One Cutting Permit

Administration Manual for Community Forest Agreements and Woodlot Licences

July 2019

Forest Tenures Branch

Questions or comments should be directed to:

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1   Introduction

The objective of the One Cutting Permit (1 CP) is to create efficiencies for Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) staff and holders of Woodlot Licences (WL) and Community Forest Agreements (CFA) by issuing a Cutting Permit (CP) that covers the entire tenure area for a 4-year period.

The following conditions MUST be in place for the 1 CP over a WL or CFA to be available:

1. Tabular rates are applicable for the tenure and there are no other active CPs in place on the tenure.
2. There is an approved Woodlot Licence Plan (WLP) or Forest Stewardship Plan (FSP) for the tenure.
3. The District Manager is satisfied that First Nations consultation is adequate for the entire area covered by the 1 CP.
4. Any conflicts identified in the status and clearance adjudication report have been resolved by the decision maker.
5. There is a Management Plan in effect.

The purpose of the 1 CP is to authorize timber harvesting and road construction. Harvesting or road construction outside of the area covered by a 1 CP or a Road Permit is unauthorized harvest. A licence or agreement holder must abide by the *Forest and Range Practices Act* (FRPA) within the area covered by a 1 CP. The 1 CP does not play a role in describing the forest practices. Additional information about standard Cutting Permits and Road Permits can be found here:

https://www2.gov.bc.ca/gov/content/industry/forestry/forest-tenures/forest-tenure-administration/cutting-permit-road-tenure-administration

2   Business Process

2.1.1   Client Process: Initial FTA Submission

2.1.2   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 Forest Tenures Administration system (FTA) schema details of which can be found in Appendix 1.
- For spatial, include one triangular block with an area of 0.6 ha, located on the crown portion of the tenure (an equilateral triangle with 118 metre sides) that will be covered by the 1 CP authorisation.
- Designate as 'SSS' in salvage Type Code field <fta:salvageTypeCode>.
- In Application Description (<fta:applicationDescription>) enter following phrase <u>exactly</u>:
    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 will be rejected and resubmitted.
- Name the block with a name of your choice using cutBlockID field and record selected name in your records. Exact name will be required at a later date. A typical block name is "1".
- In Block Description (<fta:blockDescription>), enter following phrase <u>exactly</u>:
    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.
- Report net area and gross area to 0.6 ha.
- When filing a NOC (Notice of Commencement) for the first harvest under this one-CP, do not ask the district to create a new opening in FTA.
- Report the first harvest under this 1 CP to RESULTS using the block name you chose for the triangle and recorded.
- When filing NOC for second and subsequent harvest areas under this 1 CP, do ask to district to create a new opening in FTA.
- Licensee must submit a NOC for each cutblock to allow subsequent cutblocks to be entered in FTA. FTA does NOT populate RESULTS. However, the block must exist in FTA before a licensee can make a RESULTS submission for the completed harvesting activity.

There may be some instances where the area under the Woodlot Licence Plan or Forest Stewardship Plan is less than the whole tenure. In these cases the following information must be provided to the District:

- Map in .pdf format and a shape file of the area to be covered by the 1 CP.
- The following text submitted in the (<fta:applicationDescription>) field of the FTA submission based on whether it is a CFA or WL:

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

2.1.3   Schedule A / Private Land Harvest

Licensees with Private Land in the WL or CFA are required to submit a separate 1 CP application to cover the private land portion of the tenure. The application process is the same as described for Crown land with the following exceptions:

- Spatial for application is a 0.6 ha triangle positioned within the Schedule A boundaries, that will be covered by the 1 CP authorisation.
- Include one block / triangle for each private land timber mark that applies to the Private Land portion of WL or CFA. If one mark only, submit one triangle. If multiple marks, place a triangle for each mark in the Schedule A portion of license to which the mark applies.
- In Block Description (<fta:blockDescription>), enter following phrase <u>exactly</u>:
  > *SSS indicates WL 1 CP P*
  > or
  > *SSS indicates CFA 1 CP P*
  > This phrase is case sensitive and contains no leading or trailing blanks.
  - Use the <fta:ownedByFile> field to specify the applicable private land timber mark.

2.1.4   CP Application Completion

The CP Application will also include information emailed to the appropriate District FTA inbox:

- Interior Stumpage Rate Request Form or Short Form Appraisal.
- District CP application form or Letter of application stipulating the application is for a 1 CP and providing the FTA submission number.
- The District CP application business processes may require that information on the status of information sharing with First Nations be provided with the application.

2.2   FLNRORD Natural Resource Operations Approval Process

- Once the ESF and additional information have been submitted, District staff can perform the status/clearance adjudication reports and approve the 1 CP in FTA. The level of clearance completed is based on District discretion, no map outputs are required.
- The 1 CP entry created in FTA must have SSS designation to enable adding additional aspatial harvest blocks over life of permit.
- District will prepare the 1 CP document. The Exhibit 'A' that is attached to the document will be the entire area under 1 CP. Generally, the 1 CP extent is the area covered by the woodlot WLP or CFA FSP and is the same as the Exhibit 'A' of the licence document.
- This will not be the case where the WLP or FSP do not cover the entire tenure area, or the 1 CP application does not cover the entire WLP or FSP area. These situations will require a map (Exhibit 'A') that matches the area under the CP authorization.

- Maps attached to the 1 CP will include exclusions and any 'save and excepts' from the adjudication report.
- Upon issuance of 1 CP documents, the Licensee has legal authority to operate in the WL or CFA, consistent with applicable legislation and regulations and subject to the approved WLP or FSP and the adjudication report.

2.3   Process for Adding Subsequent Cut Blocks

2.3.1   Client Process Overview

A WL is required per Section 74 of the *Woodlot Licence Planning and Practices Regulation* and a CFA is required per Section 84 of the *Forest Planning and Practices Regulation* to submit information to notify the District office upon commencement of forest harvesting as follows:

- Licensee will submit, normally by email, a NOC to the District prior to commencement of each spatially discrete harvest block or permanent road.
- Re-starting the activities after an inactive period of 3 months or more also requires a NOC.
- The commencement date in the NOC means the date on which timber harvesting, other than on road rights of way or landings, begins on the cutblock.
- Most Natural Resource Districts have a NOC form that can be submitted electronically, please check with your District.

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 four options:
    1. If the NOC is for a restart of operations on an existing unit after a period of inactivity no action is required in FTA by District staff.
    2. 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).
    3. 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).
    4. 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.
- 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.

2.3.3 Miscellaneous

- The 'Copy Exhibit A' in RESULTS functionality is obsolete for 1 CP. Licensees are required to submit full spatial information into RESULTS.
- If due to error or unforeseen circumstances a harvesting opening is created in FTA but no harvesting takes place on that opening, the licensee must contact the District. The District will mark the opening as Logging Complete with 0 harvest area in FTA. Opening status EE (entered in error) is not the correct code.

3   1 CP Road Use Authorization and Reporting on a Woodlot Licence

Upon expiry of a 1 CP, a Woodlot Licence holder must decide whether they wish to:

1. Submit a Road Permit application or amendment for permanent roads that have been constructed and/or used for an industrial purpose under the expired 1 CP, or
2. Report permanent roads constructed and/or used for an industrial purpose under the expired 1 CP consistent with direction provided by the Chief Forester per WLPPR Section 76 (3)(c).
3. Deactivate the road.

Road maintenance and deactivation obligations per Part 4 of the WLPPR and specifically Sections 68, 70 and 71 apply until the road is either deactivated by the licence holder or the responsibility for the road is transferred to the Crown or another user.

The reporting requirements per the Chief Forester requirements and WLPPR 76 (3)(c) do not apply to roads authorized in a Road Permit, Special Use Permit for Roads, Road Use Permit for Industrial Use on a Forest Service Road and Land Act Authorizations for roads. There is no need to report deactivated roads.

3.1   Woodlot Licence Road Reporting Information Submission (WLRRIS)

The WLRRIS form, including spatial data, must be submitted to the District Manager of the Natural Resource District in which the woodlot licence is located on or before May 31st of the year following the expiration of the One CP. District and GEOBC staff will review the information and the submitter will be contacted if there are any submission errors or inconsistencies.

A copy of the WLRRIS form can be found here: https://www2.gov.bc.ca/gov/content/industry/forestry/forest-tenures/timber-harvesting-rights/woodlot-licence and once submitted, copies will be placed in the District (19720-60/W#) file for future reference.

This option is applicable only to WLs. CFAs will still obtain Road Permits for all permanent roads constructed under 1 CP authorization. Subsequent One CP

Licensees may wish to consider submitting an application for a second 1 CP shortly before the expiry of the current 1CP.

This will allow time 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 RESULTS reporting obligations associated with a current 1 CP will leave approved harvest units in FTA with a status other than Logging Complete or Silviculture. The existence of the open harvest units will prevent the district from closing the 1 CP which will prevent issuance of a subsequent 1 CP.

4 Appendix 1 – Sample XML of 1CP Application

```xml
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xmlns:fta="http://www.for.gov.bc.ca/schema/fta" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.for.gov.bc.ca/schema/esf http://www.for.gov.bc.ca/schema/esf/1/xsd/MOF/esf-
submission.xsd http://www.for.gov.bc.ca/schema/fta http://www.for.gov.bc.ca/schema/fta/9/xsd/MOF/mof-fta.xsd">

<esf:submissionMetadata>

  <esf:emailAddress>mailto:validaddress@provider.com</esf:emailAddress>

  <esf:telephoneNumber>2502241234</esf:telephoneNumber>

</esf:submissionMetadata>

<esf:submissionContent>

  <fta:FTASubmission>

    <gml:boundedBy>

      <gml:null>inapplicable</gml:null>

    </gml:boundedBy>

    <fta:submissionMetadataProperty>

      <fta:SubmissionMetadata>

        <fta:districtCode>DSE</fta:districtCode>

        <fta:clientCode>00999999</fta:clientCode>

        <fta:clientLocationCode>00</fta:clientLocationCode>

      </fta:SubmissionMetadata>

    </fta:submissionMetadataProperty>

    <fta:submissionItem>

      <fta:HarvestApplicationWithCP>

        <gml:boundedBy><gml:null>inapplicable</gml:null></gml:boundedBy>

        <fta:forestFileID>W1243</fta:forestFileID>

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        <fta:district>DSE</fta:district>

        <fta:applicationPurpose>N</fta:applicationPurpose>

        <fta:cuttingPermitID>GG</fta:cuttingPermitID>

        <fta:location>W1234</fta:location>

        <fta:markingInstrumentCode>H</fta:markingInstrumentCode>

        <fta:markingMethodCode>S</fta:markingMethodCode>

        <fta:deciduousIndicator>false</fta:deciduousIndicator>

        <fta:catastrophicIndicator>false</fta:catastrophicIndicator>

        <fta:cruiseBasedIndicator>false</fta:cruiseBasedIndicator>

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