

**VANCOUVER ISLAND NORTH WOODLANDS ADVISORY GROUP
(VINWAG)**

***Western Forest Products Inc.*
Community Advisory Group
Minutes of Meeting Held February 22, 2018**

Attendance:

Jon Flintoft, NIFO, WFP	Dave Trebett, Tourism & Recreation
Fred Robertson, Education	Gaby Wickstrom, Pt. McNeill Chamber of Commerce
Katherine Dolmage, Aquaculture	Patrick Donaghy, Local Government Alternate
Kevin Laird, WFP	John Tidbury, District of Port Hardy
Steve Lacasse, Environment	Gunnar Wigard, Small Contractors

Presenters: Roger Briscoe, Operations Manager, WFP, Will Sloan, Certification Coordinator, WFP, Jane Cameron, Stillwater CAG Chair and Member CSA Technical Advisory Committee,

Regrets: Clint Cadwallader, Regional Manager, NIFO, WFP, Dale Dorward, Small Business, Ione Brown, NICFLP, Elizabeth Aman-Hume, Business, Pt. Hardy, Ray Harper, Labour, Kindry Mercer, WFP, Tom Doak-Dunelly, General Public, Natasha Dickenson, proposed karst sector representative

Advisors: Paul Barolet, MOFLNRO

Observers: Vince Case, Candidate for Suppliers Representative, Stu Ellis, NWAC Member (for the road safety plan update)

Chairperson and Facilitator: Annemarie Koch

Minutes taken by: Jon Flintoft and Annemarie Koch

1.0 SAFETY AND INTRODUCTIONS

Annemarie welcomed everyone to the meeting, stressed the importance of safety throughout WFP's operations, and reviewed the procedures to follow in the event of an emergency. Annemarie reviewed the objectives of the meeting, namely to hear presentations from Roger Briscoe and Jon Flintoft on a road safety plan update and the Nimpkish Valley train, review the minutes and action items from the November 9, 2017 meeting, engage in a discussion regarding ways to improve information sharing and input, take a brief preliminary look at the 2017 annual report, review the results and recommendations from the 2017 participant satisfaction survey, review and confirm the 2018 meeting schedule and set the date of the next meeting.

Annemarie noted that Kindry Mercer had extended her regrets for having a last-minute conflict and not being able to attend the meeting. Annemarie added that Kindry had invited anyone with further questions about the train and associated engagement updates to contact her at kmercerc@westernforest.com or call her at 250.228.9457.

She welcomed Vince Case as the candidate to replace Jeff Houle as the representative for the suppliers' sector. Katherine Dolmage noted that she would be representing the aquaculture sector until a replacement could be found for Leith Paganoni.

Annemarie invited everyone to introduce themselves for the benefit of the presenters.

2.0 ROAD SAFETY PLAN UPDATE AND PRESENTATION HONOURING THE NIMPKISH VALLEY TRAIN: ROGER BRISCOE, WFP, JON FLINTOFT, WFP

Roger started with an update on the road safety plan. He noted that the plan would be comprehensive and designed specifically for the North Island. Roger explained that the plan would apply to all WFP and contract hauling crews and be consistent for all North Island operations. He noted that company policy would complement and enhance existing safety legislation and regulations, and that the plan would be developed and supported by a leading third-party industry safety expert.

Roger reviewed the current road safety regulations and policies. He noted that in addition to the current regulations and policies, there are WFP standards and policies, including driving safety protocols, driver training and education, truck maintenance and performance monitoring.

Roger reviewed the scope of the third-party safety assessment, including highway crossings and junctions throughout NIFO's operations.

Roger reviewed some of the new activities associated with the road safety plan, including possible expansion of pullouts, highway entry load check inspection protocols, new driver training to the B.C. Forest Safety Council standard, driver mentor training certification through the B.C. Forest Safety Council, and third-party assessment of all current log truck drivers. He noted that each of these activities is associated with a timeline, e.g. B.C. Forest Safety Council vehicle identification system for all company and contractor highway log trucks by June 2018.

Roger reviewed the potential programs and technologies associated with the initiative, including fleet GPS, dash cameras and the development of a fatigue management system.

Roger reviewed the areas of focus, including the Highway 19 junction to Port Alice and the Highway 19 Woss to Beaver Cove junction. He noted that the priority crossings included the Kilpala crossing, burl intersection at West Main/Highway 19, and the Beaver Cove Road intersection with Highway 19. There was a discussion of areas that members of VINWAG felt were of concern. Members expressed a concern that safety initiatives be in place before tourist season starts up and the volume of cars and visitors unfamiliar with logging truck traffic in the area increases. There was a discussion of how this timeline might be met.

Roger reviewed the new driver training and education program, including formalized driver safety protocols and B.C. Forest Safety Council competencies. He noted there are currently 14 people going through the program, including 9 from Englewood and 1 from NIFO.

Roger reviewed the means of performance monitoring and vehicle identification, and the number to call to report transgressions: 1-877-741-1060, at the B.C. Forest Safety Council. He noted that this contact information would be shared through various means, possibly including signage installed along the highways.

There was some discussion of whether LeMare Lake Logging could be covered under WFP's road safety program. Roger replied that they would be covered when they are working for WFP.

Roger reviewed next steps, including continuing to work with the Ministry of Transportation and Infrastructure, communicating with PAG's, Regional District, First Nations and employees, and creating programs for continual monitoring and technology improvement to ensure safety for all residents.

There was a discussion of whether other companies might be undertaking similar initiatives on road safety. It was noted that WFP would be focussing on its own obligations at this time.

It was suggested that other businesses using highway trucks be approached to develop safety plans.

Annemarie thanked Roger for his presentation.

Annemarie noted that Tom Doak-Dunelly had expressed his regrets that he was unable to attend the meeting, but asked that the following points, with respect to implementing the road safety-related changes associated with increased use of on-highway trucks by WFP be shared:

1) My observation is the road signage on Highway 19 is inadequate as it pertains to the junction with Keogh (West) Main and the Southbound loaded highway trucks which are now turning off highway to head towards the sort. By the time tourist season rolls around and the visitors natural propensity not to drop speed from 100km to 80km heading Northbound, I see every likelihood of people being surprised with an on-coming truck then turning across their path.

While the junction has been long used by the "fat" trucks to cross the road my observation is their size and scale tends to cause people to naturally slow and respect them; not so the highway trucks.

On two occasions I have been heading Northbound and while the WFP operator had been turning well in the clear across my path at the reduced speed, the surprise each time was the 2nd vehicle tucked right in close to the rear who then sought to follow truck. You couldn't see this vehicle due to the profile of the logs and braking was definitely required to avoid the idiots.

This intersection really warrants a formal evaluation by trained Traffic / Intersection analysts in concert with the Transportation Ministry to mitigate I contend is a high-risk situation for accidents involving the general public.

2) On the Beaver Cove front, I expect many from local government will be expressing their views on the impacts on the Telegraph Cove road pavement and I'll defer to them for that general concern on fitness for purpose of the road and the loads.

Two specific concerns I wish to raise is starting at the T-Junction where the inbound loaded trucks coming off the gravel meets the pavement traffic, the crossing of the river on the one lane bridge, passing beside the Kokish Powerhouse, and the ensuing road / rail junction where the highway trucks are now turning before the tracks.

The T-Junction and the Road / Rail Junction turn-off have either (1) an absence of clear signage to provide for full warning for tourist traffic of the loads they will encounter and / or (2) a veritable "Dogs breakfast" of legacy signage which does not clearly define the path for tourist traffic to transit and clearly note the turn point for WFP trucks to exit/ enter from either direction. The No Trespassing signage on the rail line serves to potentially confuse people as to whether they can pass or how. Are those stop signs still active? Should new Stop Signs and turn lane demarcation be added for the turn path into Beaver Cove? Should further work be undertaken for the licensee of the rock / gravel pit across the tracks to provide effective barriers to keep their material off the road.

This intersection really warrants a formal evaluation by trained Traffic / Intersection analysts in concert with the Transportation Ministry and other licensees to mitigate I contend is a high-risk situation for accidents involving the general public.

Annemarie invited Jon to make his presentation honouring the Englewood train.

Jon noted that the objective of the process was to work with the North Island community to determine how best to honour the Englewood train's history. He pointed to a number of considerations, including First Nations interests, community interests, regulatory and liability considerations, a possible permanent and fixed location for recognition of the train's history, and WFP's need to maintain certain rights of way for ongoing operations.

Jon pointed to some ways of recognizing the train's history, including locating physical infrastructure with interpretive content, at the Woss Heritage Park for example. He referenced possible use of part of the railway bed to be part of a bike and pedestrian path, or other recreational access, but stressed WFP would need to maintain access required to maintain operations and safety.

He reviewed some next steps including continued engagement with First Nations and PAG's through February and March, direct engagement with WFP employees in March, and ongoing conversations with local government followed by an open house.

It was stressed that the process be respectful of the tragedy that occurred on the railway last April.

Jon provided a quick update on the VIU Forest Fundamentals Program. He identified the society that oversees the training program and noted the program provides fundamental skills required to work safely and productively in the woods. He noted recruitment is taking place now, and the project starts April 16th and ends July 6th, and will be followed by assessment and the hiring process.

There was a discussion of whether the program had been adequately advertised. It was noted that it had taken some time to get the program up and running, so promotion of the program was a little late.

3.0 REVIEW OF LAST MEETING MINUTES AND ACTION ITEMS

Annemarie asked if there were any comments on the minutes of the November 9th meeting and reviewed action items requiring updates or immediate attention with members, and the results of the discussion are summarized in the table below, along with the addition or modification of five action items developed during the course of this meeting. For the benefit of new or recent members, Annemarie noted that she would be assuming all members had read their minutes and would not be taking additional time to go through them at the meeting, other than to deal with questions, changes and action items. Action items that were completed were dropped from the list and revised action items were retained as modified.

Annemarie noted that action items 216, 229, 230, 239 and 240 had been completed. She noted that action items 236, 237 and 238, regarding an update on the road safety plan, determining whether the intent of the new Indicator 3.2.2 is to provide direct measures of water quality and quantity in the DFA, and integrating the proposed new Indicators 3.2.2 and 5.1.2 into the SFMP would be dealt with during the meeting.

ACTION ITEMS					
#	Item	Responsibility	Initiation Date	Target Date	Completion Date
140	Follow up on engaging youth in SFMP	Fred Robertson/Jon Flintoft/ Kindry Mercer/A. Koch	June 27, 2013	Ongoing	
191	Follow up on recommendations 4-5 of the 2015 participant satisfaction survey in mutual consultation	Members of VINWAG and WFP	February 25, 2016	Ongoing	
196	Consider ways to enhance communication of what VINWAG does to the public, integrate with WFP's communications strategy	Annemarie Koch	April 28, 2016	Ongoing	
208	Provide for brief presentation on and Q&A on harvesting plans at each meeting	Jon Flintoft/ Annemarie Koch	September 8, 2016	Ongoing	
210	Update VINWAG on procedural efforts to address a UBCM resolution to ban all future harvesting of old growth on Vancouver Island	Fred Robertson, Shirley Ackland, John Tidbury	June 22, 2017	Ongoing	

213	Implement recommendations in 2016 participant satisfaction survey report	Annemarie Koch/Jon Flintoft/VINWAG Members	February 23, 2017	Ongoing in 2017	
237	Talk to the writers of the new CSA Z809-16 standard to determine whether the intent of the new Indicator 3.2.2 is to provide direct measures of water quality and quantity in the DFA	Jon Flintoft/Will Sloan	November 9, 2017	February 22, 2018	Ongoing discussion with development of the SFMP
238	Integrate the proposed new Indicators 3.2.2 and 5.1.2 into the SFMP	Jon Flintoft	November 9, 2017	April 26, 2018	
241	Circulate Section 5 of the CSA standard to members	Annemarie Koch	February 22, 2018	February 23, 2018	
242	Consider having Will make a presentation at the joint PAG meeting on CSA compared to SFI	Annemarie/Jon/PAG Members	February 22, 2018	September 2018	
243	Implement recommendations in 2017 report on participant satisfaction survey	Annemarie/Jon/VINWAG Members	February 22, 2018	Ongoing	
244	Consider having a PAG presence at the forestry booth at the fall fair and AVICC	Jon Flintoft/VINWAG Members	February 22, 2018	Sometime in 2018	
245	Circulate confirmed 2018 meeting schedule with meeting minutes and post on website	Annemarie Koch	February 22, 2018	March 15, 2018	

Annemarie invited Jane to make some comments on action item 237. Jane noted that the specifics for new indicator 3.2.2 were being left to each group to determine. Jane noted that, for the most part, direct measurement of these values was not feasible because there are so many watercourses located on DFA's. She noted that there has been research on various streams in DFA's and that research could be brought forward, in relation to water management strategies. She noted that the targets were more about mitigation and water management, post-harvest, for example. She noted it was a good idea to have maps of surface water, to plan avoidance and mitigation strategies.

Jane noted that a possible approach could be to identify problem areas and set targets that mitigate damage to water courses in these areas. Steve asked how to measure damage if there were no direct measurement of the values. There was a discussion of how mitigation could be done if there was no follow-up measurement. It was agreed that this discussion should continue and that further efforts should be made to develop appropriate targets for this Indicator.

Further to action item 233, Jon noted that the field trip is planned for September 14th and that every effort would be made to increase participation this year. He suggested that tethered falling might be on the itinerary for this year's field trip, along with a fall tree-planting tour. He noted that the boat tour had been popular. Patrick suggested taking a look at highway truck hauling. It was suggested that the tour include a look at new grapple yarding machinery and that this might be tied into a review of the highway hauling.

Jon noted that Michelle had moved on to another job and thanked her for her work on behalf of VINWAG. He noted that he had attended a facilitator training course near the end of November and that the training had been very valuable.

Annemarie added that, unless members of VINWAG wished to discuss any of these ongoing items, and unless there were any comments or changes, she would ask members to adopt the minutes of the previous meeting. Members agreed to adopt the minutes as circulated.

The minutes were accepted as circulated.

4.0 OPEN DISCUSSION REGARDING WAYS TO IMPROVE INFORMATION SHARING AND INPUT: JANE CAMERON, STILLWATER CAG AND CSA TECHNICAL COMMITTEE MEMBER, WILL SLOAN, CSA CERTIFICATION COORDINATOR, WFP AND VINWAG MEMBERS

Members of VINWAG listened to brief presentations from Jane Cameron and Will Sloan and then engaged in an open discussion regarding ways to improve information sharing and input. Annemarie asked members if, in the interests of allowing free and open discussion, members would agree to her including only key points in the minutes, without reference to the source of the information.

Will noted that he was in attendance to answer questions and he noted he was participating to help encourage an open forum and take input from PAG members. Jane reviewed how the discussion of PAG's took place during the CSA Technical Committee on Sustainable Forest Management review. She pointed to how the group was trying to make the role of the PAG clearer. She then reviewed the guidance given through the standard for the public advisory process. She noted that the guidance is an index to the standard and not formally part of it. She noted that, while helpful, the guidance is not mandatory. She noted that the guidance is intended to help WFP and the PAG's understand the standard and she recommended members look at the guidance associated with the standard.

Jane stressed the importance of the PAG's, noting they have a legitimate role and a responsibility to take part in the management plan. Jane noted that the guidance outlines the following roles for the PAG: identify the VOIT's for the particular DFA; develop, assess and select one or more strategies for achieving targets; review the SFMP; evaluate results of monitoring programs and discuss improvement, and; discuss any issue relative to SFM in the DFA.

Jane reviewed the reference in the guidance to the company ensuring that all input is considered and responded to. She noted that WFP has an obligation to heed input by accepting and revising accordingly or responding with specific reasons why it hasn't responded to input. She noted that PAG members can ask for reasons in writing for not responding to input. She noted that, in the case of a serious disagreement, a note can be put in the SFMP.

Jane pointed to a time when the Stillwater group did ask for a note in the SFMP, over use of pesticides.

Jane reviewed some of the limitations of the PAG's and noted that it is ultimately the responsibility of the company to meet the standard and obey any laws and regulations associated with the SFMP.

Jane noted the PAG is in a position to work with the company to ensure the best sustainable management is undertaken. She noted this was a privilege and a responsibility. She suggested that members read Section 5 of the standard. It was agreed that a copy of Section 5 of the standard should be distributed to members.

Will noted that the CSA standard is the only one with an active public advisory process. He noted the public advisory process was unique and this is one of the reasons that WFP is keeping this form of certification.

It was noted that Will is now also on the CSA Technical Committee. It was agreed to consider asking Will to make a presentation at the joint PAG meeting in October on the difference between CSA and SFI certification.

It was agreed to include the following key points from the discussion in the minutes:

- Support for industry goes both ways – communities have supported WFP over the years and there is an expectation that WFP will consult with and support communities;
- Acknowledgement by WFP that more and better communication with the public advisory group is needed and there is a commitment to this but, as a publicly traded company, there are certain matters that cannot be communicated ahead of time;
- How do we navigate what we can provide input on and what we can't, when we are dealing with a publicly traded company? WFP appreciates the input that is received from all PAG's and is committed to keeping the PAG's. PAG's provide insights into community values. Company may not always do what everyone wants, but power of PAG's is that feedback can be given to the company and help it manage around and through the decisions that are made;
- Concern that PAG is becoming a defence mechanism or spokesperson for the company and not advising the company. Company responds to feedback as best as possible. There is room for improvement but company is doing better than before at communicating;
- Could there be ways to get feedback from PAG's before some decisions are made, as long as regulations and laws are being followed, e.g. whether to keep the railway. There was acknowledgement and appreciation for including PAG's in discussions of how to honour the railway;
- Acknowledgment that efforts previously made to support local purchasing were a positive use of the PAG;
- There is value in bringing certain issues to the PAG's to get feedback on the effects of changes at an earlier stage;
- Which business decisions should be brought to the PAG's? Issues that affect the community as a whole, and for which advice benefits WFP and does not compromise WFP's confidentiality or legal requirements, and;
- Much has changed in the last 25 years. Communities have supported the company all that time.

Jane suggested that the main avenue for input was the SFMP. She suggested working with the plan as the best way to effect change.

5.0 PRELIMINARY DISCUSSION OF 2017 ANNUAL REPORT: JON FLINTOFT AND KEVIN LAIRD, WFP

Kevin noted that Michelle had left WFP and he had been asked to report out on the results from 2017.

Kevin noted there were 59 indicators and that he had results for six of these at this stage. He started with Indicator 3.1.2 on coarse woody debris. He reviewed what had been done to measure and monitor the targets and noted that, probably due to quirks in statistical sampling methods, the target was not met. He suggested to the group that, in future, if it looked like the target was not going to be met because of statistical sampling issues, qualitative data should be obtained to see if the intent of the indicator was met.

Kevin reviewed Indicator 5.2.3 around jobs associated with the DFA and noted the target had not been met but the measure was within the acceptable variance. Kevin explained some of the reasons for lower employment, including less harvesting to meet cut control in 2016, for example.

It was noted that employment levels were trending upward. Kevin was asked how many of the employees live on the North Island and whether this could be a target.

Kevin reviewed Indicator 5.2.6 and noted that the number of local hires was below the target but within the acceptable variance. There was a discussion of the value and purpose of hiring locals.

Kevin reviewed Indicator 6.3.1 and noted that this target was exceeded in 2017.

Kevin reviewed Indicator 6.3.2 and noted that the target for required occupational health and safety meetings had been met. He talked about a combined safety meeting that had been held. Roger reviewed work that had been done to undertake an overall audit of safety procedures throughout the company. Roger reported that the auditor was impressed with the high standard of safety programs in this area.

Kevin reviewed Indicator 6.3.3 and noted the target had been met.

6.0 REVIEW OF RESULTS AND RECOMMENDATIONS FROM 2017 PARTICIPANT SATISFACTION SURVEY: ANNEMARIE KOCH

Annemarie thanked those who responded to the survey and briefly reviewed the results and recommendations arising from it. She asked members if the recommendations in the report adequately addressed the responses, and invited feedback on the report.

Members generally agreed with the recommendations contained in the report.

It was noted that First Nations engagement is a challenge for PAG's across the country. It was noted that First Nations tend to deal directly with the companies. Seats can be offered on the group and even if these are not filled, First Nations representatives can be invited to come and make presentations and members can communicate informally with First Nations' representatives. It was noted that a parallel process could take place with First Nations and that the process that was attempted with this DFA had lapsed.

It was noted that First Nations see this group as a stakeholder group and feel that their relationship is directly with the company. It was suggested that First Nations be invited to PAG meetings as presenters from time to time, e.g. to discuss water quality targets.

It was suggested that the PAG's have a booth at the fall fair to talk about what they do and who they are. It was suggested that the PAG's be represented at the AVICC convention. Jon noted he would ask if there could be a PAG presence at the fall fair and at WFP's participation in AVICC.

It was suggested that VINWAG look at Criterion 5 indicators prepared by other PAG's.

7.0 REVIEW AND CONFIRMATION OF 2018 MEETING SCHEDULE

Annemarie noted that a draft 2018 meeting schedule had been sent out to members and asked them if they wished to see changes or if they were ready to adopt the schedule.

Will asked that a report on the external audit be added to the agenda for the June meeting. It was agreed that the revised and updated 2018 meeting schedule should be circulated to VINWAG members with the minutes from this meeting, and posted on the PAG website.

8.0 NEXT MEETING: ANNEMARIE KOCH

It was agreed that, further to the proposed 2018 schedule, the next meeting take place on April 26th and that the topic of the meeting be a review of the 2017 annual report and a brief operational update.

Annemarie, Kevin and Jon thanked everyone for coming and wished them a safe journey home.

When: APRIL 26th, 2018
Dinner: 6:30 p.m.
Meeting: 7:00 p.m.