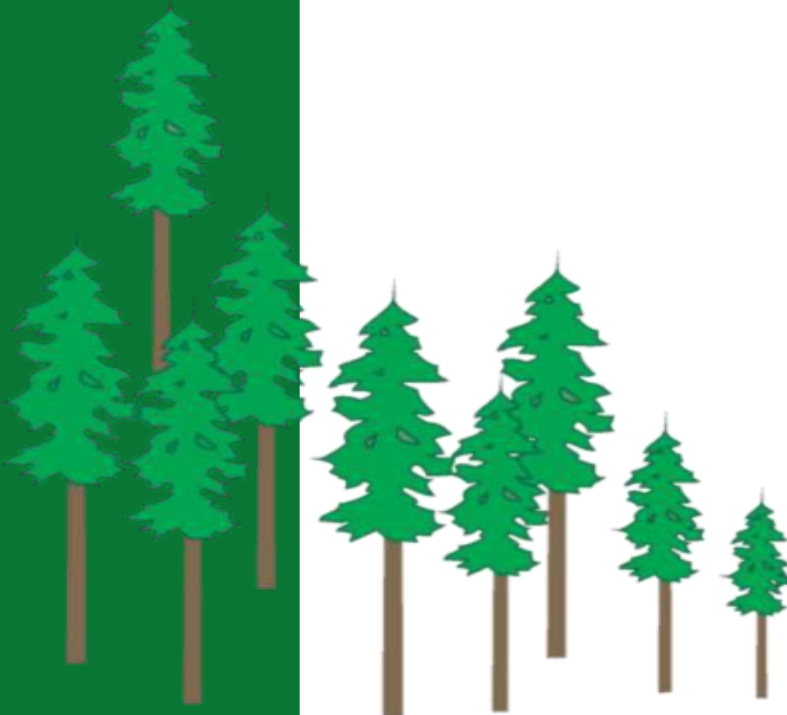




Coast

Appraisal Training

Module 7
Miscellaneous Timber Pricing



Coast Area
March 2024



MODULE 7 MISCELLANEOUS TIMBER PRICING

Introduction	1
Miscellaneous (Non-Appraised) Timber Pricing Policy	2
<i>Average Sawlog Stumpage Rates by District and Species</i>	<i>2</i>
<i>Community Forest Agreements and Woodlot Licences.....</i>	<i>3</i>
<i>Road Permits</i>	<i>4</i>
<i>Salvage Timber Stumpage Rates.....</i>	<i>5</i>
<i>Cutting Authority Area with Less than 2,500 m³ of Timber Volume</i>	<i>6</i>
<i>Decked Timber & Partially Harvested Timber</i>	<i>7</i>
<i>Linear Tenures</i>	<i>8</i>
<i>Controlled Recreation Areas</i>	<i>9</i>
<i>Miscellaneous Stumpage Rates</i>	<i>10</i>
<i>Great Bear Rainforest North</i>	<i>11</i>
Instructions for Populating a Miscellaneous Appraisal Data Submission (MADS)	12
<i>Important Points Regarding the MADS.....</i>	<i>12</i>
<i>Populating Data Elements in MADS Administrative Information</i>	<i>13</i>
<i>Forest Zone.....</i>	<i>14</i>
<i>Decked Timber and/or Partially Harvested Timber</i>	<i>17</i>
<i>Sawlog Information Section.....</i>	<i>18</i>
<i>Silviculture Adjustment.....</i>	<i>18</i>
<i>Decked Timber Appraisal Data</i>	<i>18</i>
<i>Levies Section.....</i>	<i>18</i>
<i>Administration Levy</i>	<i>18</i>
<i>Silviculture Levy</i>	<i>20</i>
<i>Special Forest Products Section</i>	<i>21</i>
<i>Signature Section</i>	<i>23</i>
<i>Email and Phone Number.....</i>	<i>23</i>
INSTRUCTIONS FOR SUBMITTING A MISCELLANEOUS APPRAISAL DATA SUBMISSION	24
WOODLOT & COMMUNITY FOREST FORM	27

Disclaimer: This document is intended for use during appraisal training activities and as a general guide to appraisals. It is not intended as a basis for legal interpretation of the *Coast Appraisal Manual (CAM)*. If there is any discrepancy between these materials and the *CAM*, the *CAM* in force on the effective date of the cutting authority is correct. The *CAM* is posted on Timber Pricing Branch's website is the official version. If there are any questions about a specific appraisal issue, please contact Coast Area appraisal staff at the Coast Area office.

Introduction

Chapter 7 of the *Coast Appraisal Manual (CAM)* outlines procedures for determining stumpage rates for minor tenures, smaller volumes, and specific situations. The statutory rates and special forest products are provided in Tables 7-4 & 7-5. While most of the procedures involve the use of non-appraised stumpage rate information rather than a full appraisal, there are instances where a full appraisal is still an option. Stumpage rates are now updated monthly with the exception of road permit timbermarks and Great Bear Rainforest North (GBRN) cutting authorities, which are updates on May 1st and November 1st each year.

Miscellaneous (Non-Appraised) Timber Pricing Policy

Average Sawlog Stumpage Rates by District and Species

The *Average Stumpage Rates by District and Species* are updated monthly, using a six month rolling average data source. The reason for this is to have the most current cutting authorities with active harvest contributing volume to calculate the monthly stumpage rate with the most current EWB equation and inflation adjusted TOA and specified operations costs.

The 'data set' is created from actively harvested non-auctioned timber cutting authorities. No cutting authorities/timber marks that are appraised using Chapter 7 will be included in the data set.

Only “fully appraised” cutting authorities contribute to the data set. Excluded from the data set are British Columbia Timber Sale (BCTS) cutting authorities, and non-appraised cutting authorities (such as community forests, woodlots, road permits, etc.). Further exclusions to the data set are private and federal timber marks, waste, deciduous species, all coniferous X & Y grades, hemlock & balsam U grade, and special forest products.

Stumpage rates in the data set include an average cost estimate for all the operating costs usually found in full appraisals, including forest management administration (overhead), road development and road management, any road use charges and silviculture, for example.

The monthly rates can be found at the Timber Pricing Branch website.

<https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/coast-timber-pricing/coast-average-stumpage-rates>

The average stumpage rate for a species is calculated by the total value divided by the total volume based on the district.

Community Forest Agreements and Woodlot Licences

This section outlines procedures for determining stumpage rates for both Community Forests and Woodlot Licence cutting authorities (sawlog, road, and salvage permits).

Woodlot Licence stumpage rate may be fully appraised if there is a signed Amortization Agreement (Extended Road Amortization Agreement) with an unamortized amount. Contact should be made with Coast Area appraisal staff if there is uncertainty regarding whether a woodlot licence has an unamortized road amount left.

When a cutting authority is issued under a community forest agreement/woodlot licence for a specific purpose to include projects funded by the Forest Enhancement Society of BC, the stumpage rate must be determined through a full appraisal.

The stumpage rate methodology is described in section 7.2 of the *CAM*, and are derived from the same data set used to develop the Average Stumpage Rates by District and Species. The average stumpage rates by species are calculated by the total value divided by the total volume based on the Northern Coast Zone [Haida Gwaii Forest District, Coast Mountain (North Coast) Forest District and that part of the North Island-Central Coast Forest District within TFL 25 and all Crown land within the external boundaries of Timber Supply Blocks 46A, 46B, 46C, 46D, 46E and or 46F of the Great Bear Rainforest North (GBRN) Timber Supply Area] and south zone (all other areas in Coast Area not in north zone) with a 70 percent reduction being applied to each species.

Stumpage rates for cutting authorities under this section are adjustable and re-determined monthly.

Road Permits

This section outlines the procedures for determining the stumpage rates for road permits for major licensees except for those within the GBRN timber supply area. This section does not apply to BC Timber Sales timber licences, Community Forest Agreements, and Woodlot Licences except as provided for in Section 7.2.1.

The road permit stumpage rates are derived biannually from six month rolling averages of active cutting authorities held by the client in each forest district. Clients with more than one fully appraised tenure in a district will receive the same stumpage rate average on all their road permit timbermarks in the district. Exceptions to this include tree farm licences (TFL's) and First Nation Woodland Licences (FNWL's), which maintain their own data set in each district. Licensees without any active cutting authorities in a district will use the district average sawlog rate until they have active cutting authorities.

The stumpage rates for each species of "fully appraised" cutting authorities, contribute to the data set. Excluded from the data set are waste billings, deciduous species, all coniferous X & Y grades, hemlock & balsam U grade, and special forest products.

The stumpage rate for a BCTS road permit is the same as the stumpage rate for the section 20 Timber Supply Licence (TSL) that gave rise to that road permit.

Road permits within the GBRN stumpage rates are based on the published schedule of average stumpage rates for GBRN timber.

Salvage Timber Stumpage Rates

This section outlines procedures for determining stumpage rates for salvage damaged timber and salvage post-harvest material, both of which are defined in *Section 7.4* along with the criteria that apply before using the procedures.

The stumpage rate methodology is described in Section 7.4 and the monthly updated rates can be found on the TPB website.

<https://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/coast-timber-pricing/coast-average-stumpage-rates>

The average stumpage rates by species are calculated with the total value divided by the total volume for the total Coast Area. Salvage damaged timber is derived by applying a 40 percent reduction to balsam, hemlock and all other coniferous species and a 60 percent reduction to cedar, cypress, Douglas-fir and spruce species. Salvage post-harvest is derived by applying a 25 percent reduction to balsam, hemlock and all other coniferous species and a 40 percent reduction to cedar, cypress, Douglas-fir and spruce species.

An administrative levy may be applied for a cutting authority where the district office has to prepare all the details of a forestry licence to cut for salvage. The administrative levy is equal to the district manager's estimate of the administrative costs to be incurred by the Crown. If the Crown incurs the silviculture cost to reforest the area, a silviculture levy is added equal to the district manager's estimate of the silviculture costs to be incurred by the Crown.

Stumpage rates for cutting authorities under this section are adjustable and re-determined monthly.

Cutting Authority Area with Less than 2,500 m³ of Timber Volume

This section provides the procedures for determining stumpage rates for cutting authorities (excluding CFA's and woodlots) with small volumes and includes specific criteria for the procedures to be used.

When the cutting authority exceeds 2,500 m³, fully appraised stumpage rates usually apply. However, the use of stumpage rates in this section may be used under specific circumstances. Prior approval from the statutory decision maker, in the Coast Area Pricing office, in advance of the issuance of the cutting authority is required when the cutting authority's volume exceeds 2,500 m³.

Stumpage rates for cutting authorities under this section are adjustable and re-determined monthly. The rates used are the district average sawlog rates, now supplied on the TPB website as Table 7-1.

Decked Timber & Partially Harvested Timber

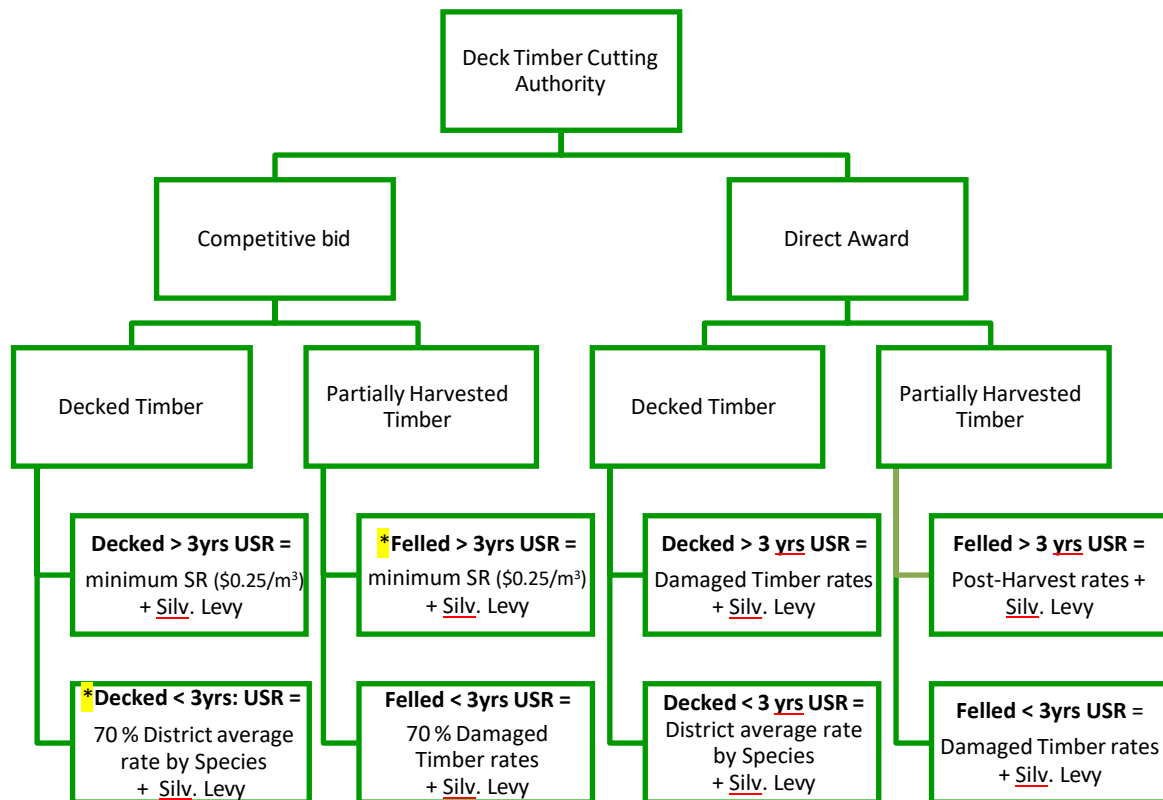
This section outlines procedures for determining stumpage rates for decked timber, partially harvested timber, or a combination of the two. When the timber is a combination of the two types, the upset stumpage rate (USR) will be determined as if all timber was decked. The upset stumpage rate determination process will vary on whether the cutting authority has been directly awarded or awarded after a competitive process.

The Regional Executive Director (or designate) has the ability, where no bids have been received or bids are not anticipated, to determine a USR on competitive bid timber lower than what is specified in the CAM.

A cutting authority stumpage rate that is:

1. **competitively awarded** stumpage rate will be fixed for the term of the cutting authority and all extensions.
2. **directly awarded** the stumpage rate will be adjusted monthly.

Figure 7-1 – Upset Stumpage Rate Flow Diagram for Decked and Partially Harvested Timber



Linear Tenures

This section outlines the procedure for determining the stumpage rate for a right-of-way issued under an authority other than the *Forest Act* such as pipeline, highway right-of-way, transmission line, penstock or powerhouse and forestry licences to cut issued under section 47.6(3) of the *Forest Act* on conjunction with a BCTS road development contract.

The stumpage rate, if the volume is less than 2,500 m³, is the Average Stumpage Rate by District and Species, plus a silviculture cost adjustment, which is updated annually by the TPB.

The Coast Area appraisal section can appraise linear cutting authorities exceeding 2,500 m³ using the Average Stumpage Rates by District and Species in conjunction with cruise-based billing when prior approval is given by the Timber Pricing Coordinator. The default for scale-based billing cutting authority exceeding 2,500 m³ is a fully appraised stumpage rate.

Cutting authorities exceeding 2,500 m³ may use the Average Stumpage Rates by District and Species when approved by a statutory decision maker in the Coast Area Pricing appraisal office. Coast Area Pricing must be contacted regarding this approval well in advance of the issuance of the linear tenure.

Stumpage rates for cutting authorities under this section are adjustable and re-determined monthly.

Controlled Recreation Areas

This section outlines the procedures to determine stumpage rates for a Controlled Recreation Area, for operations such as large ski resorts, backcountry commercial recreation operations, etc. The Resort Development Branch of FOR manages these tenures and determines the cutting authority stumpage rates under the authority of section 2.1.1(2) of the *CAM*. The stumpage rate is the average sawlog stumpage rate approved by the director of the Timber Pricing Branch every quarter (January 1, April 1, July 1 and October 1). An alternative to tabular rates is a fully appraised stumpage rate.

NOTE: Coast Area Pricing appraisal section does not deal with these at all as they are the responsibility of the Resort Development Branch of FOR. Contact the Resort Development Branch for any queries and submissions!

Miscellaneous Stumpage Rates

Table 7-4 of this section identifies the stumpage rates for low grade and specific types of coniferous sawlogs and deciduous sawlogs.

Table 7-5 identifies the stumpage rates for special forest products (shake-blocks, cants, etc.).

Marine log salvage (Beachcomb, Root Buck, Wahleach Island Catchment Basin, and Deadhead Logs) use Table 7-4 for stumpage rate determination.

Great Bear Rainforest North

This section outlines the procedures to determine stumpage rates for cutting authorities and road permits within the GBRN.

The stumpage rates are listed on the TPB website. The data set used for the calculation of GBRN rates is provided in Appendix VII GBRN appraisal data for rate calculation. The data set is derived from a data set of existing GBRN cutting authorities in 2016 that were fully appraised and subsequent fully appraised cutting authorities, that have had costs trended to the current period and new specified operations added such as barging and eco based management (EBM). These cutting authorities are then appraised for the previous two quarters with the current EWB equation and appraisal parameters to create current stumpage rates for these historic cutting authorities. Stumpages are then weighted by species percentages to come up with individual average stumpage rates by species.

Stumpage rates for cutting authorities under this section are adjustable and re-determined bi-annually on May 1st and November 1st each year.

Instructions for Populating a Miscellaneous Appraisal Data Submission (MADS)

Important Points Regarding the MADS

1. The Miscellaneous Appraisal Data Submission (MADS) is a professional document and must be signed and sealed by a registered forest professional.
2. The MADS process is fully electronic, and the requirements of the *Electronics Transaction Act* must be met with regard to record keeping of the signature and seal by the forest professional.
3. The **red triangles** (highlighted in yellow in Figure 7-2) in the EXCEL MADS provide abbreviated guidance and a list of the appraisal data elements for that cell.

Figure 7-2 – Example MADS Cutting Authority Information

The image shows a form titled "MISCELLANEOUS TIMBER PRICING APPRAISAL DATA SUBMISSION". The form contains the following fields and labels:

- Reference Type _____
- Licence _____
- Cutting Permit _____
- Mark _____
- Natural Resource District _____
- TSA _____
- TSB _____
- Effective Date _____
- Date Received by District _____
- VCU _____
- RED Upset Rate _____

Red triangles are positioned above the Reference Type, Cutting Permit, Mark, Natural Resource District, TSA, TSB, Effective Date, Date Received by District, VCU, and RED Upset Rate fields. A yellow square is positioned above the Licence field.

7-3b – Example MADS Error Message at Bottom

4. Do not populate a data element with NA or any other such please leave it blank.

Populating Data Elements in MADS

Administrative Information

Reference Type (mandatory input by forest professional submitting MADS)

Is the code (outlined in blue Figure 7-4) for the type of miscellaneous stumpage rate. If the MADS is appraising any sawlog along with Special Forest Products, then the SAWLOG stumpage rate type (Reference Type) must be entered. The following are the reference type (type of stumpage rate) codes:

Type of Miscellaneous Stumpage	Code
Average Stumpage Rates by District and Species	SR
Damaged Timber Stumpage Rates	DT
Post-Harvest Material Stumpage Rates	PH
Road Permit (other than within TSA 46)	RP
Great Bear Rainforest North – Sawlog Rates	GBR
Great Bear Rainforest North – Road Permit	GRP
Special Forest Products	SFP
Linear Tenures	LT
Deciduous Rate	DR
Decked Timber Direct Award	DK
Decked Timber Competitive Award	DKC
Partially Harvested Timber Direct Award	PHD
Partially Harvested Timber Competitive Award	PHC
Decked & Partially Harvested Timber Direct Award	DPD
Decked & Partially Harvested Timber Competitive Award	DPC

Figure 7-4 –MADS

The screenshot shows the 'MISCELLANEOUS TIMBER PRICING APPRAISAL DATA SUBMISSION' form. The 'Reference Type' dropdown menu is highlighted with a blue border and contains the value 'PH'. The 'Forest Zone' dropdown menu is highlighted with a red border and contains the value 'Coast Region'. The form also includes the British Columbia logo on the left and a circular seal on the right.

Forest Zone

This appraisal data element (outlined in red Figure 7-4) is automatically populated based upon inputs into the Reference Type, Natural Resource District and Age of Timber (for decked and/or partially harvested timber) appraisal data elements.

Licence (mandatory input by forest professional submitting MADS)

tenure number (e.g. A12345, L54321, and TFL 99).

Do not fill in **FL** A12345 or **FLTC** A54321.

Cutting Permit (mandatory input by forest professional submitting MADS)

- leave blank where the cutting authority does not have a cutting permit.
- record cutting permit number when applicable.
- if the 'Reference Type' is RP (road permit) or GRP (road permit within the Great Bear Rainforest North TSA) then "Road Permit Number" will automatically replace "Cutting Permit".

NOTE: The submitting forest professional must provide the Road Permit Number of the road permit mark that is being appraised.

Mark (mandatory input by forest professional submitting MADS)

the timber mark of the cutting authority.

NOTE: Only *Tree Farm Licence* marks have a slash within the timber mark

Examples

An 'A' mark

Cutting Authority **A82134**

Mark is **82134**

An 'L' mark

Cutting Authority **L47524**

Mark is **L47524**

A Road Permit mark

Cutting Authority **A53754**

Mark is **FQ30R1**

Cutting Authority **A19201**

Mark is **EA10R1**

Cutting Authority **TFL45**

Mark is **45/OR1**

NOTE: If the road permit mark begins with an 'R' (e.g. R15889) then this is an old mark and it must be updated to a new mark which has the 'R' as the second to last character (e.g. VR50R1).

A licence that has cutting permits (which is NOT a TFL)

Cutting Authority **A19201 CP501**

Mark is **EB5501**

Cutting Authority **T0044 CPG**

Mark is **T0044G**

A Tree Farm Licence

Cutting Authority **TFL44 CP9E**

Mark is **44/9E**

Natural Resource District (mandatory input by forest professional submitting MADS)

the code for the district in which the cutting authority is:

<u>Natural Resource District</u>	<u>Code</u>	<u>Natural Resource District</u>	<u>Code</u>
South Island	DSI	Sunshine Coast	DSC
Chilliwack	DCK	Campbell River	DCR
Coast Mountain	DKM	North-Island Central Coast	DNI
Haida Gwaii	DQC	Sea to Sky (Squamish)	DSQ

Timber Supply Area (TSA) (mandatory input by forest professional submitting MADS)

the code for the Timber Supply Area (Figure 7-5) from Forest Tenure Administration (FTA).

Timber Supply Block (TSB) (mandatory input by forest professional submitting MADS)

the code for the Timber Supply Block (Table 7-5).

NOTE: Leave blank if within a TFL area. If within a TSA it is a required data element.

Effective Date (mandatory input by district appraisal staff)

the date that the cutting authority comes into effect with a format of YYYY/MM/DD.

Natural Resource District (NRD) staff are responsible for entering this information.

This date MUST be the same as the effective date in the tenure document and FTA.

Date Received by District (input by district staff)

the date that the MADS was received at the NRD office and is entered by NRD appraisal staff with a format of YYYY/MM/DD.

Figure 7-5 - Timber Supply Area (TSA) and Timber Supply Block (TSB) Codes

TSA 25 – (Queen Charlotte)		TSA 46 – (Great Bear Rainforest North)	
Haida Gwaii NRD		North Island Central Coast (Old Mid-Coast district)	
All of Haida Gwaii	25E		NRD
		Outer Coast	46A
		Ocean Falls	46B
		Dean	46C
		Bella Coola	46D
		River Inlet	46E
		Klinaklini	46F
TSA 30 – (Fraser)		Coast Mountains NRD (Old North Coast district)	
Chilliwack NRD			
Chilliwack	30B	Stewart	46G
Harrison	30C	Alice Arm	46H
Yale	30D	Skeena	46I
Nahatlatch	30E	Outer Coast	46J
Stave	30F	Douglas	46K
Upper Pitt	30G		
Maple Ridge	30H		
TSA 31 – (Soo)		TSA 47 – (Great Bear Rainforest South)	
Sea to Sky NRD		North Island Central Coast NRD	
Port Douglas	31B	(Mainland Old North Island district)	
Squamish - Pemberton	31D		
		Seymour	47A
		Broughton (mainland ONLY)	47B
		Klinaklini	47C
TSA 38 – (Arrowsmith)		Campbell River NRD (Mainland Campbell River NRD)	
South Island NRD			
Barkley	38A	Loughborough	47D
Nanaimo	38B		
Cowichan	38C		
TSA 39 – (Sunshine Coast)		TSA 48 – (North Island)	
Sunshine Coast NRD		North Island Central Coast NRD	
		(Island Old North Island district)	
Sechelt	39B	Brooks	48A
Powell River	39C	Cape Scott	48B
		Broughton (Island ONLY)	48C
TSA 44 – (Pacific)		Campbell River NRD (Island Campbell River NRD)	
All Coastal NRD	44Z	Sayward	48D
		Kyuquot	48E

Decked Timber and/or Partially Harvested Timber

For cutting authority that is for non-BC Timber Sales decked timber, partially harvested timber, or a combination of both the following has to be populated:

Planned Advertisement Date (outlined in orange Figure 7-6) is for a decked and/or partially advertised cutting authority that is being put up for auction (this does not apply to BC Timber Sale program).

Figure 7-6 – Data Elements for Decked and/or Partially Harvested Timber

Natural Resource District _____	TSA _____	TSB _____
Effective Date _____	Date Received by District _____	Planned Advertisement Date _____
Age of Timber _____	VCU _____	RED Upset Rate _____
		Bonus Bid _____

Age of Timber (outlined in red Figure 7-6) is either when the timber was decked or the falling of the timber within the partially harvested area occurred:

- greater than 3 years.
- less than or equal to 3 years.

Variable Cost Upset (outlined in blue Figure 7-6) is the variable cost to prepare and place the cutting authority up for auction incurred.

RED Upset Rate (outlined in fuchsia Figure 7-6) is the upset stumpage rate determined by the Regional Executive Director (RED):

- when the auction has been held and no bids have been received, or
- no bids are anticipated due to market conditions (district staff will have to prepare all supporting information and rationale for the RED decisions).

Bonus Bid (outlined in teal Figure 7-6) is the per cubic metre bonus bid that the successful applicable tenders. This is entered by the district staff after the cutting authority has been awarded.

Sawlog Information Section

Volume [by species] (mandatory input by forest professional submitting MADS)

the best estimate or if cruise-based billing the Appraisal Summary Report volume for each species if the “Reference Type” is:

- Sawlog Rate by District and Species
- Linear Tenures
- Great Bear Rainforest North
- Decked Timber only
- Partially Harvested Timber only
- Damaged Timber Average Sawlog Rate
- Post-Harvest Material Average Sawlog Rate
- Great Bear Rainforest North - Road Permit
- Decked & Partially Harvested Timber combined

- NOTE
- GBRN cutting authorities enter the Total Net Cruise Volume for each species present in the cruise compilation. Leave blank any species which is not in the cruise compilation.
 - For all other types of miscellaneous appraisal policy stumpage rates, enter at least one cubic metre of volume per species as long as the species is not specifically excluded by the cutting authority document.

Silviculture Adjustment

The silviculture adjustment cost is only applicable to Linear Tenure cutting authorities. The cost estimate can be obtained from the Administration tables in GAS, under Coast Linear Tenure Silviculture Cost, or from the TPB. It is updated annually.

Decked Timber Appraisal Data

The wording of this section is subject to change depending on the updates in the MADS spreadsheet and web applications.

Where applicable, indicate the administrative and or silviculture levy. When the decked timber is sold through a competitive bidding process by BCTS, indicate the upset stumpage rate and the bonus bid.

Levies Section

These fields apply to Salvage cutting authorities and are provided by and at the discretion of the district manager.

Administration Levy

enter the total \$ value for the administration levy and the spreadsheet will calculate the \$/m³ based on the total value in the administration section and the total sawlog

Silviculture Levy

enter the total \$ value for the silviculture levy and the spreadsheet will calculate the \$/m³ based on the total value in the administration section and the total sawlog volume in the Sawlog Section.

Special Forest Products Section

Special Forest Products Code (mandatory input by forest professional submitting MADS)

if there are “Special Forest Products” (except for Christmas trees) associated with the cutting authority, enter the following codes (one per line) in the MADS:

<u>Special Forest Product</u>	<u>Code</u>
Root buck	RB
Beachcomb	BC
Deadhead logs	DH
Wahleach Island Catchment Basin Deadhead logs	DH
Cants (dead and down post-logging residue)	CA
Firewood (round or split) - max length 1.2 m	FW
Mining Timbers - maximum length 2.4 m	MT
Posts and Rails (split and round)	PR
Posts and Rails Cedar (split and round)	PRC
Shake and Shingle Bolts, Blocks and Blanks	SB
Shakes	SK
Stakes and Sticks	SS
Woodchips	CH
Hogged tree material	HF

Special Forest Products Volume (mandatory input by forest professional submitting MADS)

if there are special forest products then enter the estimated volume of each Special Forest Product (except for Christmas trees) for which a code has been entered in the MADS.

Christmas Tree (mandatory input by forest professional submitting MADS)

if the special forest product is a ‘Christmas Tree’ this cutting authority enters the following:

Code – enter **XM**

Species – enter the following species codes for trees expected to be harvested:

FD – Douglas fir

CE – cedar

BA – balsam

HE –

hemlock **CY**

– cypress **SP**

– spruce **PL**

– pine

Grade - enter the appropriate grade code for each of the above species (there may be more than one grade for a species):

- 3** - less than 3 metres in height
- 2** - between 3 to 5 metres in height
- 1** - greater than 5 metres in height

Signature Section

Registered Forest Professional (mandatory input by forest professional submitting MADS)

enter the name of the registered forest professional completing the appraisal data submission

RPF# or RFT# (mandatory input by forest professional submitting MADS)

enter the submitting forest professional registration number that completed the appraisal data submission

Date of Submission (mandatory input by forest professional submitting MADS)

enter the date that the submitting forest professional signs the MADS

Email and Phone Number

enter the contact information of the submitting forest professional

NOTE: The submitting forest professional whose name is on the MADS must have the MADS attachment in an e-mail from their e-mail address to meet the requirements of the *Electronics Transaction Act*.

INSTRUCTIONS FOR SUBMITTING A MISCELLANEOUS APPRAISAL DATA SUBMISSION

As per Section 2.3.2(1)(b) of the Coast Appraisal Manual (CAM), a Miscellaneous Timber Appraisal Data Submission (MADS) is one of the two methods of appraisal data submission and is a professional document. The MADS is the method of submitting the appraisal data for most of the cutting authorities which are being appraised using Chapter 7 - Miscellaneous Timber Pricing Policies.

1. Ensure that the most current MADS is used for each submission! The most current MADS is obtained at [Coast Appraisal Data Submissions - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca). The reason for this is:
 - a. The MADS has been developed using EXCEL so that appraisal data elements can be transmitted electronically in a systematic format.
 - The EXCEL spreadsheet is password protected for security. If the password is discovered to be busted it will be returned as it is deemed to be unsecure and an incomplete submission.
 - ONLY submit as an EXCEL spreadsheet. Submission of another format is not acceptable.
 - b. Any amendments to the CAM that impact the MADS will require an update to the MADS document.
 - c. Errors or omissions found in MADS during the year will be updated as soon as possible.
 - d. To ensure the most current version compare the year and version numbers at the bottom of the MADS with the one you already possess.

2. Electronic transfer of a MADS from a submitting forest professional (SFP) to a natural resource district (NRD) office must ensure the following:
 - a. MADS remains an EXCEL spreadsheet. It must not be converted to pdf or some other format.

Figure 7-7 Submitting Forest Professional Information

Submitting Forest Professional Name			Date of Submission:	
RPF#:		or	RFT#:	
Email:			Phone #:	

- b. **“Submitting Forest Professional Name”** (Figure 7-7) must match the Signature Block of the email that the MADS is attached.

NOTE If two or more parties collaborate on the MADS document, it is at the discretion of the lead (SFP whose signature is on MADS), a separate document may be submitted that includes a statement regarding the shared accountability as well as the above noted information in the Signature Section.

- c. **“Date of Submission”** (Figure 7-3) must match the date the email is sent to the NRD.
 - d. **“Forest Professional Number”** matches SFP whose name appears on MADS is recorded.
3. The email that the MADS is attached to with the SFP name and forest professional number, must be filed in EDRMS in the cutting authority appraisal (secondary number 46) as it is received by the NRD. This will ensure that this original submission is saved as required under the *Electronic Transaction Act*.
4. Submissions from NRD offices to the Coast Area appraisal section, for each cutting authority (do not submit more than one cutting authority per email) consist of the following:
 - a. MADS (that includes the correct effective date and date of submission to the NRD that is inputted by district staff).


REMINDER only one cutting authority per email.
This is for EDRMS filing purposes and to ensure each cutting authority is appraised
 - b. Cutting authority document.

- c. Cruise compilation must be attached for cruise-based billing cutting authorities of the cruise only of the cutting authority area.
- d. Subject Line of email MADS and Document – A#####
- e. E-mail submission to RCOAppStaff@gov.bc.ca inbox.

WOODLOT & COMMUNITY FOREST FORM

The Woodlot & Community Forest form is available on the CAP appraisal website [Coast Appraisal Data Submissions - Province of British Columbia \(gov.bc.ca\)](http://Coast Appraisal Data Submissions - Province of British Columbia (gov.bc.ca)), along with instructions on how to populate and submit it.

Figure 7-8 – Woodlot & Community Forest Form

BRITISH COLUMBIA		TABULAR RATE FORM for COMMUNITY FORESTS & WOODLOTS				Coast Region			
Licence		Cutting Permit		Mark					
Forest District		Reference Type		TSA					
Effective Date		Zone							
Sawlog Stumpage Rate by Species									
Species	Balsam	Cedar	Cypress	Fir	Hemlock	Spruce	Other	All Deciduous	
Volume									
Submitter _____ Date: _____									

The **red triangles** (in Figure 7-8) are important areas that **MUST** be provided.

Enter the volume of the species for the sawlog information section. Enter at least one cubic metre of volume per species as long as the species is not specifically excluded by the cutting authority document.

Enter the submitter name and the date and if a professional is submitting, it is advisable to provide the registration # for best practices.