

BATTLE LAKE WATERSHED SYNERGY GROUP
Terms of Reference

1. Background

Additional application requirements for oil and gas development in the Battle Lake Watershed are stated in *Directive 056: Energy Development Applications and Schedules* Section 8: Additional Application Requirements (Special Circumstances).

The Battle Lake Watershed Synergy group was founded on the following highlighted principles as outlined in our Purpose and Mission statements:

2. Purpose

The Battle Lake Watershed Synergy Group was established in 2005 to ensure effective and sensitive planning of oil and gas development in the Battle Lake watershed area through open and honest as well as respectful communication and planning between residents, the oil and gas industry and government agencies.

Mission Statement

To provide an effective and proactive forum to allow community, industry and government to communicate and share information respectfully and cooperatively as well as aid in an integrated approach to developing and planning oil and gas activity in a manner that protects and preserves the Battle Lake watershed.

Since 2005, members of the Battle Lake Watershed Synergy Group have worked hard to advance the Mission of this group through the pilot project committee and the ensuing recommendations that resulted from this sub-committee. To ensure the ongoing and successful implementation of these recommendations, it is important that the members of the synergy group, using their influence on the broader community, continue to work within the spirit of these guiding principles.

3. Membership/Participation

To build trust among members of the synergy group, as well as within the community, it is important for all members to be open and honest with each other. (Community, Industry and Gov't officials).

- Participants may attend who have an interest in development in or near the Battle Lake Watershed. (Open participation).
- Being available / accessible to provide information in answering questions asked by members of the group or the group, as a whole.
- If information is not available, explaining why and when it might be available.
- Following through on inquiries in a timely fashion and by being prepared to bring information forward at the next meeting.
- Industry providing, where possible, information well ahead of time on any activities and developments in the area.

- Provide an update or information via the BLWS Synergy Group facilitator in your absence, or if unable to attend the scheduled meetings.
- Providing open access to information documents if they are not of a proprietary, privileged or confidential nature.
- Providing information in an understandable manner. (avoiding jargon or over-technical explanations)
- Working together to provide general public meetings and information updates to keep the community regularly informed.

4. Roles and Responsibilities

Respect and cooperation go hand-in-hand with open and honest communication to ensure genuine collaboration and positive resolution of issues within a group.

Respect:

- Courteous communication and dialogue with each other, both within and outside meetings (no swearing, threatening, name calling, snide remarks etc)
- Respect meeting norms, avoiding interruptions and to minimize side conversations when someone within the group is speaking.
- Respecting that meeting minutes are produced on a best efforts basis in order to capture decisions, actions, general updates and to aid in BLWS Synergy Group planning, and are not designed to reflect the meeting verbatim.
- Willingness to actively listen to each other's viewpoint in order to seek understanding.
- Respecting, rather than denigrating, differences of opinion. (agree to disagree)
- Asking questions with the attitude of seeking information, not for purpose of interrogating or humiliating fellow members.
- Ensuring everyone has equal opportunity to speak by avoiding individual domination of discussion time.
- Respecting peoples' busy schedules by attending meetings on time and helping to ensure the meetings follow agenda items and end on time.
- Respecting work / life balances and to minimize non-essential or excessive discussion / inquiries between meetings and outside normal working hours.
- Respecting the fact that the function of the synergy group is to address common issues for the greater good of the community and the local environment and not to serve any one individual agenda.
- Respecting that there may be circumstances when it is more appropriate to resolve individual, private or site specific issues "off-line", outside of the BLWS Synergy Group setting.
- Respecting / accepting that members may not be able to fulfill every or all requests tabled by the group or individuals. Members should strive to provide the understanding as to why they are unable to fulfill certain requests.

5. Operations

In the spirit of cooperation:

- Meeting dates are booked for the year.
- Normally meeting the first Thursday of every second month.
- Helping to find positive solutions / resolution to common issues.
- Providing active assistance on synergy group tasks.
- Following through on commitments.
- Actively participate in meeting discussions / problem solving sessions
- Contribute in a positive manner.
- Appreciation of group and individual efforts at and between meetings is paramount to building positive relations. This includes:
- Acknowledging contributions, efforts and resources members have provided to the group or to fellow members.
- Ensuring to plan an annual meeting to review, acknowledge and to celebrate the success and achievements of the BLWS Synergy Group and challenges they have overcome together.
- Strive to maintain a positive atmosphere, have fun, and work together towards achieving the BLWS Synergy Group's common vision, mission and goals.

6. Communication & Documentation

- The facilitator is responsible for taking meeting notes. A DRAFT set of notes will be distributed to each member through email or mail within a week or so after the meeting.
- The notes will be reviewed and discussed at the following meeting for errors or omissions.
- Notes are then submitted to SA to be posted on The Battle Lake's website.