



**Ministry of Forests, Lands Natural Resource Operations
and Rural Development**

West Coast Region

Log Handling Guidebook

November 2020

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Table of Amendments:

Date	Description of Changes	Contact
2017-01-18	Update to format and additional links for burn permits; waste discharge pdf.'s added	Paula Mackay
2017-01-26	Update to include safety considerations	Dan Lake
2017-10-16	Update to include appendices A-G –streamlined process; minor additions to text to better reflect guidance documentation	Dan Lake Paula Mackay
2020-06-02	Link and Info Updating in Progress	Dan Lake Paula Mackay
2020-09-08	Information Updating	Dan Lake Paula Mackay (and log handling COP)
2020-09-28	Update information on sub tenure and on deposit info	Paula Mackay
2020-10-15	Update MP Example and Template to include example authorizations	Paula Mackay
2020-11-18	Update Dates	Paula Mackay

Please Provide any Feedback on this Guidebook to any of the contacts below:

South Island Annette Bailey or Jessica Outhwaite 250 731-3000	Campbell River Dan Lake or Paula Mackay 250 286-9300	North Island Adam Harding or Amanda Brady 250 956-5000
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Applying For Crown Land Tenures:

For New Applications, apply on line: <http://www.frontcounterbc.gov.bc.ca>

Applicants are encouraged to obtain a [BCeID account](#) to prior initiating your application.

The West Coast Region has developed this document to provide guidance regarding requirements for Log Handling Applications. Independent applicants such as Woodlot Licence Holders and BC Timber Sales Licensees must submit applications through FrontCounterBC. Authorizations staff at the appropriate Lands Office may complete referrals and consultation on behalf of these applicants. As per past practices, a *Streamlined Application Process* is available to Major Licensee applicants. In this case Major Licensee applicants may choose to conduct referrals and public advertising prior to making application to FrontCounterBC. This can shorten the application review period significantly. Major Licensee applicants also have the option to submit through FrontCounterBC using the non-streamlined process. Please contact your local Natural Resource District for more information if you choose the streamlined process. Your district contact will advise on First Nation information sharing, advertising requirements, agency referrals and will provide a new file number for the application if one is required. We strongly encourage applicants to complete a preliminary status check (Use “NRSOS Explore By Location” <https://portal.nrs.gov.bc.ca/web/client/explore> or Contact Local Office) of the land to identify any potential conflicts prior to making application for new and/or expanded sites.

New Applications:

Please ensure your application contains the following documents:

- Overview Location Map – showing your project in reference to known mapped locations,
- Site Plan/Operational Map – showing the layout of your proposed activities and infrastructure including side view profiles.
- Log Handling Prospectus/Management Plan – See “*Management Plan Example*” and “*Management Plan Template*” below in this document.
- Shape Files in BC Albers Projection
- Agent Letter, if applicable.
- Upland Owner consent, if applicable.

Once your application has been accepted, you will receive an Acknowledgement Email or other communication from your local Lands Office. This email and/or communication will confirm the review process and give instructions for Advertising and posting a Staking Notice and details on other documentation if required.

For Streamlined Applications the following additional information is required:

- Summary of First Nation Information Sharing (including all correspondence)
- Preliminary Status Check Report, identifying conflicts and how they were addressed
- Summary of Referrals (including all correspondence)
- Summary of Advertising (includes proof of a 2-week advertisement period with a 30-day review period and summary of responses received)

In carrying out operations on any Crown land tenure you must observe, abide by and comply with all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and the provisions of the agreement.

Fisheries and Oceans Canada (DFO) Regional Code of Practice documents (RCOP) are currently in development for *Reactivated Log Dumps* and *Helicopter Drop Sites in Marine Waters of British Columbia*. Your project must comply with any applicable RCOP and the *Fisheries Act*. For new log dumps or sites that are not covered under an RCOP, a review by DFO will be required. It is the responsibility of the proponent to engage with DFO where required and to follow the applicable legislative requirements.

Log Dumps in navigable waters must have an approval or be otherwise deemed by Transport Canada to not be a hazard to navigation per the *Canadian Navigable Waters Act*. It is the responsibility of the proponent to engage with Transport Canada when required and to comply with any applicable legislative requirements

Replacement/Amendment Applications:

As operations and/or requirements on any given site may have changed since the tenure was first issued, applicants are required to review their operational needs and propose changes to areas and or activities to match these needs. Replacements with no changes or with changes deemed by the Province to be minor in nature may be completed without the need for the tenure holder to apply through FrontCounter BC. Contact your local office to discuss. If additions to the tenure area, or significant changes to the purpose statement are being proposed, a New Application as referenced above will be required. An updated Management Plan, Site Plan Maps and Site Photos will be required for all replacements. Underwater Assessments may also be required for some sites.

Assignments and Sub-Tenuring:

If a tenure holder wishes to transfer a Lease or Licence to another party, an assignment may be appropriate. An Assignment is a three-party agreement between the Assignor, the Province and the Assignee. Assignments may be executed if the proposed future use of the land is consistent with the previously authorized use. In these cases, all provisions within the of the tenure remain, and all aspects of the tenure transfer to the assignee. There may be situations where liabilities for contaminated sites may remain with previous tenure holders as per the Environmental Management Act.

Sub-tenuring refers to a situation where the original tenure holder wishes to keep the tenure but enters into an agreement with another party for the temporary use the site. In this case the use by the third party is subject to all of the provisions of the original authorization. The original tenure holder retains the tenure and carries the responsibility and all liability for activities on the site. Please contact your local office for information on obtaining consent for a sub-tenure.

Security and Insurance Requirements:

Individuals, companies or groups holding multiple *Land Act* tenures may arrange to deposit a single security amount to cover all or a portion of their tenures rather than provide an individual deposit for each. This single security amount used to cover multiple tenures is referred to as a blanket security deposit. Please discuss with your local office if you have any questions about a blanket security deposit.

Where there is no blanket security deposit in place, the standard guidance for all log handling tenure deposits is a minimum amount of \$50,000.00. The amount may be higher based on consideration of factors including environmental risks and past performance of the applicant.

A minimum of \$2,000,000.00 commercial general liability insurance is required for all log handling tenures. Additional types of insurance may be required depending on risks associated.

First Nation Consultation and Agency Referrals:

The Province is legally obligated to consult and accommodate (where required) First Nations on land and resource decisions that could impact their Aboriginal Interests. While the Province is responsible for ensuring adequate and appropriate consultation and accommodation, it may involve the proponent in the procedural aspects of consultation.

BC Timber Sales, Major Forest Licence Holders, and other holders of forest tenures engage in information sharing with First Nations and may also complete Agency Referrals and Advertising as part of their own planning processes. It is important to include a chronology of engagement with First Nations and other agencies as part of your application. Based on the information submitted, FLNRO&RD may determine that the information sharing, and referrals, meet the required levels for First Nations Consultation and Agency Referrals. FLNRO&RD will complete further Consultation and Referrals as required.

If a tenure replacement application includes an amalgamation with other tenures, any information sharing or consultation should indicate the proposed amalgamation and/or any amended areas.

Definitions and/or Guidelines for Log Handling Activities:

The following is a list of activities regularly associated with Log Handling. These activities may be conducted on *Land Act* tenures authorized under the Log Handling Policy if they are described in detail in the Management Plan and all other agency approvals and/or authorizations are in place prior to commencement of said activities. Authorized activities (including, but not limited to waste disposal) may be subject to other applicable legislation, safety requirements, and/or additional regulatory requirements.

Land Based Activities/Infrastructure

- Land clearing (including cutting of Crown timber)
- Log sort, and/or dump area construction/maintenance
- Barge ramp and skid way installation and use
- Office/first aid/scaling shack/trailer installation and use
- Camp installation and use – water and waste management required

- Parking Area, Equipment storage, equipment maintenance/shop
- Fuel storage and dispensing and spill management and containment
- Log sorting and bucking
- Log scaling, sorting and bundling, camp run bundle and/or sorted bundle push off
- Helicopter land drop or service landing site
- Erosion/sedimentation management
- Debris and waste management
- Site decommissioning activities

Water Based Activities/Infrastructure

- Booming ground anchoring and set-up
- Skid way installation/use/maintenance
- Log dumping pocket, log storage area – offset from shore and shallow water
- Boom assembly area, boom stick storage, perimeter containment for boom sticks
- Float camp tie up area – offset from shore and shallow water
- Barge ramp – construction, maintenance loading and unloading of equipment
- Dock – tie-up for boom boats and crew boats
- Float camp installation and use (may include heli support barge)– water and waste management required
- Fuel (and other substances) storage, dispensing, spill management and containment
- Log dumping – bundles, dumping – loose logs in certain circumstances
- Debris management
- Helicopter water drop
- Log barge loading
- Habitat Rehabilitation/Compensation Activities
- Site decommissioning activities

Planning Considerations:

Is the land available and is Log Handling a permitted use for the land?

Are there adjacent tenures, private lands, and or First Nations interests that may affect the location and proposed operations within the application area?

Has the proposed area been previously used for Log Handling or other operations? if so, when?

Does the project include activities on the upland as well as land covered by water?

Is the adjacent upland private or Crown land?

What is the proposed access to the application area? Does a Road Permit, Road Use Permit and/or Road Maintenance Agreement need to be in place for access?

Do you have a Safety Program in place that meets all Regulatory and applicable Certification requirements? ie WorkSafe BC Occupational Health and Safety Regulation and Part 3 of the *Workers Compensation Act*

Do you have an Environmental Management Program or Certification that governs your planned activities with regards to protection of the environment?

Does DFO need to review your project? <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>

A modernized *Fisheries Act* came into force on August 28, 2019. Please see the DFO Website for requirements under the new Act. The website noted above includes information for proponents on how to comply with the *Fisheries Act*, request a DFO review of a project, and request a *Fisheries Act* authorization. A qualified environmental professional (QEP) may be able to assist you in designing your project to comply with the *Fisheries Act*.

- **Regional Code of Practice for Reactivated Log Dumps (see Appendix E)**
- **Regional Code of Practice for Helicopter Drop Zones (see Appendix F)**

Is your project likely to interfere with navigation? Please see information from Transport Canada, Navigation Protection Program: <https://www.tc.gc.ca/eng/works-navigable-waters-canada.html>

Are you planning to cut any Crown timber? A cutting authority (Road Permit, Cutting Permit or an Occupants Licence to Cut (OLTC) is required. See OLTC information @ <https://www.for.gov.bc.ca/isb/forms/lib/FS321.PDF>

How much wood are you planning to process in the log handling site and over what time frame?

Are you applying for enough area to run the dump operations and store the amount of logs and equipment required? Note: all infrastructure including anchors and cables/stiff legs etc, must be within the tenured boundary.

How will you manage waste materials generated on site as art of your Log handling activities?

Please see guidance information from Provincial agencies in the Appendices noted below.

- **BMP for Dryland Log Sorting Operations: (see Appendix G)**
- **Options for Wood Waste: (see Appendix H)**
- **Wastewater Regulation Information (see Appendix I)**
- **Waste Discharge Authorizations (see Appendix J)**
- **Work Camps Fact Sheet (see Appendix K)**
- **Petroleum Storage (see Appendix L)**
- **Hazardous Waste (see Appendix M)**

- **Burning:** Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.
<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/fire-bans-and-restrictions/ofts>

- **Municipal Wastewater Regulation**
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/87_2012

How will you manage the Storage, Dispensing and Spill Response for Deleterious Substances? Does your company have an Environmental Management System? (hydrocarbons, antifreeze etc.)

Does your plan include the installation of a Fuel/Oil and Water Separator to separate hydrocarbons from ditch water generated on the surface of the upland log dump area?

Is there any wildlife habitat or environmental aspects of the project that require additional planning, timing and/or authorizations?

Are there any site-specific issues that will affect how you operate on this site?

What certifications will you conduct your operations under? (safety and/or environmental)

Are you planning to have a camp (land or floating) within your proposed tenure area?

Are you planning to use surface or ground water as part of your project? Water Licence information: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-licensing-rights/water-licences-approvals>

The Management Plan should describe in detail all planned activities and how those activities will comply with the appropriate legislation or best management practice standards.

Management Plan Example:

Note: the information included in the Management Plan Example Template (attached) covers potential topics for consideration if they are pertinent to the site under application and to the operations proposed. Be sure to note all the operational, environmental, and legislative topics and/or requirements considered in the planning of the proposed operation.

At the time of the execution of an authorization, The Province will attach a Cover Page which will describe the conditions of acceptance of the Management Plan. This page will need to be signed by the applicant. Once this cover page has been signed by the applicant and the Province the Management Plan will become part of the authorization document.