

## **Forest Enhancement Society Policy and Procedure:**

Residual Fibre Utilization and Incremental Haul Project Administration.

Updated: November, 2020.

[1] - Full Proposal – FESBC has approved in concept the proposal. All specifics of the proposal should transfer to the project plans as available. It is expected that new blocks or opportunities will be developed on an ongoing basis but in a manner consistent with the original proposal. It is also known that FESBC will require some revisiting of the market and pricing structures for each logging season. This can be done formally or informally through discussion jointly with FESBC, PwC and the funding recipient.

[2] - Investment schedules – Set up as per PwC current practices. Generally geographic delineation, annual funding commitment or other partitions of the funding approved by FESBC and set up by PwC.

[3] - Project Plans – the recipient will be required to set up project plans in a manner that facilitates tracking of the incremental volume and cost. FESBC has suggested the following approach be developed by PwC and provided to the recipients:

Project plans will simply be the following:

- A listing of all blocks/openings etc. where volume is to be recovered or utilized.
- Each block has a volume (m<sup>3</sup>) and an incremental cost recognition (\$/m<sup>3</sup>).
- Volume and costs for the entire logging season or as much as is known at project plan development.
- Amendments to plans through normal PwC processes.

Milestones for each project plan will be set for the total volume and cost associated with a reasonable period of time (Eg. Monthly, Quarterly). FESBC does not recommend Milestones spanning longer than a quarter if the project plan is active. Variances can be managed through normal PwC processes. Invoicing is associated with each milestone as set up with the approved project plan. Milestone also must be established for the FESBC fiscal year (ending March 31) even though the project plan may span several years.

[4] - Invoicing mandatory requirements:

Invoice is to PwC and contains at a minimum the following information:

- Project Plan number.
- Block number
- Timber Mark
- Volume Delivered
- Rate \$/m<sup>3</sup>
- Total \$ to be invoiced for the milestone.

The cost/billing information should be described for each block.

[5] - The Supporting documentation required for PwC to process the invoice is as follows:

A report from an Industry standard LIMS (Log inventory management system) or acceptable logger pay system which provides detailed load level reporting from approved scale sites (FESBC no longer requires recipients to reconcile with HBS due to complications associated with timing and Timber mark limitations).

The report to support the invoice must contain at a minimum the following:

- Load ID
- Stratum ID
- Species ID
- Timber Mark
- Cutting Permit/Block ID
- Volume (m3)
- Gross weight
- Tare weight
- Net weight
- Conversion
- Scale ID
- Date in

Note: If one (or more) of the above bullet points cannot be provided with the invoice, please contact PwC to discuss.

[6] - A summary report tracking the entire proposal volumes is required showing cumulative progress of each project plan/milestone against the original proposal approval. This report must show the running totals of volume and a sum of total funding claimed.