ONE CUTTING PERMIT
Administration Manual for Community Forest Agreements and Woodlot Licences

Ministry of Forests, Lands and Natural Resource Operations
Forest Tenures Branch
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The objective of the One Cutting Permit process is to simplify the process for Ministry of Forests Lands and Natural Resource Operations staff and holders of Woodlot Licensees and Community Forest Agreements by issuing a CP that covers the entire tenure area for a 4 year period. This allows licensees to focus efforts on other components of forest management including reporting obligations.

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1. Introduction
The following conditions MUST be in place for the one Cutting Permit (CP) over a Woodlot Licence (WL) or Community Forest Agreement (CFA) to be available:

- Tabular rates are applicable for the tenure and there with no other active CPs in place on the tenure.
- An approved Woodlot Licence Plan (WLP) or Forest Stewardship Plan (FSP) that covers the entire tenure.
- The District Manager is satisfied that First Nations consultation is adequate for the entire area under the tenure that will be contained within the one CP.
- Tenure area has been cleared of any overlapping tenure conflicts at issuance and/or replacement.

There may be some instances where the area under the WLP/FSP is less than the whole tenure. In these cases the following information must be provided to the District:

- Map in .pdf format of the area to be covered by the CP will be submitted to the District.
  - The following text submitted in the (<fta:applicationDescription>) field of the FTA submission: “WLP and 1 CP do not cover entire WL area Map has been supplied to District” or “FSP and 1 CP do not cover entire CFA area. Map has been supplied to District”

The WLP or FSP is the operational plan that defines the area of the tenure where timber harvesting, road construction, maintenance and deactivation will take place during the term of the CP. The Forest and Range Practices Act (FRPA) states in Section 12 (2) that a CP or Road Permit (RP) must be consistent with a WLP. Section 3(1) of FRPA states that a CP or RP must be consistent with a FSP. For the purposes of a one CP application, consistency is defined as:

1. the CP covers the area of the WL that is included in the WLP or the area of the CFA that is included in the FSP (and no other areas); and
2. the locations of the cutblocks are not in significant conflict with areas identified in the adjudication as having prior rights - “save and except” in the adjudication

The CP no longer acts as an information “warehouse” for enforcing forest practices and unauthorized harvest and no longer describes specific harvesting methods or practices. The sole purpose of the CP is to provide cutting or road authority. Harvesting or construction outside the authority areas is unauthorized harvest. While the licence holder must abide by FRPA within that area; the permit does not play a role in describing the forest practices.

Areas where harvesting will be avoided will take three forms:

- Stand-alone areas identified in the WLP such as private land, separate blocks of Crown land, unstable terrain areas, etc.;
- Riparian reserve zones, spatially identified wildlife tree patches, etc.
- Areas excluded or “save and excepted” as identified on the Exhibit A from the licence document and carried forward to the Cutting Permit.

The one CP can cover these areas but cut blocks must be located outside of these no harvest areas or be in non-compliance with FRPA and the licence document.
2. Process

2.1 Client Process: Initial FTA Submission

2.1.1 Schedule B / Crown Land Harvest

- Select appropriate cutting permit name. Consult with district on name choice if required.
- Prepare xml/gml for CP as per current FTA schema details of which can be found at: [http://www.for.gov.bc.ca/his/esf/XMLtools.htm](http://www.for.gov.bc.ca/his/esf/XMLtools.htm)
- Include one block only for crown portion of WL:
  - Designate as ‘SSS’ in salvage Type Code field.
  - In Application Description (<fta:applicationDescription>) include text:
    - “Woodlot 1 CP Application - not a SSS Application” or
    - “CFA 1 CP Application – not a SSS Application”
      - Note that District staff are not to change this wording and if the wording is incorrect the submission should be rejected and resubmitted.
  - Name the block using cutBlockID field as 1CPCL.
  - Set net area and gross area to 0.6 ha.
  - In Block Description (<fta:blockDescription>), enter following phrase **exactly**:
    - “SSS indicates WL 1 CP CL” or
    - “SSS indicates CFA 1 CP CL”
    This phrase is case sensitive, and contains no leading or trailing blanks.
- Spatial for application is a 0.6 ha triangle positioned within the WL Schedule B boundaries, preferably not overlapping active tenure permits. (An equilateral triangle with 118 meter sides has a suitable area).
- Licensee must submit a Notice of Commencement for each cutblock. This will allow the cutblock to be entered in FTA. FTA does NOT populate RESULTS. However, the block must exist in FTA before a licensee can submit the cutblock (text and spatial) to RESULTS (Appendix 2).

2.1.2 Schedule A / Private Land Harvest

Licensees with Private Land in the WL or CFA will be required to submit a separate one CP application to cover the private land portion if private land is included in the tenure.

The application process is the same as described for Crown land with the following exceptions:
- Include one block on Private Land portion of WL:
- In Block Description (<fta:blockDescription>), enter following phrase **exactly**:
  - “SSS indicates WL 1 CP P”
  This phrase is case sensitive, and contains no leading or trailing blanks.
- Use the <fta:authorisedByFile> field to indicate block is under a private timber mark.

Spatial for application is a 0.6 ha triangle positioned within the WL Schedule A boundaries, preferably not overlapping active tenure permits. If there is more than 1 private timber mark associated with WL, add an additional spatial triangle entry/entries and required data fields for each timber mark.
2.1.3 CP Application Completion

The complete CP Application includes the following emailed to the District FTA inbox:

- Short form appraisal sheet
- Letter of application stipulating the application is for a one CP and providing the FTA submission number. Based on District expectations there may be reference to the status of information sharing with First Nations incorporated into this letter.

2.2 FLNR Operations Approval Process

- Once the ESF and additional information have been submitted, District staff can perform the status/clearance adjudication reports and approve the CP in FTA. The level of clearance completed is based on District discretion. No map outputs are required at this stage.
- CP must have SSS designation to enable adding additional harvest blocks over life of permit.
- District will prepare the hardcopy or e-copy CP document. The Exhibit ‘A’ that is attached to the document will be the entire area under the WLP or CFA taken from the Exhibit ‘A’ of the licence document. This will include exclusions and any save and excepts from the adjudication report.
- Upon issuance of CP documents, the Licensee has legal authority to harvest in the woodlot, subject to the constraints identified in the WLP and the adjudication report.

2.3 Process for Adding Second and Subsequent Cut Blocks

2.3.1 Client Process Overview

A WL is required by Section 74 of WLPPR to notify the District office through a Notice of Commencement (NOC) upon commencement of forest harvesting. A CFA is required to submit this information consistent with Section 85 of the FPPR.

- Licensee will submit, normally by email, a NOC to the District (Appendix 2) prior to commencement of each spatially discrete harvest block.
- The commencement date in the NOC usually means the date on which timber harvesting, other than on road rights of way or landings, begins on the cutblock.

2.3.2 New Block Addition Process Details

NOC will go to a person in the District with ‘District Senior Admin Authority’. This person will choose one of three options:

- If the Cut Block ID specified in the NOC already exists in the SSS permit in FTA and the NOC specifies "DO NOT add new block entry", change the status of the identified block from PP (Proposed) to HB (Approved).
- If the Cut Block ID specified in the NOC does not exist in the SSS permit in FTA and the NOC specifies "Add new block entry", add the block named in the NOC to the SSS permit in FTA with a status of HB (Approved).
- If existing information in FTA and instructions in NOC are inconsistent, request clarification from Licensee.
Spatial data is not a part of this FTA business process. Addition of the block to the 1 CP “SSS” permit in FTA is necessary to enable RESULTS reporting.

- The ‘Copy Exhibit A’ in FTA functionality is obsolete for one-CP. Licensees are required to submit full spatial information into RESULTS.
- In FTA, bring up the licence and CP and go to the block tab - FTA 903 screen.
- Click the tab that says “Add Block” It will bring up the FTA 904 cut block detail screen, where you will fill in:
  - The exact name of the block that was supplied by the licensee’s NOC.
  - The planned gross and net area. Regardless of actual areas, use 0.6 ha.
  - The start date identified on the NOC,
  - Click the ‘save’ button
- The block will be now in the block listing at a PP stage. Change the status from PP to HB and click save.

3.0 Road Permits upon expiry of One CP

Upon expiry of a one CP, and prior to the submission and issuance of a subsequent one CP, the WL licensee or CFA holder must submit a Road Permit application for all permanent roads that have been constructed under the previous CP. This is to ensure spatial integrity and accurate accounting of roads and ensure that the interests of the WL licensees and CFAs are protected.

Information on Road Permits is found here:

4.0 Subsequent One CP

Licensees may wish to consider submitting an application for a second one CP shortly before the expiry of the current one CP. This will allow for consultation with First Nations and processing by FLNR staff, the timing of this application should be discussed with District staff who are aware of local circumstances. Failure to meet reporting obligations associated with a current one CP may result in delays in issuance of a subsequent one CP.
Appendix 1

Comments for Crown blocks:
- All blocks will be identified / captured in FTA.
- No new front end ESF.
- CIMS reporting and risk ranking will work.
- Residue and Waste reporting will work.
- Full RESULTS reporting both attribute and spatial as per usual.
- The trigger for reforestation obligations in RESULTS is the disturbance date.
- LRDW will show only one small triangular block until spatial is captured through annual reporting via RESULTS.
- Performing clearance on triangle shaped 0.6 ha “fictitious block” - it will be unknown if there any conflicts outside the 0.6ha fictitious block. Therefore the constraints (exclusions & save and excepts) from the adjudication of the licence document need to be copied/carried forward to the CP document.
- CP will be SSS designation when it is not really. Prescribed inclusion of a WL or CFA One CP code in the(<fta:blockDescription> field, will allow for sorting and reporting, thus reducing potential inaccuracies in provincial statistics
- FTA will only accept blocks of < 1 ha, due to this SSS designation. Using a standard size of 0.6 ha improves data integrity and assists in sorting of cutblocks under a one CP
- If private land is added or subtracted from the woodlot, the WLP will be amended and the 1 CP Exhibit A will be amended
- Licensee will no longer have ability to use the copy feature ‘Add Ex. A Spatial’ option in RESULTS, since no cutblock spatial is being supplied to FTA, the expectations are that opening spatial, standard units and forest cover polygons will be GPS’d a reported through RESULTS.
- An XML/GML ESF upload will be required for RESULTS entries requiring spatial.
- Early closure of all other valid CP’s is required before the new 1 CP can be issued. If FLNR issues a CP over the entire WL or CFA there could be tenure over tenure if there are existing issued CP’s.
- The closure of existing CPs that are partially harvested may be subject to waste billing and need to be reviewed with the licensee before closing.

Comments for Private blocks - as per Crown blocks and:
- Results submissions will be successful and be tracked by the appropriate record crown/private.
- FTA will show all of the marks associated with the CP, ie crown and any active private marks.
- Any subsequent manual block additions to FTA show the block as a crown mark, even though it may be on private land. This method will create data integrity issues both in FTA and RESULTS. This is not recommended.
- Any subsequent new private land block submissions as indicated at time of receipt of NOC will have to be completed via ESF done at the “DISTRICT”
- At application the ESF submission may have more than 2 blocks, one for each different private timber mark
Appendix 2 – Notice of Commencement

The NOC form is to be submitted to the District Manager (or the approved representative) prior to timber harvesting or road construction. Submission is usually in the form of an email with an attached map. It may also be submitted by fax, mail or in person. In some cases individual Natural Resource Districts provide a form on their district website which can be completed and emailed.

Sample NOC:

<table>
<thead>
<tr>
<th>Licence Number:</th>
<th>Name of Holder:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>e-Mail:</td>
</tr>
<tr>
<td>Contractor Name:</td>
<td></td>
</tr>
<tr>
<td>Harvest:</td>
<td></td>
</tr>
<tr>
<td>Timber Mark:</td>
<td>Cut Block ID:</td>
</tr>
<tr>
<td></td>
<td>(Block ID/name set at this point will be permanent block name used to reference block throughout reporting cycle.)</td>
</tr>
<tr>
<td>Add New Block Entry to FTA: ☐</td>
<td>DO NOT Add New Block Entry to FTA: ☐</td>
</tr>
<tr>
<td>Roads:</td>
<td></td>
</tr>
<tr>
<td>Road Permit Number:</td>
<td>Road Section ID:</td>
</tr>
<tr>
<td>Start up Date: Enter the date when the activity will begin (yyyy-mm-dd).</td>
<td>Re-start Date: Enter the date when the activity will begin again after an inactive period of 3 months or more (yyyy-mm-dd)</td>
</tr>
<tr>
<td>Site Location: Describe the location of the cutblock or road construction</td>
<td></td>
</tr>
</tbody>
</table>

Site Location Notes:

It is strongly recommended that this is a pdf copy of the pre-harvest map required by WLPPR Section 33 attached to an email. (Note: This map is provided to communicate general location of harvest, and is not intended to show block boundaries.)

Other ways of describing the site location are:

- GPS coordinates(latitude and longitude values)
- UTM values (zone and easting and northing coordinates)
- PDF of a map showing the approximate location of the block or road in the woodlot and associated roads
- Written description of travel directions