

MINUTES OF MEETING

SHARE OPERATIONAL UPDATES

Chevron BP

Carley Hanson reported that there was not much activity with the exception of doing some geotechnical work in the Inuvik area.

ENCANA

Sandra Marken reported that some site clean-up was in progress.

Devon

Terry Hughes reported that SS Drilling Cason work is progressing on the Harbour site.

ConocoPhillips

Terry Gordey reported that:

- vegetation studies are well under way
- joint venture work on the restoration of old drilling sumps is progressing
- hearing preparation work is ongoing

Shell

Jeff Oshust reported that not too much activity is currently in progress

Imperial

Dieter Busse reported that there is a significant summer work program in progress. Summer work for the ISR, GSA, SSAKG and SSAT areas includes Slope and Shoofly studies, Heritage resources studies, Water Quality studies and fisheries studies. In the fall bathometric surveys will also be conducted.

Planning for the winter work that includes geotechnical work, 25-30 hole drilling programs in the ISR and GSA and some ground penetration radar work is also progress.

Horizon North Logistics Inc.

Bill Anderson reported that they have been very busy setting up the business and one of the significant ventures was the acquisition of Shinko Camps and the Swamp Mat facility in Grand Prairie. **(Boy, I need to take better notes or you folks have to talk slower. You can provide the additional update here Bill)**

SHARE "Making a difference in the Delta"

Bill Anderson reviewed:

- SHARE objectives and reconfirmed SHARE's mission
- safety statistics for the past five years and a discussion ensued on how important incident case management has become
- and reported that 8 operators and one prime contractors have approved the budget of \$356k. 16 contractors have also made a lump sum contribution
- the challenges SHARE faces in the current environment

Bill Anderson further reminded everyone to send invoices for the SHARE initiatives directly to him so he can have them processed by Chevron and record expenditures in the SHARE records. The process is as follows:

- Sponsor of the initiative endorses the invoice as being correct and legitimate
- Sponsor of the initiative sends the invoice to the SHARE chairman
- SHARE chairman records costs in the initiative spreadsheet
- SHARE chairman sends invoice to Chevron representative Steve Andreschefski for input into the Chevron financial system for payment
- NOTE: It is important that all invoices are made out to Chevron Canada Ltd, 500 5th Ave. S.W. Calgary, AB. T2P 0L7

MINUTES OF MEETING

Upcoming SHARE Events

- Week of October 16th - Inuvik
 - October 17th - D&A training - Managers/Owners (4 hrs.- AM)
 - October 18th - D&A Program training - supervisors (7 hrs.)
 - October 19th - General SHARE meeting - location TBD
- Week of November 20th - Inuvik
 - Nov 21, 22, 23 - Safety Essentials for Supervisors and Managers
 - A 3 day Global Training workshop that provides leaders with skill, knowledge and desire to lead their workforce in achieving an injury free workplace
- Drug and Alcohol Workshop - Date to be determined
 - Theme - "Meeting the needs of the Oil and Gas Industry in achieving a D&A free workplace"
 - This one day workshop, hosted by SHARE, is intended to bring the communities, workers, contractors and operators together to discuss expectations and challenges of ensuring a drug and alcohol free workplace in the Mackenzie Delta region.

Bill reminded the group that SHARE is not the provider of training but rather "SHARE is there to influence and enable" that training takes place.

SHARE INITIATIVES REVIEW AND UPDATE

Initiative #1: Drug and Alcohol program Development and Implementation

Terry Gordey gave a brief summary on the status of the project indicating that Ed Secondiac (SHARE's A&D consultant) is fully engaged in the roll out of the program in the north.

- October 17th and 18th workshop in Inuvik
- Potential November Workshop includes activity to determine expectations, objectives and deliverables that would include discussions on:
 - Pre-access testing
 - Dialogue required with the community
 - Defining the expectations
 - Contractors talking about successes
 - Open panel discussions
 - Promoting community service aspect of the workshop
- Using the model from the COAA currently in place in north eastern Alberta
- Advertising in Inuvik for potential courses and send Ed Secondiac to teach them. Contacting the Aurora College to do the advertising.
- Testing for Safety and Risk sensitive positions and also random and pre access tenting
- Forming a task force with ENFORM to address the A&D initiative in the north

Initiative #10: Basic Safety Program Development and Implementation

Bill Anderson updated the group on the initiative and highlights included:

- Continue to work with local contactors
- Will fit in very well with the November 21, 22 and 23 Safety Essentials for Supervisors and Managers course and workshop
- Contractors need to re-engaged to think about communication, SHE programs and promoting mission statements

MINUTES OF MEETING

- Potential Certificate of Recognition for the northern contractors
- SHARE web site to include basic and other advanced tools (sub-committee to determine)

Initiative #3: SHARE Strategic Development Plan and Road Map

Kevin Sheppard and Jeffrey Griffith of Griffith Sheppard Consulting Group updated the SHARE members on the initiative.

- A significant learning during the presentation was the importance of mission statements and to ensure they are clear and concise. They are used to test initiatives against the mission of SHARE and "if it's not in the mission, then we should not do it" or SHARE needs to rewrite the mission statement.
- The group agreed that SHARE is an enabler to ensure that training takes place but they are not a "certifying" body
- A training catalogue could be placed on the web site with links to specific training sites

Bill Anderson concluded there was excellent discussion on the plan and, hopefully, Kevin was able to capture suggested changes within the attached revised document. It was agreed that the sub-committee is on the right track and is to proceed further with formalizing into an incorporated Society. AS discussed, the sub-committee will be meeting on September 7th to further the process. Included will be a review of comments/suggestions raised and, commencement of compilation of by-laws. Bill also asked each of the members to review within their respective companies over the next week and get back to the sub-committee with additional information or concerns, etc.

Presentation by Kevin Sheppard and Jeffrey Griffith of Griffith Sheppard Consulting Group



Initiative #2: Contractor/Operator HSE Orientation

- IRP 16 requirements need to be discussed with contractors
- ENFORM is responsible for content, currently being updated, SHARE has had involvement
- Third part has been selected as certifier in Inuvik by ENFORM

Initiative #5: SHARE Web Site Development

Jeff Oshust and Dieter Busse reported this initiative is progressing well and updated the group with the following slides. The group suggested it might be an opportunity to involve several other people as a sub-committee to design the web page ensuring "buy in" and quality management. The sub-committee is potentially to meet in the first two weeks of September and includes Ian Denness, Sandra Marken, Terry Gordey, Jeff Oshust and Dieter Busse

The following presentation slides were reviewed:



MINUTES OF MEETING

Web Site Design Contract Includes

- 24/7 technical support
- 150MB of Web Space (Additional space \$50/150 meg)
- 7GB of monthly transfer
- Ability to run dynamic web pages (ASP, ASP.NET, PHP)
- Ability to utilize SQL Server 2000/2005, Microsoft Access
- UPS to keep the site up and running in the event of a power outage
- Up to date firewall protection
- Nightly statistics
- Nightly data backups
- Up to 30 email accounts (POP/SMTP capabilities as well as Web Access)
- Spam blocking
- Virus protection

Web Site Design Contract Includes

- Web design entirely portable. Updates can be made from anywhere in the world where there is an internet connection available.
- Domain name of our choice for three years
– WWW.SHARE-MGP.com
- 12 updates to the web site per year (once the site goes live). Additional updates at \$50/hour.
- Once development has been completed and signed off, all additional development at \$75/hour.

Web Site Design Next Steps

- Complete three year design and maintenance contract and officially sign-off
- Provide up-front fee of \$600 for internet license and domain
- Provide NITS (Northern Information Technology Solutions) with relevant documents for posting
- Define billing process (in contract)
- Functional testing

Web Site Design Costs

Item	Price
Solution Design & Implementation	\$3,500
Solution Hosting and Maintenance (Yr 1)	\$1,500
Solution Hosting and Maintenance (Yr 2)	\$1,500
Solution Hosting and Maintenance (Yr 3)	\$1,500
Total	\$8,000

Initiative #6: Cold Weather Training Program Development

Steve Andreschewski the "Arctic Survival" initiative is moving ahead, although a bit slower than originally intended. The team have engaged the services of Global Training following no response from the North with respect to an RFP that was sent via the IRC. We have conducted a needs assessment with Global that identifies what is required in the package vs. what's nice to have. This needs assessment was sent to Global and will be used to draft an outline for the training package. This assessment will allow us to tailor the program to meet our specific needs and get a better understanding on cost and timing. Once outlined has been completed, we can proceed with the content. To date, no cost have been incurred, although we expect this will change shortly. We are hopeful that a pilot program can be rolled out by year end or early in 2007.

Initiative #8: Environmental Initiative - Field Handbook and Orientation

Sandra Marken reported that:

- The content for the environmental package is being developed
- The RFP for production of the package is also being developed
- Targeting for 2Q2007 completion
- Potentially looking at booklet form

NEXT MEETING

It was proposed that the next meeting be held in **Inuvik on October 19, 2006**. The location will be sent out at a later date.