



Spray Lake Sawmills

## **Crowsnest Forest Products**

A Subsidiary of Spray Lake Sawmills

**Public Advisory Committee**

### **Terms of Reference**

#### **Introduction**

The terms-of-reference provides operating guidelines to support the Public Advisory Committee (PAC) conduct its business in a focused and efficient manner.

Crowsnest Forest Products (CFP) is renewing the Forest Management Plan (FMP) in the C5 Forest Management Unit (FMU), with a target submission date, on or before May 1, 2025. Beginning in the Fall of 2022 and over the next two and a half years, Crowsnest Forest Products will be developing a forest management plan.

As part of the FMP Public Participation Program, the company will be seeking committee input with respect to ongoing plan development and the committee's advice concerning public communications.

The forest management plan will be developed in accordance with all applicable Acts, Regulations, policies and ground rules. The primary documents guiding forest management are the Forests Act, the Timber Management Regulation and the Alberta Forest Management Planning Standard (Version 4.1 April 2006). The FMP will also need to be in alignment with the South Saskatchewan Regional Plan (SSRP).

A review of the Public Advisory Committee terms-of-reference will be included at the beginning of PAC renewal to ensure it is kept current.

#### **PAC Selection**

Approximately 85 percent of the PAC membership has decided to continue with their committee membership to assist CFP with development of the 2025 FMP. The current committee last met in 2015. At that time, the PAC's focus was on operational planning activities.

As with past membership, volunteers will be selected to represent a diverse cross section of community members including:

- Environmental organizations
- Motorized recreation
- Non-motorized recreation
- Ranching
- Oil and gas
- Community members
- Landowners
- Municipalities / Municipal Districts
- Harvest Contractor

CFP has searched for additional Committee member volunteers through outreach to various known organizations having an interest in C5 land use and by advertising to the general public in the local newspapers. Volunteer Committee members will have their names and affiliations posted on the publicly available Spray Lake Sawmills website, along with the finalized meeting notes. Committee members names and meeting notes will also be shared with the Forest management Plan Development Team and documented in the Forest Management Plan.

### **Operating Principles**

The Committee will provide feedback and advice on a range of FMP development milestones and activities, including but not limited to:

- Milestone 1- Values, Objectives, Indicators and Targets
- Milestone 2- The Draft Spatial Harvest Sequence and Visual Quality Strategy
- Milestone 3- Draft Forest Management Plan
- Interested party and stakeholder communications
- Potential stakeholder conflict avoidance and resolution

Public Advisory Committee members are expected to be in communication with the stakeholders and the public they represent, to support identification of potential emerging issues and opportunities to be considered by the planning team.

The company's business plan, manufacturing facilities and financial records are not included in the public involvement process.

The Public Advisory Committee will remain intact as a standing committee for the duration of the FMP development. Once the FMP is approved, the PAC terms of

reference will need to be revised and a new role established for the Committee to continue.

### **Expertise**

Committee members are not expected to be technical experts but to bring insight on a broad spectrum of societal values and how they may be integrated and or addressed with the development of the Forest management Plan.

### **Keeping a Balance**

All volunteer members have an equal status and value on the Public Advisory Committee. All members have an equal opportunity to present their views and all views will be given thoughtful consideration.

### **Decision Making**

The Public Advisory Committee will operate by a simple majority. However, CFP will thoughtfully consider all of the PAC recommendations, even if not the majority.

Recognizing that the company is still responsible for regulatory compliance, costs and any liabilities associated with the FMP, Crowsnest Forest Products still retains the final decision on which recommendations to accept. If a Committee recommendation is not accepted, it will still be noted together with a rationale for the decision and provided to the committee.

Only PAC operating rule decisions will be voted upon such as:

- Acceptance of the PAC Terms of Reference
- Inviting technical experts to PAC meetings
- Updating the Terms of Reference (as per CSA 5.3.11)

The CFP PAC chair will only vote to break a stalemate. Only PAC members will be allowed to vote.

### **Communications**

In order to maintain the integrity of the process and a cooperative spirit, the Public Advisory Committee will be expected to communicate as a team. Issue negotiations should occur within the Committee meetings, not through the media or outside public forums including social media. Draft summary notes will be prepared following each meeting. Once the Committee has approved the notes, they will be posted on the Company's website and be made publicly available.

Internal communications will generally be held via email, phone calls and meeting will occur with face-to-face and or zoom meetings with pre-developed agendas. Emails will commonly be used for arranging meetings, disseminating pre-meeting information packages and distribution of meeting notes.

**Conflict of Interest**

In the event that an agenda poses a conflict of interest with a Public Advisory Committee member that member shall declare the conflict at the onset of the meeting.

**Meetings and Attendance**

Bi-annual meetings have been planned to share FMP updates and to obtain PAC input and advice. Meeting dates and times will be established by CFP with input from the PAC via email, doodle poll etc. The majority of Committee members (51%) shall be in attendance in order to carry on Public Advisory Committee business. The Public Advisory Committee may determine further details on attendance policies. Public Advisory Committee meetings are chaired by a Crowsnest Forest Products representative. The following table outlines the Public Advisory Committee meeting plan for the duration of the FMP.

Meeting Number	Agenda Items	Meeting Dates	Obtain Feedback	SLS Response
1	Planning overview Terms of Reference Progress report Consultation Programs Draft VOITS Draft Milestone 1 information package	September 2022	September 2022	October 2022
2	Progress report	January 2023	January 2023	January 2023
3	Progress report	May 2023	May 2023	May 2023
4	Progress report	November 2023	November 2023	November 2023
5	Draft milestone 2 information package SHS and Visual Quality	May 2024	May 2024	May 2024
6	Draft FMP document	September 2024	November 2024	November 2024
7	Final FMP document	April 2025	April 2025	April 2025

## **Alternates**

Alternates can be selected should an Advisory Committee member need to be absent for an extended period of time or need to withdraw all together.

## **Resources/Access to Information**

Crowsnest Forest Products will provide the meeting space, web-based meeting platforms and administrative support as may be required to conduct PAC business. Crowsnest Forest Products will also provide FMP documentation including the Canadian Standards Association (CSA) Z809-02 5.3.12 that guides forest management planning public participation.

## **Outside Expertise**

Agenda items may require the participation of outside expertise to help facilitate full and informed discussion. The PAC can request/invite experts to discuss technical issues on an as needed basis.

## **Compensation**

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

## **Confidentiality**

Documents and committee meeting discussions are to remain in confidence with the membership, until such time that meeting notes have been approved by the Committee and posted on the Company's website.

## **Time Frame**

The duration of the Committee will continue until completion of the new FMP. This is estimated to be through the Spring of 2025.