

**Terms-of-Reference**  
**Spray Lake Sawmills – Crowsnest Pass**  
**Public Advisory Committee**

**Introduction**

Spray Lake Sawmills holds the cutting rights to two coniferous timber quotas within the C5 Forest Management Unit; CTQC050008 and CTQC050009. The C5 Forest Management Unit is located on Crown land to the south of Kananaskis Country and extends south in a long narrow band along the foothills to Waterton National Park. It also includes the Porcupine Hills. Communities located within the Municipality of Crowsnest Pass are fairly central to the company's forest operations within the Management Unit.

The area has a long standing history of timber harvesting, ranching, recreational interests and oil and gas activity. The relatively close proximity to Calgary's large urban population in combination with these other land use activities has given the company's operations a high visual profile. To help manage issues which may arise from this situation Spray Lake Sawmills has established a process for garnering stakeholder and community input into its operating plans. One of the primary vehicles within his process is the creation of a Public Advisory Committee.

**Terms-of-Reference**

The terms-of-reference provide a road map or set of operating guidelines for how the Public Advisory Committee will function. A clear terms-of-reference should minimize needless conflict and inefficiencies. It should clarify expectations, reduce tangents and allow for greater focus on achievement of its mandate.

In this case, its mandate is to act as a review panel and sounding board for the company's operating plans within the C5 Forest Management Unit. This includes such things as the company's General Development Plan, Annual Operating Plans, Reforestation Plans and log haul program.

The company's plans and forest management operations must abide by higher order planning documents such as the Province's Detailed Forest Management Plan for FMU C5, the Timber Harvest Planning and Operating Ground Rules as well as applicable provincial and federal legislation.

It is equally important to clarify what is not under consideration within this process. The company's business plan, manufacturing facilities and financial records do not form part of the public involvement process.

## **Operating Principles**

Operating principles for the Public Advisory Committee is tentatively outlined as follows:

### **Expertise**

Members of a public involvement process are not expected to be technical experts but to bring insight to the table on a broad spectrum of societal values and how they may be integrated with the company's forest operations.

### **Keeping a Balance**

All Advisory Committee members have an equal status and value as part of the team. All will have an equal opportunity to present their views and all views will be given legitimate consideration.

### **Decision Making**

The Advisory Committee will operate by consensus. A recommendation from the Group will proceed where all members of the Group can live with it, although not necessarily support it. Spray Lake Sawmills will endeavor to accept the Groups recommendations where ever possible. Recognizing that the company is still responsible for regulatory compliance, costs and any liabilities that may flow out of the plan. Spray Lake Sawmills still retains the final decision on which recommendations to accept. In the event that a recommendation is not accepted it will still be noted together with rationale for the decision.

### **Communications**

In order to maintain the integrity of the process and the cooperative spirit, the Group will be expected to communicate as a team. Issue negotiations should occur within the Group's meetings, not through the media or outside public forums. Summary minutes will be prepared following each meeting. Once the Group has approved the minutes they will be posted on the Company's website and be open to public access.

## Meetings and Attendance

Meeting frequency may vary during the course of the planning process. Meeting frequency, dates and times will be established by the Advisory Committee on an on-going basis. The majority of Committee members (minimum of 6) should be in attendance in order to carry on Public Advisory Committee business. The Advisory Committee may determine further details on attendance policies.

## Alternates

The Advisory Committee is fairly small and should maintain a fair degree of flexibility on meeting scheduling. There is therefore no system for alternates. This should also allow for progress in a timely fashion without the need for as much backtracking. Alternates can be selected should an Advisory Group member need to be absent for an extended period of time or need to withdraw all together.

## Compensation

Membership on the Public Advisory Committee is voluntary, with no salary or stipends attached to it.

## Time Frame

The duration of the Committee's mandate will continue for a five year period. At this point the Group's Terms-of-Reference and membership will be reviewed for applicability and currentness.