



Wildlife Standard

Document Number: RGS0029A	Standard – Administrative	Applies To: Regional Wood Buffalo
Revision Date: 2017/02/13 Revision: 1 Review Cycle: 3 Years	Document Owner (Title): Director, OS Environmental & Regulatory Services	

Summary of Changes

Rev No.	Section Changed	Revision Made
1		New Document

Scope

This document applies to all workers (personnel and contractors) undertaking activity on behalf of Suncor in the Wood Buffalo Region who may see or encounter wildlife.

Purpose

To create a one way approach to wildlife management at Suncor sites within the Regional Municipality of Wood Buffalo (RMWB). A one way approach leads to increased understanding of responsibilities and accountabilities, reduces the number of wildlife incidents, promotes compliance with regulatory requirements and encourages industry best practice.

This standard provides direction to:

- Understand roles and responsibilities relating to wildlife management and the procedures for reporting wildlife sightings and incidents, as well as the procedures for handling live and dead wildlife
- Define when significant wildlife events may qualify as a significant (C3 Regulatory) Incident
- Determine the applicability of fences to exclude wildlife, the use of personal wildlife deterrents, use of barbeques and the required level of wildlife training
- Minimize potential adverse effects of habitat disturbance on wildlife populations in the Wood Buffalo Region

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Compliance

This standard applies to all workers (personnel and contractors) undertaking activity on behalf of Suncor in the Wood Buffalo Region and is effective on the date noted on the Signature page.

All Suncor personnel and contractors will be compliant with Federal and provincial laws and regulations that protect wildlife in the Region of Wood Buffalo (see Appendix A). These include:

- *Canada Migratory Birds Convention Act and Regulations (MBCA)*
- *Canada Species at Risk Act (SARA)*
- *Alberta Wildlife Act*
- *Alberta Environmental Protection and Enhancement Act (EPEA)*

Note: Suncor has EPEA approval for each of its sites under EPEA Section 155.

Contact Numbers

The following contacts are important to this standard:

Suncor Wildlife Management Department wildlife@suncor.com

Regulators should be contacted by the Wildlife Management Department:

AEP Fish & Wildlife (Fort McMurray)	780-743-7200 (8:15 AM – 12:00 PM, 1:00 – 4:30 PM)
Report A Poacher	1-800-642-3800 (24 Hours)

Background

- Suncor sites throughout the Wood Buffalo Region are located either within or in close proximity to wildlife habitat. While it is recognized that wildlife will exist on and around our sites, Suncor expects all reasonable efforts will be made to protect both our workers and wildlife.
- When planning activities with the potential to disturb wildlife habitat either on publically, or privately owned land, Suncor workers must be familiar with and make use of this standard. It is important to seek additional input from an environmental advisor before undertaking activities with the potential to impact wildlife or their habitat.
- Either directly or indirectly, activities that create disturbance are likely to impact wildlife and their habitat. Key considerations in planning disturbances include the associated level of disturbance, the type of habitat and wildlife species that may be present, and the timing of activities.

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Roles and Responsibilities

These individuals and groups have the following roles and responsibilities:

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| Area Management | <ul style="list-style-type: none"> • Authorize barbeque events, along with area safety, fire prevention and wildlife management approval. |
| Document Approver | <ul style="list-style-type: none"> • Ensures this standard is necessary and that it aligns with management and company direction. |
| Document Owner | <ul style="list-style-type: none"> • Ensures this document is reviewed according to the required revision cycle. • Ensures the document is updated to accommodate changes to Suncor, provincial, and federal regulation. • Ensures the document is updated to mitigate risks found as the result of an incident. |
| Document User (all workers) | <ul style="list-style-type: none"> • Works in compliance with this standard. • Refers to an Environmental Advisor for additional guidance when required. |
| Environmental Advisor | <ul style="list-style-type: none"> • Provides project-specific guidance and recommendations to mitigate for adverse effects of habitat disturbance on wildlife. |
| Security | <ul style="list-style-type: none"> • Receives and documents wildlife reports. • Engages Wildlife Management Specialists, when required. |
| Wildlife Management Department | <ul style="list-style-type: none"> • Has overall responsibility for wildlife management at Suncor Upstream sites. Depending on the site, the Wildlife Management Department may be Environmental Affairs, Reclamation or EHS and may include designated contractors. • Responsible for acquiring and fulfilling the conditions of all permits related to wildlife including ensuring that all wildlife sightings and incidents are documented and reported as required for the Research Permit, the Collection License, the Alberta Environmental Protection and Enhancement Act (AEPEA) Approval and as otherwise required by regulators. |

References

- [NFP0016A](#) Land Use Authorization Procedure
- Online Wildlife Reporting Tool
- [RGM02002](#) Field Level Hazard Assessment
- [RGP15001](#) OEMS Element 15: Incident and Hazard Management
- [SUN-00154](#) Risk Management Standard

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Terms, Definitions and Acronyms

The following terms, definitions and acronyms are used in this standard:

Activity	Any element of construction or development that occurs within upstream oil and gas projects.
AEP	Alberta Environment and Parks (formerly Alberta Environment and Sustainable Resource Development or ESRD)
<i>AEPEA</i>	<i>Alberta Environmental Protection and Enhancement Act</i>
Aerosol Safety Container	A safe containment device for storage and transportation of bear spray in motorized vehicles or in a building.
BCR	Bird Conservation Regions as delineated by Environment and Climate Change Canada (see Nesting Zones).
Bear Encounter	To unexpectedly physically come upon, meet, or be in conflict with a bear, with no safe retreat to a vehicle or building.
Bear Spray	A non-lethal spray that has proven itself effective against bears that are in close proximity (within 3m) to the individual. A form of personal protective equipment.
Bird	Any member of the Aves class.
Environmental Advisor	Personnel or Contractor who possesses sufficient education, training, and experience necessary to exercise professional environmental judgement.
Euthanize	To kill an animal with the least possible perception of pain, fear and distress, given the context and circumstances. Rapid onset of unconsciousness and insensitivity to pain followed by respiratory, cardiac and brain arrest.
Feeding Wildlife	Includes hand feeding, throwing food towards an animal, leaving food or household waste accessible to an animal and littering.
Forest Habitat	Habitats predominantly vegetated with trees regardless of age.
Habituation	When human behavior modifies animal behavior and animals stop being afraid of humans.
Hibernacula	Winter quarters for a hibernating animal.
<i>MBCA</i>	<i>Migratory Birds Convention Act</i>

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Continued **Terms, Definitions and Acronyms**

Natural Habitat	An ecological or environmental area that is inhabited by a particular species of animal, plant, or other type of organism. It is the natural environment in which an organism lives, or the physical environment that surrounds a species population. This includes but is not limited to reclaimed areas and the environmental buffer zones.
Nesting Zones	Broad geographical areas distributed across Canada determined mainly by the limits defined by the Bird Conservation Regions (BCR). Nesting zones also consider variation in the mean annual temperature, as well as similarities in the nesting periods within and between zones.
Open Habitat	Habitats with clear line of sights at eye level (Grasslands, shrub lands, previously cleared areas, etc.)
PPE	Personal Protective Equipment - aAny device worn or held by an individual for protection against one or more health and safety hazards.
Qualified Environmental Professional	Personnel or contractor who possesses sufficient education, training, and experience necessary to exercise professional judgement in avian or wildlife biology. The individual should be registered with an organization or association which requires that members follow a Code of Ethics and are competent in their field of practice.
SARA	<i>Species At Risk Act</i>
Waste	Domestic garbage including food, food waste, food wrappers, coffee cups, as well as non-food items such as oils greases, cleaning agents and shop or lab waste.
Wetland Habitat	Vegetated areas with saturated soils or standing water.
Wildlife	Big game, birds of prey, fur bearing animals, migratory game birds, non-game animals, non-license animals and upland game birds, and includes any hybrid offspring resulting from the crossing of two animals.
Wildlife Fence	A fence specifically designed, constructed, and maintained to exclude wildlife.
Wildlife Habitat	An ecological or environmental area that is inhabited by a particular species of animal. It is the natural environment in which an organism lives, or the physical environment that surrounds a species population.

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Continued Terms, Definitions and Acronyms

Wildlife Incident	Any observation of wildlife where there is a risk to the animal, or where a human/wildlife interaction occurred. It includes observations of wildlife in or around camps; road-killed animals or animals found dead; wildlife in or near tailings ponds (specifically open water, shorelines, and beaches); and any injured, oiled or euthanized animals.
Wildlife Management Department	The department responsible for developing and maintaining bird and wildlife programs on each site and for maintaining a list of Suncor approved wildlife training providers. Depending on the site, the department may be Environmental Affairs, Reclamation or EHS.
Wildlife Observation	See Wildlife Incident.
Wildlife Proximity Zones	The cleared area or open space between the forested wildlife habitat (unaffected area) and the active facility boundary (for example, pad berm or facility road). If the wildlife proximity zone is less than 10 meters, a risk assessment is required.
Wildlife Sensitivity Zone	Provincial ranges requiring additional mitigation considerations for selected wildlife species, species groups and ecological regions. (for example, Key Wildlife and Biodiversity Areas and Caribou Range).
Wildlife-Proof Waste Bin	Waste container that is specifically designed to keep black bears and other wildlife out when used appropriately.
Wildlife-resistant Storage	Secure storage that limits access to the contents from wildlife. Secured wildlife-resistant waste containers and buildings are good examples. Vehicles and sheds with unsecured doors are not considered wildlife-resistant.

Standard**1. Wildlife Standard**

All Suncor personnel and contractors must be compliant with the following preventative controls.

	Item	Description
Avoidance and Awareness	1.1	<ul style="list-style-type: none"> Workers must not contribute to wildlife habituation. Workers must not stop a vehicle to look at an animal; they will drive away with caution and report the sighting. Taking pictures of wildlife is prohibited, except for in specific situations as determined by the Wildlife Management Department. Under no circumstances is wildlife to be approached, relocated or collected, unless otherwise directed by the Wildlife Management Department. Do not use headphones or listening devices while working in or close to natural habitats of dangerous wildlife.

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	Item	Description
Do Not Feed Wildlife	1.2	<ul style="list-style-type: none"> • Feeding of wildlife is prohibited. People found feeding wildlife or leaving food out where it is accessible to wildlife will be subject to disciplinary action up to and including termination. • All outdoor waste receptacles must be wildlife-proof and in good working condition. • Lunchrooms doors and windows must be closed when not in use. If workers need to have food in vehicles, ensure the windows and doors are closed. • Smoke pits must have good line of sight and have zero waste on the floor.
Requirements for Fences to Exclude Wildlife	1.3	<p>Areas where food waste and odors can accumulate, for example landfills and camp kitchen waste areas require a fence designed to exclude wildlife.</p> <p>Note: Wildlife fences are not installed to reduce wildlife encounter risks; they are installed to reduce food-conditioning of wildlife. The fences are required to protect the wildlife, not the humans.</p>
Avoid Clearing or Destroying Dwellings	1.4	<p>Avoid clearing or destruction of the dwellings of wildlife species such as nests, dens, burrows, and hibernacula throughout the year.</p> <ul style="list-style-type: none"> • All workers should be familiar with how to identify a potential dwelling and report it to an Environmental Advisor. • If activities must clear or destroy a wildlife dwelling, an Environmental Advisor must provide direction. <p>Note: Direction may involve implementing a setback distance, removing the dwelling, or relocating the dwelling.</p>
Avoid Clearing in Wildlife Sensitivity Zone	1.5	<p>Avoid clearing within a provincial Wildlife Sensitivity Zone.</p> <ul style="list-style-type: none"> • Consult with an Environmental Advisor to determine if planned habitat disturbance activities will occur in a Wildlife Sensitivity Zone. • If activities must occur in a Wildlife Sensitivity Zone, an Environmental Advisor must provide direction. <ul style="list-style-type: none"> • Mitigations and timelines are flexible depending on the location, timing and level of disturbance. • Mitigations may include establishing setback distances from specific features, or rescheduling the project.

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- | Item | Description |
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| Planning Activities to Reduce the Impact of Disturbance to Wildlife and Wildlife Habitat | 1.6 • Determine the level of disturbance for any planned activity that will impact wildlife. Use the following table to evaluate the impact. |

Table 1: Determining the level of disturbance resulting from activities

Disturbance Level		Activity
LOW	No vegetation clearing	Traversing, construction on bare ground, grading
MEDIUM	Vegetation clearing, low disturbance	Limbing, soil salvage, site preparation on regrowth
HIGH	Vegetation clearing, high disturbance	Brushing, hand falling, mowing, mulching, mechanical tree falling

More details:

- Either directly or indirectly, activities that create disturbance are likely to impact wildlife and their habitat. Key considerations in planning disturbances include the associated level of disturbance (Table 1), the type of habitat and wildlife species that may be present, and the timing of activities.
- If disturbance to wildlife or wildlife habitat is likely to occur as a result of planned activities, keep a mitigation hierarchy in mind when planning. The standard mitigation hierarchy aims to minimize impacts by first avoiding and secondly reducing impacts that cannot be avoided.

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| Use of Personal Deterrents | 1.7 Employees can request deterrents, such as bear spray or air horn, provided these requirements are met in consideration of the <i>Occupational Health & Safety Act</i> and <i>Criminal Code of Canada</i> regarding the use of prohibited weapons such as bear spray: |
|----------------------------|--|

- The employee works or conducts tasks within a wildlife habitat or a wildlife proximity zone.
- The training requirements are met (Section 6), including when and how to use the deterrent.
- If the employee has a related medical condition (for example, allergy or respiratory concern such as asthma), the employee provides a physician's clearance/approval indicating the employee may carry and use the deterrent.

When using personal deterrents the following requirements must be met:

- Employees must use proactive, behavioural and audio controls before using contact controls.
- Employees will carry either a pea-less whistle (for example, Fox 40) or an air horn, or both, in order to:
 - Provide an alternate/first use deterrence by startling wildlife
 - Signal co-workers that there is wildlife in the area
- Carrying bear spray is mandatory when conducting field work within wildlife habitat or within wildlife proximity zones if a hazard identification and risk assessment cannot mitigate the risk level below a risk rank III for wildlife encounters in certain circumstances or situations

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	Item	Description
Use of Personal Deterrents (<i>con't</i>)	1.7	<ul style="list-style-type: none"> • All issued deterrents remain Suncor Energy Inc. property and must be returned by the employee: <ul style="list-style-type: none"> • At the end of the field season when wildlife might be encountered • When their employment with Suncor Energy Inc. ends • Following accidental or intentional discharge so that a replacement can be issued, as required • Under any other circumstances, as requested by Suncor Energy Inc. • Conditioning tools such as bear bangers and rubber bullets must only be carried and deployed by workers approved by the Wildlife Management Department and authorized under an Alberta Fish and Wildlife permit or licence. <p>The following requirements pertain specifically to bear spray:</p> <ul style="list-style-type: none"> • Bear spray shall only be handled by personnel and contractors who have received the appropriate training. • Bear spray must be stored and transported in an aerosol safety container. • Bear spray must not be transported in a Suncor provided bus or airplane. • When worn, bear spray must be carried in a holster, must be visible and must be positioned so it is easily accessible. • Bear spray must be accompanied by the SDS sheet that is approved by Suncor. • Bear spray canisters must not exceed 230 grams in size. • Bear spray canisters must display a Pesticide Control Products Act registration number. • All instances of accidental or intentional discharge of bear spray (except those for training purposes) must follow the incident management process including completion of an incident report and be reported to: <ul style="list-style-type: none"> • Supervisor(s) • Environmental Health and Safety professional (Wildlife Management Department) • Senior management • All lost canisters of bear spray must be reported to the supervisor and the designated bear spray issuer.
Use of Barbeques	1.8	<ul style="list-style-type: none"> • A barbeque (BBQ) event must be authorized by the Business Safety Department, Fire Prevention group and Wildlife Management, and Area Management, who may inspect the BBQ before during and after the event. • If a barbeque event is planned and approved, all risks, including fire and wildlife exposure, must be mitigated. The following precautions must be taken: <ul style="list-style-type: none"> • A 20-lb multipurpose dry chemical fire extinguisher must be within 3 meters of the BBQ. • A distance of 7.5 metres must be kept from compressed gas cylinders, other than the connected BBQ propane cylinder. • A distance of 3 metres must be kept from any combustible materials such as, building walls, dry leaves, etc. • The BBQ must be on even ground. • The BBQ must have a drip tray to collect all grease and oils. • The event must have a wildlife-proof waste bin for disposal of all waste such as, food, wrappers, etc. and the grease and oil from the drip tray.

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	Item	Description
Use of Barbeques (con't)	1.8	<ul style="list-style-type: none"> The BBQ must be a safe distance from natural habitat to limit the possibility of wildlife encounters. Safe distances vary, but the BBQ should be across a road or parking lot. A BBQ event must have the appropriate permits, including a Hot Work Permit before the use of the BBQ. See Appendix B for Grill Safety Guidance. After the event, the BBQ must be thoroughly cleaned and stored to prevent attracting wildlife to the work area.

2. Incident Requirements:

All Suncor personnel and contractors must be compliant with the following standards around wildlife incident classifications, response and reporting.

	Item	Description
Classification	2.1	<ul style="list-style-type: none"> All wildlife sightings or encounters must be reported. How they are reported depends on the classification. A wildlife event qualifying as a Significant Incident (Regulatory C3) (tracked as an Oil Sands Operations and Corporate Annual Incentive performance metric) has traditionally been applied to incidents where there is a breach of an Approval condition. A C3 ranking can also be applied to incidents outside of Approval conditions where government regulations or acts, for example, Alberta's <i>Wildlife Act</i> or similar, are contravened. Apply a C3 risk ranking to any wildlife event where external resources are required to destroy wildlife which has become problematic due to Suncor's lack of diligent action in preventing this incident or where wildlife dies or is euthanized due to Suncor's lack of diligence in managing a known risk at site. Create an entry in the incident management system (Enablon) following the Incident Management process. Details of events that do not qualify as a C3 include: <ul style="list-style-type: none"> Suncor obtains a Damage Control Licence to trap and relocate an animal that has been reported on a regular basis and has the potential to become problematic due to the feeding of the animal by workers Suncor obtains a Damage Control Licence to trap and relocate or destroy an animal (for example, a muskrat or fox) that has become problematic due to their selection of a building as a shelter or den site Suncor obtains a Damage Control Licence to destroy a beaver or muskrat that has created water flow issues through their natural behaviour of modifying the environment Waterfowl is euthanized after coming in contact with bitumen on a tailings pond where active waterfowl deterrents are placed and actively managed Details of events that do qualify as a C3 include: <ul style="list-style-type: none"> Fish & Wildlife Officers come to site to trap and destroy an animal (for example, a bear) that has become problematic due to the on-going presence of unsecured garbage or other anthropogenic attractants in the area Suncor obtains a Damage Control Licence to destroy an animal (for example, a wolf, coyote or fox) that has become problematic due to the feeding (direct or indirect) of the animal by workers An animal is euthanized after becoming significantly coated in unmanaged bitumen within a controlled area of our site

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	Item	Description
Reporting Observances – no threat	2.2	Anyone should report the observation of any animal where there is no threat to the animal or human observer using the online wildlife reporting tool or to Suncor Security.
Observances – threat	2.3	<ul style="list-style-type: none"> • Anyone must immediately report the sighting of wildlife that poses a threat to worker safety, is injured or oiled, is at risk of injury or death, or is dead, to Suncor Security. • Security must then immediately notify the Wildlife Management Department.
Information to Include in Report	2.4	At a minimum, the following information should be included when reporting wildlife; date, time, location (description and/or UTM coordinates if possible), species (if known), animal condition (dead, oiled, injured, aggressive, healthy, etc.), what the animal is doing, physical description of the animal (color, markings, etc.), and observer contact information.
Do Not Handle Wildlife	2.5	In accordance with the Research Permit and Collection License, do not handle wildlife unless you are otherwise directed by the Wildlife Management Department, or AEP Fish & Wildlife.
Incident Management tool entry	2.6	If an incident results in the relocation or euthanasia of the animal and a lack of action on the part of Suncor contributed to the incident (for example, poor waste management practices), an entry must be made into the incident learning system by the area owner within three working days of the incident. A Regulatory C3 designation may be assigned to a wildlife incident.
Response	2.7	<ul style="list-style-type: none"> • If the Wildlife Management Department determines that an animal has become a nuisance or is placing worker safety at risk, Alberta Fish & Wildlife will be contacted; directions will be provided. • Live traps will be set after a Damage Control Permit is acquired and may only be deployed by a Fish & Wildlife Officer, trapper or trained Suncor staff. Bear traps may only be armed by a Fish & Wildlife Officer. • If the animal is injured, oiled or dead, The Wildlife Management Department will contact Alberta Fish & Wildlife immediately; direction will be provided.

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	Item	Description
C3 Response	2.8	<ul style="list-style-type: none"> • The Incident Initiator must immediately report the incident to the Wildlife Management Department. • The Incident Initiator must create an entry in the incident management system following the Incident Management process. <ul style="list-style-type: none"> Be sure to set the: <ul style="list-style-type: none"> • Entry type to Incident with Loss (IWL) • Actual Response: <ul style="list-style-type: none"> Receptor: Regulatory Consequence Consequence: RG3: Regulatory exceedance or non-compliance occurs <u>and</u> Regulatory investigation conducted <u>and either</u> – administrative actions imposed, or – enforcement ticket issued. • The Incident Owner assigns an investigator to conduct a Significant Incident investigation as per the Incident Management process. <p>The Wildlife Management Department Protocol is:</p> <p>During Normal Business Hours:</p> <p style="padding-left: 40px;">Wildlife Specialist will report the event to the Environmental Affairs Manager, who will notify the Director or GM of the area in which the incident occurred that a C3 incident has occurred.</p> <p>Outside of Normal Business Hours</p> <p style="padding-left: 40px;">Environmental Affairs On-Call will report the incident directly to the Environmental Affairs Manager who will contact the Director or GM of area in which the incident occurred and provide formal notice the C3 has occurred.</p> <p>3. All Suncor personnel and contractors must be compliant with these Wildlife Recovery requirements:</p>
PPE	3.1	At a minimum, wear steel toe boots, coveralls, safety glasses and gloves while handling wildlife.
Live Wildlife	3.2	<ul style="list-style-type: none"> • The Wildlife Management Team must obtain a Damage Control Licence from AEP Fish & Wildlife before any live traps are deployed within the Suncor lease area. All license conditions must be followed. • Live animal traps may only be handled or armed by trained member of the Wildlife Management Team or trapper authorized under a Damage Control Licence. Live bear traps may only be armed by a Fish and Wildlife Officer but may be relocated under the direction of a Fish and Wildlife Officer. • Do not approach a live animal or an animal trap on site, empty or otherwise, unless directed by the Wildlife Management Department. • Only Fish & Wildlife Officers, Wildlife Management Department or a trapper under a Damage Control Licence can handle or remove live animals.

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	Item	Description
Dead Wildlife	3.3	Consult with AEP Fish & Wildlife on handling dead animals.

4. All Suncor personnel and contractors must be compliant with the following communication and documentation standards.

	Item	Description
Online Reporting Tool	4.1	Up to date wildlife sightings can be accessed from the online wildlife reporting tool and should be reviewed with crews during first hours of work.
Signs	4.2	<ul style="list-style-type: none"> • The Wildlife Management Department will identify areas requiring wildlife signage and will coordinate installation and placement with Area Management (Operations). • Temporary signage will be placed in areas where elevated wildlife activity has been identified (for example, bears have been spotted in this area). • Install permanent signage in relevant areas with high visibility (for example, "Caution - you are working in bear country").
Communication	4.3	<p>Safety Alerts & Toolbox Talks: Review communication materials with crews when issued and posted in central meeting points to ensure broad scale communication.</p> <p>Third-Party Prime Contractor Communications: Manage third-party prime contractor communications through engagement with the applicable Suncor site contact.</p> <p>Effective Communication: Ensure the application of the range of tools listed above to effectively communicate to all applicable areas of Suncor within the Regional Municipality of Wood Buffalo, including areas without readily available access to Internet or cellular communications (non-wired areas).</p>
Document Wildlife Habitat Disturbances	4.4	<ul style="list-style-type: none"> • When wildlife habitat disturbances are planned or occur, document: <ul style="list-style-type: none"> • All decisions made during the planning phase. Include who was involved and the supporting documentation • what mitigations were implemented • Keep a record of all survey and assessment reports. • Document disturbance activity details. • Submit all documents to the Environmental Advisor - Wildlife & Biodiversity for record keeping.
Documentation Retention	4.5	Retain all documents created in support of any wildlife fence application, installation, maintenance and inspections as per RGS11003.

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5. All Suncor personnel and contractors must meet the following training requirements:

	Item	Description
Suncor Training	5.1	<ul style="list-style-type: none"> • Employees must receive training or instruction in wildlife awareness and encounter techniques before undertaking any field work outside the surveyed facility boundaries and refresher training must follow the training schedule. • All employees and contractors that are exposed to risks associated with wildlife encounters shall be provided training in awareness and encounter techniques. • There are two levels of wildlife training offered at Suncor as described in the Suncor Wildlife Training Matrix (Appendix C). • The Wildlife Training Flow Chart (Appendix C) provides direction to Supervisors to determine which level of training is required for workers. • To carry bear spray on Suncor sites in the Wood Buffalo Region, Level 2 or equivalent training or instruction is required. • Equivalent training will have been completed through a Suncor approved wildlife training provider. A list of approved providers is reviewed regularly and available from the Wildlife Management Department. • Wildlife Training shall include the following learning objectives: <ul style="list-style-type: none"> • Wildlife awareness and encounter training • Proper use of all deterrents, including bear spray, preferably including a practical bear spray component (that is, discharge of inert bear spray) • Bear ecology • Bear behaviour • Human/wildlife conflicts • Defensive vs predatory wildlife encounters • Response to bear encounters • Non-Lethal Deterrents.
Training Renewal	5.2	<ul style="list-style-type: none"> • Wildlife awareness training requires renewal every 3 years. • Level 1 Wildlife Awareness Training is a web based program that is valid for 3 years. After a 3 year period following completion of the course, personnel are required to retake the online training for recertification. • To renew Level 2 Wildlife Awareness training; emergency responders must take a classroom course that includes a practical bear spray component. • For non-emergency responders renewal of Level 2 Wildlife Awareness Training can be accomplished through an approved web based training course that includes an instructional video on deploying bear spray.
Training Records	5.3	Records of training/instruction in Wildlife Awareness training shall be kept on file and must be made available upon request.

End of Standard

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Appendix A – Relevant Sections of Supporting Regulations

Note: Regulations are subject to amendment and as such, the Queen's Printer or Canada Gazette should be consulted for the most current regulation.

1. Relevant *MBCA* sections:

- S. 5.1 (1) No person or vessel shall deposit a substance that is harmful to migratory birds, or permit such a substance to be deposited, in waters or an area frequented by migratory birds or in a place from which the substance may enter such waters or such an area.
(2) No person or vessel shall deposit a substance or permit a substance to be deposited in any place if the substance, in combination with one or more substances, results in a substance – in waters or an area frequented by migratory birds or in a place from which it may enter such water or such an area – that is harmful to migratory birds.
- S.13 (1.1) Every person or vessel that commits an offence is liable
(a) on conviction on indictment, to a fine of not more than \$1,000,000 or to imprisonment for a term of not more than three years, or to both; and (b) on summary conviction, to a fine of not more than \$300,000 or to imprisonment for a term of not more than six months, or to both.
(1.8) A person or vessel that establishes that they exercised due diligence to prevent the commission of an offence under this Act, other than an offence under paragraph 5.2(a), (c) or (d) or section 5.3, shall not be found guilty of the offence.

Regulation

- S. 6 Subject to subsection 5(9), no person shall
(A) Disturb, destroy or take a nest, egg, nest shelter, eider duck shelter or duck box of a migratory bird, or
(B) Have in his possession a live migratory bird, or a carcass, skin, nest or egg of a migratory bird except under authority of a permit therefor.

2. Relevant *SARA* sections:

- S. 32 (1) No person shall kill, harm, harass, capture or take an individual of a wildlife species that is listed as an extirpated species, an endangered species or a threatened species.
- S. 33 No person shall damage or destroy the residence of one or more individuals of a wildlife species that is listed as an endangered species or a threatened species, or that is listed as an extirpated species if a recovery strategy has recommended the reintroduction of the species into the wild in Canada.
- S. 97 (1) every person commits an offence who
(a) Contravenes subsection 32(1) or (2), section 33, subsection 36(1), 58(1), 60(1) or 61(1) or section 91 or 92;
(b) contravenes a prescribed provision of a regulation or an emergency order;
(c) Fails to comply with a term or condition of a permit issued under subsection 73(1); or
(d) Fails to comply with an alternative measures agreement that the person has entered into under this Act.
- (1.1) Every person who commits an offence under subsection (1) is liable
(a) On conviction on indictment,
(i) In the case of a corporation, other than a non-profit corporation, to a fine of not more than \$1,000,000,
(ii) in the case of a non-profit corporation, to a fine of not more than \$250,000, and
(iii) in the case of any other person, to a fine of not more than \$250,000 or to imprisonment for a term of not more than five years, or to both; or

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- (b) on summary conviction,
 - (i) in the case of a corporation, other than a non-profit corporation, to a fine of not more than \$300,000,
 - (ii) in the case of a non-profit corporation, to a fine of not more than \$50,000, and
 - (iii) in the case of any other person, to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both.

3. Relevant Alberta *Wildlife Act* sections:

- S. 36 (1) A person shall not wilfully molest, disturb or destroy a house, nest or den of prescribed wildlife or a beaver dam in prescribed areas and at prescribed times.
- S. 55 (1) Subject to this Act, a person must not be in possession of a wild or controlled animal
(2) Subject to this Act, a person may have a wild or controlled animal in the person's possession
 - (a) if and to the extent that the person is authorized by a permit to do so
- S. 81.1 A wildlife officer or wildlife guardian who considers that
 - (a) Wildlife animals are being attracted by an attractant to a place other than a private dwelling house, and
 - (b) the health or safety of any person is or may be threatened owing to their presence, may order the owner, occupier or person in charge of that place or the person responsible for the presence of the attractant to contain, move or remove the attractant or take such other action as is considered necessary to remove the threat, within the period specified within the order.
- S. 92 (1) A person who is convicted of
 - (a) an offence specified in subsection (3), or
 - (b) any offence involving a contravention of this Act where
 - (i) that person is a corporation, or
 - (ii) that person has previously been convicted of any offence involving a contravention of this Act and the offences for which the current conviction and a previous conviction were imposed occurred not more than 5 years apart, is liable to a fine of not more than \$100 000 or to imprisonment for a term of not more than 2 years, or both.

(2) A person who is convicted of an offence against this Act under circumstances where subsection (1) does not apply is liable to a fine of not more than \$50 000 or to imprisonment for a term of not more than one year, or both.

(3) The offences referred to in subsection (1)(a) are offences
 - (a) against section 35, 55(3) or 62(1) or (2),
 - (b) against section 25(1), if the wildlife is an endangered animal, (b.1) against section 59(1) if the offence relates to wildlife with respect to which a permit referred to in that subsection may not be lawfully issued, or
 - (c) involving a contravention of any other provision of this Act that involves the hunting of a grizzly bear.

4. Alberta *Environmental Protection and Enhancement Act*

AEPEA Section 155.

A person who keeps, stores or transports a hazardous substance or pesticide shall do so in a manner that ensures that the hazardous substance or pesticide does not directly or indirectly come into contact with or contaminate any animals, plants, food or drink.

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Appendix B: Grill Safety Guidance

- Ensure the propane cylinder has no dents, gouges or other signs of disrepair and the hydrostatic date has not expired.
- Ensure all connections are tight prior to turning on the gas. Leaks can be detected by dabbing the connections with a solution of soapy water and turning on the gas momentarily. If bubbles occur, there is a leak and it must be fixed before the grill is used.
- Never store a spare propane cylinder under or near a BBQ, heat source or open flame.
- Store extra cylinders in a Suncor approved storage area.
- When lighting the grill, open the lid and have the match or lighter burning before turning on the gas.
- When finished with the grill, turn off the BBQ burners and shut the propane cylinder valve.
- Use long handled BBQ tools and flame retardant mitts.
- Do not wear loose clothing and watch for dangling apron strings and shirttails.
- Charcoal grills are not permitted on Suncor sites.

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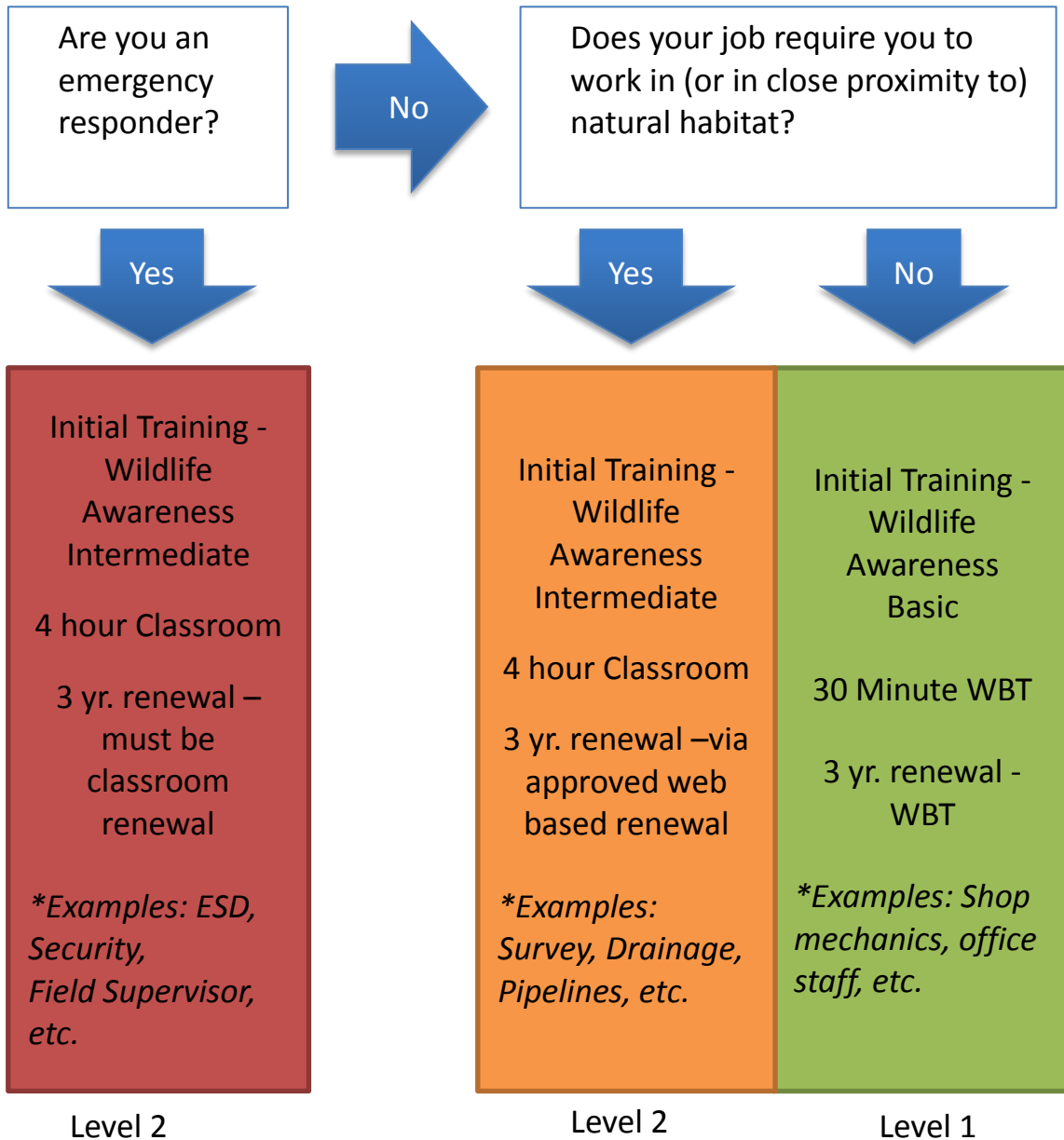
Approved By: Jim Chuey, GM EH&S Upstream; Steve Stewart, GM Ops Excellence &EH&S Functional Sppt

Appendix C – Wildlife Training Matrix and Flowchart**Table 1: Suncor Wildlife Training Matrix**

Level	1	2
Course Name	Wildlife Awareness Basic - Web Based Training	Wildlife Awareness Intermediate - Classroom Training
Qualified workers	All Workers	Workers who work in high risk wildlife habitat areas or work areas in close proximity to high risk areas
Renewal	3 Years	3 Years
Theory	<ul style="list-style-type: none"> •Bears Ecology •Hierarchy of Controls •Human-Bear Contact •Recognize and react to various bear behaviours 	<ul style="list-style-type: none"> •Bear Ecology •Bear Behaviour •Human/Wildlife Conflicts •Wildlife Encounters (Defensive and Predatory) •Response to Bear Encounters •Non-Lethal Deterrents
Practical		•Bear Spray

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Figure 1: Wildlife Training Flow Chart



**Examples list is not all inclusive. Review training need with Supervisor to ensure proper level of training for specific job role is understood*

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The following individuals have approved and signed this document.

UserName: Jim Chuey (jchuey)

Title: GM EH&S Upstream

Date: Tuesday, 14 February 2017, 05:15 PM Mountain Time

Meaning: Approver 1 Signed

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UserName: Steve Stewart (sstewart)

Title: GM Ops Excellence&EH&S Functional Sppt

Date: Friday, 24 February 2017, 02:32 PM Mountain Time

Meaning: Approver 2 Signed

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