

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

**Western Forest Products Inc.
Community Advisory Group
Minutes of Meeting February 23, 2017**

Attendance:

Jon Flintoft, WFP	Steve Lacasse, Environment
Leith Paganoni, Aquaculture	David Stewart, Large Contractors
Fred Robertson, Education	Gaby Wickstrom, Port McNeill Chamber of Commerce
Tom Doak-Dunelly, General Public	John Tidbury, District of Port Hardy
Ray Harper, Labour	Patrick Donaghy, Local Government Alternate

Presenters: Derek Nelson, Manager, Health and Safety, WFP, Michelle Baker, Area Planner, Jeune Landing, WFP

Regrets: Jeff Houle, Suppliers, Ione Brown, NICFLP, Ben Trerise, Fish and Wildlife, Deidre Haight, BCTS, Dale Dorward, Small Business, Gunnar Wigard, Small Contractors, Janet Dorward, Business, Shirley Ackland, Port McNeill/RDMW, Dave Trebett, Tourism & Recreation

Advisors: Paul Barolet, MOFLNRO

Observers: Clint Cadwallader, Senior Operations Manager, NIFO, WFP

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 review the minutes and action items from the November 3rd, 2016 meeting, hear a presentation from WFP Manager of Health and Safety Derek Nelson, hear an update from Michelle Baker on the recreational map initiative, review and discuss the results of the 2016 participant satisfaction survey, hear an update on the 2016 external audit and the transition to the CSA Z809-16 standard, review and confirm the draft 2017 meeting schedule, and set the date of the next meeting. Annemarie noted that, at their regular meeting on January 17, 2017, the Board of the Regional District of Mount Waddington had appointed Mayor Shirley Ackland as their representative on VINWAG and she welcomed Mayor Ackland in this role, which is in addition to her current role as representative for the Town of Port McNeill.

Annemarie noted that Clint had offered to give a brief operational update for NIFO and invited him to take a few minutes to do this.

Clint noted that WFP, as a company and in its Timberlands and Manufacturing operations, was rated the safest of all coastal forestry operations in 2016, and had just completed one of its most profitable years. He added that there would be a considerable amount of capital investment to follow in the years to come. Clint noted that investments would be made in bridges and the sort area, for example, over the next few years

Clint pointed to the fact that this winter had been more typical of winters past, including hurricane force winds and five significant windfall events. Clint was asked about the impacts of upcoming negotiations over the Softwood Lumber Agreement. Clint noted that coastal operations would feel the effects of the upcoming negotiations, but that the industry would weather this on the North Island. It was noted that we currently have record market prices for cedar, and that this should help the industry through these challenging trade negotiations.

Clint noted that the company was working on eliminating waste and reducing transportation costs to maintain margins, and added that members of the public might notice logging trucks hauling on different routes, as a result.

Annemarie thanked Clint for his update and then invited everyone to introduce themselves, for the benefit of the WFP presenters.

2.0 REVIEW OF LAST MEETING MINUTES AND ACTION ITEMS

Annemarie asked if there were any comments on the minutes of the November 3rd 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 two 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.

It was noted that action items 178,204, 211 and 212 had been completed. Further to action item 208, Annemarie asked VINWAG members if they had any questions or if Jon had any updates or comments on the current harvesting plan. There being none, she noted that Jon would be providing a further update on harvesting plans at the April VINWAG meeting.

Annemarie asked Fred and John whether they had an update on action item 210. Fred noted that he was working with Shirley and John to take a motion to AVICC to establish a broad-based committee, including representatives of forest communities, to look more generally at an overall management strategy for old growth on Vancouver Island. Fred noted that they were looking for a way to bring such a group together on the North Island to get things started.

It was agreed to discuss action items 177 and 195 at the April meeting, during the discussion of the annual report.

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, in 2016	
177	Review the wording for the target related to Target 2 of Indicator 3.1.1, number of slides treated so that it is clearer and more easily measured and tracked	Annemarie Koch/Jon Flintoft	April 23, 2015	For the annual report, as information becomes available	
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	
195	Include how many animals were actually taken as a result of hunting in the DFA	Jon Flintoft	April 28, 2016	For the annual report, as information becomes available	
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 efforts to form a coalition of industry, community, business and professional stakeholders to address an initiative to ban all future harvesting of old growth on Vancouver Island	Fred Robertson, Shirley Ackland, John Tidbury	November 3, 2016	Ongoing	
213	Implement recommendations in 2016 participant satisfaction survey report	Annemarie Koch/Jon Flintoft/VINWAG Members	February 23, 2017	Ongoing in 2017	
214	Amend 2017 meeting schedule to allow time at the September and November VINWAG meetings to fill out the participant satisfaction survey and to reflect on options for joint session in October and post and circulate	Annemarie Koch	February 23, 2017	March 9, 2017	

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. The minutes were accepted as circulated.

3.0 WFP's SAFETY POLICIES AND PROCEDURES: DEREK NELSON, MANAGER HEALTH AND SAFETY, WFP

Derek noted he had worked out of the North Island in the past and loved coming back to this area. He noted that WFP has a corporate group that specifically deals with advice and investigations on health and safety, which includes representatives of manufacturing, falling and timberlands generally. Derek noted that the team works on review and standardization of procedures, to enhance and increase safety throughout the company's operations. He noted that the team's duties include training, investigation of serious incidents, standardization of processes, and inspection of worksites.

Derek noted that planned safety initiatives include holding a conference for senior managers to review and develop safety procedures and practices. He reviewed some of the existing safety initiatives, including tire and wheel safety awareness, a four day pilot course on high rigger tree rescue training, level of acceptable risk inspections/audits, powerline safety awareness training, development and implementation of WFP articulated rock truck operator training, formal summer student orientation driver training, a log truck draglink video and new timber supply standards, including hot work standards, helipad construction and use training and a Right of Way debris management standard.

There was a discussion of the need for summer students to have training in driving standard shift vehicles.

There was a discussion of how the Right of Way standard is working.

Derek reviewed how the policies, standards and safe working procedures and instructions are developed and implemented. He referred to a number of standards in place, including hauling on steep roads, personal protective equipment, working in proximity to powerlines and the WFP bluebook on mechanical falling.

Derek pointed to a tracking process that had been put in place to monitor and continually develop safer operating practices. He reviewed the safe work instructions for low-bedding, for example, and how it offers good examples of how things should be done.

Derek went on to discuss a reporting process called SITRUS (Safety Incident Tracking Reporting Utility System). He noted that the reporting process categorizes different incident levels and identifies frequency as well as severity of incidents.

There was a discussion of the comparative level of reporting of incidences between company and contractors. It was noted that reporting levels are likely quite different between the two, with respect to recordable injuries.

Derek noted that all incidents reported through SITRUS are coordinated into summaries and passed on by email to the people responsible for worker safety. He pointed to how a number of different reports are generated by a senior HR representative, which highlight incidents of high potential or seriousness. This information is passed on to managers responsible for worker safety and to senior WFP management who make worker safety a priority and who can direct appropriate responses from a high level, e.g. recent initiatives to increase travel safety in snow conditions.

Derek reviewed an injury data report and some of the statistics that are used, including medical incident rate (MIR), where recordable incidents include medical treatment, restricted work, lost time or a fatality.

Derek then reviewed how WFP did in comparison to the rest of industry operators in 2016. He noted that WFP as a whole, and the manufacturing and timberlands divisions in particular had done better than its competitors in the industry in 2016. It was noted that WFP contractors had not done as well and that the company would be looking at increasing inspections and trying to improve the safety record of contractors.

There was a discussion of the recent comments of the forest safety ombudsman in terms of generating better response times to serious injuries in the field. Derek noted that WFP safety representatives were in discussion with the Province about getting helicopter response, for example. There was a discussion of how response times for Holberg had been improved over time. Derek noted that WFP had very robust emergency response plans and processes.

It was noted that the company is working very hard not to have emergencies (prevention), and holding mock emergencies to practice preparedness.

It was noted that the contractors do most of the falling for the company and that this is the most dangerous occupation in the industry, so this tends to influence the safety records for contractors.

Derek pointed to the importance of getting people back to work as soon as they are able. It was noted that severity rates were on the rise in some parts of the industry, partly due to more challenging work environments.

Derek reviewed results for NIFO, noting the MIR was trending to a lower rate. He noted that the severity rate in NIFO was modulating, but that the numbers were better for 2016.

Derek reviewed incidents in NIFO's operations, and noted that overexertion was one of the most prevalent causes of injury resulting in lost time. He pointed to some of the responses to overexertion, including better postures and timely treatment of these types of injuries.

Derek reviewed the Safe Companies Audit and how this helps to improve safety programs and procedures. He reviewed WFP's program strengths and opportunities for improvement, including more consistent use of the inspection tool. He noted that Englewood, Quatsino DLS and Mainland Coast were scheduled for safety audits this year.

Derek reviewed the NIFO results for Indicator 6.3.2 in the SFMP.

Derek reviewed the ability management program, which helps to bring injured workers back into the workforce, using such initiatives as transitional work and light duties. He pointed again to the importance of getting workers back on the job as soon as possible, as chances of returning to work drop to 50% if workers are off for more than 12 weeks.

There was a discussion of how and if testing for drugs and alcohol comes into play.

Annemarie thanked Derek for his presentation and noted that a copy of Derek's presentation would be circulated with the minutes.

4.0 UPDATE ON RECREATIONAL MAP INITIATIVE: MICHELLE BAKER, WFP

Annemarie invited Michelle to provide a summary of how to better access and use the digital recreation map that is available off the WFP website, using a mobile app. Michelle pointed to a guide that she had prepared and circulated, and invited VINWAG members to refer to it when using the map app. She demonstrated how the app can be used, including marking recreational features and travel routes. She was asked how often the map would be updated, for example to indicate road deactivations. It was noted that the map would likely be updated digitally on an annual basis.

It was noted that the map would not be updated to show active hauling routes, and that drivers should always assume that mainlines are active. It was noted that an iPad with GPS capability was best for accessing what the map had to offer. There was a discussion of how information about the map could be communicated to the public. There was a discussion of whether any signage would be strategically placed to supplement use of the map. It was noted that a signage program was in process. It was suggested that the visitor centres and the Vancouver Island North Visitors Association should be notified of the new map so that travellers could access the information prior to heading out in the woods.

Michelle noted that a GPS track can be recorded and this route can be emailed to others interested in following the route.

It was noted that this is the first digital map of its type established within WFP, and that other operations would follow with similar products.

Annemarie thanked members of VINWAG for pursuing this initiative, and members thanked WFP for developing and making the map available to the public.

5.0 REVIEW OF RESULTS OF 2016 PARTICIPANT SATISFACTION SURVEY: ANNEMARIE KOCH

Annemarie noted that members who had read the summary of the external audit distributed with the agenda would have seen that the auditor was not satisfied with low levels of response to the NWAC participant satisfaction survey last year. She pointed out that there had been a discussion at the NWAC meeting on February 9th about whether and how to increase response levels to the survey, and that it had been recommended there that group members be given fifteen minutes during the meeting to fill out the survey, and that the opportunity to do this be given at the last two meetings of the year. In view of the limited response in 2016, she asked if members of VINWAG wanted to do this, or if they wished to take a different approach to providing their input on the public advisory process. After some discussion, members of VINWAG agreed that they would take the approach suggested by NWAC for now.

It was noted that a low response could be interpreted as there not being a problem, but acknowledged that an auditor would want to have something, like a survey response, that was measurable. It was noted that people tended to feel they were being over-surveyed.

It was noted that some members, in addition to filling out annual surveys, would like to see more time spent at meetings to develop thoughtful recommendations. This has been addressed, to some extent, by scheduling an annual discussion of SFMP priorities and issues.

WFP has offered to put up a prize for a draw of completed surveys, as an added incentive to participate.

Annemarie asked members if they wished to revise the recommendations offered in the report on the 2016 participant satisfaction survey. Members agreed with the recommendations as presented. Annemarie then asked if members would like to make implementation of the recommendations an action item and members agreed with this.

6.0 UPDATE ON 2016 EXTERNAL AUDIT AND TRANSITION TO CSA Z809-16 STANDARD: JON FLINTOFT, WFP

Jon reviewed the different categories of audit findings, including major non-conformances, minor non-conformances, opportunities for improvement, good management practices and 'in conformance'. For the 2016 external audit, Jon reviewed the minor non-conformances and the action plans that had been put in place to address them. He reviewed the opportunities for improvement that had been identified, and WFP's action plans to respond to these. He noted that the External Audit had looked at NIFO and EFO.

Jon reviewed some of the good management practices that had been identified in the audit, including replacement of solvents with more ecofriendly products in the shops and excellent communication with road crews. He noted that, following the audit, WFP had been re-registered to the CSA Z809-08 standard.

Annemarie noted that a copy of the audit summary of findings had been circulated to members with the agenda on February 9th, and could also be accessed off the PAG website.

Jon reviewed an analysis of the existing SFMP standard compared to the new CSA Z809-16 standard. He noted that most of the indicators and targets match up quite well. There are a few indicators that don't fit in the new standard, including high windfall risk edges treated. He noted that these indicators would be discussed with members over time, as WFP made the transition to the new standard.

With respect to the indicator 6.3.1, cooperation with forest dependent groups to strengthen and diversify the local economy, Steve noted that NWAC is working on setting up a database for businesses to access information on needed services.

Clint noted that he had asked the new NIFO Maintenance manager to make it a priority to access services locally wherever possible and price competitive.

There was a discussion of whether special meetings would have to be held or whether the changes could be handled in the normal course of business. Jon noted that he felt we could try to make the transition through the normal schedule of meetings, but that he would keep members posted as he worked his way through the requirements of the transition.

7.0 REVIEW AND CONFIRMATION OF 2017 MEETING SCHEDULE: ANNEMARIE KOCH

Annemarie noted that Jon had pointed out that the proposed date of the April meeting was the Thursday evening prior to Good Friday, and she asked if members wanted to reschedule to April 27th. She added that Jon had pointed out that the proposed date of the November meeting was the Thursday prior to the Remembrance Day statutory holiday, and she asked if members wanted to change that date to another date in November, the 16th or 30th, for example. Members agreed with keeping the dates as proposed in the draft meeting schedule that had been circulated.

Annemarie added that there had been some discussion at the NWAC meeting that the Vancouver Island old growth issue might be discussed at a separate community forum and that Mike Davis could make a presentation on the management plans for TFL's 37 and 6 at the joint meeting in October, or Larry Henkelmann could make a presentation on the influence of the Softwood Lumber Agreement on the forest industry on northern Vancouver Island. Members agreed to have all of these options listed for the joint meeting in October and to make a decision as the year goes on and things develop.

She asked members if they were happy with posting the schedule, with the revisions that had been suggested at the meeting. Members agreed to have the schedule posted and circulated, with the addition

of the alternative options for the October 26th joint session and the additional time to fill out the annual participant satisfaction survey.

There was a discussion of the Vancouver Island old growth initiative and how the North Island might respond.

8.0 NEXT MEETING: ANNEMARIE KOCH

It was agreed, following discussion of the 2017 draft schedule of meetings, that the next meeting would be on April 13, 2017, and that the presentation would be on the 2016 annual report.

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

When: April 13, 2017
Dinner: 6:30 p.m.
Meeting: 7:00 p.m.