

**CASCADES  
NATURAL RESOURCE DISTRICT  
Small Scale Salvage Manual**

Updated: April 10, 2017

District SSS Website:

[https://www.for.gov.bc.ca/CNRD/sss\\_program/sss.htm](https://www.for.gov.bc.ca/CNRD/sss_program/sss.htm)

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## Introduction

The Cascades Natural Resource District (CNRD) has developed the following guidelines that provide direction to forest professionals and Small Scale Salvage (SSS) operators when applying for salvage harvest opportunities within the CNRD.

The SSS initiative is used as a tool to recover small and isolated patches of eligible timber that would not otherwise be harvested and cannot be more appropriately addressed by other forms of tenure. Examples of eligible timber may include small stands impacted by insects, disease, fire, and blow-down or where harvesting would advance environmental and resource stewardship.

The SSS Coordinator with the Ministry of Forests (FOR) will require a suitable application, signed by the applicant and a Professional, prior to issuing a Forest License to Cut (FLTC) under authority of Section 47.6(2)(a) of the *Forest Act*. A direct-award FLTC is issued through a client-driven process which is described in this document.

SSS applications will only be accepted for unencumbered Crown land. Proposals will not be accepted for areas within Tree Farm Licences, Woodlots, Community Forest Agreement areas, Timber Licences, Agricultural Leases, protected areas, extension of holdings, deeded land with Crown timber reserves or Crown land with timber reserved to a second party.

SSS applications that do not adequately address First Nation interests may ultimately not result in an approved FLTC.

To review the Provincial Small Scale Salvage Guidelines please visit the following website:

<https://www.for.gov.bc.ca/hth/timber-tenures/small-scale-salvage/index.htm>

For up-to-date information and application forms for the CNRD SSS program please visit the following website:

[https://www.for.gov.bc.ca/CNRD/sss\\_program/sss.htm](https://www.for.gov.bc.ca/CNRD/sss_program/sss.htm)

## District Priorities

The Forest Reserve apportionment for the CNRD in 2017 was set at 24,836 m<sup>3</sup> which is a significant reduction from the previous level of 95,389 m<sup>3</sup>. In addition to the SSS program, there are several new initiatives designed to advance environmental resource stewardship which will also be drawing on the limited volume available in the Forest Reserve. This has required a re-examination of District Priorities which have been updated as follows:

- 1) The highest priority activities, of equal importance, are community wildfire Interface projects, infrastructure projects (i.e. pipelines, fence lines, recreation

sites, windfarms), Forest Enhancement Society projects and Forest Carbon Initiative projects.

- 2) The second highest priority is the removal of areas with active Douglas-fir beetle or spruce beetle, recent blow-down and fire kill.
- 3) The lowest priority is the recovery of older bark beetle damaged timber, blow-down and fire-killed timber.

The activity priority ranking, project rationale, and amount of volume requested will all be considered during the approval process for applications requesting volume from the Forest Reserve. There is no guarantee that any project will be approved but high priority activities requesting modest amounts of volume will be given the highest consideration.

## Safety

Clients must ensure that safety and safe work practices are the first priority on any project. Also, clients will work in co-operation with WorksafeBC and be familiar with applicable regulations and policies from a safety perspective. As of April 1<sup>st</sup>, 2017, it is mandatory for all SSS operators to have Safety Accord Forestry Enterprise (SAFE) certification.

## Process Overview

The process for SSS requires six basic steps:

- Step 1 (Pre-application) – Applicant or Registered Professional Forester (RPF)
- Step 2 (Professional Application) - RPF
- Step 3 (Review and approval) - District Manager
- Step 4 (Operations) - Licensee
- Step 5 (Post Harvesting Report) - RPF or Registered Forest Technologist (RFT)
- Step 6 (Deletion) - District Manager or Forest Officer

## Processing Time

Pre-applications can usually be reviewed and processed within two weeks or less. Allow a minimum 30 business days for the review and processing of professional applications. Every attempt will be made to process applications in a timely manner; however, a longer time may be required if demand exceeds resource capability or if the application involves complex issues and multiple resource values. Pre-applications or Professional applications that are incomplete will not be reviewed and will be returned to the applicant. In addition, applications that are not consistent with SSS policies will be given a lower priority and may be subject to rejection.

## Applicable Sites

- Target stands must include significant forest health factors such as bark beetles, blow-down, fire damage, or otherwise imperilled timber. The stand must be at least 50% impacted and either dead or dying or in imminent danger of being destroyed. Under exceptional circumstances, levels below 50% will be considered if a sound rationale is provided which meets the intent of the SSS program.
- The SSS program will consider applications that may be eligible for funding through the Forest Enhancement Society (FES) of BC or the Forest Carbon Initiative. Such projects should be designed to advance environmental and resource stewardship and may include improving wildlife habitat, improving damaged or low value forests, supporting the use of fibre from damaged and low value forests and treating forests to improve the management of greenhouse gases. For more information about the FES program please use the following link:  
[http://www.ubcm.ca/assets/Funding~Programs/LGPS/SWPI/Resources/FESBC\\_Project\\_Planning\\_Process\\_Selection\\_Criteria\\_External\\_FINAL.pdf](http://www.ubcm.ca/assets/Funding~Programs/LGPS/SWPI/Resources/FESBC_Project_Planning_Process_Selection_Criteria_External_FINAL.pdf)
- The total volume of any license must not exceed 2,000 m<sup>3</sup> total volume of Grades 1, 2 and 4 as described in the FLTC. At any one time the combined maximum number of applications and issued FLTCs per applicant is two. The CNRD may vary the maximum number of applications submitted by an individual in special circumstances.
- Stands must be isolated patches of salvage timber and not contain arbitrary boundaries (as when the forest health issue covers a larger area that exceeds the volume limit of 2000 m<sup>3</sup>).
- Activities must not include areas that would normally be addressed through large-scale salvage operations and competitively awarded Non-Replaceable Forest Licences (NRFLs) or by replaceable tenure holders.
- Partial harvesting (single tree selection) may be an option for the SSS Initiative for some forest health factors such as Douglas-fir beetle. Partial harvesting will only be permitted if the residual stand is to remain healthy (i.e. low incidence of root disease), wind firm and with sufficient ecologically suitable species for the foreseeable future. Non-target species and access wood will be limited to 10% of the 2,000 m<sup>3</sup> limit for partial harvesting.
- No roads or bladed trails will be constructed unless there are exceptional circumstances and only short-term temporary roads will be considered.

- For blow-down opportunities, more than 50% of the stand must be blown-down. If the blow-down is within a spruce or Douglas-fir stand, a lower percentage may be considered if there is a strong bark beetle presence or likelihood.
- Candidate stands must not include management or reserve zones of sensitive riparian areas (S4, S3, S2, S1, W1-5); however, exceptions will be considered in keeping with the *Forest Planning and Practices Regulation* (FPPR).
- Fringe remnants of adjacent salvage harvested stands will not be considered as salvage opportunities and will be retained for other values.
- Sites within Community Watersheds require a heightened level of due diligence and environmental consideration.
- Protecting Old Growth Management Areas from a threatening bark beetle attack through the use of Trap tree program is encouraged.

### Pre-application – Submission Process

- Pre-application forms can be found on the CNRD SSS website at <http://www.cnr.com>.
- In the pre-application the client includes:
  - a. Information that the site is suitable for salvage and meets the intent of the SSS program. The client is encouraged to be in contact with the CNRD SSS Coordinator if there are any questions with respect to any of the possible exceptions that are outlined in the “Applicable Sites” section.
  - b. Information that the site is on non-encumbered Crown land (land status/ownership) and that there are no conflicts with other tenure holders or agencies.
  - c. A description of the objectives of the proposed harvesting along with the approximate volume, area, species, forest health issues and levels of mortality are required.
  - d. Evidence that the applicant has consulted with the major licensee(s) and/or BC Timber Sales if either has a Forest Stewardship Plan (or Forest Development Plan) for the area. The applicant must include written confirmation that the major licensee or BC Timber Sales do not dispute the proposed application.
  - e. Identification of any potential conflict with known Cultural Heritage Resources or archaeological features. This information can be found using iMapBC and adding the *Archaeological Data* map layer to the area of interest.

- f. A map of suitable scale (generally 1:5,000 to 1:20,000) that shows the location and extent of the timber to be salvaged along with a 1:50,000 overview map and written driving directions on how to access the site from the nearest town.
- The client submits a complete and accurate pre-application to the CNRD SSS Coordinator.
  - The SSS Coordinator will review the pre-application to determine if it meets the intent of the SSS program and to determine if the pre-application is complete and accurate. If the pre-application is satisfactory, the SSS Coordinator may approve the pre-application after which the client may prepare and submit the Professional Salvage Application (PSA). Please note that approval of the pre-application does not guarantee that the PSA will be approved.
  - Approved pre-applications will be in effect for a period of one year. Where a follow up PSA is not received within one year the application will expire and will require re-application in order to proceed.

## **Professional Salvage Application – Submission Process**

The PSA requirements are designed to facilitate a consistent submission package that is signed and sealed by a Registered Professional Forester (RPF). The goal is to ensure the application is accurate and complies with all guidelines and legal requirements.

Applications that contain significant errors and omissions will be rejected and will not be considered further unless exceptional circumstances warrant a re-submission. The principles of professional reliance apply to all submissions and applicants will be refused to participate in the SSS program if they demonstrate an inability to meet acceptable standards.

### **PSA Process Overview**

- a. complete an information sharing process with First Nations in order to share information and address First Nation concerns. An information sharing report is completed and included with the PSA.
- b. initiate referrals with tenure holders, stakeholders, etc.
- c. negotiate road use agreements with road permit holders
- d. complete layout and develop the salvage/site plan
- e. submit the professional application

- **First Nations Information Sharing Process** - the applicant is required to use the Consultative Areas Database <http://maps.gov.bc.ca/ess/sv/cadb/> to identify which First Nations are potentially affected by their proposed SSS project. The applicant is required to discuss, address and document any concerns raised by First Nations through information sharing prior to final submission. Follow up on any First Nations concerns is required as are any related conditions stipulated at the pre-application stage. Please see Appendix 1 for more information on the First Nations Information Sharing process.
- **Referrals** - A referral for the proposed salvage area to any other tenure holders (BC Timber Sales, Range, Trappers/Guides, etc.) or other agencies operating in the area of interest must be completed to identify any potential conflicts with existing plans (including Forest Stewardship Plans, harvest plans, retention plans, etc). The referral must accurately identify:
  - Location, volume and type of salvage;
  - Assigned Forest License to Cut (FLTC) number;
  - Date by which a response is requested from the licensee (normally, this would be 14 calendar days).

If no referral response is received, the applicant/RPF will follow-up with the major licensee, and document all referral efforts.

If the major licensee or affected tenure holder identifies concerns with the proposal, the applicant/RPF must provide a written rationale to the district (copied to the licensee) that addresses those concerns before proceeding. District SSS staff will make the decision about whether the concerns have been adequately addressed. Any significant changes to the size or location of the initially referred area will require an amended referral to the major licensee.

## Professional Salvage Application Contents

- Professional Site Plan signed and sealed by a RPF – all required forms, including a standardized Site Plan template, are provided on the CNRD website at [https://www.for.gov.bc.ca/dcs/sss\\_program/sss.htm](https://www.for.gov.bc.ca/dcs/sss_program/sss.htm)
- Completed and signed Stumpage Rate Request form by a RPF or RFT.
- Completed First Nations Referral Summary and any applicable Preliminary Field Review. Note, any outstanding issues with respect to FN interests will result in application delays or denial.
- Completed referral package including but not limited to Major Licensees, BC Timber Sales, Recreation & Trails, Range licensees, Ministry of Transportation & Infrastructure, BC Hydro. Note: any outstanding issues with these referrals may result in application delays or denial.
- Two maps of suitable scale (typically 1:10,000) indicating harvest areas.



- Verification of land status and ownership
- Road Use Agreements identified/obtained
- Licensee Checklist
- Method of harvest
- Proposed term of licence
- Application cover letter signed by the applicant or authorized person
- Note, spatial data (maps in xml format or shapefiles) will be submitted via the Electronic Submission Framework (ESF) to generate a Forest License to Cut number

## Professional Salvage Application Submission

- Professional Salvage Applications will be submitted to the CNRD office with one hard copy of the signed and sealed salvage/site plans, maps, most recent stumpage rate request form and referral documentation.
- The proponent must submit the planned harvest area (spatial files) through the Electronic Submission Framework (ESF) which will generate a Forest Licence to Cut number used in the Forest Tenures Administration (FTA) system and the Reporting Silviculture Updates and Land Status Tracking System (RESULTS) database. Please see Appendix 2 for the mandatory fields associated with an electronic submission for a Forest License to Cut application.
- Applicants can do the electronic submissions themselves or through the use of a service provider for ESF. To make an ESF submission a BCeID user number is required. A consultant (RPF or service provider) who submits on the licensee's behalf will need to use the licensee's BCeID. To apply for a business BCeID user number call 1-888-356-2741 or go to <https://www.bceid.ca/>.
- Allow for at least 30 days for review and processing.
- As per the *Occupational Health and Safety Regulation* (section 26.4), operators are required to submit a *Notice of Project* form to WorksafeBC at least 24 hours prior to project commencement for forestry activities that are expected to last more than 5 days. Also, a start-up notice must be sent to:
  - Ministry of Forests  
Cascades Natural Resource District  
PO Box 4400 Stn. Main, Merritt, British Columbia, V1K 1B8  
Attn: Authorizations Supervisor  
Fax: (250) 378-8481 or email: [CASTENWO@gov.bc.ca](mailto:CASTENWO@gov.bc.ca)

## Financial

- Once the PSA is approved, the SSS licensee is required to pay a 10% security deposit on the first \$100,000 of the total estimated stumpage value plus 5% of the remaining total estimated stumpage value. The deposit is held for the duration of the licence and until all obligations have been fulfilled.
- Stumpage will be determined as per the Table 6 rates in the *Interior Appraisal Manual* (IAM) at the time the license is issued and are fixed for the term of the license. Table rates are updated around May 1<sup>st</sup> and November 1<sup>st</sup>.
- A stand with greater than 30% mortality is eligible for the reduced stumpage rates found in Table 6-4.
- A full appraisal or timber cruise is an option available for any application. The stumpage rate for a full appraisal is adjusted quarterly on the first day of January, April, July and October rather than being fixed for the term of the license.
- A silviculture levy is set by the District Manager and applied when silviculture obligations for reforestation activities exist. Silviculture obligations exist when there is a legal requirement to reforest the harvested area unless an exemption is provided by CNRD. If applicable, the FLTC will be subject to the levy in effect at the time the license is issued.
- The current silviculture levy is \$6.50/m<sup>3</sup> and applies to all species and timber grades 1, 2 and 4. The levy will be updated from time to time at the discretion of the District Manager.
- Where exceptional costs are anticipated, as in the case of helicopter logging, remote locations and/or extreme site preparation conditions, the District Manager may set a higher than average levy to ensure the levy will meet the anticipated silviculture costs.
- All timber harvested under the SSS program must be scaled and have the appropriate timber mark applied prior to transportation.
- The maximum volume for any license is 2,000 m<sup>3</sup> and a penalty will be applied to any volume harvested that exceeds 2,000 m<sup>3</sup>. The penalty is the product of the volume of timber harvested under the licence that exceeds the limit at the prescribed penalty rate in addition to the regular stumpage.
- The prescribed penalty rate is in accordance with Section 2 of the Cut Control Regulation.

## Post-Harvest Assessment

A Post-Harvest Assessment (PHA) must be completed and submitted to the CNRD SSS Coordinator by a forest professional within 60 days after harvesting has been completed or within 60 days of the cutting authority expiring, whichever occurs first. The ground must be sufficiently free of snow to carry out a PHA assessment; this may require an extension to the 60-day reporting requirement if snow conditions are not conducive to conducting a PHA. Extensions are provided by the SSS Coordinator.

The security deposit will be held until a PHA is received indicating the following:

1. The timber targeted for salvage has been removed in accordance with the approved plan and RESULTS has been updated to reflect this. If there were deviations from the approved plan and an amendment was authorized, an amendment submission into RESULTS is required.
2. A Waste Assessment has been submitted to the SSS co-ordinator within 30 days of completing the assessment indicating waste & residue standards have been achieved.
3. If applicable, the stand remains stocked and free growing in accordance with Section 46 of the FPPR. An accurate inventory/silviculture label must be submitted with the RESULTS spatial update.
4. Measures undertaken to protect soil, water, archaeological features, cultural heritage resources and wildlife habitat have achieved the required results.
5. Access trails, roads and landings have been deactivated to an acceptable standard.
6. In the opinion of the signing forest professional, the licensee has completed all on-site obligations under the licence or cutting permit.
7. Any conditions described in supplemental Schedules have been addressed or adhered to.
8. A post-harvest Fire Hazard Assessment has been completed.

All post-harvest RESULTS data entry must be in accordance with the most current RESULTS Information Submission Specifications. For RESULTS application support go to: <https://www.for.gov.bc.ca/his/results/support.htm>

If any obligations are not complete, the forest professional must inform the licensee of the outstanding work to be done and follow up with the licensee to ensure all obligations are met. If there are obligations outstanding other than the burning of landing debris, a follow-up inspection by a forest professional is required.

A post-harvest Fire Hazard Assessment is always required and if debris management for fire hazard abatement is not complete, the forest professional must describe the debris (locations, size, number, etc) and management plan (by when, etc).

## Contact Information

For additional information please visit the CNRD SSS website at [https://www.for.gov.bc.ca/CNRD/sss\\_program/sss.htm](https://www.for.gov.bc.ca/CNRD/sss_program/sss.htm) or contact the SSS Coordinator:

Cascades Natural Resource District  
Attention: Authorizations Supervisor  
3840 Airport Road  
Merritt, B.C. V1K 1B8  
Email: [CASTENWO@gov.bc.ca](mailto:CASTENWO@gov.bc.ca)  
Phone: 250-378-8407

## Appendix 1 – First Nations Information Sharing Process for SSS

### Process:

- Identify which First Nations should be included in the information sharing process by using the public Consultative Areas Database (CAD) available at <http://maps.gov.bc.ca/ess/sv/cadb/>.
- Contact the appropriate First Nations and provide detailed information about the proposal.
  - Date: Date of pre-application.
  - Licence and Licensee: FLTC number and /or reference number if available and name of licence holder.
  - Blocks or Patches: List of blocks included in the referral summary.
  - Geographic Location/Operating Area: General area of the application and operating area.
  - Map: Provide maps (site map and overview), access instructions and geographic co-ordinates
  - Area: Hectares proposed in the application
- Ensure the entire development is within the area that was referred to First Nations (e.g. size, shape, location).
- Ensure a reasonable effort is made to contact First Nations about the referral, and First Nations had a reasonable opportunity to respond or participate in the planning process, usually 60 days.

- Allow for the possibility of a field trip to the site with interested First Nations.
- Information may be gathered by the forest professional that is the focus of traditional use by an aboriginal group and that is of continuing importance to that group and not regulated under the *Heritage Conservation Act*. Cultural heritage resource assessments are typically completed by First Nations under a fee for service agreement and may include office reviews and/or field reconnaissance reviews.

**Communication Summary:**

- The Licensee summarizes and submits the communication that occurred during the information sharing process.
  - For each First Nation include:
    - Contact Name
    - Date
    - Method of Communication
    - Concern Identified
    - Measures taken to Address concern
    - For Example:

<b>Contact Name</b>	<b>Date</b>	<b>Communication Method Phone, email, letter, field review</b>	<b>Concern Identified</b>	<b>Measures to Address Concern</b>
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- Clearly document issues and how they were addressed. This documentation should identify the First Nations, the Issue, the mitigation, and indicate that steps have been taken to “Close the Loop”. This informs government that the licensee has adequately addressed concerns of the First Nation and that the First Nation is aware of and supports the measures proposed by the licensee to address any issues.
- The forest professional declares that information about the proposed forest developments was shared with First Nations including that all information within the report is complete and the licensee has addressed all operational concerns.
- Indicate if First Nations have not responded with any concerns. It is important to attempt to follow up with First Nations, if they have not responded to your primary communication efforts.
- Attempt to resolve concerns prior to submitting a PSA. There may be situations where the licensee has exhausted all reasonable options and requests FLNRO staff to resolve the concern. If necessary, it is best to seek the involvement of government staff early in the process.

## Appendix 2 - ESF Submissions

<b>Mandatory Fields for Electronic Submission of Forestry Licence to Cut (FLTC)</b>	
<b>Submission Type:</b>	Forest Tenure Administration (FTA)
<b>Coordinate System:</b>	BC Albers
<b>Email address:</b>	client/submitter's email address
<b>Telephone #:</b>	client/submitter's telephone #
<b>Client #:</b>	client code from Client Mgmt. System
<b>Client Location Code:</b>	client location code from Client Mgmt. System
<b>Administrative District:</b>	CNRD-Cascades Natural Resource District
<b>Licensee Contact:</b>	name of licensee contact
<b>Type of Application:</b>	Harvest Application
<b>Application Purpose:</b>	Amend
<b>Application Description:</b>	Geographic location
<b>Geographic District:</b>	CNRD-Cascades Natural Resource District
<b>Cascade Split:</b>	E-East
<b>Provincial Forests:</b>	IN/OUT/Partially within a provincial forest - choose the correct one
<b>Management Unit Type:</b>	U-Timber Supply Area
<b>Management Unit ID:</b>	22
<b>BCGS Map Reference:</b>	BCGS Mapsheet #
<b>Licence Type:</b>	B07- Forestry Licence to Cut
<b>Purpose:</b>	SS-Small Scale Salvage<2000m3
<b>Licence:</b>	This is your FLTC # provided by District FLNR