

Nimpkish Woodlands Advisory Committee Meeting
Minutes February 9, 2017
Black Bear Resort, Port McNeill, BC
6:30 p.m. – 9 p.m.

Attendance: Kelly McMahon, WFP, Trevor Egely, WFP, Pat English, Local Government alternate, Cam Brady, Karst

Regrets: Shirley Ackland, Town of Port McNeill, Stu Ellis, General Public, Chris Bowden-Green, Woss community

Observers: Jon Flintoft, WFP, Bill Nelson, Holbrook Dyson

Advisor: Paul Barolet, MOFLNRO

Presenters: Derek Nelson, Manager of Health and Safety, WFP, Will Sloan, Certification Coordinator, WFP

Facilitator: Annemarie Koch

Notes: Kelly McMahon and Annemarie Koch

1. Introduction and Safety Procedures:

Annemarie stressed the importance of safety to WFP throughout its operations and reviewed the safety procedures to follow in the event of a fire or medical emergency.

Annemarie reviewed the objectives of the meeting, namely:

- To review the November 24th meeting minutes and selected action items;
- To hear presentations by WFP Manager of Health and Safety Derek Nelson and WFP Certification Coordinator Will Sloan;
- To review the 2016 external audit results;
- To review results and recommendations from the 2016 participant satisfaction survey
- To review and confirm the 2017 meeting schedule;
- To confirm the date and content of the next meeting.

2. Review of Minutes and Action Items:

Annemarie reviewed the minutes and action items from the November 24th meeting. She reminded NWAC members that she would be assuming they had read the minutes prior to the meeting. There were no additions or changes to the minutes. Annemarie added that she would not be addressing action items that were ongoing but only items that were to be addressed in the shorter term. Given this, Annemarie noted that there were 14 action items to address or review from the November 24th meeting.

Annemarie reviewed the action items (including items that had been completed or revised) for which action was required in the short term, or for which reports were available.

Action Item 1: to follow up and see the feasibility of combining a number of targets for Indicator 5.1.1 that better reflect the economic and community benefits generated specifically in this DFA. It was agreed that Kelly should work with Jack and Bill to develop an additional target for Indicator 5.1.1 that shows Englewood's productivity in relation to other divisions in WFP

Responsibility: Kelly/Jack/Bill

Due Date: After divisional amalgamations are complete

Annemarie noted that work was ongoing on this action item, and that draft revised targets would be reviewed at the March 23rd meeting.

Action Item 2: Determine the feasibility of a cross division PAG meeting- in Port McNeill

Responsibility- Kelly and Trevor

Due Date- ongoing in 2015

Annemarie noted that this action item was now complete and thanked everyone who helped to put on a very successful all-PAG event in September.

Action Item 3: Look at ways and means of generating greater awareness of the economic and environmental benefits of preventing loss of petroleum products such as oil.

Responsibility: Trevor/Kelly/Jack

Due Date: Ongoing.

Action Item 4: Refine Indicator 5.2.2 to include a greater scope of training opportunities available in the DFA, including training provided through contractors. Inclusion of the training completed by Bill 13 contractors. Information can come from the safety council audit at Randy's suggestion.

Responsibility: Kelly McMahon

Due Date: 2017 annual report

Annemarie noted that Kelly was working on this action item in the context of the proposed revisions to the Criterion 5 indicators.

Action Item 5: support Youth Forestry Initiative

Responsibility: Kelly

Due date: Ongoing

Action Item 6: Continue to discuss membership and representation on NWAC to ensure that vacant sectors are filled and to see if any new sectors should be added.

Responsibility: Kelly and Annemarie

Due Date: ongoing

Annemarie noted that the Board of the Regional District had recently appointed Town of Port McNeill Mayor Shirley Ackland to be the primary representative for the RDMW, and she welcomed the mayor in that capacity, and acknowledged her current role as the representative for the Town of Port McNeill. She noted that Shirley had sent her regrets for this meeting and that Pat English was attending as her alternate for the RDMW.

Action Item 12: Bring new draft targets including additional variance for Indicator 5.1.1. to NWAC for review and consideration

Responsibility: Kelly and Trevor

Due Date: For the 2017 annual report, to be reported under "Strategies and Implementation."

Action Item 16 : Revisit the feasibility of combining a number of targets for Indicator 5.1.1 that better reflect the economic and community benefits generated specifically in this DFA after the CIFO amalgamation is complete.

Responsibility: Annemarie

Due Date: Sometime in 2016

Annemarie noted that work was ongoing on this action item, and that draft revised targets would be reviewed at the March 23rd meeting.

Action Item 17: Talk to Lorraine Landry about representing fish and wildlife interests on NWAC.

Responsibility: Steve Lacasse

Due Date: November 24, 2016

Annemarie suggested that this action item be carried over to a future meeting for Steve to address.

Action Item 20: Revise Criterion 5 target related to community investments along the following lines: ‘100% of the communities in and with interests in the DFA, namely Woss, Alert Bay, Sointula, Hyde Creek and Port McNeill receive annual community investments of some type from WFP.’

Responsibility: Kelly

Due Date: Sometime in 2017

Annemarie noted that work was ongoing on this action item, and that draft revised targets would be reviewed at the March 23rd meeting.

Action Item 25– track and learn more about the waste from second growth harvesting that is stacked in processor piles some distance from the road, and make arrangements for a future presentation on how this wastewood is tracked, and the potential for making more use of wastewood from these second growth processor piles

Responsibility: Kelly

Due Date: Sometime in 2017

Annemarie noted that the draft 2017 meeting schedule proposed presenter Wade Jensen at the May 25th meeting to discuss uses of wood residue.

Action Item 26: ensure that the definition of ‘North Island’ is given and consistent throughout the SFMP and annual report and provide more information at a future meeting on how data for Indicator 5.2.1 is gathered

Responsibility: Kelly, Annemarie and Will

Due: 2016 annual report

Annemarie noted that work was ongoing on this action item, and that draft revised targets would be reviewed at the March 23rd meeting.

Action Item 30: When preparing the 2017 schedule of meetings, consider holding at least two NWAC meetings in Woss, on a Wednesday evening, in the Woss community hall.

Who: Kelly McMahan and Annemarie Koch

When: November, 2016, when preparing the 2017 meeting schedule

Action Item 31: Invite John Deal and Tyson Berkenstock back for the November 23, 2017 NWAC meeting to provide an update on the Englewood THLB stabilization initiative.

Responsibility: Kelly McMahon

Due Date: November 23, 2017

Annemarie noted that both the above action items had been incorporated in the revised 2017 draft schedule of meetings.

Action Item 32: Keep NWAC members up to date on the forest sector strategy initiative

Responsibility: Pat English

Due Date: March 30, 2017

Action Item 33: Keep NWAC members up to date on the initiative to form a coalition of industry, business and community representatives to respond to the UBCM resolution to ban all future logging of old growth on Vancouver Island.

Responsibility: Fred Robertson and Shirley Ackland

Due Date: Ongoing in 2016-17

Annemarie noted that Pat had indicated he would provide an update on the forest sector strategy as soon as there was anything new to report, and that Shirley would keep the group up to date on the Vancouver Island old growth issue.

Action Item 34: Source an appropriate speaker or speakers to address the role and use of waste residue in second growth harvest areas for the May 25, 2017 NWAC meeting in Woss.

Responsibility: Kelly McMahon

Due Date: May 25, 2017

Annemarie noted that Wade Jensen had been sourced as a proposed presenter on this topic.

Action Item 35: Bring together a panel of presenters, including Ben Isitt for UBCM, WFP and North Island community representatives for the joint October 26, 2017 meeting to discuss the UBCM resolution to ban all future logging of old growth on Vancouver Island.

Responsibility: Fred Robertson, Shirley Ackland, Kelly McMahon and Annemarie Koch

Due Date: October 26, 2017

There was a discussion of whether this topic might be discussed at a separate community forum, and that the joint NWAC/VINWAG meeting feature a presentation from Mike Davis about Management Plans for TFL's 37 and 6, and/ or a presentation from Larry Henkelmann on the effects of the Softwood Lumber Agreement on forestry operations on the North Island.

It was agreed to leave the current topic in the draft schedule and decide later in the year whether to proceed with the scheduled panel presentation, or one or both the alternate presentations suggested.

Action Item 36: Confirm the presenters for the 2017 meeting schedule and bring back to the February 9th meeting for confirmation and adoption so the schedule can be posted on the PAG website and members can plan their attendance.

Responsibility: Kelly McMahon and Annemarie Koch

Due Date: January 26, 2017

Annemarie noted that this action item was scheduled for discussion later in the meeting.

Action Item 37: Include a report on environmental issues such as non-reportable oil spills and slides in future operational updates.

Responsibility: Trevor Egely

Due Date: Ongoing

There were no questions or comments on the minutes or action items and the minutes were accepted.

2. Net Carbon Uptake: Will Sloan, Certification Coordinator, WFP

Annemarie noted that Michel de Bellefeuille had previously made a presentation to NWAC on net carbon uptake calculations, but that there had been a request from the membership for a refresher on this topic and Will had volunteered to provide this update.

Will reviewed the factors that are included in the calculations, including fossil fuel usage, harvesting and burning outputs. He noted that Paul Bavis had originally developed the calculation for net carbon uptake.

Will reviewed the value calculated for sequestration of carbon from growth and forest inventory information. He added that the weight of carbon dioxide released is measured against the amount that is sequestered by growing trees.

Will reviewed the carbon dioxide amounts released from pile burning, broadcast burning and wildfires in 2016. He went over the fossil fuel usage and resulting carbon dioxide production, noting values could be attained for company use, and estimates are made for contractor use of fuels.

Will noted that aviation fuel use is tracked across all the heli-logging operations and that this figure is quite accurate. Will noted that carbon dioxide release from lubricants and natural gas was not currently tracked.

Will noted he would be working with Paul Bavis to review the net carbon uptake calculation model, which is now about ten years old, and to integrate the revised model into the SFMP.

Will noted Englewood harvested just under 800,000 cubic meters of wood in 2015, generating 392,971 tonnes of carbon dioxide and storing 261,981 tonnes of carbon dioxide. Will reviewed the definitions of long-lived and short-lived products and how the calculation measures carbon dioxide sequestration from these products, for example.

Will noted that decomposition rates vary between species and that this is integrated in carbon dioxide emission calculations.

Will was asked where fossil fuel consumption was taken into account, e.g. driving to work and back, chainsaw use. Will noted that the calculations did not include travel to work by employees, but did include primary harvesting and transportation of wood, e.g. via railway. Will noted that any fossil fuel use related to the operation, for which he had data, was included in the calculation.

Will was asked whether the calculation included residues left after harvesting. Will noted that, if the company was billed for waste, it would be included in the number, but if it was left as woody

debris and not otherwise measured, it would not be included. It was noted that waste amounts in private operations, where waste is not tracked, would not be included in this value.

Will noted that it had been suggested in the MIFLAG audit that the net carbon uptake indicator be reviewed, in that the calculation is very complicated and the value is hard to measure accurately. It was noted that this indicator has been around since 2010, and that the group might like to discuss whether to keep the indicator in the plan, in view of the challenges involved in measuring it.

There was a discussion of long term products and the 'chain of custody' for carbon sequestration. There was a further discussion of the effects of soil disturbance on organisms and roots producing and sequestering carbon dioxide. It was agreed that Will would take information from the discussion, including how much wood residue is captured in the equation, into consideration when reviewing the net carbon uptake model, and determining whether the indicator should be continued in its present form.

3. WFP's Safety Programs and Initiatives: Derek Nelson, Manager of Health and Safety, WFP

Derek opened by introducing the safety team, including Director of Health and Safety John Bulcock. He noted that the team was a separate corporate entity, to ensure third party status in reviewing serious incidents, developing resource materials, inspecting work sites and participating in industry safety working groups.

Derek reviewed some of the key initiatives in 2016, including a commitment to shift from good to great, built on initiatives like tire and wheel safety awareness training, powerline safety awareness training, level of acceptable risk inspections, development and implementation of WFP articulated rock truck training, a summer student orientation process, log truck draglink video, and new timber supply standards including helipad construction and use standard and revisions to working proximity to powerlines standard.

Derek reviewed the hierarchy of documentation, including a health and safety policy that is continually under development. Derek reviewed some of the WFP safety standards, including hauling on steep roads, personal protective equipment, and machine steep slope operating.

Derek noted that there are divisional and corporate level safety standards. He went over the incident notification process and how the reporting process works. He noted, for example, that reporting takes place within 24 hours and all incidents are tracked and easily monitored and analyzed.

Derek noted that incidents are uploaded into a system called SITRUS and the report includes a number, description, severity level and potential severity level. Derek noted that senior management team members have access to this reporting system and the VP of Human Resources puts together a weekly report which includes highlighted incidents and is used as a basis for Monday morning safety calls.

Derek noted that monthly summaries are kept of all incidents and these include which incidents occurred and where throughout the operation.

Derek reviewed how injury rates are tracked through a Medical Incident Rate. He explained that recordable incidents are defined as requiring medical treatment, or resulting in restricted work, lost time and fatality. He explained how the lost time severity rate is measured.

Derek reviewed how WFP is doing in relation to other companies and added that, with two contractor fatalities in the past two years, the company definitely wants to focus on and improve its safety record.

Derek reviewed safety trends over the last ten years and noted that the incident and severity rates had been steadily declining. He explained that it was important to bring people back as quickly as possible to reduce future risk of incidents. There was a discussion of the program for managing injuries.

Derek reviewed the MIR and SR rates for contractors and noted that the trend was not going down as much as the company would like it to, and that it was important to manage this through ongoing education and awareness.

Derek reviewed Englewood's MIR rate and noted this year's MIR was similar to 2014. He noted that, overall, the number of MIR's and severe incidents had gone down in the Englewood operation.

Derek reviewed injury data, including overexertion and falls. Derek reviewed all of Englewood's injury data over the past six years. He noted that overexertion and trips and falls constitute 56% of all injuries. He noted that the company is working on reducing the incidences of overexertion. It was noted that the ageing workforce is a large contributor to this statistic, and why it is so important to encourage ongoing ergonomic exercises and regular breaks at work.

Derek noted that proper lifting techniques and ongoing exercise and fitness are critical. He reviewed the fundamentals of lifting and noted that even office ergonomics are part of the process. There was a discussion of standing desks and other ergonomic furniture for office workers.

Derek reviewed efforts to integrate safe practices through crew talks, tours and educational posters.

Derek noted that there is an annual external audit of safety operations and that key strengths from the 2016 audit included constantly searching for ways to improve safety, safety consultations done by safety committee members, and opportunities for improvement included program continuing to assess improvements in the new Safety Leadership Training, and developing a method to teach workers more about the Ability Management Program.

Derek noted that WFP had done well with the audit of other operations this past year, and that Englewood would be among the operations up for an audit in 2017.

Derek reviewed some of the areas where safety practices have been improved at manufacturing sites.

Derek reviewed some of the current approaches to safety, including access to light duties and modified work for individuals injured on or off the job, encouragement for workers to report injuries, addressing unsafe conditions that need to be addressed and knowing you are part of an organization that cares and will help you deal with injuries.

Derek reviewed some research from WorkSafe BC showing that after 12 weeks off work, there is only a 50/50 chance that a worker will come back to work. He reiterated the importance then of finding ways to ensure that injured workers are not off the job for too long and that they find ways to return safely to work.

Derek reviewed how the level of acceptable risk inspections work and noted that the goal is to improve level of acceptable risk by 15% in all operations.

Derek reviewed an upcoming conference for safety team members focused on moving from good to great and setting the stage to improve safety in the workplace. He noted that the safety culture goes throughout the management levels of the company and that all levels of management would be engaged in the upcoming conference. Derek noted that there would be a lot of follow up to the course, including a commitment to safety, and development and implementation long term safety plan. He noted that the primary goal is that everyone gets home safe.

There was a question regarding bullying and harassment in the workplace and monitoring of mental health. Derek noted that this is taken into consideration and the person reporting the incident does receive feedback, though this is not part of the SITRUS reporting process.

Derek was asked whether contractors would be invited to the conference and Derek noted that the first session would likely include supervisors only but that it would be a good idea to include contractors in future sessions as soon as possible.

Action Item 38: Distribute a copy of Derek's presentation with meeting minutes.

Responsibility: Kelly McMahon

Due Date: With circulation of the February 9th meeting minutes

4. Review of 2016 External Audit: Kelly McMahon, Area Planner, WFP

Kelly noted that the external audit took place in early June and she and Will went on to review the results. Will outlined the different types of audit findings, including major and minor non-conformances, opportunities for improvement, and areas where the company is in conformance.

Will noted the audit was a joint CSA and ISO review.

Kelly noted that there were four minor non-conformances in the 2016 audit, including some housekeeping issues like fire extinguishers out of date and some Hazmat labelling issues. Kelly noted the second non-conformance had to do with maintaining databases monitoring training requirements, and that the third non-conformance related to debris left in a riparian management area when the harvest was completed. She noted that this situation had been rectified and an action plan was in place. Kelly noted that the fourth non-conformance had to do with following up with action plans to clean up after harvest in a timely fashion and that this would be addressed in future.

Kelly reviewed some opportunities for improvement including:

- a process to monitor discharge of water from dryland sort sites,
- itemizing all facilities and sites that must be monitored for environmental impacts and incorporating these in a checklist and training inspectors to follow up,
- consider measuring all as built culverts to ensure they are built to specified sizes

- consider requiring all garbage to be cleaned up concurrent with completion of operations (Kelly noted this was already caught in a Post-Harvest EMS inspection),
- consider including CWD requirements on maps,
- raise awareness on migratory bird considerations in relation to harvesting practices and encourage greater response to the annual participant satisfaction survey.

Kelly reviewed the good practices observed, including due diligence on resource protection in karst areas, addressing public dissatisfaction through action items, well documented meeting minutes, and excellent work done by company biologists on species at risk. Kelly noted that WFP had retained its certificate following the audit.

The external audit results are available at the following link:

<http://www.northislandpag.com/sfm-planannual-reportsaudit-results.html>

5. Review of 2016 Participant Satisfaction Survey Results and Recommendations: Annemarie Koch

Annemarie asked for feedback on getting better response to the participant satisfaction survey. Pat suggested providing time for filling in the survey during the meeting. Bill suggested putting the survey on the agenda for the last two meetings of the year to ensure a wider net is cast for members to respond. It was noted that members are inundated with surveys, so some time, at least 15 minutes, needed to be set aside at the meeting.

Annemarie noted that the results of the 2016 participant satisfaction survey had been circulated with the agenda, and thanked NWAC members for responding. She noted that she had prepared a series of recommendations, based on the results of the survey, briefly reviewed the report, and asked members for their input on the recommendations.

It was suggested that First Nations forest corporate unit representatives could be asked to make presentations to NWAC from time to time on issues relevant to the SFMP. It was noted that many First Nations have limited resources to participate. It was noted that we need to show that their participation provides them with a benefit.

It was noted that there were meetings that would be of interest to representatives of the 'Namgis First Nations, including the SAR and old growth management discussion on the draft schedule of meetings. It was noted that the forestry representative for the 'Namgis receives all of the meeting agendas and materials, but suggested that Kelly contact her with an invitation when there are specific items of interest on the agenda.

Action Item 39: Contact Rachel Dalton to advise her of any NWAC meetings that might be of specific interest to the 'Namgis and invite her to attend

Responsibility: Kelly McMahon

Due Date: Ongoing

Action Item 40: Implement recommendations in 2016 participant satisfaction survey report.

Responsibility: Kelly McMahon, Annemarie Koch, NWAC members

Due Date: Ongoing

6. Review and Confirmation of 2017 Meeting Schedule: Annemarie Koch

Annemarie noted that a revised draft of the 2017 meeting schedule had been circulated with the agenda and noted that she had incorporated input from the last review of the meeting schedule draft.

She pointed out that Will asked that there be a discussion of the required changes to transition to the new CSA Z809-16 standard at the March 23rd meeting. She added that Pat English had asked that there be a presentation on how the Softwood Lumber Agreement and any proposed changes to it might affect harvesting activities in this region. She noted that the new standard called for discussion of wetlands, and that this topic would have to be addressed at some point.

Action Item 41: Revise the draft 2017 schedule of meetings as discussed at the February 9th meeting and post and circulate it

Responsibility: Annemarie Koch

Due Date: Post February 10th, circulate to members with February 9th meeting minutes

7. Next Meeting:

Annemarie noted that, further to the draft 2017 meeting schedule, the next meeting was scheduled for March 23, 2017 at Black Bear Resort in Port McNeill, and would include a review of the 2016 annual report and discussion of revisions to Criterion 5 indicator targets.

Annemarie and Kelly thanked members for their ongoing commitment to NWAC, urged them to be careful driving in the snow, and bid them a safe journey home.

Trevor announced that he would be leaving WFP and he thanked everyone for their work on behalf of NWAC, and NWAC members thanked him for supporting the work of the Nimpkish Woodlands Advisory Group on behalf of WFP, and wished him well.