FRIP is a program established to enhance the forest resources of Alberta in the interest and benefit of all Albertans. In 1997 the Alberta government delegated the administration of FRIP to The Forest Resource Improvement Association of Alberta (FRIAA). All member companies of FRIAA of which DMI is one, fund FRIP through a portion of the "timber dues" collected by the government for the wood they harvest on public land. These FRIAA members in turn can apply to use the funds toward activities that will improve the forest resource.

The FRIP program does not absolve forest industry companies or the government of their respective responsibilities; rather, it encourages activities that are above and beyond required forest management functions.

Eligible Activities
Project activities related to timber and non-timber forest resources are eligible under FRIP if they enhance the forest resource and are not the responsibility of the timber disposition holder. Activities include but are not limited to, intensive silviculture, inventory, research, genetics, and / or training and education directly related to these activities.

Ineligible Activities
Any activities related to the following are not eligible for funding under FRIP:
- facility construction, improvement or operation
- product research and development
- road construction, repair and maintenance or
- the purchase of any capital assets

Project Approval
Projects submitted for the FRIP program are processed both internally (DMI) and externally (FRIAA) for approval. Internal approval should be obtained prior to making application to FRIAA. However, it is recognised that there may be occasions where, because of implementation deadlines both approvals are applied for at the same time. **A copy of all applications should be provided to the Forest Resources FRIP Co-ordinator and the Forest Resources Accountant.**
Internal (DMI) Approval Process:

- "Approval in Principle" is obtained from the Business Unit Leader.
- Formal approval is obtained from both the Business Unit Leader and the Executive Committee using the Authorization for Expenditure (AFE) form (Attachment 1) specifically created for this program. A detailed description of the project should be attached to the AFE.

External (FRIAA) Approval Process:
- A "Proposal Summary – Application" (FRIP Handbook attached) must be submitted with each proposal.
- "FRIP Project Proposal Guidelines" (FRIP Handbook attached) must be met.
- Refer to "Proposal Review Checklist" (FRIP Handbook attached), and "FRIP Project Proposal Evaluation Criteria and Guidelines" (FRIP Handbook attached) for assistance preparing project submissions.
- Project packages are sent to: FRIAA
  Box 11094, Main Post Office
  Edmonton, Alberta T5J 3K4

REVISION HISTORY

Original issued:	December 03, 2006	Author: EMS Coordinator
Revision 1.1:	February 13, 2009	Author: EMS Coordinator
Revision 1.2:	August 17, 2009	Author: EMS Coordinator

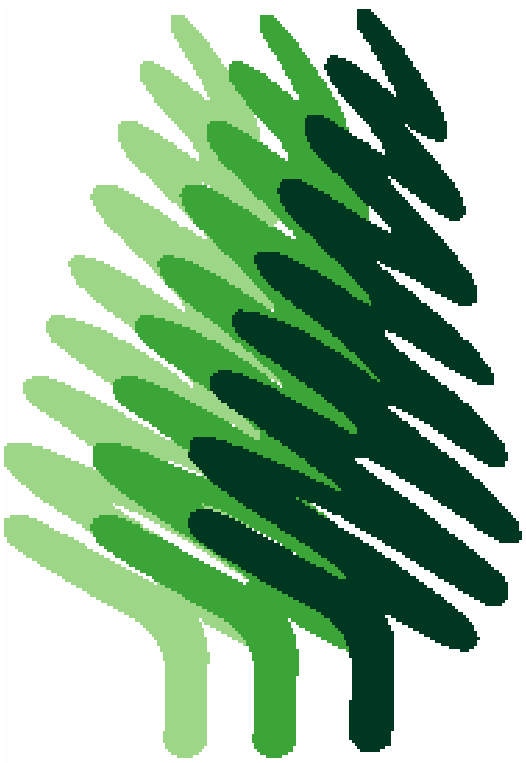
APPROVAL:

Approved:	S. ELKINS	EMS Coordinator – Forest Resources
Approved:	J. GOETSCH	Business Unit Leader - Forest Resources

FOREST RESOURCES IMPROVEMENT

ASSOCIATION OF ALBERTA (FRIAA)

HANDBOOK



Edmonton
July 10, 2000
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Procedures and Requirements for Paying FRIAA Dues

All firms and individuals who harvest and produce green coniferous roundwood for the purpose of manufacturing lumber (timber producer) and who pay timber dues according to Schedule 3 of the Timber Management Regulation must pay FRIAA Dues.

FRIAA dues are to be calculated by the timber producer in accordance with Table 1 (Attached) and are to be remitted, along with a completed FRIAA dues remittance form (see appendix) and one copy of the applicable timber return, to FRIAA at:

FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA
Box 11094, Main Post Office
Edmonton, Alberta T5J 3K4

FRIAA dues are due and owing at the same time as timber dues, whether they be periodic, monthly or quarterly. Government offices will not accept FRIAA dues—if a timber producer must send payment by courier, please contact the FRIAA office for a location to which courier service is available.

All timber producers that produce more than 10,000 m^3 of coniferous sawlog timber annually must submit a FRIAA dues remittance form monthly, unless otherwise directed by FRIAA in writing. If no FRIAA dues are payable for that month, a nil return must be submitted.

FRIAA dues rates will be forwarded to you monthly by the Land and Forest Service in connection with their determination of the applicable timber dues rates.

FRIAA Dues Remittance Form

Company Making the FRIAA Dues Payment: _____

Company to which the FRIAA Dues Payment Applies (if different than above): _____

Month or Quarter to which FRIAA Dues Payment Applies: _____

Total Volume on which FRIAA dues applies: _____

FRIAA dues rate applied:

☐ Under 107,296 m^3 _____ (rate)

☐ Over 107,296 m^3 _____ (rate)

FRIAA Dues for this period: _____

FRIAA Dues adjustment (if any) 1: _____

Total FRIAA Dues remitted on account: _____

Contact/Representative: _____

Phone Number: _____

---

1 Explanation of adjustment: _____

II

FRIAA Finance and Accounting Policies and Procedures

II FRIAA Finance And Accounting Policies And Procedures

Accounting by contributor

FRIAA dues remittances and expenditures can be accounted for by specific contributor or member. Account statements will be sent on request to a contributor or member detailing remittances and expenditures.

Timing and the use of FRIAA funds

Each contributor will have up to thirty six months from the contribution date of FRIAA dues to commit the funds to a FRIAA project. Funds that have not been committed within thirty-six months of the contribution date may be utilized by FRIAA at its discretion for projects consistent within the objectives of the association.

For the purposes of this policy, all FRIAA dues contributed prior to December 31, 1995 will be considered to have been contributed on December 31, 1995.

Reporting and audit requirements

Each member must provide a financial report at the end of each project describing the expenditures made and the total cost of the project. In addition, an audited report from an independent, qualified accountant prepared in accordance with the Canadian Institute of Chartered Accounts' Handbook must be submitted on an annual basis for all projects active during the year.

Additional audit inquiries

FRIAA has the right to request and receive financial information related to any FRIAA project. Should FRIAA request information on a project or other matter related to the project, the company or individual must provide the information to FRIAA within a reasonable time frame. Generally this information may include invoices, payment records and charge out rates for all costs assigned to the project.

III

FRIP Project Proposal Evaluation Criteria and Guidelines

III - FRIP Project Proposal Evaluation Criteria And Guidelines

Project proposals must be complete and the information must be presented in a clear and concise manner, since this is the document that will form the basis of the agreement between the member company and the Association. Incomplete proposals, or proposals that do not adequately address the required elements, will not be approved and will be sent back to the member company with the nature of the deficiency noted. Proposals will be considered to be in one of the following four categories:

- Field operations projects.
- Inventory and planning projects.
- Applied research projects.
- Other forestry projects.

Each proposal must address key criteria and guidelines described in a manner that provides adequate information and rationale to ensure that they are met. In addition, the proposal must address guidelines specific to each category of proposal.

Key criteria

All proposals must indicate that the project does not represent work required by the company under legislation, tenure or other binding agreement and that the project benefits public forest resources or the public at large in one of the following ways:

- *By enhancing forest resources.*
- *By enhancing the management of forest resources.*
- *By improving the sustained yield of forest resources.*
- *By improving integrated resource management.*

General guidelines

As part of the detailed project proposal submission, the project proponent must:

1) Provide a detailed project description that defines what will be done, what will be accomplished or delivered, and how the work will be implemented.

2) Provide a schedule for the work to be carried out with the timing of deliverables, benchmarks or phases of the project, and the anticipated completion date.

3) Provide a proposed reporting schedule that specifies the dates that technical progress reports will be submitted and relates this to the work schedule and deliverables or benchmarks.

4) Provide a proposed funding schedule that specifies the dollar amounts and dates that funds should be forwarded to the proponent. A minimum of 10 percent of the project cost should be scheduled for project completion with the release of these funds contingent upon successful closure of the project and delivery of a final product.

5) Provide information describing how the project:

- Enhances forest resources; or
- Enhances the management of forest resources; or
- Improves the sustained yield of forest resources; or
- Improves integrated resource management.

6) Provide information that clearly explains that the project represents work that is not the responsibility of the proponent under legislation, regulation, forest tenure, policy, or a specific agreement.

7) Provide information describing that there are no other forest resources significantly adversely impacted by the project. Describe what resources or uses could be reasonably perceived as being impacted and how this is addressed.

- Show results of referrals (if any).
- Show that an appropriate level of due diligence was carried out to address this need.

8) Indicate what permits, licenses or other such authorities are required prior to carrying out the work.

- List permits, licenses or authorities obtained.
- List permits, licenses or authorities pending.

9) Provide information that clearly indicates how the project will be completed and closed and describe the deliverables or final product.

10) Provide information and rationale that reasonably indicates that fair market value is obtained for the expenditures planned. This may be in the form of cost comparison to some general or specific benchmark or may be through discussion of applicable rates and workload.

11) Identify the project manager or project management team.

Examples of Proposal Checklists and the Proposal Review Summary used by FRIAA to evaluate programs are included in Appendix VII. Proposals with missing information will be sent back to the Project Sponsor for completion of additional detail.

Specific guidelines

In addition to the general requirements for each proposal, for each category of project, the project proponent must provide the following:

Field operations projects

- Provide a description of how the proposed field work or silvicultural prescription is appropriate for the site conditions, forest cover and/or regional setting.

- List or describe the areas or cutblocks to be treated.

Inventory and planning projects

- Provide an indication of any standards that are commonly used or accepted and a description of how the project meets these standards.

Applied research projects

- A review by a qualified individual should be included if the project manager is not considered an expert in the proposed field of study. Qualifications should be provided.

- Provide an indication of whether the results will be published and by whom.

Other projects

- Sufficient additional data should be included to indicate that the work proposed is reasonable, appropriate and consistent with the objectives of the association.

IV

Project Approval and Management Procedures

IV - Project Approval And Management Procedures

Project proposals

Proposals submitted must meet the criteria and guidelines in order to be approved. In particular, please note the following submission requirements:

- All project proposals must be submitted with a signed project application form (see appendix).
- Project proposals must be complete; incomplete proposals will be rejected, though you may choose to resubmit your proposal with the missing information included.
- Any referrals, professional/expert opinions or peer reviews that are needed must be completed prior to the proposal submission. This is necessary to ensure that more complex study methodologies or inventory methods are sound and that other resources are not significantly adversely impacted.
- The workplan, project schedule, proposed funding schedule and reporting schedule must all be presented in detail and must be logically interrelated. This is necessary to ensure responsible control of funds and that value for the money expended is obtained.

Reviews and approvals

The review and evaluation of all proposals will be done by FRIAA, using the project proposal evaluation criteria and guidelines. You will be notified promptly as to the approval status of your proposal, including either the reasons for rejection or the terms of approval. Once the proposal is accepted by FRIAA, the application form as well as the proposal itself forms the contract between the member and FRIAA.

Funding processes

A funding schedule will be established that meets the needs of the applicant in terms of cash requirements and meets the control and accountability requirements of FRIAA. Any funds that are advanced to the applicant are held in trust for FRIAA until all the terms and conditions of the contract are met.

Funding for projects will be processed according to the reporting and funding schedule, unless progress reports indicate unsatisfactory performance or are inadequate relative to the requirements. As a general guideline, a minimum of 10% of the funding will be scheduled for closure. The release of the final amount will be contingent on the final report, including financial statements, being submitted and showing acceptable results relative to the proposal.

Reporting requirements

The requirements of the technical reports (progress and final reports) will vary with the nature of the project. For example:

- Operational field projects—information regarding areas treated, actual conditions encountered and any results should be included.
- Inventory and planning projects—a summary of work done and results achieved should be included.
- Research projects—a paper, scientific report or some other generally accepted documentation should be provided.

The key point with final reporting is that this is the tangible product that will be most readily reviewed and considered in light of the funding provided. The final report should be signed by an individual qualified to attest to the accuracy and reliability of the reports. The signature should be followed by the individual's credentials (i.e. RPF, P.Biol, etc.) or by signing a statement of reliability (see appendix).

Project closure

Final financial reports must be provided once the project is completed. The financial reports must provide information on the nature of the expenditures, including salaries and wages, goods, services and other operating expenses. As a general rule:

1. FRIAA has a right of audit and audit access throughout the term of the project, which audit will not be a substitute for the audits required under the project schedules;

2. In addition, financial reports will generally be required and the report must be signed by an individual qualified to attest to the accuracy and reliability of the statements.

V

FRIAA Projects—Eligible Expenditures

V - FRIAA Projects—Eligible Expenditures

Eligible expenditures and activities

Most expenditures that are directly related to the project will be eligible for funding by FRIAA. This includes, but is not limited to:

- Contractor costs.
- Rentals.
- Supplies.
- Directly applicable salaries and wages.
- Incidental costs.
- Others.

In addition to project costs, certain administrative costs are eligible for funding by FRIAA. These include:

- Cost of an annual audit report for all projects active during the year.
- Costs of preparing information or providing backup to FRIAA when requested, unless otherwise determined by FRIAA.

Charging costs to a project

Where the cost is not directly related to a service contract or rental agreement amount, a reasonable market rate or calculated rate may be charged to the project.

The following costs are eligible and may be applied to a project as required or used:

- Reasonable costs of preparing a project proposal and workplan maybe charged to the project if the project is approved.
- Company personnel may be charged to a project based on an average or individually calculated rate using actual salaries and benefits.
- Mileage or periodic rates for trucks and common equipment may be charged to the project for the amount actually used in the project.
- Reasonable market rates for specialized equipment and other unique services may be charged to the project.

Ineligible expenditures

Capital expenditures are not eligible for funding by FRIAA. Capital items are defined as follows for the purposes of determining eligible expenditures:

- An item having a useful life of more than one year; and
- An item with a purchase price in excess of $1,000.

Expenditures not directly related to a project are ineligible for FRIAA funding.

Five Percent Administration Charge

Companies may apply a five percent administration charge to each project to cover company overhead and general administration. This charge is intended to include the following costs:

- Costs of accounting and processing financial transactions related to the project.
- Costs of preparing and submitting progress reports.
- Incidental costs related to communication between the applicant and FRIAA such as courier, fax, photocopying, long distance and other costs.

VI

Project Monitoring and Field Auditing Control

VI Project Monitoring And Field Auditing Control

A. Monitoring project by members

Member companies delivering FRIP projects are required to submit workplans and reporting schedules. Monitoring projects is accomplished by receiving progress reports from member companies that are signed by an individual qualified to attest to the report's accuracy. By submitting a reports and attesting to its reliability of the member company is accepting responsibility for the information being presented. The progress reports describe work completed, benchmarks reached, results achieved or some other measure of progress.

B. Auditing projects by FRIAA

As a back up control measure to the membership monitoring system in place for projects, a field auditing program also used to ensure that projects are properly implemented and adequately controlled. Field audits are performed for selected projects to compare actual work competed, results achieved on deliverables produced with the reported status and the terms and conditions of approval.

Selection of projects for audit takes into account three key factors—risk, materiality and randomness.

- Member companies with a record of problems or difficulties in project delivery and reporting will be favoured for auditing.
- Projects types with a record of problems or difficulties will be favoured for auditing.
- Projects with a greater level of funding will be audited.
- Once the priorities are established, actual projects selected for an audit will be randomly determined.

The procedure for auditing projects is described in general terms, since different types of projects have different audit requirements. Specific auditing objectives and workplans will be developed individually for each project to be audited to reflect the unique situation and nature of each type of project. Generally, the protocol is as follows:

1. Select project to audit, in accordance with the above criteria and process.
2. Develop an audit workplan based on the project workplan, terms and conditions of acceptance and the progress reports or final reports received to date.
3. Notify company of audit and arrange for a time to carry out the audit with the project manager or other company representative.
4. Interview project manager.
5. Carry out field audit.
6. Provide report to the member company.

7. Provide summary report to board as part of the administrative report.

8. Conduct follow up where necessary or required.

VII

Appendix—Forms

FRIAA Dues Remittance Form

Company Making the FRIAA Dues Payment: _____

Company to which the FRIAA Dues Payment Applies (if different than above): _____

_____

Month or Quarter to which FRIAA Dues Payment Applies: _____

Total Volume on which FRIAA dues applies: _____

FRIAA dues rate applied:

☐ Under 107,296 m^3 _____ (rate)

☐ Over 107,296 m^3 _____ (rate)

FRIAA Dues for this period: _____

FRIAA Dues adjustment (if any) 1: _____

Total FRIAA Dues remitted on account: _____

Contact/Representative: _____

Phone Number: _____

_____

1 Explanation of adjustment: _____

Forest Resource Improvement Association of Alberta
P.O. Box 11094, Main Post Office, Edmonton, Alberta T5J 3K4

PROPOSAL SUMMARY – APPLICATION

Forest Resource Improvement Program (the "Program")

Applicant Information

Name of Applicant:		Phone:	
Mailing Address:		Fax:	
Contact Person:			
Delivery Address:			

Sponsor Information (if applicable)

Name of Applicant:		Phone:	
Mailing Address:		Fax:	
Contact Person:			
Delivery Address:			

Project Information

Type of Project	Term of Project	Amount of Funds Applied For
Inventory/Planning Field Operations Applied Research Other: _____		

Attachments:

_____ Proposal

_____ Proposed payment schedule

_____ Schedule of financial and technical reports

Other: _____

Acknowledged by Applicant and/or Sponsor

The Applicant and/or Sponsor (jointly and severally the "Signatory") acknowledge having read and agreed to the terms and conditions described on the attached schedule to which the Application under the Program is made subject. The Signatory acknowledges and agrees that by its submission of this application it shall be bound by the terms of the Program, FRIAA's policies, procedures, protocols and guidelines. It is also acknowledged and agreed that this application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Signatory once the proposed project is undertaken by the Signatory.

_____ _____

Applicant **Sponsor**

DAO\FRIAA.PA

The Signatory on the front of this Application, in consideration for having the Proposal reviewed in accordance with the terms of the Program, hereby expressly agrees with FRIAA as follows:

Forest Resource Improvement Association of Alberta ("FRIAA")
P.O. Box 11094, Main Post Office, Edmonton, Alberta T5J 3K4

Terms & Conditions for the Forest Resource Improvement Program

1. These terms and conditions expressly incorporate the terms of the Proposal to which they are attached, and the Proposal forms part of these terms and conditions;

2. Where there is a conflict between these terms and condition and the Proposal, these terms and conditions shall be paramount;

3. Where a portion of the Proposal deals with work that is, in the opinion of FRIAA, the responsibility of the Signatory under existing legislation, only that portion of the Proposal that is not the responsibility of the Signatory under existing legislation tenure or other binding agreement is eligible for funding under the Program;

4. The amounts paid under these terms and conditions shall be used exclusively for the Proposal and not for any other purpose;

5. The Signatory may apply to FRIAA to recover additional costs incurred exclusively as a result of the Proposal and FRIAA may approve payment in its reasonable discretion.

INDEPENDENT CONTRACTOR

6. The Signatory is expressly not an agent of FRIAA with respect to any matter under these terms and conditions and it shall not in any manner represent itself as an agent of FRIAA.

INDEMNITIES

7. The Signatory shall indemnify and hold harmless FRIAA, FRIAA's employees and agents, from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Signatory, its employees or agents, contractors or sub-contractors, in the performance by the Signatory of the Proposal or these terms and conditions. Such indemnification shall survive termination of these terms and conditions and completion of the proposed project, as attached (the "Project").

8. FRIAA shall not be liable or responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Signatory, its employees, agents, contractors or sub-contractors in the performance of the Project or these terms and conditions.

PERMITS AND LICENSES

9. Approval of the Proposal is subject to the Signatory receiving all required approvals, licenses, certificates and permits to carry out the Proposal and the Signatory must satisfy FRIAA that all required approvals, licenses, certificates and permits are received or are forthcoming prior to commencement of work on the Project.

10. The Signatory shall be solely responsible for identifying and obtaining all necessary approvals, licenses, certificates and permits.

REPORT REQUIREMENTS AND ACCESS TO RECORDS

11. The Signatory shall maintain separate records and books of accounts relating to the Project.

12. The Signatory shall, as soon as reasonably possible, provide any information whatsoever that FRIAA requests respecting any matter under these terms and conditions or the terms of the Proposal.

13. Without limiting paragraph 12 above, the Signatory shall make available to FRIAA, including but not limited to FRIAA appointed auditors or any other person designated by FRIAA, the existing records that relate to FRIP or the Project, in whatever form, on request and during the normal business hours.

14. Where an audited financial report is required by these terms and conditions, the audited financial report shall be prepared by an independent, qualified Auditor and the report shall be prepared in accordance with the Canadian Institute of Chartered Accountants handbook.

15. The Signatory shall submit a quarterly unaudited financial report and quarterly technical report, or as specifically set out in the Proposal, for the Proposal detailing how much of the Project has been completed, how much money has been spent, and how much of the Project remains to be completed, as may reasonably be required by FRIAA.

16. The Signatory shall submit an Audited Annual Financial report as well as an annual technical report, or as specifically set out in the Proposal, detailing how much of the Project has been completed, how much money has been spent, and how much of the Project remains to be completed, as may reasonably be required by FRIAA.

17. The Signatory shall submit an end-of-Project technical report, within 30 days of the Project's completion, summarizing the results of the Project.

MONIES HELD IN TRUST

18. All FRIAA Funds advanced or paid prior to the completion of the Project are hereby held in trust by the Signatory until FRIAA has acknowledged in writing to the Signatory that the Project is completed in accordance with the terms of the Approval by FRIAA.

19. All FRIAA Funds advanced or paid prior to the completion of this Project in satisfaction of the requirements herein shall be held by the Signatory separate and apart from other assets of the Signatory, and shall be returned to FRIAA in the event of:

    (a) termination of the Project by FRIAA, or

    (b) the requirement of paragraph 18 is not satisfied, or

    (c) otherwise as may be provided by the Program or the terms of this Proposal.

NON-COMPLIANCE

20. Failure by the Signatory to carry out any of these terms and conditions or any additional terms and conditions of the Proposal shall be considered a breach of these terms and conditions and the Proposal Approval may be immediately withdrawn by FRIAA.

21. In the event of any breach of the terms of this Proposal, no further payment shall be made hereunder by FRIAA.

22. Non-payment by the Signatory of FRIAA Dues, or any other fee or charge imposed by FRIAA, shall disentitle the Signatory to receive approval of this Proposal, and shall be considered a breach of these terms and conditions.

23. In the event of a breach of these terms and conditions, FRIAA may enforce its security, if any, and seek whatever other remedies may be available to it in law or equity, including the return of any funds advanced by FRIAA to the Signatory.

24. Failure by the Signatory to provide any deliverable anticipated or required as part of the Project shall be considered a breach of these terms and conditions.

OBJECTIONS

25. Any objection by the Signatory to any decision made by FRIAA hereunder or any disagreement with the carrying out of the terms of these terms and conditions or any dispute hereunder, shall be made in writing by the Signatory and shall be submitted to FRIAA in a timely manner.

26. All objections shall be governed by the policies, bylaws and procedures adopted by FRIAA for this purpose.

ARBITRATION

27. The Signatory and FRIAA agree to submit to FRIAA's Appeal Policy. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act* and also in accordance with the provisions of FRIAA's Appeal Policy. Where there is an inconsistency between the provisions of the *Arbitration Act* and the provisions of the Appeal Policy, the provisions of the Appeal Policy shall prevail. The Signatory and FRIAA agree there shall be no review of decisions of FRIAA that are outside the scope and jurisdiction of the Appeal Policy.

INSURANCE

28. FRIAA will not provide any liability or property insurance coverage for the Signatory with regard with anything in respect of these terms and conditions or the Project.

29. The Signatory is responsible for all insurance related to its operations and the Project and is required to carry liability coverage of not less than $1 million per occurrence, property coverage where applicable and other coverages that the Signatory may consider necessary.

30. The Signatory shall provide to FRIAA a certificate of coverage upon the request of FRIAA.

ASSIGNMENT

31. This Proposal or Project, or any part thereof, shall not be assigned by the Signatory without obtaining the prior written consent and approval of FRIAA.

WORKERS' COMPENSATION

32. The Signatory shall comply with the *Workers' Compensation Act* and shall, upon demand by FRIAA, deliver to FRIAA a certification from the Workers' Compensation Board certifying that:

    (a) the Signatory is registered and in good standing with the Board; or

    (b) the Signatory is not required by the *Workers' Compensation Act* and the regulations under that Act to have coverage thereunder for the work; and

    (c) that FRIAA will not have current or future liability to the Workers' Compensation Board as a consequence of these terms and conditions.

OCCUPATIONAL HEALTH

33. The Signatory acknowledges that it is an "Employer" as defined in the *Occupational Health and Safety Act*, and that it will, as a condition of these terms and conditions, comply with the *Occupational Health and Safety Act* and regulations enacted thereunder.

WAIVER OF TERMS

34. FRIAA may, from time to time, waive the performance by the Signatory of any provisions of these terms and conditions, either before or after the performance takes place, but a waiver:

    (a) is not effective or binding upon FRIAA unless it is in writing signed by FRIAA, and;

    (b) does not limit or affect FRIAA's rights with respect to any other breach or non-performance, whether previous to, subsequent, or in the future.

TERMINATION

35. FRIAA may terminate the Project without cause by giving 30 days' notice to the Signatory, and upon termination, the Signatory is entitled to be compensated in accordance with the terms of this contract, so that any amounts due under this contract at the time of termination remain payable to the Signatory.

36. In addition, the Project may be terminated by mutual consent of the parties evidenced in writing.
37. In the event that the Signatory has no outstanding obligations under these terms and conditions, the Signatory may terminate this Proposal or the Project without cause by giving notice in writing to FRIAA.
38. Upon termination of the Project, the Signatory shall submit a detailed accounting of the Project incurred up to the termination date.

39. In the event that the Signatory suffers any damages of any kind whatsoever resulting from the termination of the Project, the only claim of any kind that the Signatory may make against FRIAA is for liquidated damages in the sum of one dollar ($1.00).

40. In the event that the Project is terminated for any reason whatsoever, the unexpended funds allocated to the Project remain the exclusive property of FRIAA and may be used for any FRIAA purpose.

MISCELLANEOUS

41. The Signatory shall comply with the provisions of:

    (a) any Act of the Legislature of the Province of Alberta, and of the Parliament of Canada, now in force or enacted hereafter; and

    (b) any regulation in force from time to time under any of the Acts referred to in these terms and conditions; and
    (c) any valid by-law, order, resolution, policy or procedure of FRIAA that expressly or by implication applies to the Signatory in respect of these terms and conditions.

42. The Signatory shall execute whatever documents are required to implement and register these terms and conditions or the security interests granted hereunder.

43. No addition to, deletion from, or variation or amendment of, any provision of these terms and conditions shall be binding on the parties hereto unless it is in writing signed by the parties.

44. The Signatory agrees to be bound by all bylaws, policies and procedures of FRIAA and agrees to take whatever steps are necessary to give effect to all bylaws, policies and procedures of FRIAA.

Statement Of Reliability Of Information

I am personally qualified to attest to the reliability of the information presented in this report or I have taken the necessary steps necessary to ensure that a qualified individual has prepared this information in a reliable and accurate manner. I therefore attest to the reliability and accuracy of the information presented.

_____

(signature)

FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA
("FRIAA")

Approval Date: _____

PROJECT ACCEPTANCE

This is to verify FRIAA has accepted the project identified herein **subject to the following terms and conditions:**

(a) Subject to the payment schedule attached as Schedule "A";

(b) Subject to the technical and financial reporting requirements and schedule as identified in Schedule "B";

(c) Subject to the standard terms and conditions and additional terms and conditions contained in the Application dated _____ and additional terms, if any, identified on the attached Schedule “C”.

Except as altered or amended by the attached Schedules, the following project will be funded by FRIAA, as proposed in the Application:

Name of Project: _____
(the "Project")

Project Identification Number: _____

Applicant Name: _____
(the "Company")

1. Term of Project/Contract: This Approval shall remain in effect on the terms and conditions described herein, but will expire the earlier of:

(a) completion of the Project in accordance with the terms of this approval;

(b) the _____ day of _____, _____.

(c) termination of the Project approval in accordance with the terms and conditions contained in the Application.

2. The maximum amount under this Agreement shall not exceed _____ Dollars and shall be paid in accordance with Schedule "A";

3. The amounts paid under this Agreement shall be used exclusively for the Project in accordance with the Application and this Acceptance and not for any other purpose.

4. Notwithstanding the above, the Company may apply to FRIAA to recover additional costs incurred exclusively as a result of the Project and FRIAA may approve payment in its reasonable discretion.

5. Any notice required to be given under these terms and conditions shall be effective if served personally or by single registered mail:

If to **FRIAA**: Forest Resource Improvement Association of Alberta
Box 11094, Main Post Office
Edmonton, Alberta T5J 3K4

If to the **Company**:
_____
_____
_____
_____

6. Notice by single registered mail shall be deemed to be received seven (7) days after posting. In the event of interruption of postal service, notice shall be effected only by personal service.

7. The Company shall acknowledge acceptance of these terms and conditions by signing and returning to FRIAA the duplicate copy of this approval form.

FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA

_____

The undersigned Company hereby accepts the approval on the terms and conditions contained herein.

_____ _____
[NAME OF COMPANY] [SIGNATURE OF AUTHORIZED AGENT]

SIGN AND RETURN THIS COPY

SCHEDULE "A"

PAYMENT SCHEDULE

Approximate Date	Payment	Report

SCHEDULE "B"

FINANCIAL AND TECHNICAL REPORTS

All reports must be signed by an individual qualified to attest to the accuracy of the information provided.

SCHEDULE "C"

ADDITIONAL TERMS AND CONDITIONS

Additional Terms and Conditions (if any):

Project Proposal Review Summary

Project Category:

1) **Project Title, Objectives and Brief Description:**

Title:

Objectives:

Description:

2) **Work Schedule/Work Plan:**

Presented and adequate?

Highlights and comments:

3) **Progress Reporting Schedule:**

Presented, adequate and linked to payment schedule?

Comments:

4) **Level of funding and funding schedule:**

Presented and adequate?

Highlights and comments?

5) **Improvements to forest resources or forest resource management:**

Which resource or aspect of resource management is improved?

Adequate description and rationale?

6) **Means of improvement to forest resources or forest resource management:**

Presented and adequate?

Highlights and comments?

7) **Relationship to the company's responsibilities:**

Is any aspect of the work part of the company's responsibilities under legislation, regulations, tenure, policy or general practice?

8) **Impacts on other resources or users and technical review:**

Were potential impacts on other resources or users described?

What referrals were carried out?

Are other referrals necessary or recommended?

9) **Permits, licenses and/or authority to carry out work:**

Are permits, licenses or authorities identified and described?

Are permits, licenses or authorities obtained and/or pending?

10) **Project Completion:**

Final product or measurable end result identified.

Description of any reports or papers intended to be produced.

11) **Project management:**

Description of project management system in place to ensure that the project budget is reasonable and the project is carried out on time, within budget and in a responsible manner.

Attachment B

FRIP Detailed Proposal Checklist

FRIP DETAILED RESEARCH PROPOSAL CHECKLIST

Proposed Title: _____

_____

- o 1a. Identify who prepared the Proposal (name, title, relevant professional credentials, contact, phone number & address).
- o 1b. Signed Proposal Summary Application attached (6 pages total—including all 5 backup pages).
- o 1c. Relevant background information.
- o 1d. Detailed description of research objectives.
- o 1e. Description of potential application of results.
- o 1f. Detailed site selection information & map of proposal area.
- o 1g. Relevant references and reference information.
- o 2a. Detailed description of research method and design.
- o 2b. Detailed research schedule.
- o 2c. Estimated budget (breakdown contract services, staff time, equipment rental, etc).
- o 3. Progress reporting schedule (link to 4a).
- o 4a. Proposed payment schedule (taking into account requirement #10a).
- o 4b. Where two or more companies are requesting the allocation of FRIP monies, identify the companies and the specific amounts of FRIP monies that each company is requesting.
- o 5. Description of which forest resource or what aspect of forest resource management the research will help to improve.
- o 6. Description of how the project or research will improve the forest resource or resource management.
- o 7. Information regarding company responsibilities.
- o 8a. Description of what has been done by the company to date in the way of a scientific review or independent peer review to assess sound experimental design and methodology.
- o 8b. Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- o 9. Permits, licenses or authority to carry out work.
- o 10a. Description of the project management, particularly descriptions of the measurements in place to ensure the project is completed on time and within budget, and who is responsible.
- o 10b. Description of deliverables.
- o 10c. Description of the manner the research will be published for general use.
- o 11. Work that is going to be subcontracted and, if available, estimated costs of the contracts.
- o 12. Check for potential duplication or overlap with other FRIAA projects (to be completed by FRIAA).

Comments:

_____

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_____

Detailed Proposal—Comments:

FRIP DETAILED INVENTORY/PLANNING PROPOSAL CHECKLIST

Proposed Title: _____

_____

- o 1a. Identify who prepared the Proposal (name, title, relevant professional credentials, contact, phone number & address).
- o 1b. Signed Proposal Summary Application attached (6 pages total—including all 5 backup pages).
- o 1c. Relevant background information.
- o 1d. Detailed description of project objectives.
- o 1e. Description of potential application of results.
- o 1f. Detailed area selection information & map of proposal area.
- o 1g. Relevant references and reference information.
- o 2a. Detailed description of project method and design.
- o 2b. Description of quality standards for proposed work.
- o 2c. Detailed work schedule.
- o 2d. Estimated budget (breakdown contract services, staff time, equipment rental, etc.)
- o 3. Progress reporting schedule (link to 4a).
- o 4a. Proposed payment schedule (taking into account requirement #10a).
- o 4b. Where two or more companies are requesting the allocation of FRIP monies, identify the companies and the specific amounts of FRIP monies that each company is requesting.
- o 5. Description of which forest resource or what aspect of forest resource management the project will help to improve.
- o 6. Description of how the project will improve the forest resource or resource management.
- o 7. Information regarding company responsibilities.
- o 8a. Description of what has been done by the company to date in the way of a scientific/technical review, or independent peer review to assess sound project design and methodology.
- o 8b. Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- o 9. Permits, licenses or authority to carry out work.
- o 10a. Description of the project management, particularly descriptions of the measurements in place to ensure the project is completed on time and within budget, and who is responsible.
- o 10b. Description of deliverables.
- o 10c. Description of the manner the results will be available for general use.
- o 11. Work that is going to be subcontracted and, if available, estimated costs of the contracts.

Comments:

_____

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Detailed Proposal—Comments:

FRIP DETAILED FIELD OPERATIONS PROPOSAL CHECKLIST

Proposed Title: _____

_____

- o 1a. Identify who prepared the Proposal (name, title, relevant professional credentials, contact, phone number & address).
- o 1b. Signed Proposal Summary Application attached (6 pages total—including all 5 backup pages).
- o 1c. Relevant background information.
- o 1d. Detailed description of project objectives.
- o 1e. Detailed area selection information & map of proposal area.
- o 2a. Detailed description of treatment or operations method.
- o 2b. Description of quality standards for proposed work.
- o 2c. Detailed work schedule.
- o 2d. Estimated budget (breakdown contract services, staff time, equipment rental, etc.).
- o 3. Progress reporting schedule (link to 4a).
- o 4a. Proposed payment schedule (taking into account requirement #10a).
- o 4b. Where two or more companies are requesting the allocation of FRIP monies, identify the companies and the specific amounts of FRIP monies that each company is requesting.
- o 5. Description of which forest resource or what aspect of forest resource management the project will help to improve.
- o 6. Description of how the will improve the forest resource or resource management.
- o 7. Information regarding company responsibilities.
- o 8a. Description of what has been done by the company to date in the way of a technical review, or independent review to assess sound project design and methodology.
- o 8b. Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- o 9. Permits, licenses or authority to carry out work (including AOP approval by LFS).
- o 10a. Description of the project management, particularly descriptions of the measurements in place to ensure the project is completed on time and within budget, and who is responsible.
- o 10b. Description of deliverables.
- o 10c. Description of the manner the results of the final report will be available for general use.
- o 11. Work that is going to be subcontracted and, if available, estimated costs of the contracts.

Comments:

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Detailed Proposal—Comments:

FRIP DETAILED PROPOSAL CHECKLIST

PROJECTS CATEGORIZED AS "OTHER"

Proposed Title: _____

_____

- o 1a. Identify who prepared the Proposal (name, title, relevant professional credentials, contact, phone number & address).
- o 1b. Signed Proposal Summary Application attached (6 pages total—including all 5 backup pages).
- o 1c. Relevant background information.
- o 1d. Detailed description of project objectives.
- o 1e. Description of potential application of results.
- o 1f. Detailed area selection information or area selection & map of proposal area (if applicable).
- o 1g. Relevant references and reference information.
- o 2a. Detailed description of project method and design.
- o 2b. Detailed work schedule.
- o 2c. Estimated budget (breakdown contract services, staff time, equipment rental, etc.).
- o 3. Progress reporting schedule (link to 4a).
- o 4a. Proposed payment schedule (taking into account requirement #10a).
- o 4b. Where two or more companies are requesting the allocation of FRIP monies, identify the companies and the specific amounts of FRIP monies that each company is requesting.
- o 5. Description of which forest resource or what aspect of forest resource management the project will help to improve.
- o 6. Description of how the project will improve the forest resource or resource management.
- o 7. Information regarding company responsibilities.
- o 8a. Description of what has been done by the company to date in the way of a scientific/technical/professional review, or independent peer review to assess sound project design and methodology (if applicable).
- o 8b. Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders.
- o 9. Permits, licenses or authority to carry out work.
- o 10a. Description of the project management, particularly descriptions of the measurements in place to ensure the project is completed on time and within budget, and who is responsible.
- o 10b. Description of deliverables.
- o 10c. Description of the manner the results will be available for general use.
- o 11. Work that is going to be subcontracted and, if available, estimated costs of the contracts.

Comments:

_____

_____

_____

Detailed Proposal—Comments: