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**Mistik Management Ltd.**

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# **Sustainable Forest Management Plan Guidance Document 2021 Update**

*Canadian Standards Association  
Sustainable Forest Management Standard  
(CAN/CSA Z809-16)*

# **Mistik Management Ltd.**

## **Sustainable Forest Management Plan Guidance Document 2021 Update**

*Completed in fulfillment of the requirements of the*

## **Canadian Standards Association Sustainable Forest Management Standard (CAN/CSA Z809-16)**

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Date of last revision: August 27, 2021

Pg 2 of 35

Revision #: 5

## EXECUTIVE SUMMARY

On behalf of Mistik Management Ltd. (Mistik), and its Board of Directors, I am pleased to present Mistik's guidance documentation describing fulfillment of the requirements of the Canadian Standards Association Sustainable Forest Management Standard (CSA SFM Z809-16) for the Mistik Management Ltd. and L&M Wood Products (2018) Limited Partnership Forest Management Agreement (FMA) areas. The completion of this documentation is Mistik's most recent step in demonstrating commitment to sustainable forest management.

Under the requirements of the *Forest Resources Management Act (1999)*, Section 39, Mistik must conduct its operations within the context of a current 20-Year Forest Management Plan (20-Yr FMP). Mistik's most recently approved 20-Yr FMP is for the period 2019 to 2039. Most of the requirements of the CSA SFM Z809-16 standard are addressed in the 20-Yr FMP. This update version has been created to incorporate the current approved 20-Yr FMP (2019). This guidance document will provide reference to Mistik's existing formal sustainable forest management planning processes in support of fulfilling the requirements of the CSA SFM Z809-16 standard.

This guidance document underscores Mistik's corporate vision of being an innovative, responsible and adaptive forest management company that continually strives to improve its relationships, services and trust with the land, local people and local mills.



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**Kevin Gillis**, Certification  
Coordinator  
Mistik Management Ltd.  
October 2020

# TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>TABLE OF CONTENTS.....</b>	<b>4</b>
<b>CONTENT AND FORMAT .....</b>	<b>5</b>
<b>1.0 GENERAL.....</b>	<b>5</b>
<b>2.0 SFM POLICY .....</b>	<b>5</b>
<b>3.0 PLANNING.....</b>	<b>7</b>
3.1 DEFINED FOREST AREA (DFA).....	7
3.2 DEFINED RESPONSIBILITIES.....	7
3.3 RIGHTS AND REGULATIONS.....	7
3.4 INCORPORATION OF PUBLIC PARTICIPATION REQUIREMENTS .....	12
3.4.1 <i>General requirements</i> .....	12
3.4.2 <i>Interested parties</i> .....	12
3.4.3 <i>Process: Basic operating rules</i> .....	13
3.4.4 <i>Content Work of the advisory group</i> .....	13
3.4.5 <i>Public communication</i> .....	14
3.5 SFM PLAN.....	15
<b>4.0 IMPLEMENTATION AND OPERATION.....</b>	<b>17</b>
4.1 STRUCTURE, RESPONSIBILITY AND RESOURCES .....	17
4.2 TRAINING, AWARENESS, QUALIFICATIONS AND KNOWLEDGE .....	17
4.3 COMMUNICATION .....	18
4.4 SFM DOCUMENTATION.....	18
4.5 DOCUMENT CONTROL .....	19
4.6 OPERATIONAL PROCEDURES AND CONTROL.....	20
4.7 EMERGENCY PREPAREDNESS AND RESPONSE .....	20
<b>5.0 CHECKING AND CORRECTIVE ACTION.....</b>	<b>21</b>
5.1 MONITORING AND MEASUREMENT.....	21
5.2 CORRECTIVE AND PREVENTIVE ACTION .....	21
5.3 RECORDS .....	22
<b>6.0 MANAGEMENT REVIEW.....</b>	<b>22</b>
<b>7.0 SFM PERFORMANCE REQUIREMENTS.....</b>	<b>22</b>
<b>8.0 TABLE OF MISITIKS VOITS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>

## CONTENT AND FORMAT

The content and format of this sustainable forest management plan guidance document will follow the CSA SFM Plan content requirements specified in the document **CAN/CSA-Z809-16 Sustainable Forest Management: Requirements and Guidance (September 2016)**. Specifically, the plan content requirements described in Section 7 will be used as the framework for organizing the contents of this document.

### 1.0 GENERAL

***The organization shall establish and maintain an SFM system as specified in Clause 7.***

Mistik, in collaboration with its Public Advisory Group, has established a sustainable forest management system in accordance with the requirements described in Clause 7 as shown in the following documentation.

### 2.0 SFM POLICY

***Top management shall define and maintain the organization's SFM commitment through policy statements and/or other documented public statements. The statement(s) shall contain a commitment to:***

***a) achieve and maintain SFM;***

***b) meet or exceed all relevant legislation, regulations, policies, and other requirements to which the organization subscribes;***

***c); provide for public participation;***

***d); respect and recognize Aboriginal title and rights, and treaty rights;***

***e) provide participation opportunities for Aboriginal Peoples with rights to and interests in SFM within the DFA;***

***f) provide conditions and safeguards for the health and safety of DFA-related workers and the public;***

***g) honour all international agreements and conventions relevant to SFM to which Canada is a signatory;***

***h) improve knowledge about the forest and SFM, monitor advances in SFM science and technology, and incorporate these advances where applicable; and***

***h) demonstrate continual improvement in SFM.***

***The statement(s) shall be documented, communicated, and made readily available.***



Mistik, in collaboration with its Public Advisory Group, has created a combined environmental and sustainable forest management policy (**Figure 1.**). The policy has been reviewed and endorsed by Mistik's top management. The environmental and sustainable forest management policy is posted throughout the Mistik office, is available to the public upon request from Mistik's receptionist and is available for viewing and download on Mistik's website ([www.mistik.ca](http://www.mistik.ca)).



## ENVIRONMENTAL & SUSTAINABLE FOREST MANAGEMENT POLICY

Mistik Management Ltd. is a forest management company dedicated to the sustainable use and stewardship of 1.9 million hectares of forest in northwestern Saskatchewan on behalf of NorSask Forest Products LP, Meadow Lake Mechanical Pulp Inc. and L&M Wood Products (2018) LP.

Our mission is to plan and practice forestry that balances all forest values, involves local communities in decision making and our forestry activities and builds on our experiences in a cost-effective manner.

**We are committed to:**

1. Complying with environmental legislation, regulations, policies and other requirements as well as honouring all international agreements and conventions, to which Canada is a signatory, that apply to our forestry activities;
2. Providing the necessary knowledge and safeguards to facilitate a safe environment for forestry workers and the public;
3. Respecting Indigenous Peoples rights and providing participation opportunities for Indigenous Peoples with respect to their rights and interests in our forestry activities;
4. Providing for public participation in our forestry plans and activities;
5. Preventing environmental pollution;
6. Monitoring advances in science and technology in order to continually improve our operating procedures and minimize environmental impacts;
7. Maintaining sustainable forest management standards and improving our sustainable forest management performance;
8. Activities shall be implemented and consistent with our economic, environmental, and social policies to meet our management objectives.

Environmental and forest stewardship is both a corporate and individual responsibility. We will provide the tools and training to promote employee and contractor understanding and achievement of our environmental and sustainable forest management policy.

*R Follett*  
Robert Follett, General Manager  
April 2021

For further information about Mistik Management Ltd. and its environmental and sustainable forest management program please contact:  
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**Figure 1. Mistik's environmental and sustainable forest management policy**

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Date of last revision: August 27, 2021

Pg 6 of 35

Revision #: 5

## 3.0 PLANNING

### 3.1 Defined Forest Area (DFA)

***The organization shall designate a clearly defined forest area to which this Standard applies. The organization shall define the geographic extent and the respective ownership and management responsibilities for the DFA and utilize applicable inventories and maps to support the SFM plan.***

The Defined Forest Area (DFA) for the purposes of Mistik Management Ltd.'s CSA SFM certification is the Mistik and L&M Forest Management Agreement (FMA) areas located in northwest Saskatchewan. The DFA includes all provincial forest land within the perimeter of the Mistik and L&M FMA areas encompassing a gross area of 1,878,499 ha. The DFA does not include parks, First Nations lands, recreation exclusions, municipalities or any other exclusions identified within either FMA area. The geographic extent of the Mistik DFA within Saskatchewan is shown in **Figures 2 and 3**. All future reference in this document will be the 'Mistik DFA'.

### 3.2 Defined responsibilities

***The organization shall identify the parties present in the DFA, and clearly describe their respective roles and responsibilities. Where there are parties operating within the DFA that are not interested in participating or are not necessary for the achievement of the SFM elements, the organization may proceed without their involvement provided that the overall objectives and targets can still be achieved.***

Refer to:

**Volume I 4.1 Communities and Infrastructure 7 Community and Social Profile, 16.7 Public Participation, Document 4.0 Communities and Infrastructure Appendices B, C, D and E of Volume II, Mistik 2019 20-Yr Forest Management Plan.**

### 3.3 Rights and regulations

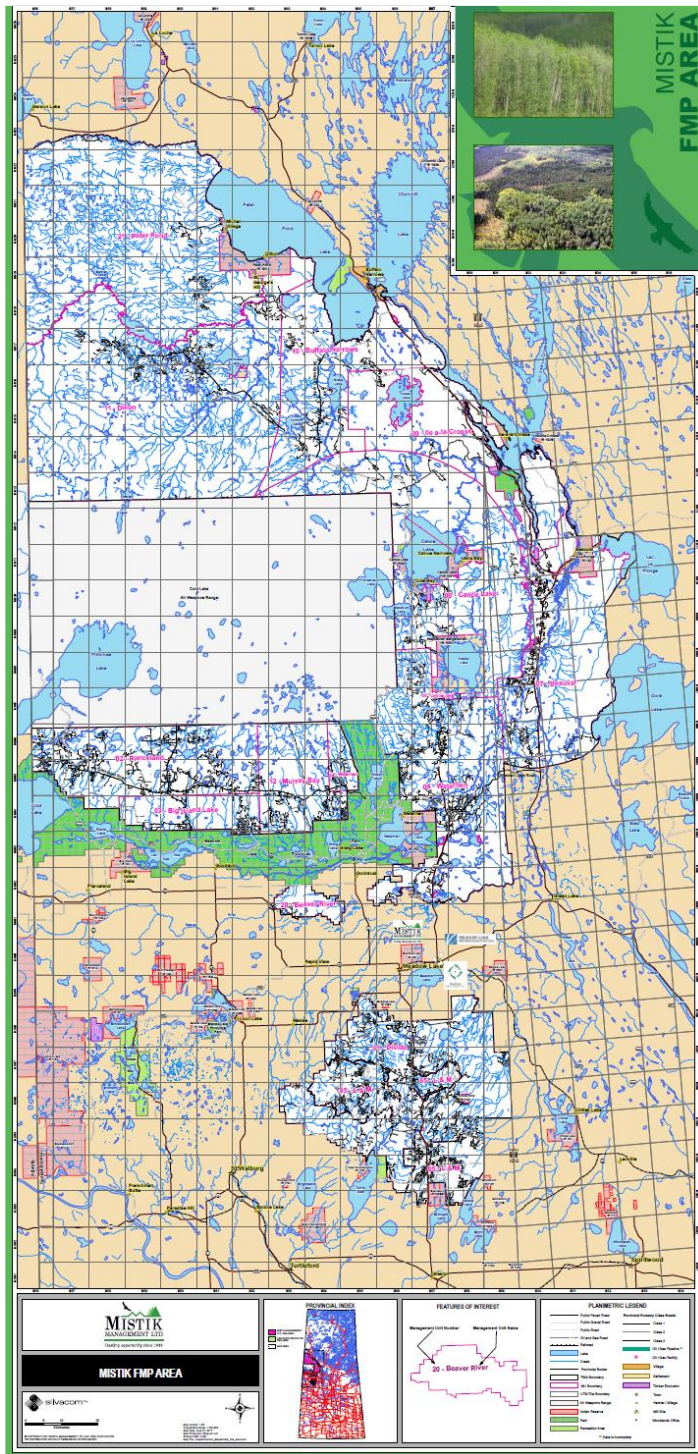
***The organization shall:***

***(a) respect the legal rights and responsibilities of other parties in the DFA***

Refer to:

**Section 6.0 of Volume I, Mistik 2019 20-Yr Forest Management Plan.  
EMSPOSTER\_1 Env & SFM Policy.doc Points 5 and 7**





**Figure 2. Location of the Mistik Defined Forest Area**

Created: May 15<sup>th</sup>, 2005  
Date of last revision: August 27, 2021

Pg 8 of 35

Revision #: 5





***(b) demonstrate that relevant legislation and regulatory requirements relating to ownership, tenure, rights, and responsibilities in the DFA have been identified and complied with;***

Refer to:

Sections 3.0 and 8.0, 11, 16, 17 of Volume I, Mistik 2019 20-Yr Forest Management Plan  
[EMSADMIN004\\_Identification & Tracking of Legal Requirements.doc](#)  
[EMSATRIX\\_08 Regulatory Compliance Tracking Matrix.xls](#)

***The organization shall:***

***(c) demonstrate that the legal and constitutional rights (including those specified in the International Labour Organization [ILO] Conventions and Recommendations to which Canada is a signatory [such as “Freedom of Association” and “Protection of the Right to Organize”] and the health and safety of DFA-related workers are respected, and their contributions to SFM are encouraged;***

Refer to:

[EMSPOSTER\\_1 Env & SFM Policy \(Points 1 and 2\)](#)  
[EMSPOSTER\\_6 Wood Procurement Policy \(Point 2\)](#)  
[Mistik’s Policy and Procedures Manual](#)  
[Mistik’s Safety and Emergency Preparedness Manual](#)  
[EMSOP016\\_Chain of Custody.doc](#)  
[EMSPOSTER\\_4 Chain of Custody Policy.doc](#)  
[EMSADMIN008\\_Competence, Training & Awareness.doc](#)  
[AMSADMIN009\\_Internal EMS SFM-related Communication.doc](#)  
[EMSFORM\\_17 Forestry Operations Inspection Report.xls](#)

***The organization shall:***

***(d) demonstrate that the acquired and legal rights of private woodlot owners to set the values, objectives, indicators, and targets relating to their properties are respected;***

Not applicable – there are no private woodlot owners within the Mistik DFA.

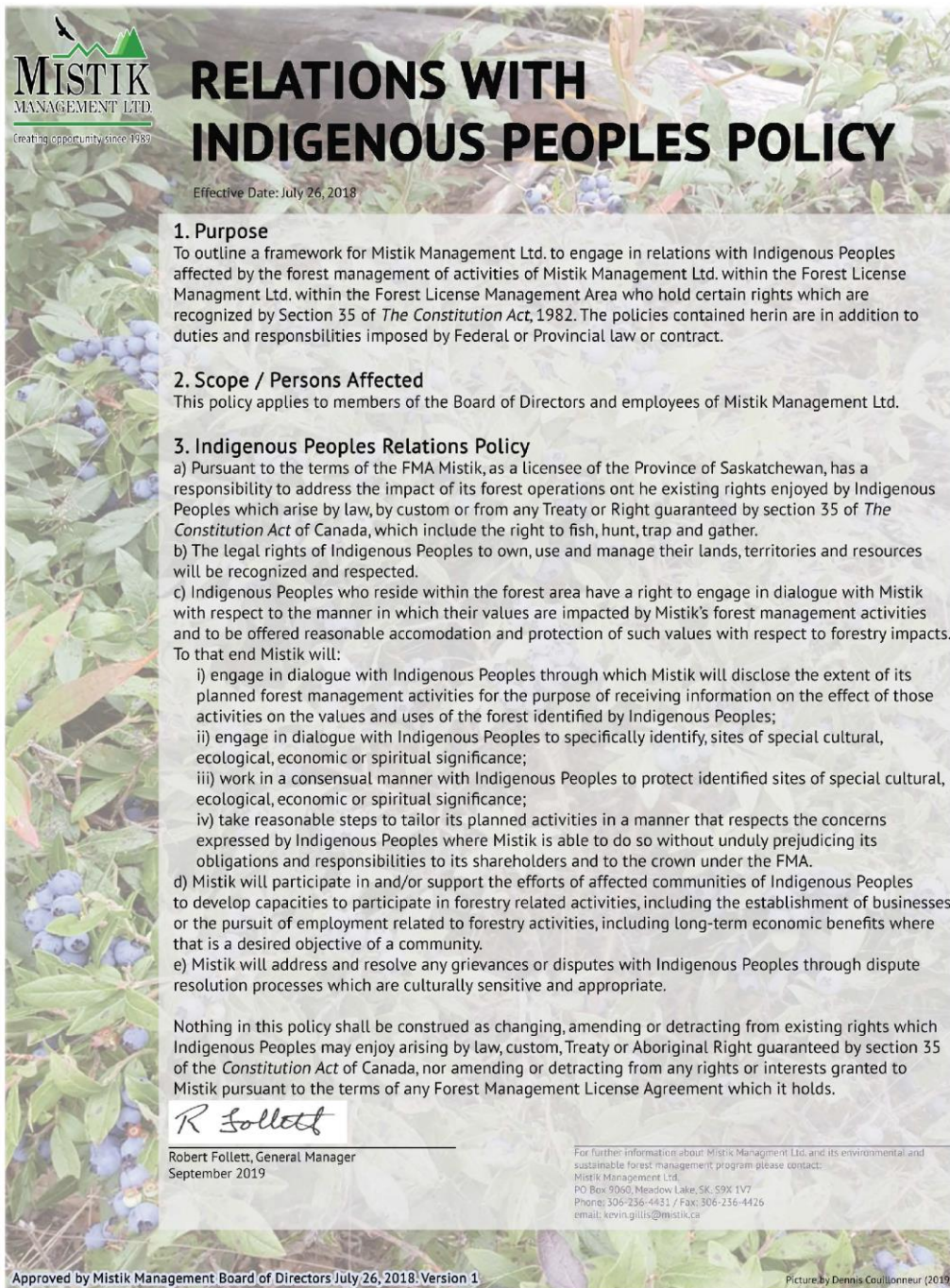
***The organization shall:***

***(e) establish and maintain procedures to identify and have access to all legal and other requirements to which the organization subscribes that are applicable to the DFA. This includes requirements related to ownership tenure, rights, and responsibilities in the DFA.***

Refer to:

[EMSADMIN004\\_Identification & Tracking of Legal Requirements.doc](#)

<https://nimonikapp.com/> Legal register to which Mistik subscribes for legal updates (Federal and Provincial) and provides access to all current legislation



**Figure 4. Relations with Indigenous Peoples Policy**

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Pg 11 of 35

Revision #: 5

## 3.4 Incorporation of public participation requirements

### 3.4.1 General requirements

***The public participation requirements set out in Clause 5 of this Standard shall be incorporated into the SFM system.***

***The organization shall establish and implement a public participation process by:***

- a) starting a new process;***
- b) building on an existing process; or***
- c) reviving a previous process.***

Refer to:

Document 4.0 Values, Objectives, Indicators and Targets (VOITs) of Volume II, Mistik 2019 20-Yr Forest Management Plan.  
16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan

### 3.4.2 Interested parties

***The organization shall:***

- a) openly seek representation from a broad range of interested parties, including DFA-related workers, and invite them to participate in developing the public participation process;***

Refer to:

Document 4.0 Values, Objectives, Indicators and Targets (VOITs) of Volume II, Mistik 2019 20-Yr Forest Management Plan.  
16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan  
Table 16.12 FMP Area Stakeholder groups and Description pg. 234 Volume I, Mistik 2019 20-Yr Forest Management Plan

- b) demonstrate, through documentation that efforts were made to contact and encourage affected and interested communities, including Aboriginal communities, to become involved in the SFM public participation process;***

Refer to:



[Document 4.0 Values, Objectives, Indicators and Targets \(VOITs\) of Volume II, Mistik 2019 20-Yr Forest Management Plan.](#)

[16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan](#)

[Table 16.12 FMP Area Stakeholder groups and Description pg. 234 Volume I, Mistik 2019 20-Yr Forest Management Plan](#)

***d) acknowledge that Aboriginal participation is without prejudice to Aboriginal title and rights, or treaty rights;***

Refer to:

[Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan](#)

[Figure 4 Indigenous Peoples Policy \(item #3\) of this document.](#)

[EMSPOSTER\\_1 Env & SFM Policy.doc Points 3 & 4](#)

***e) demonstrate that the public participation process is open, inclusive and responsive.***

Refer to:

[Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan.](#)

[16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan](#)

[Table 16.12 FMP Area Stakeholder groups and Description pg. 234 Volume I, Mistik 2019 20-Yr Forest Management Plan](#)

### 3.4.3 Process: Basic operating rules

***The organization shall demonstrate that:***

***(a) the public participation process works according to clearly defined operating rules that contain provisions on (i) content; (ii) goals; (iii) timelines; (iv) internal and external communication; (v) resources (including human, physical, financial, information, and technological, as necessary and reasonable); (vi) roles, responsibilities, and obligations of participants and their organizations; (vii) conflict of interest; (viii) decision-making methods; (ix) authority for decisions; (x) mechanisms to adjust the process as needed; (xi) access to information (including this Standard); (xii) the participation of industry, government, Aboriginal communities, appropriate experts, and other interested parties or individuals; (xiii) a dispute-resolution mechanism; and (xiv) a mechanism to measure participants' satisfaction with the process; and***

***(b) the participants have agreed to the public participation process operating rules.***

Refer to:

[Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan.](#)

**16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan**

**Table 16.12 FMP Area Stakeholder groups and Description pg. 234 Volume I, Mistik 2019 20-Yr Forest Management Plan**

**Work of the advisory group**

***In the public participation process, the advisory group shall have opportunities to work with the organization to:***

- (a) identify and select values, objectives, indicators, and targets based on SFM elements and any other issues of relevance to the DFA;***
- (b) develop, assess and select one or more possible strategies for achieving targets;***
- (c) review the SFM plan***
- (d) evaluate results of monitoring programs, and discuss improvements;***
- (e) discuss any issues relevant to SFM in the DFA.***

***The organization and the public participation process shall ensure that the values, objectives, indicators, and targets are consistent with relevant government legislation, regulations, and policies.***

Refer to:

**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan.**

**16.7 Public Participation/Consultation/Collaboration Volume I, Mistik 2019 20-Yr Forest Management Plan**

**Table 16.12 FMP Area Stakeholder groups and Description pg. 234 Volume I, Mistik 2019 20-Yr Forest Management Plan**

**Mistik 2019 20-Year Forest Management Plan (complete and SK FMP requirements)**

### **3.4.4 Public communication**

***The organization shall:***

- (a) provide access to information about the DFA and the SFM requirements including the public participation process;***
- (b) provide access to information about the progress being made in the implementation of the SFM plan;***
- (c) make the SFM plan publicly available;***
- (d) make publicly available annual reporting on its performance in meeting and maintaining the SFM requirements;***
- (e) demonstrate that all input is considered and responses are provided;***
- (f) demonstrate that there is ongoing public communication; and***
- (g) make publicly available the results of independent certification and surveillance audit reports, including at minimum, the following information:***
  - i) a description of the audit process, objectives, and scope;***
  - ii) the scope of certification***
  - iii) DFA and tenure description;***
  - iv) an overview of elements audited both off-site and on-site;***
  - v) the name of the certified organization and/or co-applicant(s) that were audited***
  - vi) the name of the certification body;***
  - vii) the names and professional qualifications of the lead auditor and audit team members;***

Created: May 15<sup>th</sup>, 2005

Date of last revision: August 27, 2021

Pg 14 of 35

Revision #: 5

*viii) the certification dates, including the date that the certificate was issued and the date it expires;*  
*ix) the number of days spent to conduct the audit, broken down by time spent off and on-site;*  
*x) the size of the field sample (i.e., the number of roads, harvesting and silviculture sites inspected);*  
*xi) the number of people interviewed*  
*xii) for multi-site certifications where only a sample of sites were visited, a discussion on how many sites are included in the certification and the sample that was visited during the current audit;*  
*xiii) an overview of the audit findings, such as general descriptions of nonconformities, opportunities for improvement, and best practices;*  
*xiv) discussion of any significant concerns relevant to the Standard, made during the audit by public participation members, Aboriginal communities, government officials, DFA workers or other interested parties and the conclusions reached by the audit team in relation to them;*  
*xv) a statement summarizing the management response to the nonconformities;*  
*xvi) an update on previous nonconformities;*  
*xvii) the certification recommendation; and*  
*xviii) key focus/topics to be assessed during the next audit.*

Refer to:

Entire **Volume I, Mistik 2019 20-Yr Forest Management Plan**  
**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan,**  
**Mistik Annual Report Targets 29, 34, 35a, 35b and 36**  
Mistik's website ([www.mistik.ca](http://www.mistik.ca)) is also a useful location for accessing current information.  
EMS/SFM public audit results in the certification tab (CSA Z-809)

### 3.5 SFM Plan

***The organization shall document, maintain, and make publicly available an SFM plan for the DFA. The SFM plan for each DFA shall include:***

***(a) a comprehensive description and map of the DFA including analysis units (if applicable);***

Refer to:

**Volume I, Mistik 2019 20-Yr Forest Management Plan.**

***(b) a summary of the most recent forest management plan and the management outcomes;***

Refer to:

**Mistik 2019 20-Yr Forest Management Plan**

***(c) a set of values, objectives, indicators, and targets;***

Refer to:

**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan**

***(d) the current status and forecasts for each indicator, including a description of the assumptions and analytical methods used for forecasting where relied upon;***

Refer to:

**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan  
Mistik's Annual Report**

***(e) a description of the chosen strategy for each target, including all significant actions to be undertaken and the associated implementation schedule;***

Refer to:

**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan  
Mistik's Annual Report  
Mistik's VOIT Table**

***(f) a description of the monitoring program;***

Refer to:

**Document 4.0 of Volume II, Mistik 2019 20-Yr Forest Management Plan  
Mistik's Annual Report  
Mistik's VOIT Table**

***(g) an analysis of actual and expected outcomes; and***

Refer to:

**Mistik's Annual Report  
Mistik's VOIT Table**



## 4.0 IMPLEMENTATION AND OPERATION

### 4.1 Structure, responsibility and resources

*Roles, responsibilities, and authority required to implement and maintain conformance with SFM requirements shall be defined, documented, and communicated within the organization. The organization shall provide resources essential to the implementation and control of the SFM requirements, including human resources and specialized skills, technology, and financial resources.*

Refer to:

[EMSADMIN006\\_Structure & Responsibility.doc](#)  
[EMSADMIN007\\_Documentation of Resources to Support EMS SFM.doc](#)  
[EMSMATRIX\\_02 Responsibility Matrix.xls](#)  
[EMSMATRIX\\_03 Organization Chart.xls](#)  
[EMSPOSTER\\_1 Env & SFM Policy.doc \(Points #6, #7 and #8\)](#)

### 4.2 Competence, training and knowledge

*The organization shall identify training needs. It shall also ensure that personnel receive training in accordance with the impact of their work on the DFA and their ability to ensure that SFM requirements are met. The organization shall establish and maintain procedures to ensure that personnel, at each relevant function and level, have knowledge of their roles and responsibilities in achieving conformance with the SFM policy and SFM requirements. The organization shall ensure that its personnel are qualified on the basis of appropriate training and/or work experience and have opportunities to gain new knowledge. The organization shall also require contractors working on its behalf to demonstrate that their personnel have the requisite training and awareness levels.*

*The organization shall continually improve its knowledge of the DFA and SFM and shall monitor advances in SFM science and technology, and incorporate them where and when applicable.*

Refer to:

[EMSADMIN 008\\_Competence, Training & Awareness.doc](#)  
[EMSADMIN011\\_EMS SFM Documentation.doc](#)  
[EMSMATRIX\\_04 Training Matrix.xls](#)  
[EMSPOSTER\\_1 Env & SFM Policy.doc \(Point #2\)](#)

## 4.3 Communication

***The organization shall:***

- (a) establish and maintain procedures for internal communication between its various levels and functions;***
- (b) establish and maintain procedures for receiving, documenting, and responding to relevant communication from external interested parties;***

Refer to:

[EMSADMIN009\\_Internal EMS SFM-related Communication.doc](#)  
[EMSADMIN010\\_External Environmental and Forestry-related Communication.doc](#)  
[www.mistik.ca](http://www.mistik.ca) (Mistik Annual Report / KPMG Annual Surveillance Audit Reports)

## 4.4 SFM documentation

***The organization shall establish and maintain documentation, in paper or electronic form, that:***

- (a) describes the SFM requirements and their interaction; and***
- (b) provides direction to related documentation.***

***Organizations shall ensure that DFA-related workers and contractors have access to the documentation relevant to their responsibilities and tasks.***

Refer to:

[EMSADMIN011\\_EMS SFM Documentation.doc](#)  
[EMSADMIN012\\_EMS SFM Manual.doc](#)

## 4.5 Document control

***The organization shall establish and maintain procedures for controlling all documents (paper or electronic) required by this Standard, to ensure that:***

- (a) documents can be readily located;***
- (b) documents are periodically reviewed, revised as necessary, and approved as adequate by authorized personnel;***
- (c) the current versions of relevant documents are available at all locations where operations essential to the fulfillment of the SFM requirements and the SFM plan are performed;***
- (d) obsolete documents are promptly removed from all points of issue and use, or otherwise prevented from unintended use; and***
- (e) obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified.***

Refer to:

[EMSADMIN013\\_Document Control.doc](#)  
[EMSADMIN014\\_Records Management.doc](#)  
[EMSMATRIX\\_05 Document and Record Control Matrix.xls](#)

***Documentation shall be:***

- (a) legible;***
- (b) dated (with dates of revision);***
- (c) readily identifiable;***
- (d) maintained in an orderly manner; and***
- (e) retained for a specified period.***

***Procedures and responsibilities for the creation and modification of the various types of documents shall be established and maintained.***

Refer to:

[EMSADMIN013\\_Document Control.doc](#)  
[EMSADMIN014\\_Records Management.doc](#)  
[EMSMATRIX\\_05 Document and Record Control Matrix.xls](#)

## 4.6 Operational procedures and control

***The organization shall:***

- (a) identify, establish and maintain the operational procedures and controls needed to meet the SFM requirements; and***
- (b) communicate relevant procedures, controls, and requirements to employees, suppliers, and contractors working on behalf of the organization.***

Refer to:

[EMSMATRIX\\_06 Inventory of critical activities.xls](#)  
[EMSOP\\_01 Visual Resource Management.doc](#)  
[EMSOP\\_02 Road & Block Layout.doc](#)  
[EMSOP\\_03 Pre-harvest Site Prescription.doc](#)  
[EMSOP\\_04 Road ROW Clearing & Construction.doc](#)  
[EMSOP\\_05 Road Reclamation & Closure.doc](#)  
[EMSOP\\_06 Watercourse Crossing Installation Maintenance Reclamation.doc](#)  
[EMSOP\\_07 Harvest System.doc](#)  
[EMSOP\\_08 Slash Management.doc](#)  
[EMSOP\\_09 Soil Protection.doc](#)  
[EMSOP\\_10 Riparian Buffers.doc](#)  
[EMSOP\\_11 Temporary Work Camps.doc](#)  
[EMSOP\\_12 Hazardous Materials.doc](#)  
[EMSOP\\_13 Timber Utilization and Scaling.doc](#)  
[EMSOP\\_14 CSA SFM Indicator Monitoring & Self Reporting.doc](#)  
[EMSOP\\_15 Self Inspection & Reporting.doc](#)  
[EMSOP\\_16 Chain of Custody.doc](#)  
[EMSOP\\_17 High Conservation Value Areas.doc](#)  
[EMSOP\\_18 Illegal Activity Reporting.doc](#)  
(All Mistik Forms)

## 4.7 Emergency preparedness and response

***The organization shall:***

***The organization shall establish and implement procedures for preventing and responding to environmental emergencies and accidents.***

Refer to:

[EMSADMIN015\\_Emergency Preparedness & Response.doc](#)  
[EMSMATRIX\\_07 List of Emergency Incidents.xls](#)  
[Mistik's Safety and Emergency Preparedness Manual](#)  
[Mistik's Fire Suppression and Forest Protection Plan](#)



## 5.0 CHECKING AND CORRECTIVE ACTION

### 5.1 Monitoring and measurement

***The organization shall:***

- (a) establish and maintain procedures to monitor, on a regular basis progress towards conformance with the SFM requirements in the DFA;***
- (b) record performance levels and monitor indicators for comparison against targets/forecasts; and***
- (c) periodically assess the quality and meaningfulness of the targets, forecasts and non-core indicators where applicable.***

Refer to:

[EMSADMIN016\\_Monitoring and Measurement.doc](#)  
[Mistik's Annual Report](#)  
[EMSMATRIX\\_08 Regulatory Compliance Tracking Matrix.xls](#)  
[EMSOP\\_15 Self Inspection & Reporting.doc](#)

### 5.2 Corrective action

***The organization shall establish and maintain procedures for:***

- (a) defining responsibility and authority for identifying and investigating nonconformity;***
- (b) taking action to mitigate impacts; and***
- (c) initiating and completing corrective and preventive action.***

***Any corrective action taken to eliminate the causes of actual and potential nonconformities shall be appropriate to the magnitude of problem and commensurate with the impact encountered.***

Refer to:

[EMSADMIN017\\_Non-conformity, Corrective Action & Preventive Action.doc](#)  
[EMSMATRIX\\_09 Non-conformance Tracking Matrix.xls](#)

## 5.3 Records

*The organization shall establish and maintain procedures for the identification, maintenance, and disposal of SFM requirement records. These records shall include training records and the results of audits and reviews.*

Refer to:

[EMSADMIN013\\_Document Control.doc](#)  
[EMSADMIN014\\_Records Management.doc](#)  
[EMSMATRIX\\_05 Document and Record Control Matrix.xls](#)  
[EMSMATRIX\\_10 Document Change Tracking Matrix.xls](#)

## 6.0 MANAGEMENT REVIEW

*The organization's top management shall periodically review the SFM requirements to ensure that progress towards SFM continues to be suitable, adequate, and effective. The information necessary to allow top management to carry out this evaluation shall be collected. This review shall be documented. In order to be adaptive, the management review shall address the possible need for changes to policy, targets, and other SFM requirements, in light of audit results, changing circumstances, and the commitment to continual improvement.*

Refer to:

[EMSADMIN019\\_Management Review.doc](#)  
[Management Review Reports](#)

## 7.0 SFM PERFORMANCE REQUIREMENTS

*The organization, working with interested parties in the public participation process at each stage, shall establish DFA-specific performance requirements that address the SFM elements in Clause 6.3 as follows:*

- (a) for each element, one or more DFA-specific values shall be identified;*
- (b) for each value, one or more objectives shall be set;*
- (c) for each value, one or more meaningful indicators shall be identified, including core and locally selected indicators. Indicators shall be quantitative where feasible;*
- (d) for each indicator, data on the current status shall be provided, and one appropriate target shall be set. Each target shall specify acceptable levels of variance for the indicator and clear time frames for achievement. A clear justification shall be provided for why targets have been chosen, and how they support the applicable value and objectives;*
- (e) one or more strategies shall be described for achieving identified targets; and (f) the expected response of each indicator in relation to the target shall be described. Where analytical forecasts were used, the methods, assumptions, and limitations used for making the forecast shall be described.*

***The work shall be recorded and summarized in the SFM plan. During plan implementation, Measurements shall be taken for each indicator at appropriate times and places. Measurement results shall be interpreted in the context of the expected response.***

## 8.0 TABLE OF MISTIKS VOITS

## TABLE OF MISTIKS VALUES, OBJECTIVES, INDICATORS AND TARGETS (VOITS)

CSA SFM CRITERION	CSA SFM ELEMENT	DFA VALUE A DFA-specific characteristic or quality considered to be important	DFA OBJECTIVE A broad statement describing a desired future state for a DFA-specific value	CORE & DFA INDICATOR A variable that measures the state or condition of a DFA-specific value	DFA TARGET Forecast state vs. actual condition of an indicator  (Section indicated is from Mistik Management Ltd. Annual Reporting documents unless otherwise specified)
1. Biological Diversity	1.1 Ecosystem Diversity - Conserve ecosystem diversity at the stand and landscape levels by maintaining the variety of communities and ecosystems that naturally occur in the DFA.	1. Naturally existing boreal forest ecosystems.	1. Ensure the potential for development of diverse forest ecosystem types within the post-harvest productive land base.	1.1.1 Ecosystem area by type	Indicator #C-1 Proportion of SGR Forest Type area  Indicator #C-2 Growing stock by SGR Forest Type (hardwood and softwood)  Indicator #C-3 Harvest volume by SGR Forest Type (hardwood and softwood)
	Establish forest plantations only in afforestation projects.	2. Natural existing boreal forest types.	2. Ensure the 'tail' (stands equal to or greater than 100 yrs. of age) of the age class distribution for the DFA is maintained over time.	1.1.2 Forest area by type or species composition	Indicator #C-1 Proportion of SGR Forest Type area  Indicator #C-2 Growing stock by SGR Forest Type (hardwood and softwood)  Indicator #C-3 Harvest volume by SGR Forest Type (hardwood and softwood)
		3. 'Late seral' or 'old' forest ecosystem types	3. Ensure the 'tail' (stands equal to or greater than 100 yrs. of age) of the age class distribution for the DFA is maintained over time.	1.1.3 Forest area by seral stage or age class	Indicator #1 Age Class Distribution
		4. Diversity of forest structure.	4. Maintenance of diverse forest structural attributes within harvested areas.	1.1.4 Degree of within-stand structural retention	Indicator #1 Age Class Distribution,  Indicator #2a Percent of forest landbase that is old and very old,  Indicator #2b Standard deviation of old

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					forest by management unit. Indicator #4 Tree retention after harvest (2 parts),  Indicator #C-5 Insular retention area associated with harvest disturbance events
	<b>1.2 Species Diversity</b> - Conserve species diversity by ensuring that habitats and forest conditions for the native species found in the DFA are maintained through time, including habitats for known occurrences of species at risk.	5. Naturally occurring boreal forest ecosystem flora and fauna species	5. Maintain preferred forest habitat assemblages specifically related to the needs of 'species at risk' within the range of natural variability.	1.2.1 Degree of habitat protection for selected focal species, including species at risk	Indicator #7 Habitat availability for forest-dwelling species: Fisher (7a) Caribou (7b) Moose (7c)
			5. Use 'wild' conifer seed for softwood renewal in the DFA.	1.2.2 Degree of suitable habitat in the long term for selected focal species, including species at risk.	Indicator #7 Habitat availability for forest-dwelling species: Fisher (7a) Caribou (7b) Moose (7c)  Indicator #C-8 Map of Caribou Sightings  Indicator #C-9 Annual contributions to field monitoring of Woodland Caribou
			5. Use 'wild' conifer seed for softwood renewal in the DFA.	1.2.3 Proportion of regeneration comprised of native species	Indicator #8 Seedlings are from wild or improved seed sources.
			5. Use provincially recommended species mixes for erosion control measures.	1.2.3 Proportion of regeneration comprised of native species	Indicator #C-4 Percent of species mixes used in erosion control that are recommended by the province
	<b>1.3 Genetic Diversity</b> - Conserve	6. Naturally	6. Use 'wild' conifer seed for softwood		Indicator #8 Seedlings are from wild or



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	genetic diversity by maintaining the variation of genes within species and ensuring that reforestation programs are free of genetically engineered trees.	occurring flora and fauna gene flow.	renewal in the DFA.		improved seed sources.  Indicator #C-4 Percent of species mixes used in erosion control that are recommended by the province
		7. Naturally occurring flora and fauna gene flow.	7. Use provincially recommended species/ mixes for erosion control measures.		Indicator #C-4 Percent of species mixes used in erosion control that are recommended by the province
		8. No industrial impact to sites of outstanding geological, biological, or cultural significance.	8. In collaboration with local communities and government agencies, identify and protect areas of outstanding geological, biological, or cultural significance.	1.4.1 Protection of sites of special significance.	Indicator #24 Spatial identification and protection of culturally significant heritage and Indigenous sites,  Special Places Map (Appendix A)
		9. Avoidance of recognized sites of outstanding geological, biological, or cultural significance.	9. Through planning process ensure that sites are identified and communicated in the Operating Plan process.	1.4.2 Proportion of identified sites with implemented management strategies.	Indicator #24 Spatial identification and protection of culturally significant heritage and Indigenous sites,  Special Places Map (Appendix A),  Indicator #21 Spatially identified non-timber resources and forest use activities.
<b>2. Ecosystem Condition and Productivity</b>	<b>2.1 Forest Ecosystem Condition and Productivity-</b> – Conserve forest ecosystem productivity and productive capacity by maintaining ecosystem conditions that are capable of supporting naturally occurring species. Reforest promptly and use tree species ecologically suited to the site.	10. Maintain productive forest land base area and productivity.	10. Ensure prompt forest renewal of harvested areas.	2.1.1 Reforestation success	Indicator #6 Relative abundance of CSGs are forecasted to be maintained at next rotation, Indicator #9 Post-harvest areas are successfully regenerated.

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		11. Naturally occurring flora and fauna gene flow.	11. Use 'wild' conifer seed for softwood renewal in the DFA.	2.1.2 Proportion of regeneration comprised of native species	Indicator #8 Seedlings are from wild or improved seed sources
		12. Productive boreal forest ecosystems over the long term	12. Minimize permanent losses to the productive forest landbase and growing stock	2.1.3 Additions and deletions to the forest area	Indicator #10 Change in the managed forest landbase area
		13. Harvesting within the calculated SGR requirements.	13. Ensuring long term maintenance of the forest's capacity is maintained.	2.1.4 Proportion of the calculated long-term sustainable harvest level that is actually harvested	Indicator #3 Size class distribution of harvest events (5 parts),  Indicator #4 Tree retention after harvest (2 parts),  Indicator #12 Proportion of a natural disturbance event retained un-salvaged,  Indicator #13 Yield curve suitability  Indicator #15 Operational adherence to the Tactical Plan  Indicator #19a Utilization of harvest volume schedule (HVS) (2 parts)  Indicator #C-3 Harvest volume by SGR Forest Type (hardwood and softwood)  Indicator #C-5 Insular retention area associated with harvest disturbance events Indicator #10 Change in the managed forest landbase area,

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<b>3. Soil and Water</b>	<b>3.1 Soil Quality and Quantity</b> - Conserve soil resources by maintaining soil quality and quantity.	14. Natural productivity (quality and quantity) of forest soils.	14. Minimize potential detrimental impacts of forestry activities to forest soils.	3.1.1 Level of soil disturbance	Indicator #16 Harvesting activities in compliance with all related requirements
		15. Nutrient health is maintained by debris left on site.	15. Minimize potential for low nutrient levels due to woody debris loss.	3.1.2 Level of downed woody debris	Proposed by Mistik PAG on Sept 20, 2012: Less than 30% of the annual harvest area of harvest blocks designated as SGRs #1, #2 and #4 to #8 shall be impacted by biomass removal operations and 0% of jack pine (SGR #3) shall be impacted by biomass removal operations.  Indicator #C-11 Level of downed woody debris.
	<b>3.2 Water Quality and Quantity</b> - Conserve water resources by maintaining water quality and quantity.	16. Natural water quality of waterbodies.	16. Maximize use of 'best practices' with respect to watercourse crossing installations.	3.2.1 Proportion of watershed or water management areas with recent stand-replacing disturbance.	Indicator #17 Crossing activities in compliance with all related requirements
				3.2.2 Proportion of forest management activities, consistent with prescription to protect identified water features.	Indicator #17 Crossing activities in compliance with all related requirements  Indicator #C-13 Total area of natural disturbances (fire)
<b>4. Role in Global Ecological Cycles</b>	<b>4.1 Carbon Uptake and Storage</b> - Maintain the processes that take carbon from the atmosphere and store it in forest ecosystems.	17. Carbon uptake and storage	17. Minimize forestry activities that reduce the ability of the forest to sequester and store carbon.	4.1.1 Net carbon uptake	Proposed by Mistik PAG on Sept 20, 2012: Based on a carbon budget model analysis (CFS modeling tool – work to be

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					undertaken by Mark Johnston - SRC regarding forestry operations carbon emissions vs. forest growth carbon sequestration) the DFA shall be net carbon positive.  Indicator #C-12 Net carbon (C) uptake
		18. Maintain productive forest land base area and productivity.	18. Ensure prompt forest renewal of harvested areas.	4.1.2 Reforestation success	Indicator #6 Relative abundance of Cover Species Groups are forecasted to be maintained at next rotation,  Section 5.2.3 - Silviculture Effectiveness Monitoring
	<b>4.2 Forest Land Conversion -</b> Protect forest lands from deforestation. Encourage afforestation where ecologically appropriate.	19. Productive boreal forest ecosystems over the long term	19. Minimize permanent losses to the productive forest landbase and growing stock	4.2.1 Additions and deletions to the forest area	Indicator #10 Change in the managed forest landbase area
<b>5. Economic and Social Benefits</b>	<b>5.1 Timber and Non-Timber Benefits</b> - Manage the forest sustainably to produce a mix of timber and non-timber benefits. Support a diversity of timber and non-timber forest products and forest-based services.	20. Sustainable non-timber resources (all commodities, uses and experiences).	20. To ensure that the impact of forest harvesting activities on non-timber resources and non-timber forest-use activities is minimized and to maintain the integrity of 'special places' (visual, cultural, traditional use, heritage, spiritual, etc.) in the DFA.	5.1.1 Documentation of the diversity of timber and non-timber benefits, products, and services produced in the DFA	Indicator #19a Utilization of harvest volume schedule (HVS),  Indicator #20 Stakeholder and public engagement (Public Advisory Group meetings),  Indicator #21 Spatially identified non-timber resources and forest use activities,  Indicator #23 Indigenous community involvement in planning processes,  Indicator #26a Contributions to Co-management Boards. Indicator #26c Percent of 'within-FMA

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					area' communities represented in the workforce,  Indicator #27 Stakeholder Engagement,  Indicator #C-14 Levels of Employment  Indicator #C-15 Percentage of Mistik's workforce comprised of persons from local communities.
		21. Sustainable timber resource management.	21. Ongoing viability (adequate financial and labor resources) of the woodlands management organization.	5.1.2 Evidence of open and respectful communications with forest dependent businesses, forest users and local communities to integrate non-timber resources into forest management planning. When significant disagreement occurs, efforts towards conflict resolution are documented.	Indicator #20 Stakeholder and public engagement (Public Advisory Group meetings),  Indicator #21 Spatially identified non-timber resources and forest use activities,  Indicator #23 Indigenous community involvement in planning processes,  Indicator #26a Contributions to Co-management Boards,  Indicator #26c Percent of 'within-FMA area' communities represented in the workforce,  Indicator #27 Stakeholder Engagement,  Indicator #C-14 Levels of Employment,  Indicator #C-16 Total person-days of work retained by persons of Aboriginal descent
	<b>5.2 Communities and Sustainability</b> - Contribute to the	22. Forestry-related	22. Within economic constraints, to maximize forestry-related	5.2.1 Level of participation and	Indicator #23 Indigenous community involvement in planning processes,

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	sustainability of communities by providing diverse opportunities to derive benefits from forests and by supporting local community economies.	employment.	employment opportunities.	support in initiatives that contribute to community sustainability	Indicator #26a Contributions to Co-management Boards,  Indicator #26b Percent of total annual vendor / contractor payments made to local businesses,  Indicator #27 Stakeholder Engagement.
		23 Forest related education and participation.	23. To contribute 'unfettered' economic benefits back to local communities.	5.2.2 Level participation and supporting training and skills development	Indicator #26b Percent of total annual vendor / contractor payments made to local businesses,  Indicator #C-7 Percentage of contractors who have received environmental and sustainable forest management awareness training
		24. Forestry-related benefits.	24. To maximize employment opportunities for persons of Aboriginal descent.	5.2.3 Level of direct and indirect employment	Indicator #26c Percent of 'within-FMA area' communities represented in the workforce,  Indicator #C-14 Levels of Employment,  Indicator #C-16 Total person-days of work retained by persons of Aboriginal descent
		25. To generate dues (stumpage) benefits for the Province of Saskatchewan for the benefit of all the citizens of Saskatchewan.	25. Total amount of dues paid to the Province of Saskatchewan.	5.2.3 Level of direct and indirect employment	Indicator #26c Percent of 'within-FMA area' communities represented in the workforce,  Indicator #C-14 Levels of Employment,  Indicator #C-16 Total person-days of work retained by persons of Aboriginal descent
<b>6. Society's Responsibility</b>	<b>6.1 Fair and Effective Decision Making-</b> Demonstrate that the SFM	26. Effect and meaningful	26. Level of involvement through consistent and detailed information	6.1.1 Level of participant satisfaction	Registry Item: A4 – Register of public concerns.



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	public participation process is designed and functioning to the satisfaction of the participants and that there is general public awareness of the process and its progress	public participation.	exchange.	with the public process	Indicator #C-6 Number of advertisements made in local newspapers
		27. Availability of current, high-quality forestry-related information to forestry workers and the interested public.	27. To provide to local communities, other interest groups and individuals, on a periodic basis, current forestry operations-related information and opportunities for hands-on experience of field forest activities and the forest land base.	6.1.2 Evidence of efforts to promote capacity development and meaningful participation in general.	Indicator #20 Stakeholder and public engagement (Public Advisory Group meetings),  Indicator #C-7 Percentage of contractors who have received environmental and sustainable forest management awareness training  EMS Training Records PAG twice annual meetings and Associated Agenda Items
		28. Public commitment to achieving compliance and maintaining the public trust.	28. Reporting of perceived activities being in non-compliance.	6.1.3 Availability of summary information on issues of concern to the public	Registry Item: A4 Register of public concerns.
			28. Publicly requesting information on perceived activities being in non-compliance.	6.1.3 Availability of summary information on issues of concern to the public	Indicator #20 Stakeholder and public engagement (Public Advisory Group meetings),  Indicator #C-6 Number of advertisements made in local newspapers
	<b>6.2 Safety</b> Demonstrate that the organization is providing and promoting safe working conditions for its employees and contractors	29. Commitment to safety of workers, co-workers, and the public.	29. Inspection of processes required through legislation and policy.	6.2.1 Evidence of co-operation with DFA-related workers to improve and enhance safety standards, procedures, and outcomes in all DFA-related workplaces and	Forestry Operations Inspection Sheet (Safety Section), Annual Contract Files, Incident Report Summary, Mistik Annual Training Records

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				affected communities	
			29. To provide required training to forestry contractors related to the environmental impacts of their activities.	6.2.2 Evidence that a worker safety program has been implemented and is periodically reviewed and improved.	Forestry Safety Consultant - Bob Earis (safety program updates),  Mistik Safety and Emergency Preparedness Plan Mistik Health and Safety Policy, Forestry Operations Inspection Report, Annual training for summer students
7. Aboriginal Relations	7.1 Aboriginal and Treaty Rights - Recognize and respect Aboriginal title and rights and treaty rights. Understand and comply with current legal requirements related to Aboriginal title and rights, and treaty rights.	30. Respect for Aboriginal and treaty rights.	30. Ongoing consideration of Aboriginal and treaty rights within the context of planning and implementing forestry activities.	7.1.1 Evidence of a good understanding of the nature of Aboriginal title and rights	Indicator #23 Indigenous community involvement in planning processes,  Indicator #26a Contributions to Co-management Boards,  Indicator #26b Percent of total annual vendor / contractor payments made to local businesses,  Indicator #26c Percent of 'within-FMA area' communities represented in the workforce,  EMSPOSTER_2 Relations with Indigenous Peoples Policy
		31. Awareness and protection of traditional Aboriginal forest values and uses.	31. Ongoing identification, understanding and protection of traditional Aboriginal forest values and uses.	7.1.2 Evidence of ongoing and respectful communication with Aboriginal communities to foster meaningful engagement, and consideration of the information gained about their Aboriginal title and rights through this process.	Indicator #23 Indigenous community involvement in planning processes,  Indicator #26a Contributions to Co-management Boards,  Indicator #26b Percent of total annual vendor / contractor payments made to local businesses,  Indicator #26c Percent of 'within-FMA area' communities represented in the

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					workforce,  EMSPOSTER_2 Relations with Indigenous Peoples Policy
	<b>7.2 Respect for Aboriginal Forest Values, Knowledge and Uses -</b> Respect traditional Aboriginal forest values, knowledge and uses identified through the Aboriginal input process.	32. Forest related education and participation.	32. To contribute 'unfettered' economic benefits back to local communities.	7.2.1 Evidence of efforts to promote capacity development and meaningful participation for Aboriginal individuals, communities, and forest-based companies	Indicator #23 Indigenous community involvement in planning processes,  Indicator #24 Spatial Identification and protection of culturally significant Heritage and Aboriginal sites (Special Places Map),  Indicator #26a Contributions to Co-management Boards.
		33. Avoidance of recognized sites of outstanding geological, biological, or cultural significance.	33. Through planning process ensure that sites are identified and communicated in the Operating Plan process.	7.2.2 Evidence of understanding and use of Aboriginal knowledge through the engagement of willing Aboriginal communities, using a process that identifies and manages culturally important resources and values.	Indicator #23 Indigenous community involvement in planning processes,  Indicator #24 Spatial Identification and protection of culturally significant Heritage and Aboriginal sites (Special Places Map),  Indicator #26a Contributions to Co-management Boards,  Indicator #26c Percent of 'within-FMA area' communities represented in the workforce
		34. Avoidance of recognized sites of outstanding geological, biological, or cultural significance.	34. Through planning process ensure that sites are identified and communicated in the Operating Plan process.	7.2.3 Level of management and/or protection of areas where culturally important practices and activities occur	Indicator #21 Spatially identified non-timber resources and forest use activities,  Indicator #23 Indigenous community involvement in planning processes,  Indicator #24 Spatial Identification and protection of culturally significant

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					Heritage and Aboriginal sites (Special Places Map),