

## Section 14 - Department Operating Procedures (DOP's)

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# WDS-001 Updating Forest Inventory Information For FML 01



<b>Owner:</b> Inventory & GIS Forester	<b>Last Revised:</b> January 15, 2009	<b>Review Date:</b> January 15, 2011
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## PURPOSE

- This procedure documents the planning and operating criteria to undertake the updating of the Forest Resource Inventory (FRI) information for Forest Management License (FML) 01.
- Completion of this procedure will provide updated FRI information that is required for forest management planning and monitoring procedures which are relevant to the undertaking of road access development, harvesting, and forest renewal operations for FML 01.

## APPLICATION

This procedure applies to the updating of the FRI related to all forest management activities on FML 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.

This procedure does not apply to natural depletions for which Manitoba Conservation (MC) is responsible.

## DEFINITIONS

<b>Forest Resource Inventory (FRI)</b>	A GIS spatial database derived from aerial photo interpretation of a land base to capture such forest attributes as stand location, shape, and area, forest condition, timber species composition and volume.
<b>FML</b>	Forest Management License
<b>GIS</b>	A information system that uses spatial databases to provide answers to queries of a geographic nature through a variety of manipulations, such as sorting, selective retrieval, calculations, spatial analysis, and modelling.
<b>GPS</b>	Global Positioning System

## INSTRUCTIONS

- 1.1 The updating of the FRI involves a combined effort of a number of personnel within the Tembec Forest Resource Management – Pine Falls Operation. The records for road access development, harvesting and forest renewal activities are updated on a continuous basis to reflect all important changes and activities on the FML 01 land base.

### 1. Resources

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- 2.1 The Operations Planning Forester and/or the Supervisor Production identifies the areas for the previous operating year affected by harvest activities.
  - 2.2 The Operations Planning Forester and/or the Supervisor Production produces aerial photography at a scale of 1:15,840 (matching original photography) in the spring and occasionally in the fall, for all areas affected within FML 01.
  - 2.3 New harvest depletions are delineated on the photograph and may be transferred to a map.
  - 2.4 The Geographic Information System (GIS) Department staff updates the depletion GIS cover by digitizing the identified harvest areas from either the photograph or maps.
  - 2.5 The GIS Department staff then enters in corresponding attribute data, as outlined in the "*Forest Management Information System*" manual, for each of the new areas transferred into the cover.
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**2.  
FRI Update for  
Harvest Activities**

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- 3.1 The Silviculture Forester identifies the areas for the previous operating year affected by forest renewal activities.
  - 3.2 The areas where recent activity occurred are either identified on maps or collected using Global Positioning System (GPS) data collection techniques.
  - 3.3 The Silviculture Forester or the GIS Department staff updates the forest renewal GIS covers by digitizing maps or transferring GPS data for the identified areas.
  - 3.4 The Silviculture Forester or the GIS Department staff then enters in corresponding attribute data, as outline in the "*Forest Management Information System*" manual, for each of the new areas transferred into the cover.
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**3.  
FRI Update for  
Forest Renewal  
Activities**

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- 4.1 The Operations Planning Forester and/or the Supervisor Production identifies the areas for the previous operating year affected by road access development activities.
  - 4.2 All new Class 1,2 and 3a road development activities are delineated on the harvest photography and may be transferred to a map or collected using GPS data collection techniques.
  - 4.3 The GIS Department staff updates the transportation GIS covers by digitizing from either photography or maps or transferring GPS data for the identified access roads.
  - 4.4 The GIS Department staff then enters in corresponding attribute data, as outline in the "*Forest Management Information System*" manual, for each of the new areas transferred into the cover.
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**4.  
FRI Update for  
Road Access  
Development  
Activities**

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- 5.1 The Operations Planning Forester, Superintendent Operations and/or Silviculture Forester identifies the road segments which Decommissioning or Regeneration activities have occurred.
- 5.2 The GIS Department staff then enters in corresponding attribute data, as outlined in the "*Forest Management Information System*" manual, for each of the effected road segments.

**5.  
FRI Update for  
Road Access  
Decommission &  
Regeneration  
Activities**

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**REFERENCE**

ISO 14001 s. 4.4.6 - Operational Control

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**RELATED PROCEDURES AND DOCUMENTS**

Forest Management Information System Manual (K:\Map\Metadata\Forest Management Information System Manual.doc)

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**FORMS**

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**RECORDS**

<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Forest Inventory	GIS Department	GIS Computer	Ongoing

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# WDS-002 Undertaking Pre-harvest Assessments in Development of Harvest and Renewal Plans



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> May 13, 2009	<b>Review Date:</b> May 13, 2011
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## PURPOSE

- This procedure documents the planning and operating criteria to undertake Pre-harvest Assessments (PHA's) for the development of harvest and forest renewal plans.
- Completion of this procedure will result in pre-harvest assessment information regarding both timber and non-timber values for each operating block to be included in the development of the Annual Operating and Renewal Plan (AORP).
- The collection of the pre-harvest assessment information will provide Tembec Forest Resource Management – Pine Falls Operation planning staff with necessary detail to develop an AORP that will meet Manitoba Conservation (MC) annual plan submission requirements.

## APPLICATION

This procedure applies to pre-harvest assessments on FML 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Natural Resources by the Company each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>FML</b>	Forest Management License
<b>Joint Planning</b>	A planning process that incorporates the understanding and respect of values for First Nation Communities, Industry and Governments within the framework of Sustainable Forest Management.
<b>Operating block</b>	Operating block is the term which is used to define a forest area contained within an operating area. Operating blocks are designated in the Annual Operating and Renewal Plan and are used to define the geographic boundary submitted to Manitoba Conservation in application of a Work Permit
<b>Silviculture</b>	The science and are of growing and tending forests based on the knowledge of the forest species requirements.

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**Understory** The trees and other vegetative species growing under the canopies of larger adjacent trees and other woody objects.

## INSTRUCTIONS

- 1.1 The PHAs provide stand level detail regarding timber and non-timber values to provide stand and site level operating requirements and the incorporation of other values into the planning process for FML 01.
- 1.2 The Superintendent of Planning is responsible for the implementation of the PHA's. The Superintendent of Planning has an active role in supervising the PHA Crew and ensuring that all known timber and non-timber values are provided to the PHA crew prior to implementing field assessments. Fieldwork is undertaken by members of the PHA Crew itself and mapping and data analysis is undertaken by the Geographic Information System (GIS) Department.
- 1.3 PHA's must be conducted on every proposed harvest block prior to inclusion in the Annual Operating and Renewal Plan (AORP).
- 1.4 PHA's on proposed harvest blocks if not conducted prior to inclusion in the AORP must be done prior to harvest. PHA's under the discretion of the Superintendent of Planning through consultation with Woodlands staff may not be required if the harvest block is scheduled for less than 300 cubic meters of harvest for sources other than the Pine Falls mill. This will also apply to harvest blocks that have had recent harvesting activity. In consultation with MC, areas affected by natural disturbances, such as forest fires or blowdown, may be exempted from PHA's in order to implement salvage operations in a timely manner.

### 1. Background

- 2.1 The Superintendent of Planning identifies operating blocks required to be assessed each season.
- 2.2 The GIS provides data analysis, reporting of information and mapping presentation of operating blocks.

### 2. Support Requirements

- 3.1 Undertaking PHA's requires information from outside sources as follows:
  - Updated inventory information from Manitoba Conservation (MC) to account for insect, disease and forest fire depletions to the forest inventory from the previous year;
  - MC and Tembec Forest Resource Management – Pine Falls Operation identified wildlife and fisheries values to provide an initial starting point prior to assessment and to assist in focusing attention on critical areas;
  - Manitoba Culture, Heritage and Citizenship information regarding identified heritage resource sites to assist in focusing attention on

### 3. Outside Inputs

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critical areas; and

- Non-timber values information from the Sustainable Forest Management Advisory Committee (SFMAC), communities through joint planning and other processes, and from other stakeholders to assist in focusing attention on critical areas.

#### 4. Approach

- 4.1 The PHA is a forest management planning tool combining existing forest land base and land use information with a site-specific integrated stand management survey that is undertaken for each operating block before operations take place.
- 4.2 These PHA's are designed to aid in determining the appropriate harvesting season/techniques and silvicultural treatments to be implemented on each site. Current and potential forest health issues and non-timber values including environmental, wildlife, recreational, cultural, commercial and heritage resources are also addressed within these assessments.
- 4.3 Pre-harvest assessments aid Tembec Forest Resource Management – Pine Falls Operation in evaluating proposed operating blocks prior to operations. This process is undertaken to reduce the potential for resource use conflicts, allow for improved scheduling of operations, and aid in the identification of potential wildlife habitat management and other concerns. Information obtained through the PHA is a crucial element of the mitigation development process for each area.
- 4.4 This information allows Tembec Forest Resource Management – Pine Falls Operation planning staff to develop plans for each area within the context of the values, goals, indicators and targets developed for FML 01 through the public participation process. Review of PHA information allows for matching of harvest and renewal treatments and equipment to each site, cutblock design and determination of mitigation procedures.
- 4.5 As indicated, the PHA takes into consideration a variety of information available for each proposed operating block from the GIS, as described above. For any given area this may include:
- Physical land attributes,
  - Water resources,
  - MC Forest Resource Inventory,
  - Tembec Forest Resource Management – Pine Falls Operation Operational Cruise timber inventory,
  - Transportation infrastructure,
  - Natural forest disturbances, and
  - Non-timber values.
- 4.6 Further to the available GIS information, planning staff integrate

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## Undertaking Pre-harvest Assessments in Development of Harvest, Road Construction and Renewal Plans

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information obtained from the public and from other forest management tools, including aerial photography, to compliment that derived from the pre-harvest assessment survey itself.

- 4.7 The data made available through the PHA process is utilized in conjunction with the procedures outlined in [WDS – 010 Preparation and Submission of the AORP](#) to mitigate potential concerns related to undertaking forest management activities.
- 4.8 Site specific data, derived from the PHA, are used by the Silviculture Forester in developing silviculture prescriptions as outlined in [WDS – 008 Development of Silviculture Treatment Prescriptions for Forest Renewal](#). Silvicultural prescriptions, based upon species composition, site productivity, forest health and soil composition and moisture, provide a recommended treatment for renewal of each harvested site.
- 4.9 Timber values and non-timber values information will be collected at the plot level. In addition, much of the non-timber values information will be collected between plots.

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- 5.1 Timber values information collected during the PHA includes:
- Forest Ecosystem Classification Vegetation Type (FEC V-type) - (providing descriptive information regarding understory vegetation);
  - Tree species composition,;
  - Stand age;
  - Timber Volumes;
  - Tree diameters;
  - Understory tree species and heights;
  - Presence of shrubs for competition and potential to restrict line of sight in cutblock;
  - Soil conditions (moisture, texture and duff depth); and
  - Forest Diseases and Insects.
- 5.2 Non-timber values information collected during the PHA includes:
- Presence of Special Concern, Threatened and Endangered Species as identified by Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and Manitoba Endangered Species Act (MBESA);
  - Ungulate Browse Activity;
  - Wildlife Sign (mineral licks, stick nests, colonial nesting sites, ungulate antler sheds, active cavity nesting species in trees, wildlife travel corridors, scat data in certain areas, dens & burrows and other “unique” sightings);

### 5. PHA Data Collection

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- Snags (dead standing trees);
- Heritage Resources information;
- Waterways and other riparian areas;
- Unique Trees, Plants and Habitats; and
- Other Resource User Values (recreation, trapping, wild rice, mineral claims, etc.).

**REFERENCE**

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ISO 14001 s. 4.4.6 - Operational Control

**RELATED PROCEDURES AND DOCUMENTS**

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[WDS – 003 Undertaking Pre-crossing Assessments of Watercourse Crossings](#)

[WDS – 007 Protection of Special Concern, Threatened and Endangered Species](#)

[WDS – 008 Development of Silviculture Treatment Prescriptions for Forest Renewal](#)

[WDS – 010 Preparation and Submission of the Annual Operating and Renewal Plan](#)

Orientation and Pre-Harvest Assessment Manual

**FORMS**

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**RECORDS**

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Records	Responsibility	Location	Retention Period
PHA Plot Data	Superintendent of Planning	Planning Office	2 Years
PHA Strata Summary	Superintendent of Planning	Planning Office	2 Years
Site Specific Data	Inventory & GIS Forester	GIS Computers	Ongoing

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# WDS-003 Undertaking Pre-Crossing Assessments of Watercourse Crossings



<b>Owner:</b> Superintendent of Operations	<b>Last Revised:</b> May 13, 2009	<b>Review Date:</b> May 13, 2011
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## PURPOSE

- This procedure documents the planning and operating criteria to undertake pre-crossing assessments on Class 1, 2 or 3 roads prior to installation of watercourse crossings, as part of road construction development, on FML 01.

## APPLICATION

This procedure applies to FML 01.

## DEFINITIONS

<b>Watercourse</b>	Refers to the bed, bank or shore of a river, stream, or creek or other natural body of water identified as a single or double line on the Forest Resource Inventory.
<b>FML</b>	Forest Management License

## INSTRUCTIONS

1.1 The Superintendent of Operations, or his designate is responsible for conducting assessments of all proposed watercourse crossing sites as defined in the definition section. The following information will be collected for proposed and alternate bridge construction and culvert installation sites using [WDS-003 Form 02: Watercourse Crossing Assessment Form](#).

### 1. Pre-Crossing Assessment

- Pictures of crossing location upstream and downstream, from the near bank and the far bank (if possible), the stream bed, from an elevated position (if possible) and from the air (if possible);
- Determine soil type on the near and far bank;
- Measure bank slopes for the near and far side;
- Measure flood plain width, from top bank, for the near and far sides;
- Measure elevation from flood plain to near and far flood plain top

bank;

- Adjacent riparian vegetation and crown closure for the near and far flood plain
- Stream type ( permanent, ephemeral, intermittent); and
- Inspect the site for signs of activity (e.g., campsites, portages, trails, etc.)
- Channel width
- Wetted width at time of assessment
- Top bank width
- Depth profile across the stream
- Stream flow for the calculation of mean stream velocity and discharge
- Stream gradient
- Stream substrate
- Observations on in-stream habitat such as barriers to fish migration and in-stream cover including beaver dams, rocks, boulders, trees, riffles, pools, undercut banks, aquatic vegetation etc.

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- 2.1 In addition to the above, the Company will adopt the following stream crossing design criteria to ensure that stream flows do not exceed 1 m/s (providing the natural stream flow is below 1 m/s). Culverts will be sized based on flow analysis using the OMNR culvert analysis software package to ensure passage of water at a velocity not exceeding 1 m/s, and will be based on the anticipated length of time that the culvert will remain in place. For example, for culverts installed on Class I roads, a 100 year timeframe in the OMNR software will be used, for Class II and IIIA roads a 10 year timeframe, and for Class IIIB roads a 5 year timeframe. In cases where culvert sizing could result in rare exceedances of a 1 m/s flow velocity, side culverts will be placed on either side of the main culvert where logistically possible to allow additional passage of flow during high flow events. Culverts will also not be longer than 12 m in length and will not restrict more than 1/3 of the channel width. All of these criteria will help ensure proper passage of both flow and fish. Under these proposed guidelines, no delay in fish migration should occur.
- 2.2 Information collected will be used to develop the bridge construction design or to determine culvert(s) size and placement and other watercourse crossing construction specifications.
- 2.3 The Superintendent of Operations is responsible for bridge construction design.

## 2. Water Crossing Design

- 2.4 The Superintendent of Operations or the Superintendent of Planning is responsible for designing watercourse crossings involving culvert installations.

**RELATED PROCEDURES AND DOCUMENTS**

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[WDS-009 Development of a Road Development and Access Management Plan](#)

[WDS-010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

[WDS - 012 Securing Approval for a Water Crossing from Department of Fisheries and Oceans and Canadian Coast Guard](#)

**FORMS**

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[WDS-003 Form 02 Watercourse Crossing Assessment Form](#)

**RECORDS**

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<b>Records</b>	<b>Location</b>	<b>Responsibility</b>	<b>Retention Period</b>
WDS-003 Form 02 Watercourse Crossing Assessment Form	Planning Office	Superintendent of Planning	2 Years
Watercourse Crossing Design	Annual Operating and Renewal Plan	Superintendent of Planning	3 Years

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# WDS-004 Public Involvement Procedure



<b>Owner:</b> Divisional Forester	<b>Last Revised:</b> January 29, 2009	<b>Review Date:</b> January 29, 2011
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## PURPOSE

- To provide for the collection of information and input regarding a wide range of values for use in preparation of the Forest Stewardship Plan (FSP), the Annual Operating and Renewal Plan (AORP) and input regarding operations related to road access development, harvesting and forest renewal activities.
- To ensure that that issues arising from forest management activities, are addressed in a timely and effective manner and that any concerns that arise are dealt with early in the planning and operations.

## APPLICATION

The Tembec Forest Resource Management – Pine Falls Operation will develop and undertake the public involvement processes for forest management activities on Forest Management License 01 (FML 01).

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the Company each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Criteria &amp; Indicators (C&amp;I)</b>	A comprehensive framework, developed by the Canadian Council of Forest Managers, for defining sustainable forest management.
<b>Expert Workshops</b>	Invitational sessions designed to solicit input, advice and recommendations from invitees recognized to possess knowledge in a specific topic area.
<b>Joint Planning</b>	A planning process that incorporates the understanding and respect of values for First Nation Communities, Industry and Governments within the framework of Sustainable Forest Management.
<b>Open House</b>	Public sessions designed to provide relevant information in a topic area and solicit input and advice from attendees.
<b>Forest Stewardship Plan</b>	The long-term planning document prepared and submitted to the Manitoba Government for approval which outlines the planned forest management

<b>(FSP)</b>	activities for FML 01 for an extended period of time.
<b>Sustainable Forest Management System</b>	The structure, responsibilities, practices, procedures, processes, and time frames set by a registration applicant for implementing, maintaining, and improving sustainable forest management.

## INSTRUCTIONS

- 1.1 Several different forums will be used by Tembec Forest Resource Management – Pine Falls Operation to provide opportunity for public involvement in the planning processes of the Company. These include:
  - Sustainable Forest Management Advisory Committee (SFMAC),
  - Joint Planning with First Nations,
  - Open House Community Consultations,
  - Resource User and Interest Group Consultations,
  - Expert Workshops, and
  - Public Awareness.
- 1.2 The use of multiple processes enables Tembec Forest Resource Management – Pine Falls Operations to tailor the forums to the different needs and comfort levels of different communities and people from varying backgrounds and interests. They also provide for forums to be focussed on specific interests and issues.
- 1.3 The Divisional Forester is responsible for the overall management of public involvement activities.

### 1. Tembec Public Involvement Commitments

- 2.1 The SFMAC was originally established in 1990 as the Stakeholders Advisory Committee (SAC). The SFMAC, comprises representatives from a cross section of interests in the forest of FML 01.
- 2.2 The Divisional Forester is responsible for the co-ordination and operation of the Sustainable Forest Management Advisory Committee (SFMAC).
- 2.3 The SFMAC will meet approximately four times per year
- 2.4 Operation of the SFMAC will be guided by the Terms of Reference, as reviewed, revised and ratified by the SFMAC
- 2.5 The SFMAC will develop, review and ratify annual or bi-annual work plans.

### 2. Sustainable Forest Management Advisory Committee (SFMAC)

- 3.1 The Manager Community & Aboriginal Relations is responsible for joint planning with First Nations.
- 3.2 The Company will develop a joint planning process designed to more

### 3. Joint Planning with First Nations

fully integrate community interests into the planning process. The objectives of this process will be to:

- Provide a forum for exchange of information related to values, goals, indicators and targets for the FML identified as part of the initial Criteria & Indicators (C&I) process;
- Provide an opportunity for communities to review and evaluate on-going monitoring programs and results established through the C&I process;
- Provide communities with information necessary for participation in on-going planning processes (e.g. Annual Operating and Renewal Plan and Forest Stewardship Plan); and
- Provide a forum for discussion of any environmental, social or economic issue that arises as a result of Tembec Forest Resource Management – Pine Falls Operation’s activities.

3.3 The broad context provided through this strategy will facilitate the wider range of input necessary for development and implementation of the Sustainable Forest Management System (SFMS) and ensure that community values are fully considered in the on-going forest management planning processes for FML 01.

3.4

4.1 Open houses and Workshops will be scheduled by the Divisional Forester to:

- inform and solicit comments from communities and interested members of the public about Sustainable Forest Management Plan (SFMP) development; and
- to review draft Forest Stewardship Plans (FSP) and Annual Operating and Renewal Plans (AORP) and provide comments.

4.2 Meetings related to the FSP development will be scheduled at appropriate intervals in the development schedule for the FSP:

- Meeting minutes (if applicable), comments, suggestions and/or concerns will be documented and considered in the FSP development.

4.3 A minimum of 3 Open Houses for the draft AORP will be held annually, in rural communities in or adjacent to the FML 01, in development of each AORP:

- Comments, suggestions and/or concerns will be documented and considered and / or integrated in the AORP development.

#### **4. Open House Community Consultations**

5.1 Tembec Forest Resource Management – Pine Falls Operation will

**5.**

hold discussions with other resource users and interest groups, as requested or deemed necessary, to provide opportunities for the Company to obtain focussed input on specific areas of interest or concern.

### **Resource User and Interest Group Consultations**

- 5.2 Tembec Forest Resource Management – Pine Falls Operation will initiate consultations when they determine that there are issues of specific interest or concern to a specific interest group.
- 5.3 The Tembec Forest Resource Management – Pine Falls Operation also encourages resource users and interest groups to come forward as areas of interest appear that they may wish to discuss.
- 5.4 Tembec Forest Resource Management – Pine Falls Operation will respond to all requests for resource user and interest group consultation.
- 5.5 Tembec Forest Resource Management – Pine Falls Operation planning and operations staff will be available to discuss issues that arise as a result of Tembec Forest Resource Management – Pine Falls Operation forest management activities.
- 5.6 Meeting minutes (if applicable), comments, suggestions and/or concerns will be documented and considered in plan(s) development and/or implementation.

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- 6.1 Tembec Forest Resource Management – Pine Falls Operation will host and participate in expert workshops, as required, to provide an opportunity for the Company to participate in discussions with government, university and other company experts on the most recent research, approaches to forest management and new planning and operating technologies of interest to the forest industry.

### **6. Expert Workshops**

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- 7.1 Tembec Forest Resource Management – Pine Falls Operation will host and participate in activities to:
- promote public awareness of forest management activities; and
  - keep abreast of public issues and concerns related to forestry in general and to Tembec Forest Resource Management – Pine Falls Operations.

### **7. Public Awareness Activities**

- 7.2 Typical activities include: presentations to schools, colleges and universities; forestry field tours

## **REFERENCE**

ISO 14001 s. 4.4.3 - Communication

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## RELATED PROCEDURES AND DOCUMENTS

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### FORMS

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### RECORDS

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<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
SFMAC minutes	Divisional Forester	Woodlands filing cabinet	2 years
Open House notices and notes	Divisional Forester	Woodlands filing cabinet	2 years
Community consultation minutes	Divisional Forester	Woodlands filing cabinet	2 years
Workshop minutes	Divisional Forester	Woodlands filing cabinet	2 years

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# WDS-005 Undertaking Pre-Development Assessments of Class 1 & 2 Road Construction Plans



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> January 10, 2007	<b>Review Date:</b> May 14, 2011
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## PURPOSE

- This procedure documents the criteria to undertake assessments of proposed Class 1 and 2 road location sites for use in the development of the Annual Operating and Renewal Plan.
- Completion of this procedure will result in pre-clearing information regarding both timber and non-timber values to assist in determining the optimum proposed road location.

## APPLICATION

This procedure applies to all proposed Class 1 and 2 road construction on Forest Management License 01 (FML 01) and Quotas and Special Allocation areas which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

## DEFINITIONS

<b>Forest Resource Inventory (FRI)</b>	A GIS spatial database derived from aerial photo interpretation of a land base to capture such forest attributes as stand location, shape, and area, forest condition, timber species composition and volume.
<b>Quotas</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.

## INSTRUCTIONS

- 1.1 The Superintendent of Planning, in consultation with the Superintendent of Operations, is responsible for the undertaking of aerial rotor wing assessment of proposed road locations.
- 1.2 The aerial assessment will be conducted to identify unique features to be avoided during road location planning. Unique features include such things as cultural or heritage sites located at water crossings, impassible physical features, stick nests and mineral licks.
- 1.3 The assessment is best conducted from August to the arrival of snow cover to avoid disturbing nesting raptors. Special consideration, as

### 1. Procedure

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identified in 1.4, must be taken when surveying outside of this time period so as to not disturb wildlife species associated with the feature.

- 1.4 All identified unique features will be identified on [WDS-005 Form 01 Road Construction Planning Assessment](#) and will include the Global Positioning System (GPS) location of all identified sites. If wildlife species are present during the assessment (ie. nesting raptors or active use of mineral licks or rutting areas) the location will be identified on an aerial photo and subsequently transferred to the FRI
- 1.5 The Geographic Information System (GIS) Department will be responsible for incorporating all locational data into the Forest Resource Inventory (FRI).
- 1.6 A ground assessment of potential water crossing sites will be conducted to identify areas of concern such as portages, campsites or cultural or heritage sites. Potential water crossing sites requiring a ground assessment include all two line water features identified in the FRI and any streams the assessors deem to have potential features requiring identification. Assessed crossing sites will be sequentially numbered on an aerial photo or map.
- 1.7 The Superintendent of Planning will consider the assessment data in determining the proposed road location in the development of Road Development and Access Management Plans.

## RELATED PROCEDURES AND DOCUMENTS

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[WDS - 003 Undertaking Pre-Crossing Assessment of Watercourse Crossings](#)

[WDS-009 Development of a Road Development and Access Management Plan](#)

[WDS - 010 Preparation and Submission of the Annual Operating and Renewal Plans \(AORP\)](#)

## FORMS

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[WDS - 005 - Form 01 Road Construction Planning Assessment](#)

## RECORDS

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Records	Responsibility	Location	Retention Period
Road Construction Planning Assessment	Superintendent of Planning	Planning Office	3 years

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# WDS-006 Road Design Specification for Road Construction



<b>Owner:</b> Superintendent of Operations	<b>Last Revised:</b> March 8, 2007	<b>Review Date:</b> January 15, 2011
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## PURPOSE

- This procedure documents the planning and operating criteria to undertake the design of roads for Forest Management License 01(FML 01) and Quota and Special Allocation areas which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.
- Completion of this procedure will result in the assignment of a road classification and related specifications for development and construction of road access to undertake harvesting and forest renewal operations.

## APPLICATION

This procedure applies to development of road access for FML 01 and Quota and Special Allocation areas which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Natural Resources by the Tembec Forest Resource Management – Pine Falls Operation each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Borrow Pits</b>	A source of fill material used in road construction.
<b>Cutblocks</b>	Cutblock is the term which is used to define specific stands or parts thereof, contained within an operating block, that have been designated to be harvested.
<b>Ice Crossing</b>	Watercourse crossings constructed of only ice and/or snow. If soil or debris is required, it must be removed prior to breakup
<b>Operating Areas</b>	Operating area is the term which is used to define a forest area containing timber of a suitable age and species composition to permit harvesting operations for a designated time period. Operating areas are used in the Sustainable Forest Management Plan to provide a geographic boundary within which Annual Operating and Renewal Plans will be developed.

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<b>Operating Block</b>	Operating block is the term which is used to define a forest area contained within an operating area. Operating blocks are designated in the Annual Operating and Renewal Plan and are used to define the geographic boundary submitted to Manitoba Conservation in application of a Work Permit.
<b>Quarry</b>	A location where stone is excavated or blasted and crushed into gravel.
<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Right-of-ways (ROWs)</b>	The cleared area along the road alignment which contains the roadbed, ditches, road slopes and back slopes.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.
<b>Sustainable Forest Management Plan (SFMP)</b>	The long-term planning document prepared and submitted to the Manitoba Government for approval which outlines the planned forest management activities for FML 01 for an extended period of time.

## INSTRUCTIONS

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- 1.1 To assist in mitigation for other resource values and to operate on a cost effective basis access development to wood supply operating areas is undertaken utilizing the minimum classification of road possible while recognizing mill delivery scheduling requirements. Seasonal roads will be used wherever possible, and, depending on the usage, all-weather roads will be developed only as necessary. Development of all-weather grades is kept to a minimum to limit environmental impacts and costs as much as possible while recognizing safety and operating requirements. Lower class road grades are kept at minimum standards in anticipation of decommissioning following use.
- 1.2 Class I and II Roads are defined as all-weather roads that are suitable for travel during any season. These roads are built up with fill hauled from borrow pits, then topped with gravel from quarry or natural gravel sources. Ditching and culverts are placed to provide drainage away from the roadbed. Roads classified as all-weather roads require pre-cut right-of-ways (ROWs) prior to road construction. Class I roads are designed and maintained for a service life expectancy of 20 years or more and are used to access long-term wood supply areas. Regular maintenance is conducted on Class I roads throughout the year unless a road is not required during the winter months. Class II roads are designed for a service life expectancy of up to 20 years. These roads are primarily for resource use to access timber operating areas, remote cottages and other resource users such as wild rice leases and are maintained only as necessary.
- 1.3 Class IIIa roads may cross wet areas which would require cross drainage culverts, borrow material and gravel where required. Class IIIb are those that are primarily designed for travel under dry weather conditions and are constructed with the parent material with no

### 1. Background

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improvements or slight grade construction and gravel if required. Class III roads are used to provide access to operating blocks to and within cutblocks, typically for two to four years though use can often extend to ten years in some circumstances. These roads are primarily single use roads to access smaller operating areas but are also used by the public for fishing, hunting and berry picking. They have no scheduled maintenance.

- 1.4 Winter roads are constructed with minimal crossing of high ground to minimize requirements for clearing and grubbing. These roads result in little to no grade development and have a service life expectancy of one to 10 years. Winter roads are normally routed through wet swamp areas to reduce the loss of productive area. Waterbodies traversed by winter roads utilize ice crossings, temporary bridges, or bridges of a more permanent nature without summer land access depending on the nature of the watercourse (*i.e.* ice conditions). These roads are used to access cutblocks or smaller operating areas and have no scheduled year-round maintenance.
- 1.5 The resource road classification system is summarized in [Table 1](#).

- 2.1 All roads will generally be planned and constructed to the specifications described in Tables 2. Specifications may be modified to suit unusual situations due to features of terrain or non-timber values. [Table 2](#) indicates the planning and design criteria to be utilized in the development of roads

**2.  
Road  
Classification and  
Specifications**

- 3.1 The Superintendent of Planning is responsible for the assignment of road classifications in the development of the Sustainable Forest Management Plan (FSMP) and Annual Operating and Renewal Plan (AORP) in consultation with the Operations Manager.
- 3.2 The Superintendent of Operations is responsible for the development of specific road construction specifications for individual roads approved for construction by Manitoba Conservation.

**3.  
Planning and  
Implementation**

**RELATED PROCEDURES AND DOCUMENTS**

[WDS – 002 Undertaking Pre-harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS – 003 Undertaking Pre-crossing Assessments of Watercourse Crossings](#)

[WDS – 009 Development of a Road Development and Access Management Plan](#)

[WDS – 010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

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**FORMS**

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**RECORDS**

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<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Road Construction Specifications	Superintendent of Operations	Woodlands Filing System	2 Years

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**Table 1**  
**Resource Road Classification System**

Class 1	<ul style="list-style-type: none"> <li>- Year round all-weather, paved or gravel roads, graded and ditched.</li> <li>- Permanent or life expectancy of 20 years or more.</li> <li>- Multiple use road to access long-term wood supply areas, communities, cottage subdivisions, major recreational or industrial development.</li> </ul>
Class 2	<ul style="list-style-type: none"> <li>- Year round secondary gravel roads, graded and ditched, sometimes difficult to travel during extremely wet conditions.</li> <li>- Life expectancy less than 20 years.</li> <li>- Primarily a single use road to access timber operating areas, cottages, minor recreational facilities or small resource industries (wild rice, outfitters, lodges).</li> <li>- Maintained only when necessary.</li> </ul>
Class 3a	<ul style="list-style-type: none"> <li>- Summer access high ground road with grade (may be required to cross wet areas) and gravelled where required.</li> <li>- Life expectancy from 1 - 10 years.</li> <li>- Single use road to access cut blocks or smaller operating areas, but often used for hunting, fishing, berry picking, etc.</li> <li>- No scheduled maintenance.</li> </ul>
Class 3b	<ul style="list-style-type: none"> <li>- Summer access high ground roads (dry periods only), no improvements or slight grade or gravel.</li> <li>- Life expectancy from 1 - 10 years.</li> <li>- Single use road to access cut blocks or smaller operating areas, but often used for hunting, fishing, berry picking, etc.</li> <li>- No scheduled maintenance.</li> </ul>
Class 4	<ul style="list-style-type: none"> <li>- Winter access low ground roads (frozen periods only), no grade or gravel (includes ice roads across major swamps or waterbodies).</li> <li>- Primarily to access cut blocks, but often used for hunting and fishing.</li> <li>- No scheduled maintenance.</li> </ul>

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**TABLE 2**  
**Road Construction Standards**

Road Description		Environmental Protection Guidelines								
Road Class	Term of Life	Detail Plan Preparation	Field Layout	Design and Construction Guidelines						
				Right-of-Way			Alignment			Borrow Pits
				Clearing Width	Min. Road Surface	Drainage Ditch	Min. Sight Distance	Min. Slope of Road/Ditch	Design Speed	
I	Permanent year-round access for 20+ years	Detailed design plan on air photo of photo mosaics. Cross sectional profiles for major stream crossings. Types of structures for stream crossings, erosion control measures, revegetation and reclamation plans required. Right-of-way requirements specified. Any additional requirements necessary will be identified.	Centreline marked.	45 m	8-9 m	Rounded or scraper	180 m	2:1*	80 km/h	To the greatest extent possible, locations are identified before construction commences and site tested for materials and ground water levels before clearing of borrow areas. Dog-legged access or access constructed at an angle will incorporate a buffer to off right-of-way borrow pits. Pits located on the right-of-way should be incorporated by variable width and recontouring.
II	Permanent year-round access for up to 20 years.	See Class I	See Class I	40 m	6 - 8 m	Rounded or scraper	180 m	2:1	70 km/h	See Class I
III	Permanent dry or frozen periods for 1-10 years.	See Class I	See Class I	35 m	6 - 8 m	Rounded or scraper as required.	180 m	2:1	60 km/h	Use of small borrow pits incorporated into right-of-way where possible.

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Road Design Specification for Road Construction

WDS-006

Road Description		Environmental Protection Guidelines								
Road Class	Term of Life	Detail Plan Preparation	Field Layout	Design and Construction Guidelines						
				Right-of-Way			Alignment			Borrow Pits
				Clearing Width	Min. Road Surface	Drainage Ditch	Min. Sight Distance	Min. Slope of Road/Ditch	Design Speed	
IV	Seasonal. Frozen period access for up to 10 years.	Road alignment plan on aerial photographs and forest cover maps.	Centreline marked if site conditions indicate necessity.	20-30 m	6 - 9 m	n/a	180 m	2:1	40 km/h	Use of small borrow pits incorporated into right-of-way where required.

\* all roads are designed with a minimum of 2:1 slope, however, in some cases at specific points along the road this may not be possible, ie., where bedrock extrudes.

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**Road Construction Standards (Continued)**

**Pine Falls Paper Company**

							Retirement	
Road Class	Timber Salvage	Debris Disposal	Stream Crossings		Erosion Control and Revegetation	Maintenance	Temporary	Permanent
			Bridges	Culverts				
I	Salvage will be done according to timber management regulations	Piled and ramped along right-of-ways but not into standing timber. Strippings and fine debris (10 cm or less) will be used for erosion control by spreading on cuts and fills.	Bridges may be required where biological, hydraulic and/or terrain characteristics are significant. Should be designed to facilitate other resource uses (where applicable).	Culverts 1.8 m in diameter or larger to have installation supervised. All culverts designed for 1:25 year flood level. All culverts to be rip-rapped and aproned (where specified). Culverts placed in fish bearing streams must facilitate fish passage.	Progressive reclamation (recontouring cuts and fills and revegetation) concurrent with construction. Where reseeded is indicated the seed mixtures will be applied by portable or manual broadcaster. Cross drains and ditch blocks dictated by slopes and soil conditions. Drainage water to be diverted off the right-of-way in as short a distance as possible.	Annual maintenance required.	Removal of access.	n/a
II	See Class I	See Class I	See Class I	See Class I	See Class I	Maintained as necessary	See Class I	n/a
III	See Class I	See Class I	See Class I	See Class I	See Class I	as required	See Class I	
IV	See Class I	Partial disposal. Mechanical or manual cutting of accumulated slash and debris to reduce fire hazard to acceptable levels. May be spread on road bed on closure.	Portable bridges or timber bridges are preferred. Temporary crossings must be removed before spring breakup. For permanent bridges on Class 4 roads see Class I.	Designed for 1:25 year flood level. For permanent culverts on Class 4 roads, see Class I.	See Class I for permanent crossings.	as required	See Class I	Revegetated artificially or left for natural revegetation depending on site condition.

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# WDS-007 Protection of Special Concern, Threatened and Endangered Species



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> January 10, 2007	<b>Review Date:</b> May 14, 2011
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## PURPOSE

- This procedure documents the planning and operating criteria to protect Special Concern, Threatened and Endangered (STE) species possibly impacted by operations on Forest Management License 01 (FML 01) for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.
- Completion of this procedure will result in the protection of identified STE species through design of cutblocks that incorporate mitigation steps outlined in related procedures with subsequent layout of cutblock harvest boundaries and access roads on the ground. The cutblock layout will include applicable mitigation procedures to incorporate these values as determined through existing information from Manitoba Conservation (MC), Manitoba Conservation Data Center (CDC), joint planning, other public input and [Pre-harvest Assessments \(WDS – 002\)](#).

## APPLICATION

This procedure applies to protection of STE species identified for road construction and operating blocks to be harvested in FML 01 for which AORP plans are developed by Tembec Forest Resource Management – Pine Falls Operation.

## DEFINITIONS

<b>Cutblock</b>	Cutblock is the term which is used to define specific stands or parts thereof, contained within an operating block, that have been designated to be harvested.
<b>MESA</b>	Manitoba Endangered Species Act

## INSTRUCTIONS

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1.1 The Superintendent of Planning will maintain an up-to-date listing of STE wildlife and vegetation species for FML 01 through review of the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and MESA listings and contact with the Manitoba CDC.</li> <li>1.2 Each spring, prior to undertaking the Pre-harvest Assessments (<a href="#">WDS – 002 Undertaking Pre-harvest Assessment in Development of</a></li> </ol> | <ol style="list-style-type: none"> <li>1. <b>Special Concern, Threatened and Endangered Species for FML 01</b></li> </ol> |
|---|---|

[Harvest and Renewal Plans](#)), the Superintendent of Planning will update the STE vegetation species listing for FML 01 and ensure this is included in the form to be utilized in the pre-harvest assessment.

2.1 Pre-harvest Assessments, including identification of STE vegetation species, will be conducted for each operating block in the Annual Operating and Renewal Plan (AORP).

## 2. Pre-harvest Assessment

2.2 Training of the Pre-harvest Assessment crews, as specified in [WDS - 002 Undertaking Pre-Harvest Assessments in Development of Harvest and Renewal Plans](#), will include recognition of STE vegetation species as arranged by the Superintendent of Planning.

3.1 As a preliminary step to harvest planning all available sources of STE vegetation species locations in FML 01 will be identified, by the Superintendent of Planning, from the Manitoba Conservation Data Center (CDC) and MC records.

## 3. Planning Design

3.2 Pre-harvest Assessments for the operating blocks in the AORP will be compiled and reviewed by the Superintendent of Planning for presence of identified STE species.

3.3 The Superintendent of Planning and the Environment Director, in discussion with MC, will develop strategies to minimize potential impacts for any locations identified as having STE vegetation or wildlife species.

4.1 Woodlands Supervisors will locate and flag all buffer boundaries where buffers have been jointly prescribed by MC and Tembec Forest Resource Management – Pine Falls Operation.

## 4. Layout and Operation

4.2 Identified and flagged locations for STE vegetation species will be identified on aerial photographs and brought to the attention of the harvest operator as part of the Contractor Pre-Work ([WDS – 011 Contractor Pre-Work](#)).

4.3 STE vegetation species, encountered during layout or operations, that were not previously identified in planning must be brought to the attention of the Superintendent of Planning.

4.4 Operations will not start / continue until:

- The Superintendent of Planning has verified the presence of STE vegetation species
- Strategies to minimize potential impacts have been jointly developed with MC
- The contractor and Tembec Forest Resource Management – Pine Falls Operation Representative have been informed, by the

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Superintendent of Planning, of the strategies developed for the area.

**REFERENCE**

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ISO 14001 s. 4.4.6 Operational Control

**RELATED PROCEDURES AND DOCUMENTS**

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[WDS - 002 Pre-harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS-004 Public Involvement Procedure](#)

[WDS - 010 Preparation and Submission of the Annual Operating and Renewal Plan](#)

[WDS - 011 Contractor Pre Work](#)

**FORMS**

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**RECORDS**

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<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Pre-Harvest Assessments	Superintendent of Planning	Planning Office	2 years
Contractor Pre-Work Forms	Superintendent of Planning	General Permit Binder – Planning Office	2 years

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# WDS-008 Development of Silviculture Treatment Prescriptions for Forest Renewal



<b>Owner:</b> Silviculture Forester	<b>Last Revised:</b> January 15, 2009	<b>Review Date:</b> January 15, 2011
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## PURPOSE

- This procedure documents the planning criteria to develop silviculture treatment prescriptions to undertake forest renewal operations on harvested cutblocks on Forest Management License 01 (FML 01) for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.
- This procedure will result in the development of silviculture prescriptions for all cutblocks (including contingency cutblocks) identified for harvest in the Annual Operating and Renewal Plan (AORP). The goal of each silviculture prescription is to enable Tembec Forest Resource Management – Pine Falls Operation to meet all Manitoba Conservation (MC) forest renewal requirements within seven years of harvest.

## APPLICATION

This procedure applies to all cutblocks (including contingency cutblocks) identified for harvest in the Annual Operating and Renewal Plan (AORP) for FML 01.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the company each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Cutblocks</b>	Cutblock is the term which is used to define specific stands or parts thereof, contained within an operating block, that have been designated to be harvested.
<b>Contingency Cutblocks</b>	Cutblocks included in the planning process at the Annual Operating and Renewal Plan stage to accommodate flexibility for operations to be moved from normally scheduled planned cutblocks.
<b>Natural Regeneration</b>	The renewal of a forest stand by natural rather than artificial means, such as seeding-in from adjacent stands, with the seed being deposited by wind, birds, or animals, or from seed from cones originating on the site. Regeneration may also originate from sprouting and suckering in the case of hardwoods, or layering in the case of softwoods.

**Operating block** Operating block is the term used to define a forest area contained within an operating area. Operating blocks are designated in the Annual Operating and Renewal Plan and are used to define the geographic boundary submitted to Manitoba Conservation in application of a Work Permit.

**Silviculture** The science and art of growing and tending forests based on the knowledge of the forest species requirements.

**Silviculture Treatment Prescriptions** A prescription of one or more types of silviculture treatments that in combination are proposed for the renewal of a harvested area.

## INSTRUCTIONS

1.1 The Silviculture Forester will develop the silviculture treatment prescriptions for each operating block in the AORP. **1. General**

1.2 Silviculture treatment prescriptions will be developed using information from pre-harvest assessments, the Silviculture Treatment Prescription Guide ([WDS -008 - Table 01 FML 01 Silviculture Treatment Prescriptions Guide](#)) and pre-treatment assessments

1.3 The Silviculture Forester is responsible for ensuring that the silviculture treatment prescriptions are in compliance with requirements and targets established in the current Sustainable Forest Management Plan (SFMP).

2.1 A Silviculture Treatment Prescription Guide ([WDS - 008 -Table 01](#)) has been developed for forest stands of FML 01. This is a general guide. The treatments described in the Silviculture Treatment Prescription Guide have been developed for each of the Land Types by moisture class and Forest Ecosystem Classification Vegetation Type (FEC-V type).

**2. Silviculture Treatment Prescription Guide**

2.2 The Silviculture Forester is responsible for maintaining the Tembec Forest Resource Management – Pine Falls Operation Silviculture Treatment Prescription Guide, for the forest types and conditions, based upon any trials of new treatment types undertaken in FML 01 or research from other similar locations.

3.1 The PHA crew will collect information on the operating block regarding the existing forest type (species composition) and health, site and soil type and moisture conditions.

**3. Pre-harvest Assessment (PHA)**

3.2 Based on the information collected the PHA Crew will prescribe a renewal treatment for the cutblock using the Development of Silviculture Prescriptions for Forest Renewal ([WDS – 008 -Table 02 Development of Silviculture Prescriptions for Forest Renewal](#))

- 3.3 The Silviculture Forester will review the PHA to identify the existing forest tree composition and conditions and will establish the forest renewal objective for the cutblock .
- This review of the PHA will include particular consideration of the potential for natural regeneration of the cutblock following harvesting, which is the preferred treatment type, where it is determined that successful forest renewal will be obtained.

- 4.1 Refinement of the prescription assigned to the cutblock, at the AORP stage of planning, may be required as a result of new information indicating the need for a different approach to regenerate the site.
- New information may become available during final cut inspection of the cutblock or during silviculture treatment assessment that may influence the prescription assigned to a cutblock.
  - Operational considerations such as availability of access and equipment scheduling may also influence the final treatment type applied to a given cutblock given the requirement that the forest renewal objective for the cutblock can still be achieved.
  - Additional factors that may also influence the selection of silviculture treatments include:
    - The type of treatment may be influenced where heritage resource values have been identified
    - Timing and treatment to be applied to hydrologically sensitive sites
- 4.2 Sites prescribed for disc trenching will be assessed for competition potential prior to treatment and sites with a high competition potential will receive a broadcast ground application of Vision seven to ten days prior to disc trencher treatment.

#### 4.

#### Pre-Treatment Assessments

#### REFERENCE

ISO 14001 s. 4.4.6 - Operational Controls

#### RELATED PROCEDURES AND DOCUMENTS

[WDS - 002 Pre-harvest Assessment in Development of Harvest and Renewal Plans](#)

[WDS - 004 Public Involvement Procedure](#)

[WDS - 010 Preparation and Submission of the Annual Operating and Renewal Plan](#)

[WDS-WI - 003 General Wildlife Guidelines](#)

[WDS-WI - 005 Protection of Non Crop Trees](#)

[WDS-WI - 006 Protection of Understory](#)

[WDS-WI - 007 Protection of In-block Drainage Areas](#)

[WDS-WI - 009 Protection of Other Values/Users](#)

[WDS-WI - 016 Road and Landing Rehabilitation](#)

**FORMS**

[WDS - 008 - Table 01 FML 01 Silviculture Treatment Prescriptions Guide](#)

[WDS - 008 - Table 02 Development of Silviculture Prescriptions for Forest Renewal](#)

**RECORDS**

<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Pre-Harvest Assessments	Superintendent of Planning	Planning Office	2 years
Silvicultural Prescriptions from PHA	Superintendent of Planning	Planning Office	2 years
Silvicultural Prescriptions for AORP	Silviculture Forester	AORP	3 Years

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**Form Identification**

WDS-008 -Table-01

**Revision Date:**

January 15, 2009

**FML 01 Silviculture Treatment Prescriptions Guide**

LAND TYPE	Moisture Class	Vegetation Type	Management Objective & Silvicultural Prescription
S - Softwood	All Classes (1-4)	V13, V14, V21	<ul style="list-style-type: none"> <li>• Site prepare sites with high potential for Aspen suckering with ground broadcast application of Vision®</li> <li>• Site prepare with disc trencher</li> <li>• Plant White Spruce</li> <li>• Plant a mixture of Black and White Spruce in areas of Spruce Budworm infestation.</li> </ul>
S - Softwood	All Classes (1-4)	V15, V16, V17, V18	<ul style="list-style-type: none"> <li>• Site prepare with ground broadcast application of Vision®</li> <li>• Site prepare with disc trencher</li> <li>• Plant Black Spruce</li> </ul>
S - Softwood	All Classes (1-4)	V26	<ul style="list-style-type: none"> <li>• Site prepare with drag chains on areas with sufficient soil depth</li> <li>• Leave for natural regeneration</li> </ul>
S - Softwood	Class 1 Arid Class 2 Dry	V24, V25	<ul style="list-style-type: none"> <li>• Site prepare with drag chains on areas with sufficient soil depth</li> <li>• Leave for natural regeneration or plant with Jack Pine</li> </ul>
S - Softwood	Class 3 Moist Class 4 Wet	V24, V25	<ul style="list-style-type: none"> <li>• Site prepare with disc trencher</li> <li>• Plant with Jack Pine</li> </ul>
S - Softwood	Class 1 Arid	V27, V28, V29, V30, V31, V32	<ul style="list-style-type: none"> <li>• Site prepare with drag chains on areas with sufficient soil depth</li> <li>• Leave for natural regeneration or plant with Black Spruce</li> </ul>

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**Form Identification**

WDS-008 -Table-01

**Revision Date:**

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LAND TYPE	Moisture Class	Vegetation Type	Management Objective & Silvicultural Prescription
S - Softwood	Class 2 Dry Class 3 Moist	V27, V28, V29, V30, V31, V32	<ul style="list-style-type: none"> <li>• Site prepare with disc trencher</li> <li>• Plant with Black Spruce</li> </ul>
S - Softwood	Class 4 - Wet	V27, V28, V29, V30, V31, V32	<ul style="list-style-type: none"> <li>• Harvest during frozen conditions</li> <li>• Leave for natural regeneration or area plant with Black Spruce</li> </ul>
S - Softwood	All Classes (1-4)	V20, V33	<ul style="list-style-type: none"> <li>• Harvest during frozen conditions</li> <li>• Leave for natural regeneration</li> </ul>
M – Softwood- Hardwood	All Classes (1-4)	Not applicable	<ul style="list-style-type: none"> <li>• Site prepare with ground broadcast application of Vision® and disc trencher. Avoid hardwood residual and young spruce understory if present.</li> <li>• Plant with White Spruce or Black Spruce dependent upon soil moisture, competition levels and pre-harvest species composition.</li> <li>• Plant a mixture of Black and White Spruce in areas of Spruce Budworm infestation.</li> </ul>

**Form Identification**

WDS-008 -Table-01

**Revision Date:**

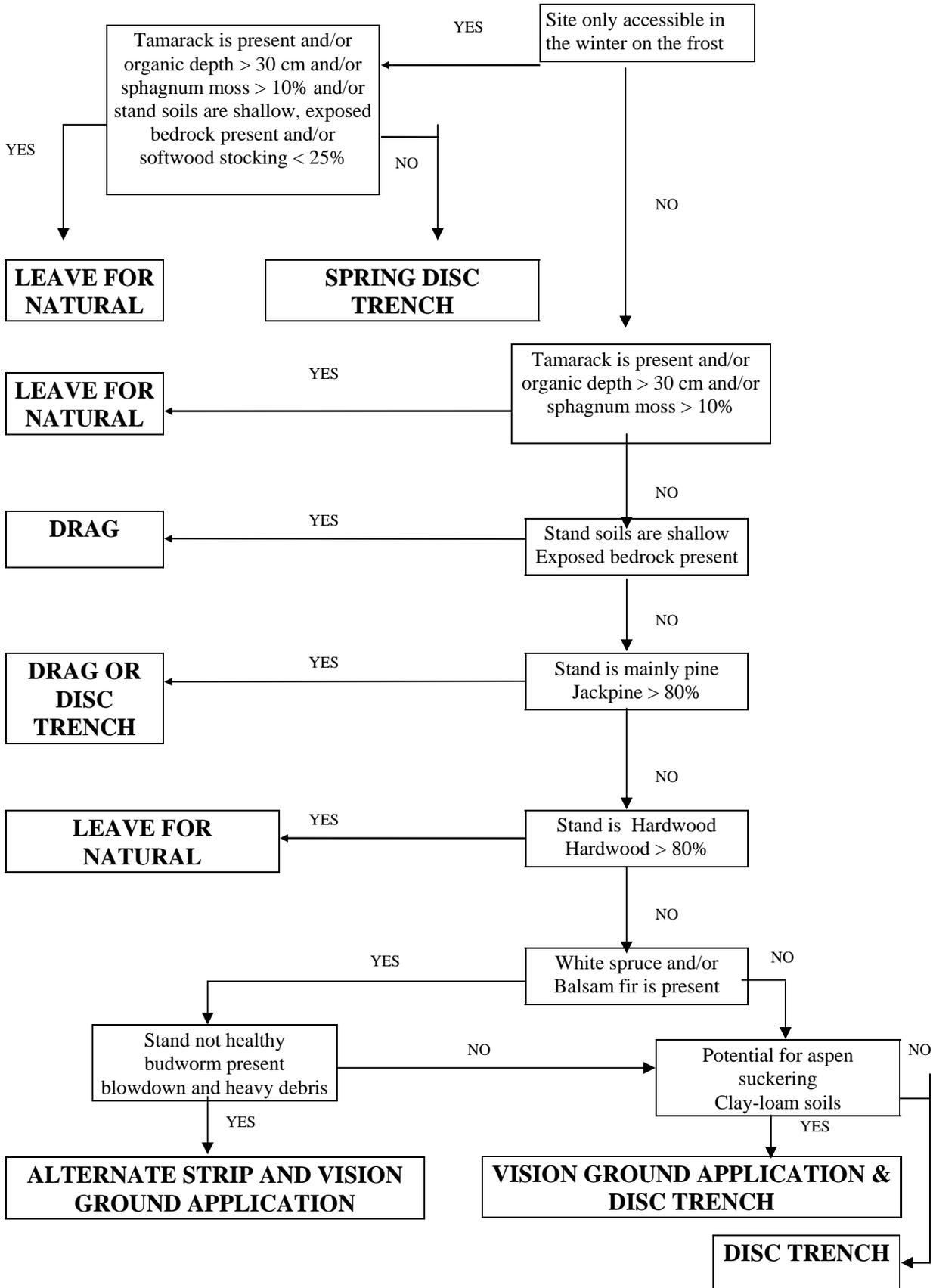
January 15, 2009

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LAND TYPE	Moisture Class	Vegetation Type	Management Objective & Silvicultural Prescription
N – Hardwood-Softwood	All Classes (1-4)	Not applicable	<p><b>Management Objective:</b> (sites where hardwood is left)</p> <ul style="list-style-type: none"> <li>• Site prepare cut areas with ground broadcast application of Vision® followed by disc trenching. Stay out of hardwood residual and protect young conifer understory.</li> <li>• Plant with White Spruce or Black Spruce dependent upon soil moisture and competition levels</li> </ul> <p>(sites where hardwood is harvested)</p> <ul style="list-style-type: none"> <li>• Leave for natural if there is an adequate amount of softwood understory present (&gt; 25%).</li> <li>• On sites where softwood understory is not adequate, site prepare at an intensity which approximates pre-harvest softwood composition</li> <li>• Site prepare with ground broadcast application of Vision® followed by disc trenching. Where possible concentrate site prep to areas which had softwoods.</li> <li>• Plant prepared areas with White Spruce or Black Spruce dependent upon soil moisture.</li> <li>• Leave unprepared areas to regenerate naturally back to hardwood.</li> </ul>
H - Hardwood	All Classes (1-4)	Not applicable	<ul style="list-style-type: none"> <li>• Leave for natural regeneration</li> </ul>

**Development of Silviculture Prescriptions For Forest Renewal**



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# WDS-009 Development of a Road Development and Access Management Plan



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> May 13, 2009	<b>Review Date:</b> May 13, 2011
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## PURPOSE

- This procedure documents the planning criteria to undertake the preparation and submission of Road Development and Access Management Plans (RDAMP) for Forest Management License 01 (FML 01).
- Completion of this plan will provide a plan to undertake road access development to new major timber resource areas on the FML 01. The RDAMP will meet all Manitoba Conservation (MC) submission requirements for RDAMP's which include other values sought through public input.

## APPLICATION

This procedure applies to all new major access development on FML 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation. It also applies to existing road systems which have been deemed to require a RDAMP.

## DEFINITIONS

<b>Borrow</b>	Fill material used in road construction.
<b>Forest Resource Inventory (FRI)</b>	A GIS spatial database derived from aerial photo interpretation of a land base to capture such forest attributes as stand location, shape, and area, forest condition, timber species composition and volume.
<b>Geographic Information System (GIS)</b>	A information system that uses spatial databases to provide answers to queries of a geographic nature through a variety of manipulations, such as sorting, selective retrieval, calculations, spatial analysis, and modelling.
<b>Joint Planning</b>	A planning process that incorporates the understanding and respect of values for First Nation Communities, Industry and Governments within the framework of Sustainable Forest Management.
<b>Open Houses</b>	Public sessions designed to provide relevant information in a topic area and solicit input and advice from attendees.
<b>Operating Blocks</b>	Operating block is the term which is used to define a forest area contained within an operating area. Operating blocks are designated in the Annual Operating and Renewal Plan and are used to define the geographic boundary submitted to Manitoba Conservation in application of a Work Permit.

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**Trapline Inventories** Registered trapline specific information collected through interviews and/or site visits with the trapline holder.

## INSTRUCTIONS

- 1.1 Development of the RDAMP's will be the responsibility of the area Superintendent of Planning. Woodlands staff responsible for the implementation of the RDAMP's will be consulted during the development of the plan.
- 1.2 The RDAMP's will be developed for all new major road systems within the FML 01. These road systems will be for a specified area that will vary in size (400 to 1000 square kilometers) depending on the timber resource targeted.
- 1.3 The RDAMP's will be developed for existing road systems within the FML 01 as specified by Manitoba Conservation (MC).

### 1. Background

- 2.1 Provincial Inputs - Preparation of the RDAMP requires information from Provincial sources as follows:
  - Updated inventory information from MC to account for insect, disease and forest fire depletions to the forest inventory;
  - MC identified land, recreation, wildlife and fisheries values for FML 01 to be considered in developing the RDAMP;
  - Manitoba Culture, Heritage and Citizenship information regarding identified heritage resource sites in FML 01; and
  - Planning and operating conditions specified in MC's approval of the Sustainable Forest Management Plan (SFMP).
- 2.2 Outside Inputs - Preparation of RDAMP's uses information from outside sources as follows:
  - Information gathered at community joint planning sessions where applicable;
  - Information obtained through trapline inventories;
  - Information provided by interested members of the general public or Environmental Non Government Organizations (ENGO); and
  - Information provided by interested stakeholders during the Open Houses conducted on the draft RDAMP's.
- 2.3 Internal (Tembec) Inputs - Preparation of the RDAMP's require information from internal sources as follows:
  - Forest Resource Inventory (FRI) maintained by the GIS Department;
  - Information gathered through Pre-Crossing Assessments and Pre-harvest Assessments where deemed necessary;
  - Road construction requirements determined by the area

### 2. Support Requirements

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Superintendent of Planning through consultation with the Superintendent of Operations;

- Volume requirements, by species, for the Pine Falls mill complex; and
- Input from Woodlands staff responsible for the implementation of the RDAMP's.

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- 3.1 In order to incorporate the desires and concerns of the people in FML 01, at least one meeting/workshop will be conducted. A second or any other subsequent meetings, if necessary, will incorporate the deliberations from the previous meetings. The meetings/workshops will normally be by invitation to the locally affected area but may be opened to the general public if it is deemed necessary. The following list only provides guidance for invitees to the meetings/workshops. Each RDAMP will require its own site specific group.

- First Nation Communities
- Local Municipal Representatives
- Outfitters and Lodge Owners
- Trappers
- Wild Rice and Minnow Lease Holders
- Wildlife Associations
- Sustainable Forest Management Advisory Committee
- Manitoba Conservation
- Snowmobile Clubs
- Harvesting Contractors
- Cottage Associations
- Remote Cottage Owners
- Department of Highways

### **3. Consultation**

- 4.1 The preparation of the RDAMP's will utilize the guidelines set out by MC in the Forest Road Management Guidelines For Manitoba. The contents of the RDAMP's will include the following for each identified area:

- Area description of the defined area;
- Resource use as well as traditional use in the defined area;
- Road Description depicting:

### **4. RDAMP Preparation and Contents**

- Resource Road Classification System ,
  - Road Construction Standards,
  - Mapped proposed operating blocks and access roads, and
  - Proposed stream crossings.
  - Access management recommendations where deemed necessary;
  - Road maintenance;
  - Long Term Access Control/Retirement/Decommissioning; and
  - Consultation and resulting meeting minutes with local communities and stakeholders.
- 4.2 The boundaries for the RDAMP's will use natural boundaries where possible.
- 4.3 Plan road construction so as to not exceed 0.58 Km/Km<sup>2</sup> within each watershed.
- 4.4 Planning of Roads - Planning for road development will consider a number of factors in determining the classification of road to be built and the route for the right of way (ROW) :
- Volume of timber to be accessed;
  - Haul distances and target speeds to the mill;
  - Construction/haul costs for various road classes;
  - Planned operating season for the area(s) to be accessed;
  - Distance and road construction conditions from closest existing road network;
  - Potential non-timber resource users and other members of the travelling public anticipated to have interests in the area;
  - Identified non-timber resource values for lands, fisheries, wildlife; and
  - Significant sites identified through the community joint planning process.

General access design considerations include:

- Consider access constraints to adjacent RDAMP areas when identifying main access routes to the new area;
- Existing roads, trails and campsites will be used wherever possible;
- Wherever possible, avoid placement of roads parallel to watercourses. Where this cannot be avoided, the road will be constructed as far as possible from the edge of the water;
- Minimizing the number of water crossings;
- Wherever possible avoid placement of roads within 100 m of the high-water mark of any permanent waterbody, or within 30 m of an

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intermittent stream or natural spring;

- Maintaining adequate buffer zones of undisturbed vegetation between construction areas and all water bodies;
- Determining road locations taking into consideration run-off and surface water considerations;
- Locating roads where there are generally good road building materials and avoid areas of unstable soils, springs and seepages;
- Locate roads on natural benches, moderate slopes and ridges where there is good alignment and drainage and to minimize cuts and fills unless such locations pose a threat to safety, are at risk from erosion, or have potential to interfere with identified wildlife travel corridors;
- Avoid locations through identified sites of special concern, threatened or endangered vegetation species, heritage sites, cultural sites or high value wildlife areas (ie. Mineral licks);
- Minimize ROW width to the extent possible while considering:
  - Intended traffic volumes and vehicle types;
  - Adequate sight lines at curves;
  - Removal of shade to accommodate rapid drying of the road surface;
  - Space requirement for snow removal, and
  - Availability of borrow material.

5.1 The RDAMP will be submitted to Forestry Branch, Manitoba Conservation for approval and permitting prior to commencement of any work.

**5.  
RDAMP  
Submission for  
Approval**

**REFERENCE**

Forest Road Management Guidelines for Manitoba

**RELATED PROCEDURES AND DOCUMENTS**

[WDS – 002 Undertaking Pre-Harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS – 006 Road Design Specifications for Road Construction](#)

[WDS – 003 Undertaking Pre-crossing Assessments for Watercourse Crossings](#)

[WDS – 010 Preparation and Submission of the Annual Operating and Renewal Plan](#)

[WDS – 012 Securing Approval for a Water Crossing from Department of Fisheries and Oceans and Canadian Coast Guard](#)

[PFPC – 1019 Monitoring and Measurement Matrix for Woodlands](#)

**FORMS**

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**RECORDS**

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<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Road Development and Access Management Plans	Superintendent of Planning	Planning Office	ongoing

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# WDS-010 Preparation and Submission of the Annual Operating and Renewal Plan (AORP)



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> May 13, 2009	<b>Review Date:</b> May 13, 2011
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## PURPOSE

- This procedure documents the planning criteria to undertake the preparation and submission of the Annual Operating and Renewal Plan (AORP) for Forest Management License 01 (FML 01).
- Completion of this procedure will result in a plan to undertake road access development, harvesting and forest renewal operations for the forthcoming operating year with projected plan information for the following two years. The AORP will meet all Manitoba Conservation (MC) annual plan submission requirements and will include other values as determined through public input and Pre-harvest Assessments.

## APPLICATION

This procedure applies to the AORP developed for all forest management operations on FML 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.

This procedure does not apply to fuelwood harvesting permits issued by MC unless a request has been received from MC to designate a fuelwood harvesting area or to other permits issued by MC for resource extraction, road or facility construction or other land use requirements on FML 01 which are the responsibility of MC to administer.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the Company each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Buffer</b>	An area of vegetated land which may include trees, shrubs and/or other vegetation retained following harvest as a mitigation procedure for non-timber values including water quality, fisheries values, soil protection, wildlife habitat and aesthetics or other important features.
<b>Cutblock</b>	Cutblock is the term which is used to define specific stands or parts thereof, contained within an operating block, that have been designated to be harvested.
<b>Erosion Protection</b>	Areas or specific locations which have the potential for erosion of soils

<b>Site</b>	within an operating area or into a water body. Examples of such sites include watercourse crossings, intermittent streams, riparian zones or continuous furrow site preparation sites containing areas of significant slope.
<b>Forest Resource Inventory (FRI)</b>	A GIS spatial database derived from aerial photo interpretation of a land base to capture such forest attributes as stand location, shape, and area, forest condition, timber species composition and volume.
<b>Geographic Information System (GIS)</b>	A information system that uses spatial databases to provide answers to queries of a geographic nature through a variety of manipulations, such as sorting, selective retrieval, calculations, spatial analysis, and modelling.
<b>Integrated Resource Management Teams (IRMT)</b>	The regional Integrated Resource Management Teams of Manitoba Natural Resources, located in the Eastern Region (Lac du Bonnet), and the Central Region (Gimli), and composed of members of the following branches of the Department: Forestry, Wildlife, Regional Operations, Lands, Fisheries, Water Resources, and Parks and Natural Areas, is organized to review regional natural resource issues.
<b>Joint Planning</b>	A planning process that incorporates the understanding and respect of values for First Nation Communities, Industry and Governments within the framework of Sustainable Forest Management.
<b>Open House</b>	Public sessions designed to provide relevant information in a topic area and solicit input and advice from attendees.
<b>Operating Areas</b>	Operating area is the term which is used to define a forest area containing timber of a suitable age and species composition to permit harvesting operations for a designated time period. Operating areas are used in the Sustainable Forest Management Plan to provide a geographic boundary within which Annual Operating and Renewal Plans will be developed.
<b>Operating Block</b>	Operating block is the term which is used to define a forest area contained within an operating area. Operating blocks are designated in the Annual Operating and Renewal Plan and are used to define the geographic boundary submitted to Manitoba Conservation in application of a Work Permit.
<b>Permanent Sample Plots (PSPs)</b>	Plots established in forest stands of varying ages form immediately following forest renewal treatment to mature forest stands. These plots and the trees within them are permanently marked and are remeasured at periodic intervals to monitor such factors as survival, ingress, health, and growth.
<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Right-of-ways (ROWS)</b>	The cleared area along the road alignment which contains the roadbed, ditches, road slopes and back slopes.
<b>Rookery</b>	A breeding or nesting site.
<b>Silviculture</b>	The science and art of growing and tending forests based on the knowledge of the forest species requirements.
<b>Silviculture</b>	A prescription of one or more types of silviculture treatments that in

<b>Treatment Prescription</b>	combination are proposed for the renewal of a harvested area.
<b>Soil and Water Protection Site</b>	Areas or specific locations that have the potential for soil disturbance or rutting due to equipment operation during the non-frozen periods. Examples include wetland features such as alder and willow swails, grass and sledge meadows or other peatland terrain.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.
<b>Special Use Area Protection Site</b>	Areas or specific locations that contain identified areas of concern. Examples include cultural and heritage sites, raptor nests, heron rookeries, mineral licks, cabins, trails or high value wildlife areas.
<b>Sustainable Forest Management Plan (SFMP)</b>	The long-term planning document prepared and submitted to the Manitoba Government for approval which outlines the planned forest management activities for FML 01 for an extended period of time.
<b>Trapline Inventories</b>	Registered trapline specific information collected through interviews and/or site visits with the trapline holder.

## INSTRUCTIONS

- 1.1 The AORP is required as the next stage in the planning process beyond the Sustainable Forest Management Plan (SFMP) for FML 01. This plan essentially represents a stand level magnification in detail of the SFMP to provide the stand and site level operating requirements and the incorporation of other values into the planning process for FML 01. As described by MC's *Planning and Submission Requirements for Annual Operating Plans*, AORPs are prepared within the controlling framework of the current long term plan (SFMP).

### 1. Background

- 2.1 Provincial Inputs - Preparation of the AORP requires information from Provincial sources as follows:

- Updated information from MC to account for insect, disease and forest fire depletions to the forest inventory from the previous year;
- MC identified land, recreation, wildlife and fisheries values for FML 01 identified through their review of the previous Three Year General Projection;
- Manitoba Culture, Heritage and Citizenship information regarding identified heritage resource sites in FML 01 identified through their review of the previous Three Year General Projection;
- MC allocated quota and special allocation wood volume requirements for FML 01;
- Planning and operating conditions specified in MC's approval of the Sustainable Forest Management Plan (SFMP);

### 2. Support Requirements

- 2.2 Outside Inputs - Preparation of the AORP requires information from

## Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

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outside sources as follows:

- Information gathered at community joint planning sessions
- Information gathered from the Sustainable Forest Management Advisory Committee (SFMAC);
- Information obtained through trapline inventories;
- Information provided by interested members of the general public or Environmental Non Government Organizations (ENGO);
- Information provided by interested stakeholders during the Open Houses conducted on the draft AORP; and
- Wood volume requirements, surplus on FML 01, provided by independent operators for their own use or sale.

2.3 Internal (Tembec Forest Resource Management – Pine Falls Operation) Inputs - Preparation of the AORP requires information from internal sources as follows:

- Forest Resource Inventory (FRI) maintained by the Geographic Information System (GIS) Department;
- Information gathered through [WDS - 002 Undertaking Pre-Harvest Assessments in Development of Harvest and Renewal Plans](#);
- Information gathered through [WDS - 003 Undertaking Pre-Crossing Assessments of Watercourse Crossings](#);
- Information gathered through [WDS - 005 Undertaking Pre-Development Assessment of Class 1 & 2 Road Construction Plans](#);
- Road construction requirements determined by the area Superintendent of Planning through consultation with the Superintendent of Operations;
- Volume requirements, by species, for the Pine Falls mill complex;
- Watershed boundaries; and
- Input from Woodlands staff responsible for the implementation of the AORP.

3.1 The Forestry Department of the Tembec Forest Resource Management – Pine Falls Operation will undertake the preparation of the AORP under the direction of the Divisional Forester. Road access development and harvest operation plans will be developed by the area Superintendent of Planning and forest renewal plans will be developed by the Silviculture Forester. Woodlands staff responsible for the implementation of the AORP will be consulted during the development of the plan.

3.2 The preparation of the AORP will utilize the guidelines set out by MC in the *Planning and Submission Requirements for Annual Operating Plans*. The contents of the AORP will include the following:

**3.  
AORP Preparation  
and Contents**

Development Proposals for the Current Year including:

- Harvesting and road access;
  - Site specific harvest block and cut block detail;
  - WDS-010 Form 02 Harvest Block Summary Form;
  - Road management, construction and maintenance activities;
  - [WDS - 010 - Form 01 Annual Operating Plan Watercourse Crossing Data Form](#);
  - Contingency areas;
  - Forest renewal activities; and
  - Stand tending and enhancement activities.
- 3.3 To supplement the map scale indicated in MC submission requirements for the AORP of 1:50,000, MC regional Integrated Resource Management Teams (IRMT) will be provided with additional AORP maps at an increased scale of 1:15,840 to assist in the development of mitigation procedures related to forest management activities.
- 3.4 In developing the AORP, site level operating plans are developed and included for each operating block and forest renewal area proposed for harvest or treatment in the operating year period. These strategies are a reflection of the information collected during the [Pre-Harvest Assessments in Development of Harvest and Renewal Plans \(WDS-002\)](#) , [Pre-Crossing Assessments of Watercourse Crossings \(WDS-003\)](#), [Pre-Development Assessment of Class 1 & 2 Road Construction Plans \(WDS-005\)](#) and the provincial procedures outlined below which are utilized as guidelines in the location and design of roads, associated watercourse crossings, operating blocks, cutblock preparation and forest renewal plans:
- Planning and Submission Requirements for Annual Operating Plans (MC);
  - Wildlife Guidelines for Forest Management in Manitoba (MC);
  - Manitoba Stream Crossing Guidelines for the Protection of Fish and Fish Habitat (MC/DFO);
  - Recommended Buffer Zones for Protecting Fish Resources in Lakes and Streams in Forest Cutting Areas (MC);
  - Manitoba Conservation Consolidated Buffer Management Guidelines (MC);
  - Brush Disposal – All Timber Harvesting Operations, Forestry Branch Circular (MC);
  - Development of Forest Renewal Standards for Forest Regeneration in Manitoba (MC); and

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Preparation and Submission of the Annual Operating and Renewal Plan  
(AORP)

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- Timber Harvesting Practices for Forestry Operations in Manitoba (MC).

3.5 Recognizing that these guidelines have been prepared to cover the variety of forest values and forest conditions that exist across the Province of Manitoba as a whole, it is understood that the application of any given guideline may or may not pertain to a given cutblock, operating area or indeed to FML 01. Based on the values and goals established for FML 01 and the management targets for each particular operating area, provincial guidelines and planning and operating procedures as described in the applicable procedures will be implemented as they pertain to the site specific and landscape forest values and conditions present. It is expected that these guidelines will be dynamic in nature and will change to reflect state-of-the-art knowledge on ecosystems and operating practices.

3.6 The related WDS-010 Form 02 Harvest Block Summary Form will be completed for each proposed operating block. All pertinent information collected will be included on the form for MC's approval.

3.7 A summary table of all sites categorized by Soil and Water, STE Plant Species, Erosion and Special Use Area protection categories which includes:

- Block Number
- GPS Waypoint (if applicable)
- Description of feature to be protected
- Mitigation Strategy

3.8 Harvest operations will be planned so as to meet the objectives stated in MC Harvest Control on Forest Management Agreement Areas Policy for the utilization of the AAC

4.1 The three-year general projection will be used to provide an overview of the projected road development and harvest operations within the framework provided by the general operating areas designated in the SFMP. The three-year general projection, as a minimum, must contain tables and maps at a scale of 1:250,000. To provide a more useful format for exchange of information and development of mitigation Tembec Forest Resource Management – Pine Falls Operation provides maps at a general scale of 1:50,000 to indicate projections and additional maps at an increased scale of 1:15,840 provided to MC IRMT for detailed review. The three-year projection includes:

- Operating areas which consist of larger, contiguous areas of land bordered by logical topographical boundaries such as watersheds, large swamps, or infrastructure features, *i.e.*, roads;
- Location of ecological reserves, provincial parks, and wildlife

#### 4. Three Year General Projection

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## Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

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management areas;

- Projected construction schedule and location by year for access roads (Class I, II, and main class III and IV); and
- Projected forest renewal treatments.

4.2 The two year projection provides MC with an opportunity to screen proposed operations and provide site specific concerns and desired management strategies for incorporation into subsequent AORP development.

5.1 All proposed Class 1 & 2 roads will be assessed using [WDS-005 Undertaking Pre-Development Assessment](#) of Class 1 & 2 Road Construction Plans prior to inclusion in the AORP.

5.2 If a Class 1 or 2 road is included in the AORP prior to a [pre-development assessment \(WDS-005\)](#) taking place, the assessment must take place prior to any right-of-way clearing taking place.

5.3 Road Development and Access Management Plans (RDAMP) will be developed for all new major road systems. RDAMP's that have completed the Community/stakeholder review process will be included with the AORP for approval by MC. The AORP may identify new road systems that have not undergone the RDAMP process. These identified road systems will not be eligible for permitting until a RDAMP has been developed and approved by MC.

5.4 Planning for road development will consider a number of factors in determining the classification of road to be built and the route for the right-of-way (ROW):

- Volume of timber to be accessed;
- Haul distances and target speeds to the mill;
- Construction/haul costs for various road classes;
- Planned operating season for the area(s) to be accessed;
- Distance and road construction conditions from closest existing road network;
- Potential non-timber resource users and other members of the travelling public anticipated to have interests in the area; and
- Identified non-timber resource values for lands, fisheries, and wildlife; and
- Significant sites identified through the community joint planning process.

5.5 General access design considerations include:

- Plan road construction so as to not exceed 0.58 Km/Km<sup>2</sup> within each watershed

## 5. Planning of Roads

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## Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

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- Existing roads, trails and campsites will be used wherever possible;
- Wherever possible, avoid placement of roads parallel to watercourses. Where this cannot be avoided, the road will be constructed as far as possible from the edge of the water;
- Minimizing the number of water crossings;
- Wherever possible avoid placement of roads within 100 m of the high-water mark of any permanent water body, or within 30 m of an intermittent stream or natural spring;
- Maintaining adequate buffer zones of undisturbed vegetation between construction areas and all water bodies;
- Determining road locations taking into consideration run-off and surface water considerations;
- Locating roads where there are generally good road building materials and avoid areas of unstable soils, springs and seepages;
- Locate roads on natural benches, moderate slopes and ridges where there is good alignment and drainage and to minimize cuts and fills unless such locations pose a threat to safety, are at risk from erosion, or have potential to interfere with identified wildlife travel corridors;
- Avoid locations through identified sites of special concern, threatened or endangered vegetation species, heritage sites, cultural sites or high value wildlife areas (ie. Mineral licks);
- Clear ROW width to specified road class standards in order to address the following:
  - Intended traffic volumes and vehicle types;
  - Adequate sight lines at curves;
  - Removal of shade to accommodate rapid drying of the road surface;
  - Space requirement for snow removal, and;
  - Availability of borrow material.

5.6 Water crossing assessment data collected through [WDS - 003 Undertaking Pre-Crossing Assessment of Watercourse Crossings](#) will be used in completing [WDS - 010 - Form 01 Annual Operating Plan Watercourse Crossing Data](#).

5.7 All proposed watercourse crossings will be presented with a completed [WDS-010 Form 01 Annual Operating Plan Watercourse Crossing Data](#) and accompanying photos of the proposed crossing site.

6.1 General design and layout includes:

- Of particular importance in guiding the design of the layout for each operating block and respective cutblocks is the information obtained

**6.**  
**Design and**  
**Layout of**  
**Operating Blocks**

**and Cutblocks**

through the Pre-Harvest Assessment in [Development of Harvest and Renewal Plans \(WDS-002\)](#), the [Pre-Crossing Assessment of Watercourse Crossings \(WDS-003\)](#), and through community joint planning;

- As a preliminary step to harvest planning all available sources of detailed information on the location of traplines, recreational features, heritage resources, cultural sites, identified critical wildlife habitats, watershed boundaries, and other land uses will be compiled for the operating area and respective operating blocks and cutblocks;
- Sufficient cutblocks will be designed and laid out to harvest only the timber volume authorized by the SFMP;
- Within each watershed in FML 01, cutblocks will be designed and scheduled to limit the total productive area in a recently disturbed state (harvested or burned within seven years) to no more than 30%;
- Within operating blocks, cutblocks are scheduled for harvest season based upon ground conditions within the cutblock itself as well as the access to the cutblock:
  - Spring and fall cutblocks are located on stable, well-drained sites adjacent or close to an all-weather road;
  - Summer cutblocks are located on stable, moderate to well-drained sites adjacent or close to all-weather or Class III Road; and
  - Winter cutblocks are located on unfirm or poorly-drained sites and/or otherwise stable sites requiring access across wet areas.
- Cutblock boundaries will follow natural stand boundaries and terrain features to the extent possible. Where possible the harvest design will make use of natural boundaries and differences in forest age class structures to design cutblocks. In some instances, particularly where previous fire occurrence has resulted in relatively large contiguous even-aged stands, the harvest design will incorporate leave patches;
- The following sites identified through pre-harvest assessment, joint planning or other means will be identified within operating blocks, mitigation plans developed and recorded on the GIS (some special use areas may not be displayed in the AORP due to the sensitive nature of the information)
  - Sites requiring soil and water protection
  - Sites that have potential for erosion
  - Special use areas (develop mitigation plans in conjunction with parties involved)
  - Sites with STE plant species (develop mitigation plans with MC)
- Plan cutblocks within Zone 1 of the Owl Lake Caribou herd range so as to maintain 67 % of the 1995 level of high habitat units

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## Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

WDS-010

- Where a harvest is planned for areas bordering or including previously harvested cutblocks, which have not yet been certified as satisfactorily regenerated, the total area designed for harvest will also consider the above criteria;
- Within operating blocks harvest design will incorporate timber that is at or above the rotation age utilized in the calculation of the sustainable harvest level in the Sustainable Forest Management Plan (SFMP). Particular emphasis will be placed upon salvage of timber that is in the poorest condition (e.g., stands containing severe blowdown, recent forest fire areas and serious insect or disease infestation);
- The normal silvicultural system includes a single pass harvest for areas with sufficient landscape diversity from geological landforms and previous natural disturbance to meet wildlife and landscape management objectives, or, for areas of relatively contiguous mature timber, a pattern of alternating cut-and-leave cutblocks and patches using a two-pass system. Where a two-pass system is to be utilized, healthy, vigorous stands should be retained for succeeding harvest passes;
- Selection Harvest or other silvicultural systems (e.g., shelterwood, seed tree) may be used to meet site-specific management requirements where they are determined to be the most suitable to meet environmental, ecological or timber management expectations, or to protect other resource values;
- Integrated softwood/hardwood harvest plans for quota holder and special allocation holder operations will include a harvest layout design for all merchantable stands and species to be utilized to applicable timber utilization standards. Where more than one harvest operation is necessary to harvest both species types, all operations will be completed in the same season where possible to avoid delaying reforestation and to reduce site disturbance. Planners will communicate with quota holders and special allocation holders during the plan development process to develop these arrangements;
- Buffers will be applied to fulfil a variety of functions as applicable:
  - Aesthetic purposes alongside numbered highways and important tourism travel corridors;
  - Maintain wildlife and fisheries values in riparian areas;
  - Additional critical wildlife habitat locations including escape cover, travel corridors, salt licks, etc.; and
  - Provision of filtering effect for runoff from adjacent cutover areas and roads.
- Buffers may be designated for a management prescription including some level of harvesting within the buffer dependent upon the values for which the buffer has been established and the condition of the timber in the buffer itself;

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## Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

WDS-010

- Areas to exclude harvesting may also be designated within operating blocks for such purposes as:
  - Sites identified for exclusion during the community joint planning process;
  - Identified heritage resource sites for which the mitigation prescription requires no harvesting of the site;
  - Identified sites containing Special Concern, Threatened or Endangered (STE) vegetation species; and
  - Sites occupied by critical wildlife habitats such as heron rookeries.
- Permanent sample plots (PSPs) or research sites, identified to the Company, will not be disturbed or harvested without prior review and approval by MC or the research organization.

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 7.1 Considerations in the development of forest renewal plans include:

- To achieve the objective of renewing harvested sites to forest stands of similar composition at maturity to those harvested, a series of silvicultural treatments will be applied to each given site. As a general guide [WDS - 008 - Table 01 FML 01 Silvicultural Treatment Prescription Guide](#) will be utilized as they apply to the forest stands of FML 01
- Review of the Pre-Harvest Assessment in Development of Harvest and Renewal Plans (WDS-002) for each proposed cutblock, including [WDS - 008 – Table 02 Development of Silvicultural Prescriptions for Forest Renewal](#), to identify the existing forest tree compositions and conditions to establish the forest renewal objective for the cutblock following harvest;
- This review will include particular consideration of the potential for natural regeneration of the cutblock following harvesting, which is the preferred treatment type, where it is determined that successful forest renewal will be obtained. Advanced softwood regeneration within the understory having the potential to contribute to the next forest stand will be considered when assigning a silviculture prescription. Potential softwood seed sources from leave areas, adjacent seed sources and wildlife trees in the cutblock may also affect the silviculture prescription chosen;
- Based upon the forest renewal objective for tree species composition and stocking to meet MC forest renewal requirements and the guide of silviculture treatments available for establishment of that site type, a silviculture treatment prescription will be developed for inclusion in the AORP for each cutblock;
- Additional considerations may influence the selection of silviculture treatments to be included in the prescription for a given cutblock

## 7. Planning for Forest Renewal

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beyond existing tree species composition and growth conditions:

- Where heritage resource values are identified the type of scarification or site preparation treatment that may be applied to the site may be influenced; and
- Timing and treatments to be applied to hydrologically sensitive sites will consider related factors in developing the forest renewal prescription and implementing the treatments for these locations.
- Refinement of the prescription assigned to the cutblock at the AORP stage of planning may be required should any further information indicate need for a different approach for renewal of the site. Such information may become available during final cut inspection of the cutblock or during a pre-treatment silviculture assessment; and
- Operational considerations such as availability of access and equipment scheduling may also influence the final treatment type applied to a given cutblock with the requirement that the forest renewal objective for the cutblock can still be achieved.

## RELATED PROCEDURES AND DOCUMENTS

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[WDS – 001 Updating Forest Inventory Information for FML 01](#)

[WDS – 002 Undertaking Pre-Harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS – 003 Undertaking Pre-Crossing Assessments of Watercourse Crossings](#)

[WDS – 004 Public Involvement Procedure](#)

[WDS – 005 Undertaking Pre-Development Assessment of Class 1 & 2 Road Construction Plans](#)

[WDS – 008 Development of Silviculture Treatment Prescriptions for Forest Renewal](#)

[WDS – 009 Development of a Road Development and Access Management Plan](#)

[PFPC – 1019 Monitoring and Measurement Matrix for Woodlands](#)

Planning and Submission Requirements for Annual Operating Plans (MC)

Wildlife Guidelines for Forest Management in Manitoba (MC)

Manitoba Stream Crossing Guidelines for the Protection of Fish and Fish Habitat (MC/DFO)

Recommended Buffer Zones for Protecting Fish Resources in Lakes and Streams in Forest Cutting Areas (MC)

Manitoba Conservation Consolidated Buffer Management Guidelines (MC)

Brush Disposal – All Timber Harvesting Operations, Forestry Branch Circular (MC)

Development of Forest Renewal Standards for Forest Regeneration in

Preparation and Submission of the Annual Operating and Renewal Plan (AORP)

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Manitoba (MC)

Timber Harvesting Practices for Forestry Operations in Manitoba (MC)

**FORMS**

[WDS-010 Form 01 Annual Operating Plan Watercourse Crossing Data Form](#)

WDS-010 Form 02 Harvest Block Summary Form

**RECORDS**

<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Annual Operating and Renewal Plan	Divisional Forester	Divisional Foresters Office	3 Years
Annual Operating Plan Watercourse Crossing Data Form	Superintendent of Planning	Annual Operating and Renewal Plan	3 Years
Harvest Block Summary Form	Superintendent of Planning	Annual Operating and Renewal Plan	3 Years

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# WDS-011 Contractor Pre-Work



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> January 12, 2007	<b>Review Date:</b> May 14, 2011
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## PURPOSE

- This procedure documents pre-work that must be conducted with the contractor before any forestry operations take place on the ground.
- Completion of this procedure will result in ensuring that the contractor or field foreman are aware of the location where the forestry activity is to take place, the conditions specified in the Work Permit as issued by Manitoba Conservation (MC), and any conditions required by Tembec Forest Resource Management – Pine Falls Operation.

## APPLICATION

This procedure applies to all forestry related activities including harvesting, road construction, stream crossing installation, road rehabilitation and forest renewal for Forest Management License 01 (FML 01) and Quota and Special Allocation areas which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the Tembec Forest Resource Management – Pine Falls Operation each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.

## INSTRUCTIONS

- 1.1 This procedure is designed to ensure forest activities are conducted in accordance with the terms and conditions set out by Tembec Forest Resource Management – Pine Falls Operation and those stipulated on the Work Permit.
- 1.2 Before any work is allowed to commence Tembec Forest Resource

### 1. Regular Pre-work

Management – Pine Falls Operation will conduct a pre-work briefing with the contractor or their field foreman on the requirements that apply to their specified forestry operation. This briefing may take place in the Tembec Forest Resource Management – Pine Falls Operation office in Pine Falls or in the field where the activity is to take place or at some other prearranged location.

- 1.3 The following personnel are responsible for compiling the information package for the pre-work briefings and for ensuring the information is relayed to the contractor or the company field supervisor who will be directly in charge of the field supervision:
- the Superintendent of Operations is responsible for information relating to road construction, stream crossing installations as well as any rehabilitation work related to roads and stream crossings. He is also responsible for harvest operations on Quota and Special Allocation areas;
  - the Superintendent of Planning is responsible for information relating to harvesting operations on FML 01;
  - the Silviculture Forester is responsible for information relating to forest renewal activities as well as any road rehabilitation directly linked to the ongoing renewal activities.
- 1.4 The contractor pre-work briefing will be conducted using [WDS - 011 - Form 01 Contractor Pre-Work Form](#):
- Review of the Work Permit conditions along with the appropriate map(s) and photo(s). ;
  - training on Work Instructions if the contractor/employee has not been trained;
  - training on applicable new and revised Work Instructions since the last publication. This information can be obtained from the Procedure Administrator. Any instruction of revised or new Work Instructions can be listed under the comments section;
  - a review of the Work Instructions if the Tembec Forest Resource Management – Pine Falls Operation representative deems it necessary;
  - any Tembec Forest Resource Management – Pine Falls Operation imposed conditions; and
  - conditions in other support documents as appropriate.
- 1.5 Other support documents that may be reference or included as conditions in the pre-work briefing may include:
- the current Operating and Renewal Plan;
  - Manitoba Conservation Annual Operating Plan Approval letter for the current Annual Operating and Renewal Plan (AORP);
  - Road Development and Access Management Plans; and

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## Contractor Pre-work

WDS-011

- approved Watercourse Crossing Assessments when stream crossing installations are being conducted.

1.6 Once the briefing is complete and before operations will be allowed to commence the contractor or field foreman will be required to sign [WDS - 011 - Form 01 Contractor Pre-Work Form](#) along with the designated Primary Contractor and Secondary Designated Supervisors indicating that they understand and will comply with the requirements that apply to the work activity

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2.1 At the discretion of the Woodlands staff responsible for the activity, the contractor pre-work briefing may be modified.

## 2. Modified Pre-work

2.2 Modification of the pre-work may occur where Tembec Forest Resource Management – Pine Falls Operation staff are satisfied that:

- there is a high level of awareness of the area by the contractor or field foreman
- the contractor is otherwise familiar with the conditions imposed by the Work Permit;
- the permit has been reissued for the same area;

2.3 A modified pre-work may only involve mailing or delivering the appropriate Work Permit, map(s), and photo(s).

2.4 If the Contractor Pre-Work procedure has been modified, the responsible Tembec Forest Resource Management – Pine Falls Operation representative for the activity will have the contractor or field foreman sign the form at the first field visit only if the new conditions exceed existing conditions. A minimum of one Contractor Pre-Work must be conducted per year.

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3.1 For any future amendments to the conditions of the Work Permit or [WDS - 011 - Form 01 Contractor Pre-Work Form](#) that restricts or constrains what the contractor is currently permitted to do, the contractor will be notified of the changes within 36 hours and mailed, faxed or delivered the revisions within 48 hours.

## 3. Amendments

3.2 The responsible Tembec Forest Resource Management – Pine Falls Operation representative will update the Contractor Pre-Work Form ([WDS - 011 - Form 01](#)) with the appropriate information and initial the addition / revision.

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4.1 To insure that woodlands staff are aware of the harvesting and road construction Work Permits that have been delivered to the contractor or field foremen, the Tembec Forest Resource Management – Pine Falls Operation staff responsible for conducting pre-work briefings will

## 4. Records

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identify the Work Permit Index found at the beginning of the Work Permit binders with a check mark.

- 4.2 The remainder of the Work Permits will be filed as specified in [WDS - 015 Woodlands Procedure for Tracking Work Permits and Watercourse Crossing Approval](#) and will not be included on the Work Permit Index.
- 4.3 The [WDS - 011 - Form 01 Contractor Pre-Work Form](#) will be filed with all corresponding Work Permit and attachments.

5.1 The staff person responsible for timber harvesting and road construction operations will notify the Superintendent of Planning when a final inspection by Manitoba Conservation (MC) is required.

**5.  
Final Inspections**

- 5.2 The Superintendent of Planning will request MC to conduct final inspections on timber harvesting and road construction operations.

**RELATED PROCEDURES AND DOCUMENTS**

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[WDS - 015 Woodlands Procedure for Tracking Work Permits and Watercourse Crossing Approval](#)

Work Permit Index

**FORMS**

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[WDS - 011 - Form 01 Contractor Pre-Work Form](#)

**RECORDS**

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Records	Responsibility	Location	Retention Period
Contractor Pre-Work Form	Superintendent of Planning	General Permit Binder, Planning Office	2 Years
Work Permit Index	Superintendent of Planning	General Permit Binder, Planning Office	2 Years

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# WDS-012

## Securing Approval for a Water Crossing from Department of Fisheries and Oceans and Canadian Coast Guard



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> May 13, 2009	<b>Review Date:</b> May 13, 2011
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### PURPOSE

- To document requirements for submissions to the Department of Fisheries and Oceans (DFO) and the Canadian Coast Guard (CCG) to secure approval to construct a bridge or install a culvert in a fish-bearing stream or a stream that may be deemed navigable under the Navigable Waters Protection Act.
- Completion of this procedure will result in the identification of water crossings that are deemed navigable and the securing of a Water Crossing Approval from the CCG.
- Completion of this procedure will also result in the securing the review and recommendations from DFO to construct a bridge or install a culvert in a fish-bearing stream.

### APPLICATION

All bridge construction and culvert installations in a stream or river on Forest Management License 01 (FML 01) or on Quota or Special Allocation areas for which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

### DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the Tembec Forest Resource Management – Pine Falls Operation each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.
<b>Operational Statements (OS)</b>	Procedure developed by DFO to streamline the Habitat Management Program (HMP) regularity review of low risk activities (ex. Bridge installations where the stream channel is not disturbed) where proponents are not required to submit their proposal for review if measures and

conditions in the O.S. are followed.

**Watercourse**

Refers to the bed, bank or shore of a river, stream, or creek or other natural body of water, identified as a single or double line on the Forest Resource Inventory.

## INSTRUCTIONS

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- 1.1 Watercourse crossings can be installed only after all applicable permits and approvals have been received from Transport Canada and Manitoba Conservation (MC).

### 1. Watercourse Crossing Installation

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- 2.1 Following completion of the Annual Operating and Renewal Plan (AORP), the Superintendent of Planning updates a list of new crossings requiring consideration of navigability by Transport Canada, which identifies:
- all proposed water crossing locations consisting of a culvert installation or bridge construction identified in a Road Development and Access Management Plan;
  - culvert and bridge installations identified in the two year projections of the AORP; and
  - any new culvert and bridge installations identified in the annual operating portion of the AORP that have not been assessed by Transport Canada.

### 2. Identification of Navigable Waters

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- 2.2 The Navigable Water Protection Act Application Form is completed and submitted to Transport Canada for their assessment under the Navigable Waters Protection Act to determine navigability for frost free crossings.

- 3.1 For watercourse crossings deemed to be navigable by Transport Canada, the Superintendent of Planning submits the following information:

### 3. Navigable Waters Protection Act Application

- Maps and applicable photographs of the crossing location;
- Navigable Waters Protection Act Application;
- Date of site survey;
- A scaled top view sketch or engineer's drawing of the water crossing showing stream width, crossing structure dimensions and any stream bed alterations (if applicable);
- A scaled side view sketch or engineer's drawing of the water crossing showing bank slope and elevation, structure height above present water level and high water level, average water depth, construction

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## Securing Department of Fisheries and Oceans and Canadian Coast Guard Water Crossing Approval

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material, abutment and/or pier location, and any alterations to stream bank or bed (if applicable); and

- Proof of registration in the local Lands Title Office and proof of advertisement of application under Navigable Waters Protection Act following application as requested by Transport Canada.

3.2 Navigable Waters Protection Act Applications will be filed in the woodlands filing system under Fisheries.

3.3 Navigable Waters Protection Act Approvals will be maintained as required in [WDS-015 Woodlands Procedure for Tracking Work Permits and Watercourse Crossing Approval](#).

4.1 The Superintendent of Planning submits to DFO a copy of the AORP for review of potential fisheries impacts:

- A list of all bridge or culvert water crossing locations as listed in the annual operating portion of the AORP, or proposed for construction in a Quota or Special Allocation area for which Tembec has primary management responsibility;
- Completed [WDS - 010 - Form 01 Annual Operating Plan Watercourse Crossing Data Form](#) for each water crossing not exempted by the DFO Operational Statements
- Other data or information collected through [WDS - 003 Undertaking Pre-Crossing Assessment of Watercourse Crossings](#) as deemed necessary by the Superintendent of Planning.

4.2 DFO recommendations will be filed in the woodlands filing system under the applicable road name.

#### **4. Submissions to the Department of Fisheries and Oceans**

5.1 The Superintendent of Planning or his designate will work with DFO, Winnipeg to mitigate any identified fisheries concerns.

5.2 Mitigation may include, but is not limited to, measures such as:

- Alteration of watercourse crossing design;
- Relocation of watercourse crossing;
- Enhancement of fish habitat; and
- Consideration of public access restrictions.

#### **5. Fisheries Concerns Identified by DFO**

## REFERENCE

ISO 14001 s. 4.4.6 - Operational Control

**RELATED PROCEDURES AND DOCUMENTS**

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[WDS - 003 Undertaking Pre-Crossing Assessment of Watercourse Crossings](#)

[WDS-010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

[WDS-015 Woodlands Procedure for Tracking Work Permits and Watercourse Crossing Approval](#)

**FORMS**

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[WDS - 010 - Form 01 Annual Operating Plan Watercourse Crossing Data Form](#)

**RECORDS**

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<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Navigable Waters Protection Act Application	Superintendent of Planning	Woodlands Filing System	Ongoing
DFO Watercourse Crossing Approvals	Superintendent of Planning	Woodlands Filing System	Ongoing

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# WDS-013 Undertaking Environmental Compliance Audits



<b>Approved By:</b> Divisional Forester	<b>Last Revised:</b> January 22, 2009	<b>Review Date:</b> January 22, 2011
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## PURPOSE

- To plan and implement Environmental Compliance Audits or Inspections for harvesting, road construction and forest renewal operations on Forest Management License (FML) 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation and harvesting and road construction operations on Quota and Special Allocation areas for which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.
- To ensure that operations on FML 01 are complying with environmental regulations and other guidelines concerning sustainable forest management in Manitoba.

## APPLICATION

Environmental Compliance Audits, Inspection Reports or Timber Inspection Reports of harvesting, road construction and forest renewal operations on FML 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation and harvesting and road construction operations on Quota and Special Allocation areas for which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

## DEFINITIONS

<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.
<b>Spring Break-up</b>	Ice has broken up and is flowing in waterways.

## INSTRUCTIONS

- 1.1 Environmental Compliance Audits are undertaken by the Forestry Department Tembec Forest Resource Management – Pine Falls Operation under the direction of the Lead Auditor appointed from time to time by the Divisional Forester.
- 1.2 The Lead Auditor is responsible for audit scheduling and preparation and appointment of auditors.

### 1. Environmental Compliance Audits

## Undertaking Environmental Compliance Audits

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- 1.3 Environmental Compliance Audits will be conducted by a team of one or more persons consisting of members of the Woodlands Staff using the forms as detailed in the following table. Form 14 is only required where sensitive sites have previously been identified in [WDS 011 Contractor Pre-Work](#) and the assessment identified in Section 1.7 can be conducted along with the Audit.

	WDS 013 Forms									
	1	2	3	4	5	6	8	10	14	
Harvesting	X	X	X	X	X				X	
Road Construction		X	X	X	X		X		X	
Stream Crossings								X	X	
Forest Renewal		X	X	X	X	X			X	

- 1.4 A minimum of one audit will be conducted annually for each primary contractor. If a contractor performs duties in more than one capacity, separate audits will be conducted on each activity
- 1.5 Prior to conducting an Environmental Compliance Audit, auditors check the contractor's folder, in the Woodlands Filing System, for results of past audits and inspections to identify any previous issues concerning the contractor.
- 1.6 The following items, if found at anytime during the audit process, constitute an automatic failure of the audit. The audit process should be completed but the contractor must be made aware, in no uncertain terms, that these practices are unacceptable and will not be tolerated. The reason for failure will be stated on [WDS – 013 Form 05 Environmental Audit Summary](#) and the contractor must sign the form to indicate that he understands that he is in violation by operating in this manner:
- Operating without authority – failure to obtain a work permit
  - Gross violation of specified buffers
  - Gross violation of timber utilization standards
  - Gross violation of waste handling procedures pertaining to garbage, sewage disposal and petroleum based products
  - Failure to report a spill over 50 litres
- 1.7 Audit ([WDS-013 Form 014](#)) Sensitive Sites) a random sample of sensitive sites identified in the AORP as follows:
- 25 % of all sensitive sites requiring soil and water protection;

## Undertaking Environmental Compliance Audits

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- 25 % of all sites requiring erosion protection
- 100 % of all STE plant species sites requiring protection;
- 25 % of all special use areas requiring soil and water protection

Sensitive site findings will be entered, by the auditor, into the non-conformance database in the applicable operating area

- 1.8 A carbon copy of the Summary Audit Form ([WDS – 013 – Form 05 Environmental Audit Summary](#)) is left on-site with the contractor at the conclusion of the audit. The remaining forms from the audit are mailed to the operator by the end of the operating season or contract
- 1.9 The lead auditor enters all audit results, into the non-conformance database, within a month of completion of all scheduled audits.
- 1.10 Copies of the Environmental Compliance Audits are filed in the contractors folder in the Woodlands Filing System.
- 1.11 The Lead Auditor will prepare an annual Environmental Compliance Audit Report for use in [FRM-1011 Contractor and Supplier Selection and Review](#).

- 
- 2.1 Inspection Reports ([WDS 013 Form 11 Inspection Report](#)) will be conducted by Operations Supervisors to ensure an ongoing assessment of harvesting, road construction or forest renewal operations. A minimum of one (1) inspection per month will be conducted on each contractor operating on FML 01. As MC is ultimately responsible for the management of Tembec Forest Resource Management – Pine Falls Operation quota areas outside of FML 01, Timber Inspection Reports conducted by MC Conservation Officers will substitute for Inspection Reports on these sites.
  - 2.2 Where applicable, a copy of the resulting Inspection Report remains with the contractor in order to effect changes detailed in the report.
  - 2.3 The Inspection Reports are filed in the contractors folder in the Woodlands Filing System.

## 2. Inspection Reports

- 
- 3.1 Any MC Timber Inspection Report specifically identified as requiring attention will be forwarded to the staff person responsible for the operation on the day of receipt.
  - 3.2 Upon receipt of a Report specifically identified as requiring a joint inspection, the staff person responsible (or his designate) will conduct an on site inspection within one (1) week of receipt of the Report. The MC Conservation Officer submitting the Report, should participate in the on site inspection.

## 3. Timber Inspection Reports

## Undertaking Environmental Compliance Audits

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- 4.1 The operator is allowed to conduct the final site inspection for their site using [WDS - 013 - Form 12 Camp Decommissioning - Contractor Form](#). The operator then sends the form to Tembec Forest Resource Management – Pine Falls Operation Woodlands Co-ordinator. Copies of the Camp Decommissioning Form are filed in the contractors folder in the Woodlands Filing System. Occasionally Tembec Forest Resource Management – Pine Falls Operation staff will conduct an aerial or ground assessment of the sites to ensure that they are properly decommissioned..

**4.  
Camp Site  
Decommissioning  
– Contractor  
Forms**

- 
- 5.1 Road and stream crossing inspections are undertaken by the Forestry Department of the Tembec Forest Resource Management – Pine Falls Operation under the direction of the Superintendent of Operations.
- 5.2 The Superintendent of Operations will ensure the inspections are completed using [WDS-013-Form-13 Forest Road and Stream Crossing Inspection Form](#) by either Tembec Forest Resource Management – Pine Falls Operation staff or contract persons.
- 5.3 Road and stream crossing inspections are to be completed on all active Class 1 and 2 roads and on all watercourse crossings permitted under the Navigable Waters Protection Act. In addition, inspections will be conducted on all active Class 3 (a & b) roads that have stream crossings in place
- 5.4 Road and stream crossing inspections are to be completed every year and will begin one week following spring break-up and the inspections will be completed in thirty days or less. At the latest, inspections will begin May 15<sup>th</sup> and will be completed by June 15<sup>th</sup>.
- 5.5 Inspections are required within seven days after the first heavy rainfall following construction of newly constructed stream crossings. A heavy rain is one inch of rain or greater occurring within a 24-hour period.
- 5.6 The inspection is to be completed and returned to the Superintendent Operations. The Superintendent of Operations is then responsible for identifying follow up actions on the form and implementing the identified actions. The form is to be signed by the Superintendent of Operations and filed in the appropriate file in the Woodlands Filing System. For minor maintenance issues (eg. signage replacement etc.) that can be immediately addressed on site, review and sign off by the Superintendent of Operations is not required.
- 5.7 All significant washouts of stream crossings must be reported as an Environmental Alert as per [FRM 1031 Corrective and Preventive Action](#)

**5  
Road and stream  
Crossing  
Inspections**

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## RELATED PROCEDURES AND DOCUMENTS

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[WDS - 002 Undertaking Pre-Harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS - 004 Public Involvement Procedure](#)

[WDS - 010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

[WDS-011 Contractor Pre Work](#)

[FRM – 1011 Contractor and Supplier Selection and Review](#)

[FRM – 1019 Monitoring and Measurement Matrix for Woodlands](#)

[FRM 1031 Corrective and Preventive Action](#)

## FORMS

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[WDS - 013 - Form 01 Environmental Audit for Harvest Operations - Operational Field Audit](#)

[WDS-013 Form 02 Environmental Audit for Camp / Service Areas](#)

[WDS-013-Form 03 Audit for Safe Operating](#)

[WDS-013-Form 04 Audit for Awareness & EMS Training](#)

[WDS-013-Form 05 Environmental Audit Summary](#)

[WDS-013 Form 06 Environmental Audit for Forest Renewal Operations](#)

[WDS-013 Form 08 Environmental Audit for Road Construction](#)

[WDS-013 Form 010 Environmental Audit for Stream Crossing – Operational Field Audit](#)

[WDS-013 Form 011 Inspection Report](#)

[WDS - 013 – Form 012 Camp Site Decommissioning - Contractor Form](#)

[WDS - 013 – Form 013 Forest Road and Stream Crossing Inspection Form](#)

[WDS – 013 Form 014 Sensitive Sites](#)

## RECORDS

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Records	Responsibility	Location	Retention Period
Environmental Compliance Audits	Lead Auditor	Woodlands Filing System	3 Years
Inspection Reports	Person conducting inspection	Woodlands Filing System	3 Years
Timber Inspection Reports	Supervisor Production	General Permit Binder	2 Years

Undertaking Environmental Compliance Audits

WDS-013

Non-conformance Database	Lead Auditor	Woodlands Network	Ongoing
Camp Site Decommissioning Forms	Supervisor Production	Woodlands Filing System	3 Years
Forest Road and Stream Crossing Inspection Forms	Superintendent of Operations	Woodlands Filing System	3 Years
Sensitive Sites	Lead Auditor	Woodlands Filing System	3 Years
Environmental Audit Report	Lead Auditor	Woodlands Filing System	3 Years

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# WDS-014 Herbicide Application Procedures



<b>Owner:</b> Silviculture Forester	<b>Last Revised:</b> August 27, 2008	<b>Review Date:</b> August 27, 2010
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## PURPOSE

- Provide instructions in the proper storage, handling and application of herbicides on crown land on Forest Management License (FML) 01.
- Define the regulations and policies governing the use of herbicides.
- Ensure the public's safety and to minimize environmental risks associated with the use of herbicides.

## APPLICATION

This procedure applies to the following Tembec Forest Resource Management – Pine Falls Operation on FML 01 where herbicides are used:

- Chemical site preparation;
- Chemical release of plantations; and
- Chemical control of vegetation along road right of ways.

## DEFINITIONS

<b>Herbicides</b>	Chemical substance used to control competing vegetation.
<b>Right-of-way (ROWs)</b>	The cleared area along the road alignment which contains the roadbed, ditches, road slopes and back slopes.

## INSTRUCTIONS

- 1.1 The Silviculture Forester and the Supervisor assigned to the operation are responsible for all aspects related to chemical site preparation and chemical release including, but not limited to, permitting, supervision and the assigning of specific job responsibilities.
- 1.2 The Superintendent of Operations and the Supervisor assigned to the operation are responsible for all aspects related to vegetation control along right of ways (ROW) including, but not limited to, permitting, supervision and the assigning of specific job responsibilities.
- 1.3 The Contractor is responsible for securing a Work Permit and carrying

### 1. Responsibilities

out any specific job responsibilities assigned by the Tembec Forest Resource Management – Pine Falls Operation representative.

2.1 Before any spraying operations begin the following requirements must be met:

- World Health Organization Type 1A and 1B and chlorinated hydrocarbon pesticides, as well as any pesticides banned by international agreement, will not be used.
- All herbicides to be applied must have Federal registration for forestry use;
- A Pesticide Use Permit must be obtained from Manitoba Conservation (MC);
- A Work Permit must be obtained from MC;
- Areas to be sprayed must be identified in the Annual Operating and Renewal Plan(AORP) and a regeneration survey must be conducted on areas identified for release before a Work Permit can be granted;
- A Public Notice of the spraying operation must be advertised in a local newspaper;
- Local communities should be notified in writing of any spraying which will be done near or around the community. A map showing the treatment areas should also be provided to the communities;
- All operating areas must have signs posted which are visible to the public, advertising the herbicide used and purpose of the application. Signs must be posted the day before, during and 24 hours after spraying; and
- The Supervisor and/or Contractor involved with the herbicide program must have a valid Manitoba pesticide applicators license.

## 2. Pre-Spray Requirements

3.1 The total area treated by ground broadcast site preparation, ground broadcast plantation release and aerial plantation release should not exceed 25 percent of harvest depletions. Manual plantation release application is not included in the total application target.

3.2 Ground broadcast site preparation should account for 70 percent or greater of the total area treated as defined in 2.2

3.3 Aerial plantation release may be required in areas restricted by winter access only. Aerial plantation release should not account for more than 30 percent of the total area treated as defined in 2.2

3.4 Ground broadcast site preparation or ground broadcast plantation release rates should not exceed 2.5 litres per hectare. Ground broadcast application rates will not exceed 4.0 litres per hectare regardless of prescription.

3.5 Aerial plantation release application rates will not exceed 5.0 litres per hectare and a minimum of 50 percent of the aerial plantation release

## 3. Application Targets

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will be treated at 4.0, or less, litres per hectare.

- 3.6 Application target monitoring will be calculated on harvest depletions from the year previous to treatment

- 
- 4.1 Store herbicides in the fire warehouse and lock all of the doors to the fire warehouse at all times.
- 4.2 Store herbicides in a dry environment.
- 4.3 Store herbicides within the containment area, which is sealed and curbed to prevent herbicides from entering a sewage drain in the case of an accidental spill.
- 4.4 Always stack boxes in an upright position and no more than 4 boxes high. If stacked too high, the pile could fall and damage the containers resulting in a spill.
- 4.5 The storage facility must have a copy of the Material Safety Data Sheet (MSDS), fire extinguisher, spill response kit, and personal protective equipment (rubber gloves and goggles).
- 4.6 An inventory of the herbicides must be maintained.
- 4.7 [WDS – 014 - Form 01 Herbicide Sign Out Sheet](#) must be present at the storage facility.
- 4.8 In the event of a herbicide spill on mill property, follow [PFPC-1025 Corrective and Preventive Action – Mill](#) Instructions for Responding to and Reporting Spills-Mill.

#### 4. Storage at the Fire Warehouse

- 
- 5.1 Herbicides should only be stored in the original container or in a container specifically designated for the storage of herbicides.
- 5.2 Container must be securely closed with no splits or leaks.
- 5.3 Container must be clearly labeled
- 5.4 Only store herbicides in a plastic, stainless steel, aluminum, or fiberglass container
- 5.5 NEVER STORE IN A GALVANIZED OR UNLINED STEEL CONTAINER. The product will react with such containers to produce a highly combustible gas mixture which could flash or explode.

#### 5. Chemical Storage Containers

- 
- 6.1 The following procedures must be followed when transporting herbicides.
- Check for leaking containers before loading on the vehicle;
  - Ensure that loads are secured and fastened down. Containers should be placed so that they do not shift, slide, or roll around as the vehicle moves and turns;

#### 6. Transportation

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- Load containers in an upright position;
- Herbicides should not be brought into the passenger compartment;
- Vehicles must be equipped with a fire extinguisher, a spill response kit, shovel, and personal protective equipment;
- Herbicides should not be transported on a wooden truck bed. In the case of a spill, wood will absorb the chemical and possibly contaminate future loads;
- Never transport herbicides with food or feed; and
- When unattended, herbicides must be secured and covered with a tarp.

- 
- 7.1 When handling or applying herbicides persons are required to wear personal protection equipment and have access to safety items. In the case of an accidental spill (greater than 50 liters), the supervisor and applicator will contain the spill and report it immediately to Tembec or MC (Manitoba Environment).

Tembec Forest Resource Management – Pine Falls Operation

Bob Durocher 1-204-367-5226

Vince Keenan 1-204-367-5224

Office 1-204-367-5228

Manitoba Environment 1-204-944-4888

- 7.2 The following is required when mixing or cleaning up a spill:

- Safety glasses,
- Rubber gloves,
- Hard hat,
- Rubber boots,
- Coveralls,
- First aid kit,
- Fire extinguisher, and
- Spill response kit.

- 7.3 The following is required when applying herbicides (ground only)

- A chemical respirator is required when using a boom or boomless mist blower (not required for aerial, spot or manual application)
- Rubber gloves,
- Hard hat,
- Rubber boots,
- Coveralls, and

## 7. Controls and Safeguards

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- Access to a first aid kit, spill response kit, and a fire extinguisher.

7.4 No protective equipment is required by an applicator that is aerial herbiciding.

- 
- 8.1 Mixing sites should be located at least 150 meters away from any water body.
- 8.2 Stay on flat ground and avoid sloped areas that drain into water bodies.
- 8.3 Pump water into a holding tank and bring the tank to the mixing site.
- 8.4 Use clean water and avoid using water from stagnant ponds or beaver floods. Silty water will reduce the effectiveness of the herbicide.
- 8.5 Add the proper amount of herbicide and water to the spray tank. Add anti-foaming agent if required.
- 8.6 Always use a flexible hose when filling. This is to prevent the liquid mix from back siphoning into the holding tank.
- 8.7 Triple rinse the emptied container and add rinsate to the spray mixture in the tank.
- 8.8 Always follow the manufactures' instructions and never exceed the application rates prescribed by Tembec Forest Resource Management – Pine Falls Operation.

## 8. Mixing Locations and Instructions

- 
- 9.1 Spraying is to take place only under ideal weather conditions as follows:
- Wind velocity should be between 4 – 10 km/hour
  - Apply under normal relative humidity levels. Applications under high or low humidity levels will reduce the effectiveness of the chemical.
  - Do not apply under wet conditions or if rain is forecasted or appears possible within 8 hours.
  - Do not apply during a temperature inversion. This normally occurs at sunrise or sunset and will cause the spray mist to hang or move upwards.

## 9. Spraying Conditions

- 
- 10.1 Complete documentation, on the following, is to be maintained on [WDS – 014 Form 02 Herbicide Application Record Form](#):
- Date of application,
  - Herbicide used,
  - Applicator,

## 10. Record Keeping

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- Ground crew (if applicable),
- Aerial crew (if applicable),
- Load number,
- Location,
- Time – departure and return,
- Wind speed and direction,
- Temperature,
- Dew,
- Relative Humidity,
- Sky condition,
- Total volume per load,
- Area treated, and
- General remarks.

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- 
- 11.1 Spraying is normally done in August and should be completed by early September. Autumn colours are acceptable provided no major leaf fall has occurred.
- 11.2 The applicator and/or supervisor must have a valid pesticide applicators license.
- 11.3 The applicator will only spray areas identified on a map or aerial photograph provided by Tembec Forest Resource Management – Pine Falls Operation personnel.
- 11.4 The applicator must adhere to and be fully aware of all the terms and conditions listed on the Pesticide Use Permit, and the Work Permit.
- 11.5 When carrying out chemical site preparation, only spray areas where there is competing vegetation such as aspen, willow, maple and hazel. Do not spray rock outcroppings or in muskeg.
- 11.6 When carrying out ground release, spray only after the formation of conifer bud set (late August). An application during active conifer growth may result in conifer injury.

## **11. Ground Application**

- 
- 12.1 Aerial Spraying is normally done in late August after formation of conifer bud set. Spraying is carried out by rotorwing aircraft only. Aerial Spraying operations consist of the applicator, a ground crew and the supervisor (aerial crew).
- 12.2 The applicator must have a valid pesticide applicators license and should be experienced in aerial spraying.
- 12.3 The ground crew is responsible for fueling, mixing and loading the

## **12. Aerial Application**

chemicals and record keeping.

- 12.4 The supervisor using a helicopter “bird dog”, is responsible for directing the applicator to the target areas, monitoring drift, assess environmental conditions and determining when it is appropriate to begin and end the spraying operation.
- 12.5 There must always be radio contact between the applicator, supervisor and the ground crew.
- 12.6 The supervisor must also ensure that the operation adheres to all of the terms and conditions listed on the Pesticide Use Permit, and the Work Permit.

- 13.1 ROW boundaries must be flagged before spraying begins.
- 13.2 Never spray open water, streams, rivers or lakes.
- 13.3 Never spray vegetation outside of the ROW.
- 13.4 The applicator must have a valid pesticide applicators license and adhere to all the terms and conditions stated in the Pesticide Use Permit and Work Permit.

**13.  
Vegetation  
Control Along  
Road Right-of-  
Way (ROW)**

- 14.1 Puncture rinsed containers and disposed of at an approved disposal site.
- 14.2 Wash all protective equipment with soap and water. Wash clothing before reuse.
- 14.3 Clean up all garbage.
- 14.4 Return unused herbicide to the storage facility or store in a secure location.

**14.  
Clean up**

**REFERENCE**

ISO 14001 s. 4.4.6 - Operational Controls

**RELATED PROCEDURES AND DOCUMENTS**

[WDS - 002 Pre-harvest Assessments in Development of Harvest and Renewal Plans](#)

[WDS - 004 Public Involvement Procedure](#)

[WDS - 008 Development of Silviculture Treatment Prescriptions for Forest Renewal](#)

[WDS - 010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

**FORMS**

[WDS – 014 Form 01 Herbicide Sign Out Sheet](#)

[WDS – 014 Form 02 Herbicide Application Record Form](#)

**RECORDS**

<b>Records</b>	<b>Responsibility</b>	<b>Location</b>	<b>Retention Period</b>
Storage Facility Inventory	Silviculture Forester	Silviculture Office	Ongoing
Storage Facility Sign In/Sign Out Sheet	Silviculture Forester	Fire Warehouse	Ongoing
Application Records (Site Preparation / Release)	Silviculture Forester	Silviculture Office	2 Years
Application Records (ROW Vegetation Management)	Superintendent of Operations	Woods Office	2 Years
Monitoring Application Targets	Silviculture Forester	Annual Report	Ongoing

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# WDS - 015 Woodlands Procedure for Tracking Work Permits and Watercourse Crossing Approval



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> January 12, 2007	<b>Review Date:</b> May 14, 2011
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## PURPOSE

- This procedure documents the record keeping requirements for:
  - Work Permits and Timber Sale Agreements, issued by Manitoba Conservation (MC), for road construction, harvesting and forest renewal activities; and
  - watercourse crossing approvals, issued by the Canadian Coast Guard (CCG), pursuant to the Navigable Waters Protection Act.
- This will ensure that all operating authorizations and related site specific operating requirements will be available to the woodlands staff responsible for implementation of watercourse crossing, road construction, harvesting and forest renewal activities.

## APPLICATION

This procedure applies to all watercourse crossing, road construction, harvesting and forest renewal activities on Forest Management License 01 (FML 01) for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation and all watercourse crossing, road construction and harvesting activities on Quota and Special Allocation areas which Tembec Forest Resource Management – Pine Falls Operation has primary management responsibility.

## DEFINITIONS

<b>Quota</b>	Renewable long term volume agreements with Manitoba which is tied to specific Forest Management Units.
<b>Special Allocation</b>	Time period defined volume agreements with Manitoba which are tied to specific Forest Management Units.

## INSTRUCTIONS

- |  |  |
|--|--|
| <p>1.1 The Forestry Department of the Tembec Forest Resource Management – Pine Falls Operation will maintain an up to date record of:</p> <ul style="list-style-type: none"> <li>▪ all Work Permits issued by MC for road construction, harvesting and forest renewal operations on FML 01;</li> </ul> | <p><b>1.</b><br/><b>General Permits<br/>Record Keeping</b></p> |
|--|--|

## Woodlands Procedure for Tracking General Permits, Watercourse Crossing Approval and Sustainable Forest Management Practices

WDS - 015

- all Work Permits issued by MC for road construction and harvesting operations on Tembec Forest Resource Management – Pine Falls Operation Quotas and Special Allocations; and
- all approvals for watercourse crossings, issued by CCG, for FML 01, Tembec Forest Resource Management – Pine Falls Operation Quotas and Special Allocations.
- All casual Quarry Permits and Quarry Leases issued by Manitoba Industry Trade and Mines – Mines Branch on FML 01, Tembec Forest Resource Management – Pine Falls Operation Quotas, and Special Allocations

- 1.2 The area Superintendent of Planning will maintain all Work Permits relating to road construction and harvesting operations on FML 01.
- 1.3 The area Superintendent of Planning will maintain an index of all Work Permits categorized by road construction and harvesting. The index will list the Operator, Location and Work Permit number.
- 1.4 The Work Permits will be maintained, in a binder in the planning office and contain all operating conditions issued as attachments to the Permit, aerial photographs and maps prepared for the operating area and any correspondence specific to the operating block. Records will be maintained for two years.
- 1.5 The area Silviculture Forester will maintain all Work Permits relating to forest renewal operations on FML 01.
- 1.6 The Work Permits relating to forest renewal operations will be stored, by year, in the forest renewal office. All operating conditions issued as attachments will be stored with the Permit. Records will be maintained for two years.
- 1.7 The Superintendent of Operations will maintain all Timber Sale Agreements and related Work Permits for road construction and harvesting activities on Tembec Forest Resource Management – Pine Falls Operation Quotas and Special Allocations
- 1.8 The Timber Sale Agreements and their related Work Permits will be stored, in the purchasewood office, in individual folders and filed alphanumerically. All operating conditions issued as attachments will be stored with the Permit. Records will be maintained for five years.
- 1.9 The designated Supervisor in Production will maintain all Casual Quarry Permits and Quarry Leases.
- 1.10 All permits and Leases will be maintained and stored by approval year in the Woodlands Department filing system.

- 
- 2.1 The Superintendent of Operations will maintain all Navigable Waters Approvals related to watercourse crossings.

## 2. Navigable Waters

Woodlands Procedure for Tracking General Permits, Watercourse Crossing Approval and Sustainable Forest Management Practices

WDS - 015

2.2 Individual files will be developed, maintained and stored, consecutively as received, in the Woodlands Department filing system. Records keeping will be ongoing.

**Protection Act Authorizations**

2.3

**REFERENCE**

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ISO 14001 s. 4.4.6 - Operational Controls

**RELATED PROCEDURES**

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[WDS - 012 Securing Approval for a Water Crossing from Department of Fisheries and Oceans and Canadian Coast Guard](#)

**FORMS**

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**RECORDS**

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Records	Responsibility	Location	Retention Period
Work Permits – Harvesting & Roads FML 01	Superintendent of Planning	Planning Office	2 years
Work Permits – Forest Renewal	Silviculture Forester	Forest Renewal Office	2 years
Work Permits – Quota & Allocation	Superintendent of Operations	Purchasewood Office	5 years
Navigable Waters Approvals	Superintendent of Operations	Woodlands Department filing system	Ongoing
Casual Quarry Permits and Quarry Leases	Designated Supervisor Production	Woodlands Department	2 years

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# WDS-017 Trapper Involvement



<b>Owner:</b> Superintendent of Planning	<b>Last Revised:</b> May 6, 2009	<b>Review Date:</b> May 6, 2011
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## PURPOSE

- To ensure that the trapper's/trapping issues arising from forest management activities are addressed in a timely and effective manner and that any concerns that arise are dealt with early in the planning and operations stages.

## APPLICATION

The Tembec Forest Resource Management – Pine Falls Operation will develop and undertake trapper involvement processes for forest management activities on Forest Management License 01 for which plans are developed by Tembec Forest Resource Management – Pine Falls Operation.

## DEFINITIONS

<b>Annual Operating and Renewal Plan (AORP)</b>	A plan prepared and submitted to Manitoba Conservation by the Tembec Forest Resource Management – Pine Falls Operation each year outlining access development, harvesting and forest renewal activities for the coming year with a projection of activities for the forthcoming additional two years.
<b>Workshops</b>	Invitational sessions designed to solicit input, advice and recommendations from invitees recognized to possess relevant knowledge to the subject area.
<b>Joint Planning</b>	A planning process that incorporates the understanding and respect of values for First Nation Communities, Industry and Governments within the framework of sustainable forest management.
<b>Local Fur Council</b>	A board of directors who represent a specific registered trapping zone.
<b>Manitoba Trappers Association</b>	An association of elected directors consisting of paid members throughout the Province.
<b>Registered Trapline</b>	A tract of land with specified boundaries where a trapper has the opportunity to extract wild furs for commercial sale under the authority of the Province of Manitoba.
<b>Trapper Notification Program</b>	A program which specifies the notification of forest management activities to a trapper.

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**Trapline Inventory** A project in conjunction with the Manitoba Trappers Association to obtain information regarding individual trapper and trapline features such as cabins, trails and high value areas. The initial collection of data will be kept on hard copy aerial photographs and will later be expanded to digital format and kept in the Geographical Information System.

## INSTRUCTIONS

- 1.1 The First Nations Coordinator Western Canada in conjunction with the Superintendent of Planning will be responsible for the overall management of trapper involvement.
- 1.2 Multiple forums can be used to identify and focus on specific interests and issues of trappers.
- 1.3 Several different forums have been developed by Tembec Forest Resource Management – Pine Falls Operation to provide opportunity for trapper involvement in the planning processes of the company. These include:
  - Individual consultation
  - Joint Planning ([WDS-004 Public Involvement Procedure](#)) with First Nations for input into the AORP
  - Workshops with the Manitoba Trappers Association and local fur councils
  - Trapline Inventory
  - Trapper Notification Program

### 1. Overview

- 2.1 The First Nations Coordinator Western Canada in conjunction with the Superintendent of Planning will consult with the Manitoba Trappers Association to assist in the organization and function of workshops, when required.
- 2.2 Tembec Forest Resource Management – Pine Falls Operation will host and/or participate in trapper workshops, as required. This will provide an opportunity for the Company to participate in discussions with government, academic institutions, the Manitoba Model Forest and trappers to identify research and approaches to planning and operations to reduce conflicts with the trapping industry. Workshops will be arranged to accommodate the greatest number of interest groups as possible, especially from the trapping sector.

### 2. Workshops

- 3.1 A trapline inventory will be conducted for each registered trapline on FML 01 where the trapper is willing to participate in the process. This inventory will be done with the registered trapline holder or his/her designate.
- 3.2 The trapline inventory data should be recorded on an orthophotograph or other suitable medium and, at a minimum, contain:

### 3. Trapline Inventory

## Trapper Involvement

WDS-017

- Active trails
- Cabins
- Cache's (if applicable)
- High value areas including reason for valuation
- other relevant information identified

3.3 The G.I.S. Department will maintain a digital copy of each trapline inventory.

4.1 The Superintendent of Planning and the Silviculture Forester will use the trapline inventory during the development of the [AORP \(WDS-010 Preparation and Submission of the Annual Operating and Renewal Plan\)](#).

4.2 When activities are planned on a particular trapline, staff will source the information either from the GIS or hard copies to identify key features on the line. The Superintendent of Planning will request individual trapline holders to meet with a Company representative to provide input to the planning process.

4.3 Site specific operating conditions will be provided prior to Operations using [WDS-011 Contractor Pre-Work](#).

5.1 The Superintendent of Planning or the First Nations Coordinator is responsible for the trapper notification program by use of some or all of the following methods:

- Personal contact through personal visits, by telephone or by mail
- Workshops
  - Trapper Tours when arranged
  - Long term plans and open houses
  - Short term plans and open hoses
  - Road management plans and general meetings
  - Final notification prior to operations commencing.

The intent of the notification process is to ensure the channels of communication are open between the trapper and the company regarding the operational activities that are planned on the trappers trapline so the trapper has the ability to provide input into how those activities are conducted.

5.2 The notification process is designed to have more than one input mechanism with the trapping community as indicated by the trapper notification methods.

5.3 If requested, project supervisors will meet with the affected trapper while operations are ongoing.

## 4.

**Planning Forest  
Management  
Activities**

## 5.

**Trapper  
Notification**

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5.4 For alterations to long term plans or annual plans, which result in the creation of new operating areas or blocks, the affected trappers will be notified during the planning process.

6.1 Any member involved with Tembec Forest Resource Management – Pine Falls Operation planning and operations are encouraged to meet with individual trappers at any time of the season.

6.

**Individual Consultation**

**REFERENCE**

**RELATED PROCEDURES**

[WDS-004 Public Involvement Procedure](#)

[WDS-010 Preparation and Submission of the Annual Operating and Renewal Plan \(AORP\)](#)

[WDS-011 Contractor Pre-Work](#)

**FORMS**

**RECORDS**

Record	Location	Responsibility	Retention Period
Workshops	Woodlands Filing Cabinet	First Nations Coordinator Western Canada	2 years
Trapline Inventory	GIS and Map Case	Inventory and GIS Forester	Ongoing
Trapper Notification	Woodlands Filing Cabinet; S:\Woodlands\Trapping\Trapping Notification	Superintendent of Planning	3 years

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