

Quality, Health, Safety and Environmental Committee – Meeting Planner

This Quality, Health, Safety and Environmental committee (“QHSE Comm”) meeting planner is aligned to the QHSE Comm Terms of Reference document for use to plan what gets addressed at each QHSE Committee meeting.

Mandate from QHSE Comm Terms of Reference	FREQUENCY			SCHEDULED MEETINGS			
	At Least Annually	Quarterly	When Necessary	Q1 May	Q2 Aug.	Q3 Nov.	Q4 Mar.
Organization and Operation							
1. Confirm committee is made up of at least two members of the board and the CEO	X				Q2		
2. Confirm independence of committee members of the board and the CEO, according to the Governance Guidelines of the Toronto Stock Exchange and National Policy 58-201.	X				Q2		
3. Appoint Chair of QHSE Comm			X				
4. QHSE Comm Chair appoints secretary in the absence of the Chief Process Officer of the Corporation who shall be the Secretary of the QHSE Committee			X				
5. Ensure there is a quorum (a majority of Committee members) present for each quarterly meeting		X		Q1	Q2	Q3	Q4
Duties and Responsibilities							
Quality							
1. Review and Recommend approval to Board, necessary changes in or the appropriateness of the policy guidelines in place to administer High Arctic’s quality programs in the context of competitive, legal and operational considerations;	X					Q3	
2. Oversee the systems for monitoring compliance with the Corporation’s Quality Processes and annually review and approve the Corporations approach with respect to industry benchmarks and competitive practices.	X			Q1			
3. Review quarterly reports on quality & non-conformance incidents and the nature and extent of compliance with quality and other		X		Q1	Q2	Q3	Q4

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policies, standards and applicable legislation, together with the reasons therefore, and report to the Board on the status of such matters;							
4. Annually set and review key performance indicators and other metrics used to measure quality performance with key management;	X						Q4
Health & Safety							
1. Review annually and recommend for approval to the Board, any necessary changes in, and the appropriateness of the policy guidelines in place to administer health and safety policies, standards, accountabilities and programs for High Arctic in the context of competitive, legal and operational considerations;	X					Q3	
2. Review quarterly reports on health and safety incidents and the nature and extent of compliance with health and safety policies, standards and applicable legislation, and any orders imposed on High Arctic under that legislation, as well as the nature and extent of non compliance together with the reasons therefore, and report to the Board on the status of such matters;		X		Q1	Q2	Q3	Q4
3. Annually set and review key performance indicators and other metrics used to measure quality performance with key management;	X						Q4
4. Review and report to the Board annually on High Arctic's state of readiness to respond to health and safety crisis situations;	X			Q1			
5. Review such other health and safety matters as from time to time the Committee may consider suitable or the Board may specifically direct.			X				
Environmental							

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	At Least Annually	Quarterly	When Necessary	Q1 May	Q2 Aug.	Q3 Nov.	Q4 Mar.
1. Review at least annually and recommend for approval to the Board, necessary changes in or the appropriateness of the policy guidelines in place to administer High Arctic's environmental policy & programs, its environmental incident management and reporting processes, and its remedial action practices in the context of competitive, legal and operational considerations;	X					Q3	
2. Review quarterly reports on environmental incidents, the nature and extent of compliance with environmental policy, standards and applicable legislation, the nature and extent of non-compliance together with the reasons therefore, and the plan and timetable to correct deficiencies. The Committee shall subsequently report to the Board on the status of such matters;		X		Q1	Q2	Q3	Q4
3. Review quarterly with management and legal counsel any civil and criminal environmental proceedings, claims or other contingency that could have a significant effect on High Arctic and report to the Board on the status of such matters;		X		Q1	Q2	Q3	Q4
4. Annually set and review key performance indicators and other metrics used to measure environmental performance with key management;	X						Q4
5. Review and report to the Board annually on High Arctic's state of readiness to respond to environmental crisis situations;	X			Q1			
6. Review such other environmental matters as from time to time the Committee may consider suitable or the Board may specifically direct.			X				
<i>Other Duties and Responsibilities</i>							
1. The Board may, from time to time, charge the QHSE Comm with the responsibility of reviewing other items of a quality, health, safety and environmental nature.			X				

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	At Least Annually	Quarterly	When Necessary	Q1 May	Q2 Aug.	Q3 Nov.	Q4 Mar.
2. Periodically report to the Board all decisions taken in exercising the powers conferred herein and the results of reviews undertaken and any associated recommendations			X				
3. The Committee shall monitor legislative updates and consider the need for any changes to the Corporation's policies or practices are necessary as a result.			X				
4. Review QHSE Comm Mandate & Terms of Reference	X				Q2		
5. QHSE Chair approves meeting agenda		X		Q1	Q2	Q3	Q4
Authority							
1. Investigate any activity, in any area, that the Committee considers necessary or advisable, and, for such purposes and the performance of its other responsibilities, the Committee shall have unrestricted access to personnel and records of High Arctic and advisors to High Arctic;			X				
2. Make any recommendation to the Board, as it considers necessary or advisable, in respect of matters within its mandate, provided however that where the Committee intends to make any such recommendation			X				
3. Engage and obtain the advice of outside advisors if necessary, to properly discharge its functions, duties and responsibilities.			X				

End of Planner