



**Canadian Silica Industries
Joint Local Communication Committee
Terms of Reference
March 2018**

Introduction

Canadian Silica Industries (CSI) has been operating in the Peace River area for over ten years and recognizes the importance of improving community communication and developing enhanced relationships. The joint Local Communication Committee (LCC) will serve as a forum for discussing and mitigating resident issues, and a mechanism for enhancing community knowledge regarding CSI plans and operations.

Purpose of Terms of Reference

The purpose of the Terms of Reference (ToR) is to define LCC's operational framework that will guide the membership on meeting logistics, process, information sharing and participant responsibilities.

Canadian Silica Industries Goals in Forming LCC

- To foster positive and productive relationships with the local community where it operates
- To establish a forum that CSI and the committee can exchange information, discuss matters of mutual interest, as well as, address and/or resolve issues or areas of concern
- To provide neighbors and local residents information on company plant operations and mining plans

LCC Membership

Any local resident may join the LCC and the committee will be comprised of up to 6 local community residents and 2-3 representatives from Canadian Silica. In addition, 2 available seats will be in place for first nation members and 1 seat is available for a councillor from Northern Sunrise County.

Membership will be reviewed every two-years, with the intent of rotating out current participants and inviting new members for the next term. A member may resign at any time by notifying a CSI representative. In the event a member is deemed by group consensus to be failing to uphold his or her role and obligations, then the member may be removed from LCC by majority vote.

Meeting Frequency

LCC will meet on a quarterly (four times per year) basis. Meetings will take place on weekday evenings, usually the second Monday of the month and will be scheduled at each meeting. These meetings may include tours and/or field trips of the CSI operation, which may be scheduled outside of regular meeting times. Meetings may be called by the committee on a more frequent basis, if agreed, as required from time to time.



Meeting Location and Format

Meeting location will be in the Peace River area and is TBA. Meetings will be run by a CSI representative and he or she will endeavor to confirm meeting dates and times at least two weeks in advance, and distribute agendas one week in advance. The general meeting structure will be as follows:

- Introductions/Attendance
- Review previous meeting minutes
- Review continuing discussion items from tracking list; noting items resolved and those with outstanding actions items for resolution
- Company news
- Agenda may cover such items as; project updates; operating management plans, including presentations from Canadian Silica personnel; discussions on topical issues and concerns.

CSI will be responsible for taking meeting minutes and maintaining a tracking list of continuing discussion items and issues. We will strive to record details that will include an overview of key discussions and actions to be completed. CSI will distribute a Word version of the minutes within 2-4 weeks of the meetings to committee members for review and editing. Meeting minutes will be finalized and accepted at the next meeting.

Resources

CSI will organize the meetings, prepare materials (agendas and presentations) and deliver information. LCC members may submit agenda items no less than one week before the next scheduled meeting. CSI will make available materials to help members' understanding of issues; such as market conditions, area employment, county road use management, mine planning/reclamation and future planning updates/long term strategy management. All costs associated with LCC meetings and tours will be borne by CSI.

Roles and Responsibilities

CSI will engage LCC in meaningful discussion about issues of community and neighbor concerns or complaints regarding plant, mine and haul operations and planning. Proposed future mine plans will also be discussed for informational purposes.

CSI responsibilities will include:

- Coordinate, attend, guide and schedule meetings, including tours
- Help maintain and follow the ToR, encourage participation, communicate effectively and assist all participants
- Provide resources, information and speakers required to support LCC meetings
- Identify confidential reports, studies charts, maps and plan information not to be shared outside the LCC
- Represent the views of Canadian Silica
- Respond fully and to the best of our abilities to member queries and concerns
- Record and distribute minutes, complete with tracking list of continuing discussion items
- Convey information from the committee to local community residents via the minutes and other sharable work of LCC on newly developed CSI website for residents



LCC Members will serve as local community representatives. Their responsibilities will include:

- Attend meetings
- Engage in discussions, representing interests of local neighbors and or the local community
- Review information and resources received prior to, or at LCC meetings and provide feedback

Conduct and Disputes

LCC members and CSI will conduct themselves in a manner that reflects integrity and respect. Participants in the LCC process are expected to be courteous, give fair consideration of diverse and opposing views, contribute to meaningful and productive dialogue, and represent their views honestly and straightforwardly. Disputes may arise in meetings, and will be dealt with through discussion to obtain a consensus, even as there maybe different perspectives on issues.