



Background

The Forest Resources Business Unit (FRBU) is committed to ensuring that environmental aspects are taken into account in timber purchases from privately owned land as well as associated operational activities on such lands. In general, it is **DMI's policy to apply the same ground rules and environmental considerations to private land harvesting and/or chipping operations, as on Crown tenure operations.** However, landholder objectives regarding land development may prevent application of some ground rules (i.e. block size, retention, reforestation direction, timber sustainability, understory protection). Other ground rules and environmental regulations may be modified in agreement with the landholder (i.e. total disturbed area for roading, Pre-Harvest Silviculture Assessments for operation in non-frozen ground conditions, wildlife residence buffer sizes (min 30m)). Any modifications will be marked on the Operating Plan and must be signed off by the landholder prior to implementation. Legislated requirements such as in-block forest-soils conservation, watershed buffering, wildlife residence protection, pollution, waste disposal, utilization and Migratory Bird Act will see application regardless of landholder property-objectives.

DMI will not enter into purchase transactions where obvious disregard and neglect regarding basic environmental performance has occurred or is occurring.

Purpose

These procedures apply to

- FRBU's activities and services under their direct control, as well as
- 'Arms length' private wood purchases reasonably within their sphere of influence.

These procedures and guidelines outline the standards that will apply to the purchasing of timber from private land sources. **It is recognized that because of the diversity of the conditions and landholder objectives there is some room for flexibility when applying these guidelines, provided that relevant environmental requirements are not compromised.**

The purpose of this document is to outline the FRBU's program for assessment of potential private timber offered to the company, identification of environmental aspects site-by-site, as well as the preparation of operating plans, purchase agreements and operational instructions to avoid the purchase of wood that may be deemed controversial or originate from an "uncontrolled source" that contradictory to the DMI Fibre Procurement Policy.

Roles Responsibilities and Authorities

Forest Resources BUL

Responsible to approve timber purchase policy and associated procedures.

Forest Resources Business Team Leader

Responsible for reviewing and providing input to the development of procedures. Responsible for providing guidance on issues that may surface as a result of company policy in this area of purchased fibre.

Private Land Planning Supervisor

Responsible for coordinating the Private Land Timber program including development of related procedures and documents, and then following those procedures during administration of the program (forestry-services consultants, assessment of potential private timber offered to the company, identification of environmental aspects site-by-site, as well as the preparation of operating plans, purchase agreements and operational instructions). Planning Supervisor will be involved in "pre-inspecting" properties that represent 'arms-length' private wood timber offers and rendering a decision based on operational performance (environmental) on that site relative to DMI policy for Private Timber Purchases. Also responsible for conducting an environmental aspects analysis in response to changes in documents, best practices or operational process-needs related to this wood source.





Forest Resources Operations Supervisors

Applicable to their area(s) of responsibility, Supervisors are required to follow policy, procedures and operating-plans during administration of individual supply-source assignments (operational and/or planning stages). Responsible to review and execute Purchase Agreement documents with landholders. Operationally responsible also to identify those activities within the process having or may have a significant impact(s) on the environment whenever unmapped or unanticipated features are discovered during operations. Monitoring and reporting site-by-site on operational progress and environmental performance is also the Supervisor’s role.

Administration

Responsible to assist when requested for entering and / or managing information associated with this program, including the filing of all applicable completed (hard copy) forms of all field assessment data, operating plans, and inspections completed with the “Operations Monitoring Form” to the specific landowner files.

Contractors

Forestry-services contractors (planning consultants) are responsible for detailed assessment and map-production for private property “project-assignments” of the company. These assessments include identification and mapping of specific environmental features. Contractors are also involved at a later stage in pre-operational field-layout of operating-plan elements, at which time identification of additional specific environmental features usually occurs. All such work occurs under written standards and performance expectations for the various planning stages.

Operational contractors are responsible to be aware of Forest Resources significant environmental aspects related to their area(s) of operation, and to follow operating-plans developed per site assignment as per the DMI EMS. Additionally, they are to recognize and respond appropriately to unmapped or unanticipated environmental feature discoveries occurring mid-operation. This and other relevant information is addressed in the form of a “Project Pre-Commencement” meeting

DETAILS

Identification of Volume Supply and Purchase Project-sites (private land)

Based on mill supply needs and Key Result Areas within Planning Section mandate, the Private Land Planning Supervisor will contribute to identifying extent of annual volume to be purchased from privately owned timber regionally. The available sites considered from this source usually originate through ongoing inquiries the company receives from within its geographic sphere of purchase interest. These inquiries are recorded and have been managed for ‘status’ utilizing various databases formats historically.

Field Assessments and Pre-Purchase Site Inspections

Depending upon the type of “timber-offer”, one of two possible measures will occur:

- The offer of pre-logged timber or timber to be logged without “direct” DMI control is defined as an ‘arms-length’ private wood purchase. As these sources remain within reasonable influence of the Forest Resources Business Unit, the company will pre-inspect such sites or operations prior to accepting the timber. The intent is to evaluate each and render a decision based on operational performance (environmental) on that site relative to DMI policy for Private Timber Purchases. This expectation of standard will be communicated to the landholder.
- The offer of standing timber that is to be prepared and logged directly under DMI’s control will be followed-up by a formal DMI Field Assessment.

Field-assessment standards, procedures, forms and checklists are provided in separate documents to guide forestry-services contractors who complete this type of work for the company. (*Field Assessment Procedures & Standards Forms & Checklists*) The intent of a formal “field assessment” is to identify features, map them and conduct various timber measurements for the purposes of:





- determining timber merchantability and site-operation viability,
- volume estimation, tree size and timber quality,
- inventory and mapping of environmental features,
- inventory and mapping of visible structures, developments and facilities,
- identifying landholder objectives (post-harvest) for the property.

Operating Plans and Purchase Agreement Documents (sale transaction)

An operating plan format (*Timber Harvest/Haul Operating Plan*) has been developed specifically and only for those properties to be logged “directly under DMI site-control. Advance field and air photoreconnaissance through the formal field assessment stage will provide the necessary information (i.e. environmental features) to be considered during plan development. The plan format must be used in all cases where private land timber is purchased except if the timber purchase is of an ‘arms-length’ nature. Examples of “arms-length” circumstances include:

- If the purchase involves decked wood which exists at the time of offer to buy, or
- If the logging is ‘self-directed’ by the landholder or the logging contractor.

The preparation of these plans is intended to see joint development (landholder input), review with the landholder and sign-off by the landholder prior to operations start-up. The plans and maps do not require signing at time of sale document execution. The completed operating plan will guide pre-operational field marking of operating-plan elements. Formal “Purchase Agreements” will be executed for each private timber purchase. The operating plan format will be formally included as a legal attachment to the purchase agreement document. Completed plan copies for ‘executed’ contract agreements will be provided to field-supervisors and operational contractors to guide their activities on the operation site. The field supervisor will conduct a pre-operational review using this plan document with the operating contractor.

Field layout of Operating Plans

Pre-operational field marking of boundaries, road-plan and various environmental prescriptions will occur to consistent standards for visibility, accuracy and ground rules as that which occurs on DMI Crown-tenures. Standards, procedures and forms are provided in separate documents to guide forestry-services contractors who complete this type of work for the company. (*Operating Plan Site Layout Standards, Road Location & Layout Design Standards, Road Location & Layout Design Standards for Sour Felled Sites and the Private Land Harvest Layout Report.*)

Operational Monitoring and Reporting

Consistent with other DMI-directed field harvesting operations, DMI field supervisors will manage such sites to support the policy to apply the same ground rules and environmental considerations to private wood operations, as it does on Crown tenure operations as per FR- G002 (Project Supervision Guideline).

REVISION HISTORY

Original issued: October 6, 2009 Author: EMS Coordinator

APPROVAL:

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

