

Manitoba's Submission Guidelines for

Forest Management Annual Reports

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Manitoba Conservation
Forest Practices Guide

Manitoba's Submission Guidelines for Forest Management Annual Reports

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Foreword

Submission guidelines for Forest Management Annual Reports were developed in 2010. These guidelines will ensure the submitted annual report is consistent with provincial policy, practices and standards for forest management. Companies that hold a forest management licence (FML) are required to submit annual reports to the Forestry Branch director.

This guide is intended to help those who prepare an annual report. The proponent may assemble the report in the form they prefer as long as it contains the required information. The tables in the guidelines are not standards, but examples of the information required in the report.

This guide outlines the minimum information required. Some proponents may currently be providing additional information beyond these requirements.

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Annual Report

The objective of an annual report is to report on all forest management activities and the forest renewal and stand management trust fund or internal ledger (the trust fund or internal ledger) balance in the forest management licence (FML) area or forest management unit (FMU) during an annual operating plan year.

Spatial data for each of the activities (harvest depletion, access road development and decommissioning, scarification, planting, tending, regeneration survey and free to grow survey) is the standard. Spatial data must use a system to distinguish overlapping shapes (Ex: site preparation and plant in the same year). Spatial data should be provided in the appropriate format as defined by Manitoba Conservation (MC).

The proponent has the discretion to assemble the annual report in a form they prefer as long as the required information (text, spatial data and tables) is included.

The annual report is to be submitted within 12 months of the end date of the annual operating plan.

If there are any omissions in the submitted annual report, a description of the omissions will be sent to the company in an email. Once the annual report has been completed the Forestry Branch director will write a letter to the company to acknowledge acceptance of a complete report.

Nine tables have been developed to report on activities during the operating year. The summary of a portion of these tables will form the basis of the forest report (defined below). The format of the tables shown here is not a standard but is an example of how to present the required information. The required information to be included in the annual report is listed below:

- actual harvest area by stratum
- actual volume harvested on the licence area
- actual volume harvested on the licence area by species harvested by product (if the proponent separates species prior to deliveries)
- volume harvested compared to the annual allowable cut (AAC) by forest management unit
- mill fibre supply, by product and species (if the proponent separates species prior to deliveries)
- class, distance and name of new road construction (to a primary or secondary class and long-term winter roads)
- name, class and distance of road that received access control or abandonment
- amount and results of the regeneration surveys
- amount and results of the free to grow (FTG) surveys
- amount of renewal and tending operations
- balance of the trust fund/internal ledger
- natural depletions

The Forest Report

The forest report is a five-year status report on the forest management licence (FML) area. The forest report summarizes five years of forestry activity on the FML and compares it to the forest management plan (FMP). The forest report contains tables and text to describe forestry activities. The forest report will include discussion on how the management objectives, targets and strategies are being applied and achieved during the five-year term.

The forest report may be submitted at the same time or within three months of the fifth, tenth, fifteen and twentieth annual report. The forest report will be due at the end of years six, 11, 16 and one year following the end of the forest management plan term. The forest report may be a portion of the corresponding annual report or a separate report.

The forest report will contain:

- The following annual report tables: Table 1, 3, 6, 7, 8 and a portion of Table 5, are summarized for the five-year term. The forest report includes the cumulative totals of each five-year report for the term of the FMP. For example, in the fifteenth year of an FMP for Table 1, the proponent will sum the five-year actual harvest area and add that to the 10 year actual harvest area (from the previous forest report) and place that number in the total column for the appropriate stratum. In a text format, each table's emerging trends will be discussed.
- The previous 10 years of harvest and previous five years of renewal in a spatial format.
- A comparison of the planned targets for the measurable objectives with the actual results after five years in spreadsheet format and in text. Rationalization for extreme (high or low) variances from the planned targets may be warranted. Generally, a separate table will be developed in the first forest report (at year five) for each measurable objective.
- A discussion and rationalization of the measurable objectives that have not been met. Include a discussion of any opportunity to change practices to meet the measurable objectives.
- In the forest report, there is an opportunity to discuss the results of research that has occurred on the FML since the last forest report.

Annual Report Tables

Table 1

AR-1 Actual Depletion Area

Forest Management Licence/Region:

Year:

Stratum	Actual Harvest Area (ha)	Natural Depletion Area* (ha)
Sub-total		
Sub-total		
Sub-total		
Sub-total		
Total		

- Actual harvest area by stratum in whole numbers is inserted, each stratum is sub-totalled.

* Natural depletion (blowdown, burned forest and insect-killed forest) is determined by the province, co-ordinated by the inventory forester and presented to the proponent. The natural depletion area table presented to the proponent will be placed in the annual report.

Table 2

AR-2 FML/Region Timber Production (all timber cut on the FML/Region)

Forest Management Licence/Region:

Year:

Licensee or Grouping	Product (saw logs, pulpwood, composite, chips)	Volume (m ³)		
		Conifer	Hardwood	Total
Sub-total				
Sub-total				
Sub-total				
Sub-total				
Total				

- All licensees, quota holders and auction sales are listed in the first column and are sub-totalled – MC will supply this data for quota holders and auction sales.
- Personal fuel wood sales are not recorded in this table.
- This table is not required to be summed for the forest report.

Table 3

AR-3 Annual Allowable Cut (AAC) by Forest Management Unit (FMU)

Forest Management Licence/Region:

Year:

FMU	Harvest Volume (m ³)	AAC (m ³)	Difference (m ³) Total
Total			

- Forestry Branch will provide AAC volume to the proponent or the proponent will use the AAC approved in the FMP.

Table 5

AR-5 Primary and Secondary Road Construction and Access Management

Forest Management Licence/Region:

Year:

Road Name	Road Construction		Use Management*	
	Class	Construction (km)	Access Control Type	Abandonment Type
New Roads				
Sub-total				
Existing Roads				
Sub-total				

* **Use Management Codes:** (This is an example of codes that the proponent may use.)

- A** Regular maintenance that provides for conditions that help harvesting and log hauling operations. It includes regular grading, gravelling, repairing and cleaning culverts, ditching and brushing.
- B** Periodic maintenance provides for conditions that help renewal and assessment activities (minimal maintenance to permit access using a four by four vehicle).
- C** Monitoring water crossings to lessen the likelihood of a washout.
- D** Emergency maintenance to repair damage from a washout.

E No maintenance means the road is no longer required for forest management.

F Short term decommissioning

G Long-term decommissioning

H Re-opening

For more information see the road development plan.

- Only the rows associated with NEW ROADS from this table are required to be summed for the forest report.

Table 7

AR-6 Free to Grow (FTG) Survey Summary

Forest Management Licence/Region:
Year:

			Descriptors of Not Free to Grow			
Year of Harvest	Area Surveyed (ha)	FTG Achieved (ha)	NFTG Mixedwood, Hardwood (ha) ¹	Regeneration (ha) ²	NSR (ha) ³	Total (ha)

¹ These descriptions rationalize there is too much natural hardwood or shrubs to allow the stand to be classified as FTG. Further renewal work may be required.

² This description explains that in the majority of the survey area, the conifer is too short to be considered FTG.

³ This description explains that the site does not have sufficient tree cover to be classified under any of the other descriptors.

Table 8

AR-8 Renewal and Tending Operations

Forest Management Licence/Region:

Year:

	Area (Ha)
Harvest Type	
Uneven-aged management	
Selection cut - harvest	
Total Uneven-aged management	
Even-aged management	
Natural Regeneration	
Sub-total Even-aged management	
Assisted Regeneration Type	
Planting	
Scarification for natural	
Sanitation/Treatment for Dwarf Mistletoe ¹	
Sub-total Assisted	
Total Even-aged management	
Total Regeneration	
Site Preparation	
Mechanical	
Chemical	
Chemical/Mechanical	
Total Site Preparation	
Tending	
Spacing	
Mechanical spacing	
Chemical – Ground	
Chemical – Aerial	
Total Tending	

¹ Forestry Branch may present dwarf mistletoe volume-loss model results, on request, to provide predicted, disease-impact data and indicate current areas for mitigating treatments.

Table 9

AR-9 Trust Fund Report/Internal Ledger

Forest Management Licence/Region:

Year:

Opening balance from the previous year	\$
Debit from renewal operating costs	-\$
Planting	
Site preparation	
Etc.	
Credits to the trust fund from wood harvested	+\$
Closing Balance	=

Glossary of Terms

Annual Allowable Cut

This is the volume of wood, expressed in cubic metres (m³), which can be harvested in one year from any area of forest under a sustained yield management regime.

Annual Meeting

This is a meeting held annually, as a requirement of the forest management licence agreement, between a forest management licensee and Manitoba Conservation. Usually the annual report is reviewed and operational issues are discussed.

Annual Report

This is a report submitted annually, by a proponent reporting on all forest management activities and the trust fund balance in the forest management licence area or forest management unit during an annual operating plan year.

Evergreen agreement (clause)

This refers to the agreed-on mechanism to extend the term of a Forest Management Licence Agreement (FMLA). The term of the FMLA is usually established for 20 years. However, it is designed as an evergreen agreement (clause) which requires Manitoba to extend the term of the FMLA to a maximum of 20 years on every tenth anniversary. This is subject to the faithful performance of the FMLA by the forest industry company.

Forest Management Licence Agreement

This is an area-based agreement between the province and a forest industry company, granted under *The Forest Act*. It provides a long-term fibre supply to a wood-using industry in exchange for accepting many forest management responsibilities. These include planning, allocating, supervising and administering both timber depletions and forest renewal activities.

Forest Management Licence

This refers to any forest management licence granted under *The Forest Act* authorizing the harvesting of Crown timber.

Forest Management Plan

This is a long-term plan (formerly a 10 year term, new plans will have a 20 year term) prepared by a forest industry company that holds or is seeking a forest management licence. Management objectives, targets and strategies are developed and presented.

Forest Management Unit

This is an area that may be subject to a separate management plan, and from which sustained yield is sought as the object of management.

Forest Renewal and Stand Management Fund (trust fund, the fund, or internal ledger)

This is a fund established by a forest industry company with a trust company. Expenditures charged to the fund are to be used solely for forest renewal activities, approved in a FMLA, on Crown land. The forest industry company shall contribute to the fund, the amounts specified for every cubic metre of Crown timber harvested by the company, its contractors, third party operators or purchased from other operators harvesting timber on the FML area. The trust fund balance is reported on in the forest industry company's annual report

Forest Report

This is a five-year status report on the Forest Management Licence (FML) area. The forest report summarizes five years of forestry activity on the FML and compares it to the FMP. The forest report contains tables and text to describe the forestry activities. The forest report will include discussion on how the management objectives, targets and strategies are being applied and achieved, during the five year-term.

Operating Plan

This refers to plans prepared and submitted by timber operators describing how, where and when to develop roads, harvest timber and the renewal of the forest. They describe the integration of operations with other resource users, the mitigation of the impacts of timber harvesting, the reclamation of disturbed sites and the reforestation of harvested areas.

Stratum

This is a subdivision of the forest area or population to be inventoried. Sample populations are usually stratified (divided into strata) to obtain separate estimates for each stratum (Dunster 1996).

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