




Divisional Management Review

The purpose of this review is to determine if the divisional portions of the EMS are delivering the results that West Fraser Mills requires.

Division: Hinton

Date: April 2014

Divisional Management Review Committee:

 Bruce Alexander Woodlands Manager	 Tammy Charron Divisional EMS Coordinator
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EMS Element	Purpose, procedure	Findings, Recommendations
Legal and Other Requirements	Is there adequate access to legislation and notification of changes? <i>Procedure:</i> interview staff	<p>Tammy reviewed with Bruce the current method for accessing legislation. This is a website that West Fraser maintains a subscription to - http://www.naturalresource.ca/. To access, staff goes to WF online and chooses the "SFI & EMS" link under the quick links menu. Once there, they will see a link on the right side of the page that says "Alberta: Natural.Re.Source". This link will bring you to their website where you have access to all provincial and federal legislation. Tammy noted that she receives weekly emails that highlighting legislation changes - she forwards this email to staff for review of possible relevant legislation changes. This will continue throughout 2014 – to access this site, there is no required user name or password.</p> <p>Tammy then went through the “Other Requirements” that HWP subscribes to. Tammy went through each of the “other requirements” and summarized for Bruce HWP’s current status.</p> <ul style="list-style-type: none"> • FPAC - The Canadian Boreal Forest Agreement (details of this agreement can be found on the following website - http://canadianborealforestagreement.com/) • ISO 14001:96 Environmental Management Systems Standards • The Sustainable Forestry Initiative (SFI) Standard • Any Memorandums of Understanding ratified between Hinton Wood Products and the Government of Alberta • Contracts between various contractors (i.e. logging, trucking, silviculture, land use, etc.) • Aboriginal Consultation Program (our own internal program as well as the provincial government's) <p>Tammy noted the access to legislation and notifications of changes is adequate.</p>

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		<p>Tammy noted that at the end of each year, she writes up a written review of our compliance with “legal requirement” and “other requirements” and files it in her office (in the binder titled "<u>Annual Evaluation of Compliance</u>"). Tammy noted that she had submitted this annual evaluation of compliance to Bruce in a memo dated February 19, 2014 (see attachment).</p>																																							
<p>Environmental Aspects</p>	<p>Is the list of environmental aspects comprehensive with respect to the environmental risk of operational activities? <i>Procedure:</i> compare aspects to operational activities</p>	<p>Tammy noted that HWP EMS system is transitioning from the HWP individual site to the WFM Corporate site in 2014. Operations, Planning, and Silviculture have reviewed all of our Forestry Risks in 2013. The following are HWP’s top 12 Significant Aspects is comprehensive with respects to our operational activities.</p> <table border="1" data-bbox="865 386 1831 734"> <thead> <tr> <th>Ranking</th> <th>Activity</th> <th>Aspect</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Herbicide Application</td> <td>66 Unauthorized release of pesticides</td> </tr> <tr> <td>2</td> <td>Waste Disposal</td> <td>117 Inadequate waste disposal: hazardous and non-hazardous waste</td> </tr> <tr> <td>3</td> <td>General Machine Operations</td> <td>47 Operating during inappropriate ground conditions</td> </tr> <tr> <td>4</td> <td>Road Activities</td> <td>91 Building too many block roads</td> </tr> <tr> <td>5</td> <td>Site Preparation</td> <td>116 Mechanical Site Preparation causing soil Disturbance and altered drainage patterns</td> </tr> <tr> <td>6</td> <td>Road Activities</td> <td>109 Not monitoring stream crossings</td> </tr> <tr> <td>7</td> <td>General Machine Operations</td> <td>127 Not identifying a pipeline around operations</td> </tr> <tr> <td>8</td> <td>Design and Layout Activities</td> <td>23 Inadequate boundary marking or refreshing of ribbon</td> </tr> <tr> <td>9</td> <td>General Machine Operations</td> <td>42 Equipment operator not respecting boundaries (block, reserve or buffer)</td> </tr> <tr> <td>10</td> <td>General Machine Operations</td> <td>46 Machine operator not following procedures for minimizing soil disturbance</td> </tr> <tr> <td>11</td> <td>Harvesting Operations</td> <td>55 Improper location, construction or deactivation of bladed skid trails</td> </tr> <tr> <td>12</td> <td>Road Activities</td> <td>94 Hauling during inappropriate road conditions</td> </tr> </tbody> </table>	Ranking	Activity	Aspect	1	Herbicide Application	66 Unauthorized release of pesticides	2	Waste Disposal	117 Inadequate waste disposal: hazardous and non-hazardous waste	3	General Machine Operations	47 Operating during inappropriate ground conditions	4	Road Activities	91 Building too many block roads	5	Site Preparation	116 Mechanical Site Preparation causing soil Disturbance and altered drainage patterns	6	Road Activities	109 Not monitoring stream crossings	7	General Machine Operations	127 Not identifying a pipeline around operations	8	Design and Layout Activities	23 Inadequate boundary marking or refreshing of ribbon	9	General Machine Operations	42 Equipment operator not respecting boundaries (block, reserve or buffer)	10	General Machine Operations	46 Machine operator not following procedures for minimizing soil disturbance	11	Harvesting Operations	55 Improper location, construction or deactivation of bladed skid trails	12	Road Activities	94 Hauling during inappropriate road conditions
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<p>Significant Environmental Aspects</p>	<p>Do the significant environmental aspects accurately reflect the environmental risk of the most risky operational activities? <i>Procedure:</i> compare significant aspects to operational activities in accordance with the Environmental Aspects Procedure (EMS 4.3.11)</p>	<p>The Stewardship Committee reviewed all significant aspects and the associated detail in 2013. As a group, it was determined the significant aspects accurately reflect the risk of the most risky activities and have or will have adequate controls in place to mitigate those risks.</p>																																							
<p>Objectives and EMPs</p>	<p>Are the objectives and EMP adequate for promoting continual improvement? <i>Procedure:</i> Review the EMP and compare against the requirements of the Objectives and EMPs Procedure (EMS 4.3.34)</p>	<p>Tammy noted that there was significant evidence that HWP’s EMPs are promoting continual improvement – this includes:</p> <ul style="list-style-type: none"> • Regular and ever changing, updating, and improving safety plans. • Continued upgrades in recreation infrastructure, including in 2011 the development and implementation of a new recreation management partnership – the Foothills Recreation Management Association. • The use of LiDAR data to develop yield curves and accurate volume/ha data was explored in 2011, with the intent of incorporating this new methodology into the 2014 DFMP. • To maintain a level of knowledge throughout our staff, EMS training is required when first hired for one time only and there is training required on given rotation. Staff training compliance figures for 2013 was 94%. • There are two Staff Training requirements that must be scheduled with an outside training source; OH&S and Violence in the Workplace. They have not been held minimally over the last two years. 																																							

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		<ul style="list-style-type: none"> In order to address some of the outages with new contractors, the Annual Spring Training information and schedule is being reviewed and updated (e.g. bilingual difficulties).
<p>Objectives and EMPs</p>	<p>Are EMPs effective in achieving the objectives? <i>Procedure:</i> compare EMP results to the objectives</p>	<p>Tammy reviewed with Bruce that the “Programs” (which include objectives and targets) HWP currently has a part of the following initiatives or documents: Health & Safety Program (FRESH) , Stewardship Program, Waste Management Program , Aboriginal Program , SFM Stewardship Report , Communications Program , Recreation Program, and the Stream Crossing Program. Tammy went through each of these Programs and examined their objectives and targets, and reviewed with Bruce how each Program is effective in achieving our objectives. The following is a summary of that discussion:</p> <ol style="list-style-type: none"> FRESH Objectives – Tammy reviewed FRESH’s Safety Plans 2013 and updated Bruce on the status (see attachments) – this can also be found in the Stewardship Report. Stewardship Program – Tammy reviewed the Stewardship Committee Initiatives 2013 and then updated Bruce on the status (see attachment). The initiative to complete the transition of the HWP EMS site to the corporate site was not met. It has been added to the 2014 initiatives – to be completed by year end. Waste Management Program – Tammy reviewed initiatives (Targets) from the current Waste Management Plan and updated Bruce on the status (see attachment). Aboriginal Program – Tammy reviewed the status of HWP’s Aboriginal Engagement Program with Bruce. There were also two main targets with respect to the Aboriginal Program under VOIT #23 of the current SFM Plan. Tammy outlined that HWP had met these targets (see attached). Tammy explained that in 2013, all Aboriginal documentation continues to be kept in a digital format. Tammy noted a summary of the Aboriginal consultation in 2013 can be found in the "<u>Annual Evaluation of Compliance</u>" document (see attachment). HWP Stewardship Report – The development of the 2012 HWP Stewardship report was complete by June 2013. There were many challenges due to the amalgamation of the Edson and Hinton Woodlands groups. The 2014 annual report will be completed by April 6th. Communications Program – Aaron informed Tammy that this VOIT was deleted in 2013. The intent of it is covered in other VOITs. Aaron does not participate on the AFPA Committee, rather West Fraser’s Communications Officer, Tara Knight, participates. Recreation Program– Tammy reviewed the target from the 2013 Recreation Program noting of the 11 projects, 8 were completed. (see attachments). Stream Crossing Program – Tammy reviewed the annual report (found in VOIT #7 in the Stewardship Report) with Bruce (see attachments).
<p>Objectives and EMPs</p>	<p>Are objectives effective in reducing the risk associated with the aspects? <i>Procedure:</i> compare objective results to aspects</p>	<p>Tammy noted the “<u>Control Methods for Significant Risks</u>” document is still being revised. It is taking some time since our list of high risk aspects is new from our list in 2012. Tammy and Bruce feel the HWP objectives are effective in reducing our risk associated with the aspects.</p> <p>Action Item #1: Tammy will schedule a Stewardship Committee meeting to review the top 12 significant risks and the control methods once complete.</p> <p>Action Item #2: The Stewardship Committee must determine how often the significant aspects are reviewed. Historically it’s been annually. Do we want to continue reviewing them annually or less often? Bruce recommends they are reviewed every 2 years, but Tammy will see how often other Divisions are reviewing theirs.</p>

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<p>Training, Awareness and Competence</p>	<p>Is the training program effective in making staff aware of SFI and the EMS and competent in their jobs? <i>Procedure:</i> evaluate results of audits, nonconformance records monthly environmental reports.</p>	<ul style="list-style-type: none"> • The 2013 Contractor training program required each Prime Contractor to submit their Company training records two times throughout the timber year (August & January). The compliance rate is 62%. • Tammy reviewed the current status of contractor training with Bruce. Tammy noted her concern with the effectiveness of the training with the Edson contractors and the cooperation from some of the Hinton contractors seems to be lacking. • Staff training is being looked after by Joey. Tammy reviewed the current status of staff training with Bruce. Each staff member must review their training needs and status annually (in January). • Tammy noted that it was her feeling that the training program at HWP is effective in making staff aware of SFI, the EMS, and their own roles and responsibilities. It has remained extremely effective since 2011. The 2013 compliance rate was 94%. <p>Action Item #3: Tammy must update the EMS Staff Training to reference the new EMS Corporate site; links, document references, etc.</p> <p>Note: West Fraser has a policy for contractors working for them under SFI certification (WCSIC Training Policy for SFI Program Participants and Wood Producers) – Richard confirmed that HWP is currently meeting this training requirement and is a focal point in the contractor spring training. The 2013 spring training took place from June 3rd to 14th and will take place again in 2014 spring training. Both the Contractor Spring Training and the Staff Training is effective in making staff and contractors aware of the SFI and EMS requirements and how it relates to their jobs.</p>
<p>Operational Control</p>	<p>Are the operational controls effective in minimizing the environmental impact of significant aspects? <i>Procedure:</i> review non-compliances, non-conformance records and monthly environmental reports. Review non-compliances of other divisions if a summary has been provided by corporate.</p>	<p>As noted previously, Tammy is revising the “Control Methods for Significant Risks” document. The “top 12” risks are grouped into one category. Then each summarized “top” risk will be examined in depth and SOPs, VOITs (which include Objectives & Targets), or training is developed to address each “top” risk. It was Tammy’s feeling that HWP’s current operational controls are minimizing the environmental impact of our significant aspects. Once the Control Methods for Significant Risks document is complete, the Stewardship Committee will meet to review.</p> <p>All 2013 non-compliances and non-conformance records have been reviewed by the Stewardship Committee. All of the incident database reports have been signed off by Bruce (Woodlands Manager).</p> <p>All monthly divisional environmental reports are reviewed and submitted monthly to the Corporate Stewardship Forester.</p> <p>Action Item #4: December 30, 2013 Tammy has asked Pat and Diane to provide the signed contractor inspection reports from 2 silviculture incidents; Incident #0813-0143 HWP - Jug of Vision Max left on block overnight and Incident #0813-0144 HWP - A bear punctured a number of water jugs and one mix jug.</p>
<p>Emergency Preparedness and Response</p>	<p>Are the emergency preparedness and response plans effective in minimizing environmental impacts? For any reportable spill were the emergency response, remediation measures and corrective actions adequate?</p>	<p>There was one reportable spill in 2013 – a Silviculture incident – A mechanical failure in the spray equipment caused a load of herbicide not to be sprayed in an approved opening. The emergency response, remediation measures and corrective actions are adequate for this particular incident.</p> <p>The adequacies of the contractor’s response to the spill drill were evaluated using the Incident Review process (HWP 0079). All Incident Review forms are also reviewed by the Stewardship Committee. It is the Stewardship Committee’s feeling that the HWP emergency preparedness and response plans are effective in minimizing environmental impacts.</p>

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	<p><i>Procedure:</i> Report on the number of reportable spills. Evaluate spill reports, spill investigations and corrective actions, nonconformance reports and monthly environmental reports.</p>	<p>All emergency drills and/or actual incidents documented on the HWP 0079 forms are stored digitally on the S drive in a document called "EM 0144.3 - Summary of Emergency Drills.xls" and found on the following directory - S:\Woods-Ops\private\Operations Department\OPERATIONS - CURRENT\Emergency Drills\2013 Drills.</p> <p>Tammy reviewed the required emergency drills that must be completed by our Woodlands staff and Contractors (see attachment). The Operations Superintendent has been provided this information to ensure Contractor drill compliance and completion.</p> <p>Action Item #5: Richard to provide all required contractor emergency drills to Tammy by April 30th.</p> <p>During the 2013 KPMG audit, it was noted some spill kit inspections during the audit were incomplete. As part of the action plan to address this concern, Operation Supervisors will be inspecting their Contractors prior to our surveillance audit in June 2014.</p>
<p>Legal and Other Requirements</p>	<p>What is the number of non-compliances for the year, and how does this compare to previous years?</p> <p><i>Procedure:</i> review non-compliances.</p>	<p>Tammy reviewed the one non-compliance environmental incident in the 2013/2014 timber year with Bruce (see attached Annual Evaluation of Compliance 2013). HWP had one noncompliance in 2013 and one in 2012. This non-compliance incident was the same incident reported on in both years and remains an open file with ESRD. This particular incident was carried over from Sundance Forest Industries; Operating Ground Rule Violations - Failure to remove temporary log fill crossings and operations during saturated conditions.</p>
<p>Nonconformance and Corrective and Preventative Action</p>	<p>Are nonconformance records effective in addressing problems?</p> <p><i>Procedure:</i> review nonconformance and non-compliance records</p>	<p>Tammy and Bruce discussed and agreed that it was their feeling that the HWP system for reviewing and addressing non-conformances is effective. The method for dealing with non-conformances is set out in the HWP 0079 - Incident Reporting Procedure found on the Corporate EMS intranet site. Incidents are recorded into the Hinton and Edson incident reporting databases, where the incident is documented & reviewed in detail and action items are developed to address the issues. The Stewardship Committee then reviews the draft report and may make additional recommendations. Finally, the incident report is passed onto to Bruce (Woodlands Manager) for a final review. When Bruce signs the incident report, it is considered final and action items are implemented and tracked.</p> <p>Tammy noted that our incident reporting system has been praised by past audits as being well run and effective, so she would not suggest any additional improvements.</p>
<p>Concerns of relevant interested parties</p>	<p>Have the concerns of relevant interested parties regarding environmental performance been appropriately addressed?</p> <p><i>Procedure:</i> review all external communications that are comments or complaints directed at the EMS or SFI program.</p>	<p>Tammy noted that HWP has two VOITs that deal specifically with the topic of concerns regarding environmental performance and whether or not they have been adequately addressed. These VOITs, which are reported on annually in HWP's Stewardship Report are:</p> <ul style="list-style-type: none"> • VOIT #24 - Consultation Opportunity and Participation (see attachments) • VOIT #32 - Public Complaints Regarding HWP Activities. This VOIT was deleted in 2013, as it was deemed to have limited value and issues raised by third parties don't necessarily reflect the views of the majority of people. <p>Tammy went through VOIT 24 with Bruce. There are a number of mechanisms where "interested parties" could provide feedback to HWP regarding our environmental performance and are continue to be appropriately addressed. This included:</p>

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		<p>1. FRAG - In 2013, there were eight FRAG meetings. Topics discussed during the FRAG meetings held in 2013 included: HWP Business Updates, a field trip to view the new sawmill upgrades, Coalspur Mine Vista Project, Standing Plans for 2013, Riparian Management Science, HWP’s Riparian Management Strategy, HWP Riparian Monitoring and Measuring Program, HWP Detailed Forest Management Plan, HWP General Development Plan (GDP) and Stand Tending Plan Summary Document, FRAG Member Survey, Obed Mine containment pond release and the Caribou Program at the Foothills Research Institute (FRI).</p> <p>2. Open Houses (in Edson and Hinton on March 27th and 28th) - in Edson and Hinton we had 7 and 19 people respectively attending the open houses. HWP received written or verbal comments from people regarding the following items or issues:</p> <ul style="list-style-type: none"> •The owner of trapline 2110 located to the east of the Medicine Lodge Road came to the open house. A HWP representative talked to her for about 20 minutes and was able to tell her that he didn’t believe HWP had any proposed logging on her trapline in this timber year. He took Wilma’s phone number and told him he would call her to confirm. He later called the trapline owner on March 28 and confirmed that HWP had no planned harvest areas in her trapline area in the 2013 timber year. •An Edson resident representing a group of independent logging contractors talked to HWP representative at the Edson Open House. He was interested in two thing: <ul style="list-style-type: none"> ➢ For HWP to support a carry-forward on the CTP volume that was not cut in the last five year period. He left us with a letter outlining his position. ➢ To become a member of FRAG. <p>He was sent a FRAG application form the following day via email.</p> <p>3. Our website – through email</p> <p>4. Direct communications</p> <p>5. Communication through our third party auditor (KPMG)</p> <p>6. Comment forms at our campgrounds - The Foothills Recreation Management Association (FRMA) currently manages 23 recreation sites (15 campgrounds and eight multi-purpose trails) under its recreation program and continues to use opportunities within the recreation program, such as recreation maps and interpretive trails to inform and educate the public on our forest stewardship and sustainable forest management practices. Communication tools, such as the Recreation Map, have information on sustainable forest management and contact information such as HWP’s website, e-mail address, telephone numbers, and mailing address. Annually, approximately 3000-5000 recreation maps, as well as additional trail maps, are given away. In 2013, FRMA had 8,799 paid camping parties use its campgrounds and received 49 written comments from these users.</p> <p>7. 1-800 number</p> <p>8. Public notification (i.e. newspaper ads) of the initiation of planning in a compartment</p> <p>9. GDP Summary Document</p> <ul style="list-style-type: none"> •Each year Hinton Wood Products produces and distributes a GDP Summary Document, in order to provide an overview of the Company’s annual planning in a less technical and detailed format. In 2013, HWP mailed out the “2013/2014GDP & Stand Tending Summary Document” to approximately 136 stakeholders consisting primarily of trappers, local and regional politicians, Aboriginal communities, contractors, media, energy companies, and FRAG members - a limited number were also produced for our open houses. •For the 2013 timber year, a new document titled “2014 DFMP Summary Document” was produced in the spring and released roughly concurrent with the General Development Plan (GDP) submission to
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		<p>Alberta and our open houses (March 27-28). In 2013, HWP mailed out the “2014 DFMP Summary Document” to approximately 136 stakeholders consisting primarily of trappers, local and regional politicians, Aboriginal communities, contractors, media, energy companies, and FRAG members - a limited number were also produced for our open houses.</p> <p>•Consultation on HWP’s GDP and 2014 DFMP was sought from the following Aboriginal communities in 2013:</p> <table border="1" data-bbox="926 358 1860 591"> <thead> <tr> <th>Aboriginal Group</th> <th>Mandatory or Voluntary Consultation</th> </tr> </thead> <tbody> <tr> <td>Alexis Nakota Sioux Nation</td> <td>Mandatory (i.e. required by government)</td> </tr> <tr> <td>Aseniwuche Winewak Nation</td> <td>Mandatory (i.e. required by government)</td> </tr> <tr> <td>Ermineskin Tribe</td> <td>Mandatory (i.e. required by government)</td> </tr> <tr> <td>O’Chiese First Nation</td> <td>Mandatory (i.e. required by government)</td> </tr> <tr> <td>Foothills Ojibway</td> <td>Voluntary (i.e. not required by government)</td> </tr> <tr> <td>Mountain Cree</td> <td>Voluntary (i.e. not required by government)</td> </tr> <tr> <td>Nakcowinewak Nation</td> <td>Voluntary (i.e. not required by government)</td> </tr> </tbody> </table> <p>Documentation of consultation efforts and meetings were recorded by the HWP’s Aboriginal Coordinator and filed in the Woodlands vault and/or filed digitally. Summaries of all consultation activities undertaken under the DFMP and GDP were submitted to AESRD when each plan is being submitted for approval.</p> <p>Public consultation opportunities and participation will be monitored on an ongoing basis and reported annually in the SFM Stewardship Report.</p>	Aboriginal Group	Mandatory or Voluntary Consultation	Alexis Nakota Sioux Nation	Mandatory (i.e. required by government)	Aseniwuche Winewak Nation	Mandatory (i.e. required by government)	Ermineskin Tribe	Mandatory (i.e. required by government)	O’Chiese First Nation	Mandatory (i.e. required by government)	Foothills Ojibway	Voluntary (i.e. not required by government)	Mountain Cree	Voluntary (i.e. not required by government)	Nakcowinewak Nation	Voluntary (i.e. not required by government)
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3 rd Party EMS Audit	<p>Is the audit action plan effective in addressing nonconformance? Have opportunities for improvement been adequately considered? <i>Procedure:</i> review audit action plan</p>	<p>KPMG conducted an external audit from July 15 to July 19, 2013. They audited against our ISO 140001, SFI and PEFC CoC Standards. In KPMG’s final report, there were two good practices recognized, one open minor non-conformity carried over from Sundance Forest Industries, one new minor non-conformance and five new opportunities for improvement identified from this audit. The audit action plan did effectively address the new minor non-conformance and the opportunities for improvement have been adequately considered to help improve our business practices.</p> <p>The divisional corrections required for the permanent camps were to:</p> <ol style="list-style-type: none"> 1. Ensure water quality tests are completed on a quarterly basis beginning in Q3: 2013. 2. Ensure compliance with WHMIS requirements. <p>The divisional correction action plans for the permanent camps were to:</p> <ol style="list-style-type: none"> 1. Investigate options and select a cost-effective septic management system for both permanent camps – on going 2. Implement selected septic systems – on going 3. Develop a Permanent Camp Inspection Form – complete <p>The divisional correction required for the temporary camps was to: Review and revise the Silviculture Inspection Form to include more specifically detailed list of items to review (i.e. secondary fuel containment) – complete</p> <p>At this time, the open non-conformance identified a non-functioning culvert on LOC688. This culvert was</p>																

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		<p>fully repaired in August 2013 and the five opportunities for improvement were reviewed and are being addressed appropriately.</p> <p>Action Item #6: At the next Stewardship Committee meeting, the 2013 KPMG audit report must be reviewed. The Committee must create an action plan to correct the OFI's listed on the report.</p>																		
<p>Internal EMS Audit</p>	<p>Is the audit action plan effective in addressing nonconformance? Have opportunities for improvement been adequately considered? <i>Procedure:</i> review audit action plan</p>	<p>There was no Corporate HWP internal audit conducted in 2013.</p> <p>Anytime there is a Corporate divisional internal audit, the results are shared on the Corporate EMS Coordinators quarterly conference call. Tammy then shares this information at the next HWP Stewardship Committee meeting. Sharing the audit results and action plans is effective. The details from the audit is compared to and measured against ways to improve our business practices.</p> <p>In the event there is not internal or external audit results to share, three Coordinators shares 2 to 3 incidents and 2 to 3 good practices on the EMS Coordinators quarterly conference call. After this conference call, Tammy then shares the incidents and good practices with our Stewardship Committee. Sharing the incident and good practice details is effective as it is all compared to and measured against ways to improve our business practices.</p>																		
<p>SFI Objective #1: Forest Management Planning</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #1 are being followed:</p> <ul style="list-style-type: none"> HWP was an active participant in the timber supply analysis recently completed for the FMA. This new AAC was approved as part of the 2010 FMP amendment – also called the Beetle Plan. HWP is now in the process of developing a new DFMP for the FMA with a September 2014 target date for submission. HWP maintains an extensive inventory growth & yield program, which is instrumental in determining timber supply. HWP has developed and maintained a MPB strategy over the past 5 years. In 2010, HWP developed and received ESRD approval for its Beetle Plan – technically an amendment to the FMP specifically developed to address the MPB. HWP continues to monitor and address MPB attack through harvest, and in cooperation with ESRD, who are primarily responsible for locating and treating small pockets of MPB <table border="1" data-bbox="953 971 1829 1149"> <thead> <tr> <th>Species</th> <th>Harvest Period</th> <th>Target Harvest Level (m3)</th> <th>Reported Harvest (m3)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Conifer</td> <td>May 1, 2012 - April 30, 2013</td> <td>1,766,576</td> <td>1,497,422</td> </tr> <tr> <td>May 1, 2008 - April 30, 2013</td> <td>8,369,728</td> <td>6,176,827</td> </tr> <tr> <td rowspan="2">Deciduous</td> <td>May 1, 2011 - April 30, 2012</td> <td>249,832</td> <td>162,257</td> </tr> <tr> <td>May 1, 2008 - April 30, 2013</td> <td>1,088,394</td> <td>701,962</td> </tr> </tbody> </table> <p>(primarily through cutting and burning).</p> <ul style="list-style-type: none"> Each year HWP compiles a Stewardship Report that reports on all aspects of HWP's Woodland Department. This report is vetted through FRAG, posted on HWP's website and provided to ESRD. HWP also annually examines the comparison of harvested timber volume versus the annual allowable cut. In the last timber year, the comparison is as follows and can also be found in VOIT 20 of the Stewardship Report: <p>As noted in the table above, annual allowable cuts have not been exceeded.</p>	Species	Harvest Period	Target Harvest Level (m3)	Reported Harvest (m3)	Conifer	May 1, 2012 - April 30, 2013	1,766,576	1,497,422	May 1, 2008 - April 30, 2013	8,369,728	6,176,827	Deciduous	May 1, 2011 - April 30, 2012	249,832	162,257	May 1, 2008 - April 30, 2013	1,088,394	701,962
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<p>SFI Objective #2: Forest Productivity</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #2 are being followed:</p> <ul style="list-style-type: none"> • HWP is committed to meeting all of its legislated reforestation requirements – this is monitored by ESRD through regular ARIS submissions by HWP silviculture staff. Minor issues are uncovered from time to time (and addressed), but overall HWP is meeting all of its reforestation obligations. No fines and no exceptions found at FOMP Government audits. • HWP has just finished its 10th year of using herbicides as a stand tending tool (herbicide use only started in 2005). HWP meets all applicable regulatory requirements, although there have been minor issues from time to time (no new excursions and one minor spill in 2013). • HWP is committed to the protection of forest and forest soils. We undertake numerous programs to address protection, including: reducing fire hazard by burning waste, ensuring fires are out through heat detection flying in the spring, maintaining a fire control plan with staff on call during fire season, a noxious weed program (VOIT #14), logging inspection (to ensure soil disturbance is minimized), spring training, Woodlands Handbook, etc. • HWP maintains a Tree Improvement Program in cooperative programs where gene archiving is a component; we also manage our private Presslee Seed Orchard. Seedlings from our Tree Improvement Program have started to be deployed on the FMA. We support programs that are testing for climate change tree adaptation and will incorporate that knowledge in our deployment strategy. • HWP does not plant or reforest in any way any exotic tree species or provenances (sources) and we do not plant GMO's.
<p>SFI Objective #3: Protection and Maintenance of Water Resources</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #3 are being followed:</p> <ul style="list-style-type: none"> • HWP addresses riparian and water quality management through adherence to its Operating Ground Rules. HWP is also developing its own Riparian Management Strategy. Until HWP's Riparian Management Strategy is approved, HWP follows current Operating Ground Rules or follow the draft Riparian Management Strategy with a variance request. We expect that the Riparian Management Strategy will be fully developed and implemented in conjunction with the next DFMP (2014) and associated revision of the Operating Ground Rules. • Staff must undergo OGR training as part of HWP's staff training requirements. OGR training includes understanding watercourse classification and the rules while operating around watercourses. Contractors receive annual training (which often includes training around operating near watercourses). Contractors are also provided copies of our Woodlands Handbook which have sections in them dealing with Best Management Practices for: forest operations, stream crossing, and road construction & road maintenance. <p>Action Item #7: Richard must review and update the OGR Staff Training as there have been changes and there are discrepancies with the current training and test.</p> <ul style="list-style-type: none"> • Purchase Wood information packages are provided to purchase wood sellers, which contain information around operating near water and critical wildlife habitat.
<p>SFI Objective #4: Conservation of Biological Diversity Including FECV</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #4 are being followed:</p> <ul style="list-style-type: none"> • There are no regulatory requirements for old growth retention or biodiversity. HWP manages for old growth, habitat protection, and biodiversity through a number of different planning mechanisms including our DFMP, Beetle Plan, and Final Harvest Plans. HWP has a natural disturbance program that involves

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	policies and procedures.	<p>managing for biodiversity (which includes old growth) at the landscape level, as well as the stand level (through required stand structure retention).</p> <ul style="list-style-type: none"> • Special Features SOP and Form (HWP 0054) • Uncommon plant communities (VOIT #2) • Forests that we have identified for other values, such as caribou, grizzly (government identified core and secondary area), mountain goat, swans, and riparian areas. • HWP considers wildlife values while planning both at the landscape level and at the stand level. HWP has a professional biologist on staff. • HWP has an updated species at risk guide, but does not specifically maintain a list of “Forests of Exception Conservation Value”; however, this general value is managed for in HWP’s FMP, Beetle Plan, and through other provincial initiatives (e.g. Regional caribou planning, grizzly bear planning, etc.). • Contractors and staff are provided species at risk training (contractors at spring training, while the staff is provided training from time to time).
SFI Objective #5: Management of Visual Quality and Recreational Benefits	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #5 are being followed:</p> <ul style="list-style-type: none"> • HWP contracted a company to complete a Visual Landscape and Recreation Feature Inventory of the FMA in 1997. This inventory was conducted using the British Columbia Ministry of Forests standards and provided a description of the main visual landscape, recreation features, recreation sites and significant viewing locations on the FMA. The inventory covered areas visible from provincial highways and major river corridors. The inventory was further stratified into five visual quality classes, which defined the broad management intent with respect to aesthetics. Since 1997, visual assessments have been initiated or completed on all compartments identified as having high visual sensitivity in the visual landscape inventory. There has been a VOIT developed to address visual quality (VOIT #31) and it is reported on annually in HWP’s Stewardship Report. • HWP manages for clear-cut size and green-up requirements to a level required by provincial legislation and policy. The average block size for HWP is 24.8 in 2013. • In 2013, HWP continued to manage an extensive Recreation Program that included 16 campgrounds and 8 trail systems. The Recreation Program changed in 2011 (to a partner run program), but HWP will still be the overall manager of the program.
SFI Objective #6: Protection of Special Sites	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #6 are being followed:</p> <ul style="list-style-type: none"> • HWP has developed a program (SOPs) to manage special sites. SOPs include: <ol style="list-style-type: none"> 1. <u>Special Features SOP and Form (HWP 0054)</u> 2. <u>Cultural & Historic Site SOP and Form (HWP 0056)</u> • HWP also has it own Special Places in the Forest Program, which catalogues and provides a management plan for sites of particular significance. • HWP has developed a VOIT around the identification and tracking of special site (VOIT #5) – progress on meeting this VOIT is reported on annually in HWP’s Stewardship Report.
SFI Objective #7: Efficient Use of Forest Resources	<p>Are the divisional aspects of SFMP policies and programs being followed?</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #7 are being followed:</p> <ul style="list-style-type: none"> • HWP conducts its harvesting operations in accordance with the applicable provincial legislation that governs utilization and waste. Logging inspections for every harvest block are conducted by HWP staff to

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	<i>Procedure:</i> Review the SFMP policies and procedures.	<p>ensure compliance.</p> <ul style="list-style-type: none"> HWP maintains a log quality program. From time to time, HWP has entertained offers to sell logging waste and it always looking for viable opportunities to utilize biomass. <p>Action Item #8: Richard to complete the 2013/2014 block inspection reports and provide to Tammy by April 30th.</p>
SFI Objective #8: Landowner Outreach	<p>Are the divisional aspects of SFMP policies and programs being followed?</p> <p><i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #8 are being followed:</p> <ul style="list-style-type: none"> HWP supplies information on the SFI program and sustainable forest practices to landowners (and energy companies) from whom the Company purchases wood. HWP has increased their business of buying purchase wood from private land owners – however most of the purchase wood remains from other industries working on the FMA (e.g. coal mining, energy, etc.).
SFI Objective #9: Use of Qualified Resource and Qualified Logging Professionals	<p>Are the divisional aspects of SFMP policies and programs being followed?</p> <p><i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #9 are being followed:</p> <ul style="list-style-type: none"> Purchase wood information packages are distributed to all purchase wood sources (ie. Oil and Gas salvage, mines, etc.) by the Land Use department in May of each year. Purchase wood information packages are provided to private land owners at the time the Purchase Wood Agreement is being signed.
SFI Objective #10: Adherence to Best Management Practices	<p>Are the divisional aspects of SFMP policies and programs being followed?</p> <p><i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #10 are being followed:</p> <ul style="list-style-type: none"> HWP has an SOP (HWP 0294) that sets out HWP’s wood procurement procedures, including the requirement to carry out a risk assessment on purchased wood, to conduct inspections where the risk necessitates it, and to evaluate purchase wood loggers for their qualification as a “qualified logging professional” (QLP). These risks assessments and inspections have been done in 2013 on an as required basis and are completed annually (logging year).
SFI Objective #14: Legal and Regulatory Compliance	<p>Are the divisional aspects of SFMP policies and programs being followed?</p> <p><i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #14 are being followed:</p> <ul style="list-style-type: none"> West Fraser maintains a subscription to a website that has current legislation and updates. A list of federal and provincial legislation and regulations, as well as other policy documents can be found through an internet delivered database called www.naturalresource.ca. No password or user name is required via the link on the WF Intranet woodlands site. Staff can go to WF online and chose the "SFI & EMS" link under the quick links menu. Once there, they will see a link on the right side of the page that says "Alberta: Natural.Re.Source". It can also be accessed simply by hitting this link - "Alberta: Natural.Re.Source". This link will bring you to their website where you have access to all provincial and federal legislation. Tammy receives email from this site when any legislative changes are made – she reviews these emails and then sends them to staff. HWP maintains an ISO 14001 certified EMS that requires monitoring of legislative compliance. Integral to this system is non-conformance records and corrective actions. West Fraser conducts internal EMS audits for all woodland divisions that require investigation into legislative compliance (next HWP internal audit is scheduled for September 2014). HWP conducts annual compliance audits on its logging contractor – results of these compliance audits are

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		<p>kept on the following directory – S:\Woods-Ops\private\Operations Department\OPERATIONS - CURRENT\Ops Audits - Internal\2013 Internal Audits. The document is titled “Internal Audits Summary Document.doc”.</p> <ul style="list-style-type: none"> Tammy noted that these compliance audits will also be completed on our road maintenance contractors. They were not completed for the 2012/2013 year. <p>NOTE: 5 of 9 contractor compliance audits have been completed to date for the 2013/2014 logging year - Eliuk (Nov 7, 2013), Moore’s Logging, (Nov 14, 2013), Zell (Nov 15, 2013), Echo (Dec 20, 2013) and Leniam (Dec 18, 2013). Westbound Logging will not be completed for the 2013/2014 logging year as they completed operations earlier than anticipated.</p> <p>Action Item #9: Richard to provide the remaining three compliance audits to Tammy by April 30th; Promise, Cher-Noble and Radley.</p> <ul style="list-style-type: none"> West Fraser maintains a monthly environmental reporting system for all woodland divisions – HWP reports into this corporate system monthly. Purchase wood compliance with legal requirements and sustainable forest management practices is monitored through the procurement wood risk assessment program. HWP maintains an occupational health and safety program – through a PIR audit (jointly with the Sawmill). Contractors are also asked to certify to a recognized safety program (i.e. PIR or SECoR audit); all of HWP’s prime contractors are now PIR or SECoR certified.
<p>SFI Objective #15: Forestry Research, Science and Technology</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Not all aspects of the SFMP policies and programs related to SFI Objective #15 are being followed – we do not currently have a divisional research plan; this was also a finding from our 2011 internal audit.</p> <p>With respect to research, HWP does have the following:</p> <ul style="list-style-type: none"> HWP maintains an ongoing research program to support our sustainable forest management practices. Results from this program are used to guide operational plans. HWP is a funding member of the Foothills Research Institute, whose mandate is to conduct research sustainable forest management related topics, such as stream crossing, growth & yield, water, natural disturbance, and grizzly bear. HWP does not engage in research on genetically engineered trees.
<p>SFI Objective #16: Training and Education</p>	<p>Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.</p>	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #16 are being followed: In order to meeting this objective, HWP does the following:</p> <ul style="list-style-type: none"> Ensures that contractors and company staff have adequate training with respect to sustainable forest management practices. This training is tracked and regularly updated in an excel database. It is also reported annually in our Stewardship Report (VOIT #40) Employs only qualified logging professionals for the harvest of timber on Company managed lands. Promotes professionalism training of wood producers in accordance with the WCSIC Training Policy. Provides regular species at risk awareness training for Company staff and contractors. Provides purchase wood information packages to private landowners and to energy sector companies that harvest wood from various dispositions on the FMA.

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		HWP puts on spring training each year that addresses most of the basic training requirements for loggers working under a SFI program. The one area that we don't provide training is for safety and WCB laws and regulations; however, we do require our loggers to be either SECoR or PIR certified, so we are covered there.
SFI Objective #17: Community Involvement in the Practice of Sustainable Forestry	Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #17 are being followed:</p> <ul style="list-style-type: none"> • When purchasing logs, HWP will provide all companies or private landowners that supply logs to the HWP with a copy of the West Fraser's Purchase Wood Information Package. • HWP maintains detailed public outreach records, including: <ol style="list-style-type: none"> 1. Forest Resource Advisory Group (FRAG) Minutes 2. Annual Open Houses – attendance records and comments/concerns are documented and tracked. 3. All public/HWP correspondence (e.g. emails, letters, faxes, etc.) is tracked digitally. The file is located in the following directory - S:\Woods-Planning\private\final_docs\FMA_planning\Public Participation and titled "<u>Public Consultation Opportunity, Participation, and Documentation.doc</u>" 4. HWP develops a GDP summary document annually and provides it to a list of stakeholders including all trappers, FRAG members, local politicians, and local ENGOS. 5. All comments resulting from HWP's recreation program and recorded and acted upon where required. 6. HWP participates in public tours, speaking opportunities, and various other methods used to broaden the practice of sustainable forestry by encouraging the public and forestry community to participate. Records of such activities are tracked in an excel spreadsheet on the S drive. Examples from 2013 include: <ul style="list-style-type: none"> ➤ HWP hosted a Sawmill tour with FRAG
SFI Objective #18: Public Land Management Responsibilities	Are the divisional aspects of SFMP policies and programs being followed? <i>Procedure:</i> Review the SFMP policies and procedures.	<p>Yes - divisional aspects of SFMP policies and programs related to SFI Objective #18 are being followed:</p> <ul style="list-style-type: none"> • HWP has an Aboriginal consultation program that meets all government policy and legislation. All communications between HWP and Aboriginal communities is documented on the following directory - S:\Woods-Planning\private\final_docs\FMA_planning\Aboriginal Consultation. Documentation is kept for four types of Aboriginal/HWP interactions – COP, GDP/AOP, DFMP/SFMP, ASRD Discussion/Correspondence, and Aboriginal Relationship Building. • HWP has a public/stakeholder referral program that includes: <ol style="list-style-type: none"> 1. FRAG 2. Open Houses 3. Our Website 4. Comment forms at our campgrounds 5. 1-800 number 6. Public notification (i.e. newspaper ads) of the initiation of planning in a compartment 7. GDP Summary Document – sent directly to over 150 different stakeholders annually 8. Trappers, being notified 10 days before operations starts
Divisional Chemical Use (SFI Objective 2)	If forest chemicals are used by the division is the level of use appropriate? Are there any opportunities to reduce the	<p>Yes - divisional aspects of SFMP policies and programs related to SFI this Chemical Use Objective are being followed:</p> <ul style="list-style-type: none"> • HWP is still operating under the principles of our Integrated Vegetation Management plan. We continue to do a quantitative assessment of competition and its effect on the crop trees before prescribing a herbicide or manual tending treatment.

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	chemical usage? <i>Procedure:</i> Review forest chemical application records.	<ul style="list-style-type: none"> The division continues to be more sophisticated in the management of the mixed wood component of the harvest early in the regenerated stand development necessitating less tending overall. The use of glyphosate, for basic reforestation purposes, is generally decreasing on the Hinton FMA.
Species at Risk Program (SFI Objectives 4)	Is the species at risk program effective? Is the divisional species at risk guide adequate and up to date? <i>Procedure:</i> Review the division species at risk guide, non-conformance records related to species at risk, and purchase wood inspections.	<p>Yes, the species at risk program is effective. The Species at Risk guide is adequate and last updated in 2013. HWP addresses species at risk in a number of different mechanisms, including:</p> <ul style="list-style-type: none"> There is a VOIT (#25) called “Species Conservation Strategies” and has a target of completing species conservation strategies for all species at risk (SARA and Alberta designations) within 6 months of designation and update strategies at least every 2 years and reporting on the results of the strategies annually. This VOIT was not met in 2013, but Rick has scheduled it to be completed for the DFMP by the end of September 2014. HWP keeps a Species at Risk guide updated, which is sent out with HWP’s purchase wood information packages. Training is provided regularly to staff and annually during Spring Training to contractors. We have placed a deferral on harvesting in the only area on the FMA that has caribou. We have a trumpeter swan special management area (with special guidelines for operating in these zones). HWP participates (and founded) the Foothills Landscape Management Forum (formerly the Caribou Landscape Management Association), which is a multi-stakeholder partnership dedicated to promoting coordinated caribou conservation and industrial development in the ranges of west central caribou herds, which include the Little Smoky and A la Peche caribou herds that overlap the Hinton FMA. The Athabasca rainbow trout is the only native rainbow trout population in late 2010, the ESCC recommended that Athabasca rainbow trout be designated as Threatened. HWP is participating on the Recovery Team, which is developing the Athabasca rainbow trout Recovery Plan. (*send to Rick for review)
Purchase Wood Program (SFI Objectives 4)	Is the purchase wood program effective in promoting best management practices? Are best management practices being followed? <i>Procedure:</i> Review purchase wood inspections.	<p>The purchase wood program is only marginally effective at promoting best management practices – this is for the following reasons:</p> <ul style="list-style-type: none"> Most of the trees HWP purchases are from energy company leases (e.g. well sites, pipelines, powerlines, roads, etc.) – these sites are normally converted to a non-forest use, and when returned to the FMA are only seeded to grass. Recent changes to Provincial reclamation guidelines require energy companies to establish an ecosystem similar to what was there before clearing, so we may see a gradual change for grass reclamation to tree reclamation; however, energy companies generally hold onto to leases for long periods of time.
SFMP Programs	Are the SFMP programs for Objectives #1 through #18 comprehensive in capturing divisional activities that fall within the scope of SFI? <i>Procedure:</i> Compare divisional activities to the SFMP programs.	<p>Yes West Fraser’s SFI and EMS programs that related to Objectives #1 through #18 comprehensive are effective in capturing divisional activities that fall within the scope of SFI.</p> <ul style="list-style-type: none"> Both Tammy and Bruce reviewed each of the 18 SFI objectives showing how HWP’s programs and procedures addressed each objective.

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<p>SFMP Indicators</p>	<p>Are the SFMP indicators adequate to monitor divisional conformance with the divisional aspects of SFMP policies and programs for Objectives #1 through #18? <i>Procedure:</i> Review the SFMP indicators and the most recent annual stewardship report summary.</p>	<p>The indicators found in West Fraser’s SFM Plan are partially adequate in monitoring divisional conformance with the Objectives #1 through #18; however, HWP has a number of other policies and programs specific to the division, that when taken with the corporate policies and programs, more than adequately address all of the SFI objectives. Examples of additional policies and programs include:</p> <ol style="list-style-type: none"> 1. Edson Operating Ground Rules and the Hinton Operating Ground Rules 2. HWP SFM Plan and Stewardship Report 3. Communication Program (includes FRAG and various initiatives) 4. Waste Management Program (and initiatives) 5. Recreation Program 6. Aboriginal Involvement Program 7. Stewardship Program 8. Health & Safety Program 9. Scale Management Program 10. Stream Crossing Program 11. HWP EMS
<p>Management Review</p>	<p>Have all action plans resulting from the last management review been addressed? Are the recommendations and action plans resulting from the last divisional management review effective? <i>Procedure:</i> review the last divisional management review records and action plans.</p>	<p>In the 2012 Management Review, previous action items were not discussed and new action items had not been listed, resulting in a reported OFI in our 2013 external KPMG audit. The action items from the 2011 management review were as follows:</p> <ul style="list-style-type: none"> • Action Item #1 – Concerns of relevant interested parties – Dan asked Aaron to follow up with Gerard around what happened with the herbicide spraying in Athabasca 4. Follow-up: Aaron did this – There was no spraying due to the weather. Gerard wrote the Black Cat Ranch a letter (dated April 14, 2011) about proposed spraying in 2011. There were to be two blocks sprayed (aerial). HWP was to notify the Black Cat Ranch before this spraying took place. There was a later follow-up meeting in the office and in August only one block was sprayed and the Black Cat was notified before this block was sprayed. 2013 Follow-up: <i>Tammy confirmed with Diane we had not sprayed in these blocks. We may schedule it in the future, but not at this time. There are too many restrictions. This action item is closed.</i> • Action Item #2 – SFI Objective #8: Landowner Outreach – Dan asked Aaron to contact Stephen Vinnedge to see what he thought about the frequency in which wood procurement information packages should be sent out to the energy companies that we purchase wood from. Follow-up: Aaron talked to Stephen on April 15th – Stephen thought that we should be sending out our information pages on a more regular basis – at a minimum at least anytime there was a change (e.g. when our Species at Risk guide changes). Aaron met with Lynn to discuss. Lynn, Tracy, and Aaron will meet to clarify the regularity in which these information packages should be sent out. 2013 Follow-up: <i>The Land Use Dept. sends out the wood procurement packages (including Species at Risk) May of every year. This action item is closed.</i> • Action Item #3 – SFI Objective #10: Adherence to Best Management Practices – Aaron explained to Dan, that since Larry left to work in planning, there was no process currently in place for these assessments and inspections to be done. Aaron also noted that the requirement to evaluate whether a purchase wood logger is a “qualified logging professional” (QLP) is relatively new and has been carried out to date by Operations (Bruce), but not Landuse. Dan asked Aaron to talk to Lynn about this to ensure that these inspections and

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		<p>assessments continue to take place. Follow-up: Aaron subsequently talked with Lynn and noted that Lynn will now be doing these inspections and QLP assessments (Note – in a follow up phone call with Stephen Vinnedge, Stephen made it clear that all purchased wood did not have to come from a QLP). (Note – now that Lynn is no longer in LandUse, this issue needs to be discussed again).</p> <p>2013 Update: Since 2011, there have been many staff changes. The purchase wood program is currently being managed by the Operations Dept. (Larry Stordock) with the administrative assistance from the Land Use Dept. The inspections and assessments are also being completed by both the Operations and Land Use Dept. This action item is closed.</p> <ul style="list-style-type: none"> <p>Action Item #4 – SFI Objective #16: Aaron and Bruce will jointly develop a matrix for each of HWP’s prime logging contractors to document their compliance with the Western Canadian SFI Implementation Committee (WCSIC) Training Policy. This will be completed before the end of break-up. Follow-up: This was done. 2013 Update: This action item is closed.</p> <p>Action Item #5 – SFI Objective #18: Public Land Management Responsibilities: Aaron would follow up with Richard Briand, with respect to the final solution agreed upon for the 10-day notification of trappers. Follow-up: Aaron did this – Richard noted that the Operation Supervisors would be notifying the trappers by phone and would record this notification in their diaries. Aaron thought it would be better to centrally document this notification, so that we could see it was being done. Aaron told Richard he would talk to Bruce about this. Dan agreed with Aaron (regarding a central documentation of this notification) and asked that Aaron work this out with Bruce. Bruce implemented a system to track trapper notification. 2013 Update: All documents and communication is tracked in the centralized trapper files (in the basement) and are managed by the Land Use Dept. This action item is closed.</p> <p>Action Item #6 – Divisional Chemical Use: Dan asked that Diane develop a strategic plan and work through the cost benefits of post liability tending (performance) before allocating resources and implementation. Diane said that she had talked with Richard previously about this and that she would follow-up with him to develop such a strategy that includes what the thresholds for intervention will be and anticipated benefits associated with such treatments. Diane hopes to finalize a plan in time to implement operational treatment and response monitoring this fall. Follow-up: On May 7, 2012, Diane said that she had started on this, but it was not complete. 2013 Follow-up: Tammy confirmed with Diane, prescription was completed by Tim and Jodi in 2013, however due to the lack of resources, they cannot continue with this action item. This action item is closed.</p> <p>Action Item #7 – Species at Risk Program: Aaron will talk to Bruce and ensure that Species at Risk training is included in this year’s contractor spring training program. Follow-up: This was done in spring training 2011. 2013 Update: Species at Risk is included in the contractor spring training program held every year. This action item is closed.</p> 		
Chain of Custody	Are current forest management (SFI/CSA) or chain of custody	<p>The following certificates (related to Alberta) are posted on the EMS intranet site (EMS Certificates):</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Fibre Supplier Chain of Custody</td> <td style="text-align: center;">Other Certificate Holders</td> </tr> </table>	Fibre Supplier Chain of Custody	Other Certificate Holders
Fibre Supplier Chain of Custody	Other Certificate Holders			

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	certificates for certified purchase wood sources on file. <i>Procedure:</i> Review files and the certificates posted on the EMS intranet site.	<ul style="list-style-type: none"> • Weyerhaeuser Canada PEFC CoC • Weyerhaeuser Canada SFI CoC • Millar Western FSC CoC/Controlled Wood <p style="text-align: center;">West Fraser Certificates</p> <ul style="list-style-type: none"> • ISO 14001 • FSC CoC & Controlled Wood • PEFC Chain of Custody • Sustainable Forestry Initiative (SFI) • Edson PEFC CoC • Edson Sustainable Forestry Initiative (SFI)
Chain of Custody	Is the divisional Chain of Custody effective? Has the division over allocated credits?	Tammy noted that intranet PowerPoint presentation training from corporate around CoC certification was revised in November 2012. It was noted that it can be difficult to learn anything without someone who understands CoC actually giving the presentation. Corporate Stewardship Forester has started conducting on-site training when possible or requested.

The 2013 Management Review action items are:

Action Item #1: Tammy will schedule a Stewardship Committee meeting to review the top 12 significant risks and the control methods once complete.

Action Item #2: The Stewardship Committee must determine how often the significant aspects are reviewed. Historically it's been annually. Do we want to continue reviewing them annually or less often? Bruce recommends they are reviewed every 2 years, but Tammy will see how often other Divisions are reviewing theirs.

Action Item #3: Tammy must update the EMS Staff Training to reference the new EMS Corporate site; links, document references, etc.

Action Item #4: December 30, 2013 Tammy has asked Pat and Diane to provide the signed contractor inspection reports from 2 silviculture incidents; Incident #0813-0143 HWP - Jug of Vision Max left on block overnight and Incident #0813-0144 HWP - A bear punctured a number of water jugs and one mix jug.

Action Item #5: Richard to provide all required contractor emergency drills to Tammy by April 30th.

Action Item #6: At the next Stewardship Committee meeting, the 2013 KPMG audit report must be reviewed. The Committee must create an action plan to correct the OFI's listed on the report.

Action Item #7: Richard must review and update the OGR Staff Training as there have been changes and there are discrepancies with the current training and test.

Action Item #8: Richard to complete the 2013/2014 block inspection reports and provide to Tammy by April 30th.

Action Item #9: Richard to provide the remaining three compliance audits to Tammy by April 30th; Promise, Cher-Noble and Radley.

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