Ministry of Forests

File: 10765-01

Advisory Bulletin No. 2025-11-26 – Having a Plan

Purpose

This advisory bulletin provides information to staff and registrants regarding the requirement to have a plan while carrying out primary forest activities on a Timber Sale Licence (TSL). It updates and replaces the "Having a Plan" bulletin dated 2015/09/22.

Definition

For the above purpose, *primary forest activities*, as defined in section 1 of the Forest Planning and Practices Regulation (FPPR), means one or more of the following:

a) timber harvesting.
b) silviculture treatments; or,
c) road construction, maintenance and deactivation.

Requirements

Before BC Timber Sales (BCTS) can auction a TSL or construct roads to access that TSL, the *Forest and Range Practices Act* requires a Timber Sales Manager (TSM) to first prepare and obtain approval of a Forest Stewardship Plan (FSP). Although there can be some variation between plans, all FSPs must specify the results and strategies that a TSM must achieve to meet the objectives set by government for applicable resource values (for example, soils, timber, wildlife, etc.).

Once the FSP is in place, the results and strategies are used to inform the layout and design of cutblocks and one or more Site Plans must be prepared for every TSL. Site Plans identify the approximate location of the cutblocks and roads and identify how the intended results and strategies described in the FSP apply to the TSL. This last point is very important for TSL holders since section 106.2 of the FPPR requires the holder of a TSL who carries out primary forest activities on the cutting authority area to ensure that those activities are consistent with the results and strategies identified by the TSM that relate to the TSL as described in the applicable FSP and Site Plan. BCTS' Forest Professional Oversight and Certification (FPOC) requirement authorizes TSMs to require TSL holders to submit to the TSM a certificate confirming completed primary forest activities are consistent with FSP results and strategies as per FPPR section 106.2.

Pursuant to section 22 (g) of the *Forest Act* (general authority for a TSM to include terms and conditions in a TSL), TSLs impose further planning-related requirements on the holder of the agreement. More specifically, in accordance with the requirements set out in the agreement, the TSL holder must have a plan when carrying out primary forest activities and the TSL holder must provide the TSM with a copy of that plan, including any amendments to the plan, if requested.

Plan-related TSL Content

The following clauses are included in all TSLs:

4.10 The Licensee must have a plan that covers primary forest activities on the cutting authority area prior to commencement of primary forest activities.

4.11 The Licensee must amend the plan referred to in paragraph 4.10 before the Licensee intends to conduct primary forest activities in a way that is different from what is described in the plan.

4.12 The Licensee must submit the plan or amendment referred to in paragraphs 4.10 or 4.11 if requested by the Timber Sales Manager.

Additionally, as per TSL clause 4.03 and TSL Schedule D, TSL holders must follow BCTS' Environmental Management System, or EMS. The EMS includes Environmental Field Procedures which reference having a plan.

Plans

BCTS prepares other "plans", for example Harvest Plan, Harvest Plan Map, Site Plan Supporting Information, and road layout and design (if applicable), which are made known as part of the TSL tender package that contain recommendations regarding how the TSL holder could conduct primary forest activities in a manner that will likely achieve the intended results and strategies.

It is a recommended best practice that TSL holders use the information in the Site Plan, Harvest Plan, Harvest Plan Map and road plans/profiles (if applicable) that BCTS provides in the TSL tender package as their "plan" for conducting primary forest activities. If the TSL holder chooses to not follow the "plans" provided, it is recommended that the TSL holder seek advice from a qualified person on how to plan for and to carry out primary forest activities consistent with the identified results and strategies and the TSL requirements.

The TSL holder's plan should contain a sufficient amount of detailed information (in written and map format) to provide guidance to the workers on how to carry out primary forest activities for the area. The content of "plans" should include all the elements necessary to allow harvesting rights to be undertaken to meet the legislative, regulatory and results and strategies for the area. It should be noted that a TSL holder's plan must be consistent with issued licence requirements; TSL amendments to facilitate a TSL holder's plan are not in scope. **TSL holders may use the resources available in Appendix 1 (Change of Plan Preparation Checklist) and Appendix 2 (Change of Plan Process Diagram) to assist them in developing fulsome and appropriate plans.**

Disclaimer

The information in this bulletin may be subject to periodic change. As such, BCTS staff and clients are solely responsible for ensuring they maintain a current understanding of key legislation and forest policies affecting their business and operational practices.

Contacts

BCTS licensees, permittees and contractors should contact their local BCTS office representative if they have questions.

BCTS staff should contact BCTS Provincial Operations for further information regarding this bulletin.

Appendices

1. Change of Plan Preparation Checklist
2. Change of Plan Process Diagram

Appendix 1
BC Timber Sales Licence Holder
Change of Plan Preparation Checklist

The purpose of this checklist is to support TSL holders and qualified professionals in documenting a change of plan.

Licence #:	Block #:
Licensee:	Road #:
Location:	Date:

Description of Change

Rationale

Checklist of Potential Considerations and Associated Documentation

Assessment/Analysis/Impact	Applies? Yes or No	Comments*
Terrain Stability Assessment		
Windthrow Assessment		
Avalanche Assessment		
Soil Disturbance Assessment		
Visual Impact Assessment		
Hydrological Assessment		
Ungulate Winter Range Analysis		
PAS %		
WTRA % and Analysis		
OGMA/OG TAP Polygon Analysis		
Riparian Analysis		
Land Use Plan Requirements Analyses		
Cultural Heritage Assessment		
Archaeological Assessment		
Natural Drainage		
Range Management		
Other assessments/analyses?		
Other resources that may be impacted?		

Appendix 1
BC Timber Sales Licence Holder
Change of Plan Preparation Checklist

Assessment/Analysis/Impact	Applies? Yes or No	Comments*
All changes are consistent with FSP Results and Strategies		
Changes have been undertaken consistent with BCTS Environmental Field Procedure – 03 (Development & Planning)		
Changes have been undertaken consistent with Environmental Field Procedure – 02 (Project Supervision)		
Information to support Site Plan Amendment submitted to BCTS		
Map and GIS Shapefile required and included		
Amendment to affected Harvest Plan and Harvest plan map included		
Changes communicated to affected workers and documented (e.g. through prework?)		
Has BCTS representative been advised?		

*Continue additional pages, as needed.

Registered Forest Professional Signature and Seal:	Date:

Attachments as needed e.g. maps, professional assessments, additional communication or correspondence etc.

Appendix 2: BCTS' Change of Plan Process Diagram
November 26, 2025

Legend:

BCTS Action

Licensee Action

Notification Licence to BCTS

BCTS Steps

Licensee Steps

START

1.0 - Licence is Issued

2.0 - Pre-work with BCTS & Licensee

3.0 - Change Of Plan initiated by Licensee

YES

4.0 - Notify BCTS Conformance Staff

5.0 - Licensee engages services of qualified professional(s) to review and develop an amended plan

6.0 - Is there a change to the harvest method

YES

7.0 - Notify the TSM (as per TSL clause 4.07)

NO

8.0 - Is an amendment to the site plan required

YES

9.0 - Notify the TSM; BCTS prepares Site Plan Amendment (if required)

NO

10.0 - Amended operational plans are prepared and documented

11.0 - Amended plan is reviewed with workers

NO

12.0 - Licensee undertakes primary forest activites

13.0 - Changed condition encountered OR A change of harvest plan is considered

YES

NO

14.0 - Primary forest activites continue

END

15.0 - BCTS becomes aware of a change of plan

16.0 - BCTS requests documentation of the change of plan as per TSL clause 4.11

17.0 - Licensee provides amended plan documents to the TSM

18.0 - BCTS review Should QRP consider additional information? OR Is additional information required for an SP amendment?

YES

19.0 - BCTS sends notification to the QRP

NO

20.0 – BCTS completes Site Plan Amendment (if required) and files the amended plan

END