporary					

Employees who identify as Yukon First Nation					
Employees who identify as Indigenous					
Employees whose primary residence is Yukon – by community					
Employees whose primary residence is outside Yukon					
Employees in management positions					
Employees in professional positions					
Employees in skilled positions					
Employees in semi-skilled positions					
Employees in entry level positions					

REQUIRED TABLE: Contractors 5-year trend

Indicator	Current year	Current year -1	Current year -2	Current year -3	Current year -4
Total contractor positions					
Name of major contractor - # of contract positions					
Total small or temporary contractors*					
Contractors by gender					
Contractors who self-identify as Yukon First Nation					
Contractors who self-identify as Indigenous					
Contractors whose primary residence is Yukon – by community					
Contractors whose primary residence is outside Yukon					

*In addition to the table, list and briefly describe the small or temporary contractors at the mine site during the reporting period.

REQUIRED TABLE: Employee remuneration

Indicator	Current year	Current year -1	Current year -2	Current year -3	Current year -4
Total employee payroll					
Payroll by gender					

Payroll by employees who self-identify as Yukon First Nation					
Payroll by employees who self-identify as Indigenous					
Payroll by employees whose primary residence is Yukon					
Payroll by employees whose primary residence is outside Yukon					

REQUIRED TABLE: Contractor remuneration

Indicator	Current year	Current year -1	Current year -2	Current year -3	Current year -4
Total contractor payroll					
Payroll by gender					
Payroll by employees who self-identify as Yukon First Nation					
Payroll by employees who self-identify as Indigenous					
Payroll by employees whose primary residence is Yukon					
Payroll primary residence is outside Yukon					

REQUIRED TABLE: Employees by position level

Indicator	Entry Level positions	Semi-skilled positions	Skilled positions	Professional positions	Management positions
Total employees					
Employees by gender					
Employees who self-identify as Yukon First Nation					
Employees who self-identify as Indigenous					
Employees whose primary residence is Yukon					
Employees whose primary residence is outside of Yukon					

- Discuss employee satisfaction and trends, and how this was determined trends (e.g. employee participation in feedback opportunities, changes to employee satisfaction, statistics on complaints and grievances).

- Discuss and list any changes in human resources policies or employee codes of conduct since the last report.
- Describe and list any support or assistance provided to employees due to temporary closure or in anticipation of final closure (if applicable).

6.2. Training

- Provide a summary of apprenticeship, mentorship and trainee programs. Include any succession training for diverse individuals to qualify for promotion internally.
- Describe the focus and rationale for the employee training programs delivered in the year and 5-year trends. Include technical training, cultural training, workplace training (safe, respectful, inclusive, harassment and discrimination, health and safety). Provide information on total hours of training, by training program, recipient and position. Outline any monitoring data that measures outcomes of training.

REQUIRED TABLE: Training programs

Name of program	Scope of training	Purpose of training	Number trained	Length of training	Who delivered the training	Measures of success

REQUIRED TABLE: Training participants

Participant	Name of program	Number trained
Gender		
Self-identified Yukon First Nation		
Self-identified Indigenous		
Yukon residents		
Management positions		
Professional positions		
Skilled positions		
Semi-skilled positions		
Entry level positions		

6.3. Recruitment and retention

- Discuss recruitment since the last annual report, including number of positions hired, how the positions were advertised, and aspects related to equity, diversity,

and inclusion. Describe any deviations from, or changes to, the planned recruitment strategy.

REQUIRED TABLE: Summary of recruitment

Applicants	Position title and level	Position title and level
Total applicants		
Gender		
Self-identified Yukon First Nation		
Self-identified Indigenous		
Yukon residents		
Primary residence outside Yukon		

- Discuss turnover rate and trends.
- Discuss adjustments in the workforce, including promotions, changes in position level and permanency and resignations or terminations.
- List potential employment positions and requirements.

6.4. Procurement

Provide a summary of the local service and supply expenditures and contracts for the year and any deviation, changes or updates to local procurement strategy. Outline any efforts to help develop, expand or improve Yukon businesses, including any procurement process follow-up meetings held with unsuccessful bidders for work.

REQUIRED TABLE: Vendor accounts by community

Category of service	Business type	Community

REQUIRED TABLE: Local procurement service and supply

Category of service	Description	Business type*	Total expenditure	% of total expenditure in category

*For example: Yukon or First Nation business

REQUIRED TABLE: Local procurement 5-year trend

Indicator	Current year	One year ago	Two years ago	Three years ago	Four years ago

Total services and supply expenditure					
% to Yukon vendors					
% to Yukon First Nation vendors					

6.5. Economic benefits to governments

Briefly discuss the economic benefits to governments since the last report.

REQUIRED TABLE: Payments to governments

Payment type	Recipient	Description
Payroll taxes – Federal		
Payroll taxes – Yukon		
Property taxes		
Mineral royalties		
Carbon tax		
Local/Municipal tax		
First Nations contributions		
<i>Add others as needed</i>		

7. Conclusion

Provide an evaluation of monitoring and reporting strategies and any adaptations or revisions resulting from the evaluation.

8. References

Provide sources and references used throughout the report.