

FORT ST. JAMES AND VANDERHOOF

SMALL SCALE SALVAGE

APPLICATION PACKAGE

April 1, 2011 to March 31, 2012

Table of Contents

SMALL SCALE SALVAGE REGISTRATION FORM	1
HIGHLIGHTS AND CHANGES FROM LAST YEAR	2
FORT ST. JAMES AND VANDERHOOF SMALL SCALE SALVAGE STRATEGIC PLAN	3
1. PURPOSE.....	3
2. STRATEGIC GOALS.....	3
3. PRIORITIES.....	4
4. APPLICATION AND SCOPE.....	4
5. REGISTRATION.....	5
6. ROADS.....	5
7. IMPLEMENTATION.....	5
8. FUTURE CONSIDERATIONS.....	5
9. CONTACTS.....	6
10. AUTHORITY.....	6
FORT ST. JAMES AND VANDERHOOF SMALL SCALE SALVAGE GUIDELINES	7
1. PURPOSE & SCOPE.....	7
2. DISCLAIMER.....	7
3. GUIDELINES.....	7
1) <i>Applicant Qualifications</i>	7
2) <i>Authorizations</i>	7
3) <i>Bark Beetle Management</i>	8
4) <i>Blowdown</i>	8
5) <i>Consultation with First Nations</i>	8
6) <i>DJA Guidelines for FN Consultation</i>	8
7) <i>DVA Guidelines for FN Consultation</i>	9
8) <i>Damaged Timber</i>	9
9) <i>Debris Piles</i>	9
10) <i>Deposits</i>	9
11) <i>Douglas-fir Management</i>	10
12) <i>Electronic Submission</i>	10
13) <i>Extensions to the Term of the FLTC</i>	11
14) <i>Incidental Green Timber Harvest</i>	11
15) <i>Isolated Patches</i>	11
16) <i>Local Plans and Land Use Objectives</i>	11
17) <i>Landings</i>	12
18) <i>Land Status</i>	12
19) <i>Layout</i>	12
20) <i>Legislation</i>	12
21) <i>Limit on Number of FLTCs</i>	13
22) <i>Mapping</i>	13
23) <i>Notifications</i>	13
24) <i>Performance of Applicant</i>	13
25) <i>Post Harvest Report</i>	14
26) <i>Professional Application for an FLTC</i>	14
27) <i>Professional versus Conventional Applications</i>	15
28) <i>Range</i>	15
29) <i>Referrals</i>	15
30) <i>Residue and Waste</i>	15
31) <i>Restrictions due to Fire Danger</i>	16
32) <i>Review of Application</i>	16
33) <i>Riparian Areas</i>	16
34) <i>Road Construction</i>	16
35) <i>Road Use</i>	16
36) <i>Safety</i>	16
37) <i>Silviculture Levy and Reforestation</i>	16
38) <i>Site Plans</i>	17
39) <i>Skid Trails</i>	17
40) <i>Small Scale Salvage Management Zone</i>	17
41) <i>Stumpage Rates</i>	17
42) <i>Timber Marking</i>	17
43) <i>Volume Limit per FLTC</i>	18
4. CONTACT INFORMATION.....	18
<i>Fort St. James Office</i>	18
<i>Vanderhoof Office</i>	18
5. WEBSITES.....	19

Small Scale Salvage Registration Form

Please complete this registration form and give it to **the** Resource Clerk in Fort St. James or Barb Anthony, Resource Clerk in Vanderhoof

Indicate whether you are registering as an individual or a corporation:

- Individual Corporation
- Has twelve months logging experience
- >19 years old

Name: _____

Corporation Name: _____

(if applicable)

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail address: _____

This information will also be used to inform you of any changes to small scale salvage.

Highlights and Changes from Last Year

1. The same application package will be used for both Fort St. James District (DJA) and Vanderhoof District (DVA). **Changes to the draft application package circulated for feedback in February 2011 are indicated in red.**
2. **The Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) is now responsible for administration of small scale salvage. Reference to Ministry of Forests and Range in previous documents should now be to MFLNRO.**
3. To facilitate the communication of changes, any person wanting to participate in small scale salvage must be registered with the district.
4. To minimize the impact and conflict with the public, First Nations, forest licensees, and other stakeholders, it is preferred that operations in DJA remain within the areas included in the Small Scale Salvage Management Zone (SSSMZ). In DVA it is preferred that operations remain within area encompassed by the Crown Land Plan or within 5 kilometres of its boundaries.
5. Applicants **must discuss** their harvesting proposal(s) with Nathan Voth, Paul Inden or their designate **before applying or laying it out** to minimize any resubmissions or rework.
6. Small scale salvage stumpage rates are revised on May 1st and November 1st. Once a Forestry Licence to Cut (FLTC) is issued, the stumpage rates are fixed for the term of the licence.
7. Full appraisals can be completed instead of using tabular rates. For example, full appraisals consider hauling distance, steep slopes and piece size.
8. A silviculture levy will be collected on all conifer grades 1, 2 and 4 if the professional application has a block greater than 5 hectares in size. The levy will be \$4.00 per m³ in DJA and \$5.30 per m³ in DVA (the different levy rate is a result of higher volume per hectare in DJA).
9. As a result of the March 31, 2009 amendment to the *Interior Appraisal Manual*, a silviculture levy will not be collected on professional applications with blocks not greater than 5 hectares in size.
10. If roads are needed they must be preapproved by district staff prior to submitting an application. Roads should not be longer than 500 metres. The applicant must make an ESF submission for the creation of an FLTC Exhibit "B" map indicating the access road location. The MFLNRO will add the road clauses in a Schedule C of the FLTC.
11. When using existing roads already under permit, a signed road use agreement with the primary user of the road must be submitted to the MFLNRO before the District Manager (DM) will issue the FLTC.
12. Harvesting proposals within BCTS operating areas will require preapproval with BCTS staff prior to any work being completed. **Likelihood of BCTS approval will be higher if proposals align with areas identified by BCTS as having small scale salvage opportunity.**
13. Applications that are submitted but not approved or issued will have a stale date attached to them. Applications will not be held for more than 12 months, after this they will be eligible to anyone to harvest. Any investment in layout by the original applicant will be lost.
14. Requests for FLTC extensions must include a written rationale for why the contractual obligations could not be met during the term of the licence. The request should be submitted to the DM at least 2 weeks prior to the expiration of the FLTC.

Fort St. James and Vanderhoof Small Scale Salvage Strategic Plan

1. Purpose

This plan provides direction for salvage loggers and forest professionals seeking small scale salvage (SSS) opportunities in the Fort St. James District (DJA) and the Vanderhoof District (DVA) of the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO). It is the focal point for appropriate consultation discussions with First Nations (FN) with respect to proposed small scale salvage harvesting.

2. Strategic Goals

Small scale salvage will be directed to areas where it fulfills the greatest natural resource management need. The current need is fuel management near dwellings, utility lines, communications infrastructure, public roads, railways, proposed or existing fence lines and evacuation routes for the purpose of reducing the fire hazard, safety concerns or damage from windthrow.

It will avoid small patch fragmentation across the landscape and work with major tenure holders to avoid operations in long term retention areas such as wildlife trees patches, old growth management units and connectivity corridors. It will also meet the requirements for secondary stand structure.

Where small scale salvage is an appropriate tool to meet the objectives of government programs, it will assist in meeting those objectives. Some recent examples are as follows:

- a) Engineering
 - harvesting of danger trees adjacent to roads
 - decked timber from road right-of-way harvesting
- b) Forest Health
 - falling and removal of Douglas-fir beetle (DFB) trap trees and any associated attacked trees
 - harvesting isolated patches of beetle attacked timber
- c) Range
 - harvesting for the purpose of reducing damage from dead trees falling on fence lines
 - Cash Sales for fence posts and rails
- d) Recreation
 - harvesting of danger trees in recreation sites and adjacent to recreation trails
- e) Research
 - harvesting for the purpose of research
- f) Wildfire Management
 - harvesting for the purpose of fuel management to reduce the risk of damage from wild fires
 - removal of decked timber from fire line construction
 - salvaging stands of burned timber
- g) Wildlife Management
 - removal of dead pine and planting a species mix that includes Douglas-fir to improve ungulate winter range
 - falling and removal of Douglas-fir trap trees to reduce the DFB infestation and minimize the loss of mature Douglas-fir trees

3. Priorities

Priorities based on natural resource management objectives are as follows, starting with the highest priority:

- a) public safety
- b) fuel management and protecting values at risk
- c) reducing the spread of bark beetles
- d) research
- e) recovering value from damaged timber

While it is important to recover as much economic value as possible from the trees before the wood quality deteriorates, it is equally important to balance this with other Crown objectives for natural resources (wildlife habitat for example).

4. Application and Scope

The entire DJA and DVA are available for small scale salvage with the exception of BC Timber Sales (BCTS) operating area¹ and the John Prince Research Forest. To minimize the impact and conflict with the public, First Nations, forest licensees, and other stakeholders, it is preferred that operations in DJA remain within the areas included in the Small Scale Salvage Management Zone (SSSMZ), which is identified and described under the DJA Guidelines. The SSSMZ is revised annually based on yearly salvage priorities, distribution of industrial activity, industrial road-use, and consultation with affected persons. In DVA it is preferred that operations remain within area encompassed by the Vanderhoof Crown Land Plan or within 5 kilometres of its boundaries.

Professional applications for salvage harvesting will only be accepted for unencumbered crown land to a maximum volume of 2,000 m³ per application. Proposals will not be accepted on community forests, woodlots, agricultural leases, agricultural development areas, settlement reserve areas or deeded land with crown timber reserves.

The applicant needs to refer the harvesting proposal to other licensees to ensure there is no conflict. Major licensees will have first right of refusal to salvage material within their operating area. Applicants will also be responsible for communicating with other stakeholders, tenure or agreement holders and providing documentation of referrals. The Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) will consult with First Nations and the public regarding the small scale salvage strategic plan for DJA and DVA. As part of information sharing with FN, the MFLNRO will provide FN with a map of small scale salvage licences issued each year.

¹ BCTS will contribute to small scale salvage by annually advertising 10,000 to 15,000 m³ of small volume Timber Sale Licences (TSLs) within their operating area. These small volume TSLs (competitive salvage opportunities) will be dictated by landscape condition, economic viability and sale demand, but can be expected to range in size from 2,000 m³ to a maximum of 10,000 m³. Please note that in order to bid on BCTS TSLs, proponents must be registered with BCTS (no fee, registration maintained if active within 5 yrs). All parties wanting to employ workers or subcontractors on TSLs or those intending to direct the on-site activities of workers or subcontractors on TSLs must be SAFE Company certified. Licensees not directing on-site activities will not be required to be SAFE certified. Prior to commencement of activities, proponents must ensure that their operations conform to BCTS EMS requirements, including appropriate worker training.

The MFLNRO will assess applications based on this plan and the following objectives found in the Provincial Three Year Small-Scale Salvage Plan:

<http://www.for.gov.bc.ca/ftp/hth/external/!publish/Web/timber-tenures/small-scale-salvage/sss-3-year-strategic-plan-2007-08-to-2010-11.pdf>

- a) Harvest and utilize small, isolated patches of timber that are dead and/or in danger of being significantly reduced in value, lost or destroyed and would otherwise not be harvested.
- b) Ensure small scale salvage operations take place within the context of overall, long-term forest stewardship and economic objectives.
- c) Reduce the spread of insects and disease and contribute to forest health management. Small scale salvage is to be used judiciously in regard to mountain pine beetle (MPB) salvage operations and continue to focus on “leading edge” areas.
- d) Exert forest worker safety as a priority.
- e) Ensure areas harvested are reforested within acceptable timeframes with acceptable species.
- f) Small scale salvage is promoted as a tool to use in achieving other ministry and government priorities such as harvesting for safety (public and infrastructure) purposes (power line and road rights of way; community wildfire interface; range, recreation sites, etc.).
- g) Provide a source of opportunities for small independent operators and First Nations.
- h) Cost-effective delivery and contributing to government revenues.

Intermediate salvage (competitive up to 5,000 m³) may be proposed at any time of the year and the District Manager is not obligated to post any sales in any given year. Competitive opportunities are advertised on the Official Notices website at:

<http://www23.for.gov.bc.ca/notices/init.do>. An email notification will also be sent to registered clients that have provided their email address to the MFLNRO.

The annual demand for DJA SSS volume over the past five years ranged from 10,000 m³ to 50,000 m³ with an average of 30,000 m³. In DVA it ranged from 35,000 m³ to 50,000 m³ with an average of 40,000 m³. It is anticipated the demand in 2011/12 will be approximately 40,000 m³ in each district. Because small scale salvage is forest management and market driven, the volume may shift between districts.

5. Registration

To facilitate the communication of changes, any person wanting to participate in small scale salvage must be registered with the district.

6. Roads

Small scale salvage activities will strive to use existing infrastructure. Access roads up to 500 metres in length may occasionally be required. Use or construction of any road by SSS applicants will be governed by the *Forest and Range Practices Act* and regulations.

7. Implementation

The application package is updated annually and is the framework to administer small scale salvage. It includes the registration form, summary of recent changes from the previous year, strategic plan and guidelines.

8. Future Considerations

Small scale salvage will be adapted as required to fulfil the highest priority natural resource management objectives. Potential needs in the future may include addressing small patches of deciduous, windthrow, and trees attacked by spruce beetle.

There is a new focus on establishing non-sawlog timber uses such as bioenergy as a future industry in the province. Small scale salvage has the potential to be a source of fibre supply to this industry.

9. Contacts

If you have any questions regarding this document or application package, contact either:

Nathan Voth, Field Operations Supervisor in Vanderhoof at (250) 567-6363.

Email address: Nathan.Voth@gov.bc.ca

Paul Inden, Tenures Forester in Fort St. James at (250) 996-5200.

Email address: Paul.Inden@gov.bc.ca

10. Authority



Lynda Currie
District Manager
Fort St. James District / Vanderhoof District
Ministry of Forests, Lands and Natural Resource Operations

May 31, 2011
Date

Fort St. James and Vanderhoof Small Scale Salvage Guidelines

1. Purpose & Scope

This document has been prepared to provide District guidance for the delivery of small scale salvage in the Fort St. James District (DJA) and Vanderhoof District (DVA) of the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO).

2. Disclaimer

The information contained in this document is intended to guide applicants and is not intended to be a substitute or supersede current law and policy governing activities. Law and policy periodically changes and it is up to the individual applicant to ensure activities are consistent with all applicable governances.

3. Guidelines

Guidelines for small scale salvage are listed alphabetically by topic for easy reference.

1) Applicant Qualifications

- a) Small scale salvage applicants must meet the following criteria and register with the District using the *Small Scale Salvage Registration Form*:
 - i. Be an individual at least 19 years old or be a corporation registered in British Columbia;
 - ii. Be an individual who has at least 12 months of experience in logging or is a corporation having as a shareholder an individual who has at least 12 months of experience in logging;
 - iii. Not be the holder of a licence or agreement the rights under which are suspended under Section 76 or 78 of the *Forest Act*; and
 - iv. Not be an individual or corporation that owes a fee, stumpage or other sum imposed under the Act payable to the government by the person or another person in his or her stead unless arrangements satisfactory to the district manager have been made for the payment of the sum.

2) Authorizations

- a) Authorization must be obtained from the Ministry of Transportation and Infrastructure (TRAN) prior to conducting operations that will affect a public road. To get a junction permit from TRAN when joining a public road, contact Karen Andrews at (250) 565-6090. The documents titled [Highway Logging Access Checklist](#) and [Logging Access Information](#) include more details.
- b) Authorization must be obtained from the MFLNRO District Manager for junctions connecting FLTC or Road Permit roads to Forest Service Roads.
- c) Authorization must be obtained from BC Hydro or BCTC prior to logging near a power line. Contact Wayne Clark, BC Hydro, at (250) 561-4953. The document titled [ARE YOU LOGGING OR LAND CLEARING NEAR A POWERLINE?](#) includes more details.
- d) Authorization must be obtained from Telus prior to logging near a telephone line. Contact David DeLeenheer, contractor for Telus, at (250) 964-8552.
- e) Authorization must be obtained from Pacific Northern Gas (PNG) prior to crossing PNG rights-of-ways. Contact Tom Leach at (250) 638-5325.

3) Bark Beetle Management

- a) The [Mountain Pine Beetle Action Plan](#) is the cornerstone of the Province's coordinated response to the mountain pine beetle infestation.
- b) The province has bark beetle management strategies by area and by tree species affected and is detailed in a suite of maps called [Emergency Bark Beetle Management Area \(EBBMA\) Maps](#). These maps govern small scale salvage focus by targeting where each of the District's SSS will have the most effect on reducing the spread and damage from bark beetles.
- c) Forest health overview survey data can be found at:
<http://www.for.gov.bc.ca/hfp/health/overview/overview.htm>

4) Blowdown

- a) Operations must not increase the potential for blowdown.

5) Consultation with First Nations

- a) The Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) is required to consult with First Nations (FN) on all tenures that are issued.
- b) It is the applicant's responsibility to assess and determine if the application area is within an area of high potential for archaeological resources or cultural heritage resources are on site.
- c) Archaeological predictive information will be posted to the District FTP sites.
- d) The applicant will bear the cost for CMT surveys and AIAs.

6) DJA Guidelines for FN Consultation

Applications within the Small Scale Salvage Management Zone (SSSMZ)

- a) Affected First Nations have been fully consulted regarding all areas within the SSSMZ. As a result of this consultation, it has been previously agreed that individual small scale salvage operations wholly contained within the SSSMZ do not require further consultation as full effort has been applied in removing or minimizing areas that may impact First Nations interests.
- b) Any applications affecting potential archaeological features or cultural heritage resources must be assessed by an archaeologist or another person with appropriate expertise and the information must be provided to the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO). The MFLNRO will decide whether further First Nation consultation is required, which will be for a minimum 30-day period.
- c) The MFLNRO will strive to continually update the SSSMZ for new information related to archaeological features and Cultural Heritage Resources; however, it is possible that new information may affect any small scale salvage application before or after approval.

Applications outside of the Small Salvage Management Zone (SSSMZ)

- d) No previous First Nation consultation has been undertaken for potential small scale salvage operations outside of the SSSMZ, therefore all applications must undergo full consultation for a minimum of 60 days with all potentially affected First Nations.
- e) Any applications within areas of high archaeological potential or applications affecting potential archaeological features or cultural heritage resources must be assessed by an archaeologist or another person with appropriate expertise and the information provided to the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) for consultation purposes.

Potential Features Discovered During Operations

- f) In the event that any potential archaeological features or cultural heritage resources are discovered during harvesting, operations must cease and the Fort St. James District office must be notified. Upon notification, district staff will immediately work with the licensee to determine to what extent operations may resume and whether

additional actions may be necessary such as modifying the cutblock design, assessing the potential features/resources, and conducting First Nations consultation.

Responsibility for Assessments

- g) The applicant will bear the full responsibility for organizing and paying for any required assessments.

7) DVA Guidelines for FN Consultation

- a) To reduce workload for FN and the MFLNRO, the MFLNRO completes a minimum of 60 day consultation for First Nation review and comment on the Small Scale Salvage Strategic Plan. The MFLNRO completes further consultation with FN if an application is within an area of known FN concern or is outside the scope of the strategic plan.
- b) An archaeological impact assessment (AIA) will be required for small scale salvage areas that are within “high” as indicated on the [Archaeological Potential Model](#).
- c) In instances where a potential cultural heritage resource has been identified, a full archaeological assessment must be conducted prior to the commencement or continuation of harvesting activities and the harvesting must be consistent with the recommendations of the assessment.
- d) When culturally modified trees (CMT’s) are identified, CMT surveys are to be completed and submitted with the application as per the [Vanderhoof Forest District CMT Policy](#).
- e) The applicant will bear the full responsibility for organizing and paying for any required assessments.

8) Damaged Timber

- a) As per section 6.4(3) of the [Interior Appraisal Manual](#), damaged timber is timber that:
 - i. Has been blown down,
 - ii. Has been damaged by fire, disease, snow press, or
 - iii. Will die within one year, as determined by the district manager, as a result of the effects of the mountain pine beetle, or other forest pests.
 - iv. Will be or has been used for trap trees and associated overflow trees.

9) Debris Piles

- a) Debris piles should be ground or burned at the earliest possible date after harvesting is complete, to abate the fire hazard and facilitate future silviculture activities.
- b) Slash piled for disposal must be at least 10 metres from standing timber and at least 30 metres from utility lines or any improvement.
- c) The licensee is responsible for the disposal of logging debris.
- d) The licensee must not complete the disposal of logging debris until after the MFLNRO has completed a residue and waste survey.
- e) Open burning of debris must not be initiated unless the licensee obtains a burning registration number, to do so is safe and is likely to continue to be safe.
- f) Call the [Wildfire Management Branch](#) at 1-888-797-1717 for a burn registration number.
- g) If your FLTC is in DVA, refer to the [Vanderhoof Forest District Burn Plan](#) and [Burn Plan for Smoke Management Map](#) to determine the required venting conditions on the day of ignition.
- h) To obtain the venting forecast, call the Ministry of Environment answering machine at 1-888-281-2992 or go to:
<http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>

10) Deposits

- a) At the time of signing the FLTC document, the applicant must provide a security deposit totalling 10% of the estimated stumpage value or \$500, whichever is greater.

- b) The deposit must be in one of the following: a certified bank draft, money order, safe keeping agreements, or a letter of credit.
- c) The deposit may not be returned to the licensee until the contractual obligations within the FLTC document have been met.
- d) If, due to extenuating circumstance, the licensee cannot meet certain contractual obligations within the Licence document (e.g., hazard abatement), a request for a partial return of the deposit may be made.
- e) A minimum of \$500 from the security deposit will be held until the [fire hazard abatement](#) has been completed.
- f) Any portion of the security deposit may not be released until the Post Harvesting Report is received and the electronic submission into RESULTS is completed.
- g) The [Advertising, Deposits, Disposition and Extension Regulation](#) provides direction regarding deposits.

11) Douglas-fir Management

- a) Salvagers are expected to follow the [Douglas-fir Management Guidelines for the Prince George Forest Region](#) when harvesting Douglas-fir.

12) Electronic Submission

- a) As of February 28, 2007, all SSS applications that will create any openings (greater than 0.2 hectares in size) must be submitted through ESF.
- b) For professional applications (including undeveloped, competitive FLTCs), it is mandatory for the applicant to submit digital data via the [Electronic Submission Framework](#) (ESF) into FTA before submitting a paper copy of the application to the DM.
- c) Follow the [suggested process](#) for submitting a completed SSS application.
- d) It is recommended that all applications be run through the ILRR [Map Inquiry tool](#) or the [Spatial Overlay Engine](#) in Mapview before submitting to FTA to avoid any obvious conflicts.
- e) When GPS'd boundaries conflict with private land boundaries in the corporate cadastre file, the licensee must confirm that the application does not encroach on private land by locating the survey pins and notifying the district that the conflict is due to mapping errors in the cadastral data. Legal Surveys are required when harvesting adjacent to private property.
- f) Do not corrupt "good data" to fit "bad data" that may be in the corporate warehouse. Send us an email to fix the positional accuracy of the problem data in the warehouse.
- g) The tenure Exhibit 'A' map will be developed from the digital data for the GPS traversed cutting boundaries submitted through ESF.
- h) When road construction is required, the tenure Exhibit 'B' map will be developed from the digital data for the GPS traversed roads submitted through ESF.
- i) PofC's and PofT's are no longer required for roads for FTA 4 as they are automatically generated by the system. They are placed based on the Directionality of your road submission so make sure your road is going in the correct direction spatially so the P of C and the P of T are placed in the correct location for your legal Exhibit 'B'.
- j) To achieve Minister Bell's expectation of a professional application FLTC being issued within 2 working days, the applicant must contact Nathan Voth or Paul Inden as soon as they have completed an electronic submission to initiate the production of an Exhibit 'A' map.
- k) As of April 1, 2007, licensees are responsible for the [RESULTS information submission](#) via ESF within 60 days of harvest completion, using the attached [template](#) as the guide for information that must be contained in the XML file (warning: the "planned area" in FTA must not be less than the "gross area logged" submitted into RESULTS).
- l) The RESULTS submission must be completed before submitting the post harvest report to the DM.

- m) The submission ID must be recorded on the professional application **and post harvest report**.
- n) The MFLNRO will complete ESF submissions into FTA and RESULTS for conventional applications and developed, competitive FLTCs.
- o) Any issues with ESF and xml errors must be put through to apphelp. Email FORHISP.APPHELP@gov.bc.ca or call (250) 387-8888 if you have problems or questions.

13) Extensions to the Term of the FLTC

- a) Extensions will only be granted to the term of these licences in situations that are beyond the control of the licensee such as Forest Closures due to extreme fire hazard. As such, it is important to ensure the requested term is sufficient to complete all operations on the site.
- b) Requests for FLTC extensions must include a written rationale for why the contractual obligations could not be met during the term of the licence. The request should be submitted to the DM at least 2 weeks prior to the expiration of the FLTC.

14) Incidental Green Timber Harvest

- a) The volume of incidental green timber required for access to the salvage timber or to remove a hazard posed to the operations that must be harvested in association with a small scale salvage operation should be minimized and may not exceed 20% of the total volume of timber harvested without a rationale pre-approved by the DM.

15) Isolated Patches

- a) Small scale salvage is designed to target the harvest of small isolated patches of damaged timber not exceeding 2,000 m³.
- b) Clear-cuts must not be adjacent to each other. An area is considered to be adjacent when it is within 100 metres to what already has been harvested or proposed for SSS harvest.
- c) Small clearcuts with a total volume of less than 2,000 m³ are not to be proposed within areas of continuous and equally intensive beetle infested, fire killed, diseased or wind thrown trees that should be addressed via a larger clearcut (i.e. removing a small clearcut from a potential large clearcut). These areas should be addressed by a major licensee, non-replaceable forest licensee or BCTS.
- d) Planning and layout of proposed SSS applications in DVA must be consistent with [Standard Operating Procedures for Small Patch Harvesting in the Vanderhoof Forest District](#).

16) Local Plans and Land Use Objectives

- a) Salvagers are expected to follow local plans and land use objectives.
 - i. Agriculture Development Areas and Settlement Reserve Areas
<http://archive.ilmb.gov.bc.ca/slrp/srmp/north/vanderhoof/>
 - ii. Fort St. James Lakeshore Classifications
<http://www.for.gov.bc.ca/ftp/DJA/external!/publish/lakeclass/PDFs/>
 - iii. Vanderhoof Lakeshore Classifications
<http://www.for.gov.bc.ca/ftp/DVA/external!/publish/Web/DVA%20Data-Operational%20Planning/UpdatedMarch09/Lakeshore%20Classifications-Draft%20Plan/>
 - iv. Fort St. James Land and Resource Management Plan
http://archive.ilmb.gov.bc.ca/slrp/lrmp/princegeorge/fort_stjames/index.html
 - v. Vanderhoof Crown Land Plan Map
http://www.for.gov.bc.ca/ftp/dva/external!/publish/SSSAttachments/Vanderhoof_Crown_Land_Plan_Map_2007_new_ADAs.pdf
 - vi. Vanderhoof Land and Resource Management Plan
<http://archive.ilmb.gov.bc.ca/slrp/lrmp/princegeorge/vanderhf/index.html>

17) Landings

- a) Landing construction should be avoided and existing landings should be utilized whenever possible.
- b) Landing areas must be included in the FLTC Exhibit A area and any trees cut on the landing will count towards allowable volume issued under the FLTC.
- c) Timber from no more than one licence should be skidded to one landing at one time unless otherwise authorized in writing by a Forest Official.
- d) Landing ditches must be cleared of debris and natural drainage must be maintained, and/or restored as necessary.

18) Land Status

- a) It is up to the applicant to check potential salvage areas for other encumbrances or tenures so as to not be in conflict with them.
- b) Private land, Indian reserves, parks or protected areas are examples of areas that will **not** be considered for small scale salvage.
- c) An FLTC can only be issued on vacant Crown land.
- d) The following tools are available for checking land status:
 - i. The [ILRR](#) provides a single source of reliable information on *Crown Land* legal interests.
 - ii. Potential *private land* conflicts can be checked at [BC OnLine](#) or with a Government Agent at any BC Access Centre.
 - iii. [Tantalis Gator](#) provides all Crown Land information. Applicants are encouraged to register an account with Tantalis themselves, or utilize the services of a Consultant that is registered.

19) Layout

- a) All clearcut areas must be flagged with orange cutting boundary ribbon and marked with blue boundary paint prior to harvest commencement.
- b) For damaged timber next to utility lines, proposed or existing fence lines, and public roads the maximum clearing width is 30 metres on either side. The exception is when a natural boundary is followed to reduce blowdown and the isolation of timber.
- c) Landing must not exceed 0.3 hectares in size and be at least 40 metres from a stream, wetland or lake and outside its respective Riparian Management Zone.
- d) The maximum total clearing width is 25 metres for new road right-of-ways in green timber.

20) Legislation

- a) Forestry legislation applies to all small scale salvage harvesting. Forestry legislation means the statutes and regulations of the *Forest Act*, and the *Forest and Range Practices Act*. They can be viewed on the BC Laws website <http://www.bclaws.ca/>.
 - i. Accuracy of information submitted
[Part 7, Section 105.1 of Forest Act](#)
 - ii. Appraisal manual for stumpage rates
<http://www.for.gov.bc.ca/hva/manuals/interior.htm>
 - iii. Content of Forestry Licence to Cut
[Part 3, Section 47.7 of Forest Act](#)
 - iv. Correcting stumpage rates where inaccurate information was provided
[Part 7, Section 105.2 of Forest Act](#)
 - v. Excess harvesting penalty for non-replaceable licences
[Division 1, Section 4 of the Cut Control Regulation](#)
 - vi. Excessive soil disturbance
[Section 35 of the Forest Planning and Practices Regulation](#)
 - vii. Favourable weather for smoke dispersion
[Section 8 of the Open Burning Smoke Control Regulation](#)
 - viii. Harvesting within the riparian areas
[Part 4, Division 3 of the Forest Planning and Practices Regulation](#)

- ix. Hazard abatement
[Part 2, Division 1, Section 12 of the *Wildfire Regulation*](#)
 - x. Heritage Protection
[Part 2, Section 13 of the *Heritage Conservation Act*](#)
 - xi. Limit on total cut for forestry licence to cut
[Part 4, Division 3.1, Section 75.21 of the *Forest Act*](#)
 - xii. Logging Tax
[Ministry of Finance Tax Bulletin LTA 001](#)
 - xiii. Resource features and wildlife habitat features
[Part 4, Division 6, Section 70 of the *Forest Planning and Practices Regulation*](#)
 - xiv. Roads - authority to construct, maintain or deactivate
[Part 5, Section 70.1 of the *Forest Planning and Practices Regulation*](#)
 - xv. Roads – industrial use
[Part 3, Division 2, Section 22.1 of the *Forest and Range Practices Act*](#)
 - xvi. Refund or forfeiture of deposit
[Part 3 of the *Advertising, Deposits, Disposition and Extension Regulation*](#)
 - xvii. Wildlife tree retention areas under FRPA - managing and tracking
[FRPA General Bulletin # 8](#)
 - xviii. Worker Safety
[Workers Compensation Act](#)
[Occupational Health & Safety Regulation](#)
- b) These sites should be checked periodically for changes in legislation. Also, check the date the site was last updated to ensure it is current. The Province of British Columbia does not warrant the accuracy or completeness of these statutes and regulations, and in no event will the Province be liable or responsible for damages of any kind arising out of the use of this document or these internet sites.

21) Limit on Number of FLTCs

- a) Applicants will be limited to a maximum of three (3) FLTC's under which primary timber harvesting operations have not been completed.
- b) Primary timber harvesting operations is defined as falling and yarding of timber to a central landing, roadside or drop area.
- c) When primary harvesting is completed, the FLTC licensee is to notify Brenda Gouglas in Fort St. James or Barb Anthony in Vanderhoof.

22) Mapping

- a) The provincial [Mapping Standards](#) describe minimum standards for a map that must accompany a professional application for an FLTC.
- b) [Mapview](#) can be used to make a map.

23) Notifications

- a) **The licensee must notify the DM or designate prior to harvesting and upon completion of operations.**
- b) The licensee must notify the trapper and guide prior to harvesting.
- c) Use [ILRR](#) to determine the trapline and guide outfitter area by activating and indentifying these layers. Record the *Interest ID* if the interest status is active.
- d) The contact information for trappers and guides can be obtained from **the Resource Clerk** in DJA or Judy Birch in DVA by providing them the *Interest ID*.

24) Performance of Applicant

- a) The DM or designate may deny applications based on the degree of risk related to poor performance of the applicant with respect to on the ground practices or failure to meet standards or obligations specified in the licence document. Examples of poor performance include, but are not limited to, the following:
 - i. Exceeding the maximum volume specified in the licence.
 - ii. Failure to pay stumpage, residue & waste billing or penalty billing.
 - iii. Harvesting trees reserved from cutting in the Schedule B of the FLTC document.

- iv. Not completing or failure to harvest an issued FLTC.
 - v. Excessive soil disturbance as a result of harvesting activities.
 - vi. Failure to dispose of logging debris.
 - vii. Failure to comply with WorkSafe BC acts and regulations.
 - viii. Failure to complete referrals, Post Harvest Report or ESF submission into RESULTS.
- b) **Any rejection of an application based on the performance of the applicant will be in writing from the DM or their designate and will be consistent with [Section 81 of the Forest Act](#) and the [Performance Based Harvesting Regulation](#).**

25) Post Harvest Report

- a) For professional applications, the [Post Harvesting Report](#) indicates successful completion of harvest activities and compliance or non-compliance with tenure obligations and legislated requirements.
- b) The post harvest report must be submitted to the DM **within 60 days** of the expiry of the FLTC or snow free conditions.
- c) The use of the post harvesting report does not preclude any actions from being taken by Ministry Compliance and Enforcement (C&E) staff as a result of their inspections.

26) Professional Application for an FLTC

- a) The [Professional Application](#) was implemented to facilitate a consistent submission package and to require an RPF or RFT to certify that the information in the application is accurate and that it meets the guidelines, conditions and expectations outlined in this document.
- b) Applicants **must discuss** their harvesting proposal(s) with Nathan Voth, Paul Inden or their designate **before applying or laying it out** to minimize any resubmissions or rework.
- c) Applications that have not been previously discussed will not be accepted.
- d) Discussions will include known concerns from local knowledge and land use objectives based on status of the land.
- e) The professional **must use the full legal name of the applicant** as registered with the MFLNRO when completing documents for small scale salvage clients. This can be their first, middle and last name, a registered company or a registered society.
- f) The professional is responsible for ensuring all land status conflicts are resolved prior to submitting an application and provide related documentation with the application.
- g) Where possible, combine small patches together, but not exceeding 2,000 m³, into one Licence that was typically split into several licensees in the past. This will minimize paper work at both ends and associated administration costs.
- h) The professional application package **must include** the following:
 - i. Application for Forestry Licence to Cut
 - ii. Stumpage Rate Request Form
 - iii. Licensee Referral Form(s)
 - iv. Two 1:10,000 maps of the area proposed for harvest
 - v. Two 1:50,000 location maps of the area proposed for harvest
 - vi. Electronic submission in FTA
 - vii. Site plan

and must also include the following if applicable:

 - viii. Documentation of referrals to trappers, guides or range permittees
 - ix. Road use agreement with the road permittee
 - x. Written permission from the Ministry of Transportation and Highways, BC Hydro, BCTC, Telus or Pacific Northern Gas
 - xi. CMT surveys
 - xii. Archaeological impact assessment

27) Professional versus Conventional Applications

- a) Applications up to 50 m³ will be processed as conventional applications (work is completed by MFLNRO)
- b) Applications greater than 50 m³ will normally be processed as professional applications (work is completed by applicant).
- c) The District Manager reserves the right to accept conventional applications for circumstances where requiring a professional application is cost prohibitive (e.g. decked wood, removing snags next to fence lines or removing danger trees from a recreation site).

28) Range

- a) Natural range barriers must not be removed by salvage operations.
Applicants are to check the [Fort St. James](#) or [Vanderhoof](#) range map to determine if there is a range tenure or grazing lease overlapping the salvage proposal.
- b) The applicant must refer their SSS proposal to affected range tenure or grazing lease holders.
- c) **If a licensee damages a fence, the licensee must repair the damage.**
- d) The contact information for range tenure or grazing lease holders can be obtained from Christine Friedrichsmeier in DVA.

29) Referrals

- a) Any SSS proposal that falls within another forest licensee's operating area must be referred to the appropriate licensee(s).
- b) Operating areas can be determined from the [Fort St. James](#) or [Vanderhoof](#) operating area map.
- c) The applicant must get the major licensee or NRFL licensee to complete the lower portion of the [Licensee Referral Form](#).
- d) If the major licensee or NRFL licensee does not complete the lower portion and return it to the applicant within 30 days, the MFLNRO will assume the proposed small scale salvage application is not within another licensee's proposed block to be harvested.
- e) Proposed harvesting within an Agriculture Development Area or Settlement Reserve Area must meet the [land use objectives](#) and be approved by the Lands Section Head prior to layout. Email Dennis Butchart at Dennis.Butchart@gov.bc.ca with "Referral for Small Scale Salvage" in the subject heading and attach a digital location map.
- f) Contact MFLNRO, Ecosystems Section prior to harvesting in a Conservation Land. Conservation Land includes but is not limited to: Fish and Wildlife Reserves, [Ungulate Winter Range](#), Wildlife Habitat Management Areas and Parks. Email Angela Robbins at Angela.Robbins@gov.bc.ca with "Referral for Small Scale Salvage" in the subject heading and attach a digital location map.
- g) Harvesting proposals within BCTS operating areas will require preapproval with BCTS staff prior to any work being completed. **Likelihood of BCTS approval will be higher if proposals align with areas identified by BCTS as having small scale salvage opportunity.**

30) Residue and Waste

- a) Incomplete harvesting or log decks remaining on site at the expiry of the licence become property of the Crown and may be subject to waste billing and disposal.
- b) Completing residue and waste surveys is the responsibility of the MFLNRO.
- c) When harvesting is completed, it is the licensee's responsibility to notify Kelly Glenn in Fort St. James or David Johnson in Vanderhoof to facilitate a residue and waste survey prior to debris disposal.
- d) **The MFLNRO will complete residue & waste surveys on most FLTCs. However, the district average may be applied to expedite debris disposal for the purpose of fuel management.**

31) Restrictions due to Fire Danger

- a) It is the licensee's obligation to determine the [weather station](#) that is representative of their operational area, check the [fire danger rating](#) and comply with the [restrictions on high risk activities](#).

32) Review of Application

- a) Once the application is received by the district manager, **an office and/or** field inspection may be completed to ensure District expectations are being met (consistency with the strategic plan and guidelines).
- b) Applications will be processed on a first come first serve basis.
- c) If all of the application requirements have been met, a professional application will normally be processed within 2 (two) working days of receiving the **complete** application. However, processing time will be longer than 2 (two) working days if an application is incomplete or FN consultation is required.
- d) Once the licence is issued, the licensee is required to comply with the obligations set out in the licence document as well as the district guidelines.

33) Riparian Areas

- a) Harvesting within the riparian areas adjacent to streams, wetlands and lakes must be consistent with [Division 3 of the Forest Planning and Practices Regulation](#).

34) Road Construction

- a) If roads are needed they must be preapproved by MFLNRO staff prior to submitting an application.
- b) Roads should not be longer than 500 metres.

35) Road Use

- a) Identify **all** roads that will be utilized for hauling, including, road kilometres (e.g. 15-25 km on the 100 Road) and road status (i.e., FSR, road permit, Ministry of Transportation and Highways) on the application.
- b) When using existing roads already under permit, a signed road use agreement with the primary user of the road must be submitted to the MFLNRO before the DM will sign the FLTC.
- c) Applicants may be liable to pay for road maintenance to the primary user of the road.
- d) Applicants using a Forest Service Road or Road Permit road are required to give five days notice to those responsible for the road before they use it.
- e) Where the road is not a FSR or RP road, applicants are required to maintain the road and return the road to the condition it was in prior to use.
- f) Typically, roads that a SSS applicant will be exempt from obtaining RUP or RP is where they will not carry out in a stream, or on, in, or near a stream bank, any maintenance of the road other than to the road surface; and in the Minister's opinion will not materially affect the use of the road by others or adversely impact forest resources.

36) Safety

- a) FLTC licensees are the prime contractor and must comply with [WorkSafe BC](#) acts and regulations.

37) Silviculture Levy and Reforestation

- a) The MFLNRO District Manager has the legal obligation for reforestation of openings created by small scale salvage that are one hectare or greater in size.
- b) A silviculture levy will be collected on all conifer grades 1, 2 and 4 if the professional application has a block greater than 5 hectares in size. The levy will be \$4.00 per m³ in DJA and \$5.30 per m³ in DVA (the different levy rate is a result of higher volume per hectare in DJA).

- c) As a result of the March 31, 2009 amendment to the Interior Appraisal Manual, a silviculture levy will not be collected on professional applications with blocks not greater than 5 hectares in size.

38) Site Plans

- a) Forest professionals must use the [Site Plan template](#) and [Reference Guide for FDP Stocking Standards](#) when preparing small scale salvage site plans.

39) Skid Trails

- a) All proposed access trails and landings must be flagged in the field and indicated on the site plan prior to submitting the application.
- b) Skid trails must be included in the Exhibit A and any trees cut will count towards allowable volume under the issued FLTC.
- c) The maximum skid trail width allowed is 5 metres.
- d) When choosing skid trails use natural or other existing openings to the greatest extent possible.
- e) There shall be no excavated or bladed trails unless authorized in writing by a forest officer.
- f) Skidding through plantations should be avoided wherever possible.
- g) If access through a plantation is required, this must be explicitly indicated on the application.
- h) Skid trails must be deactivated such that the skid trail surface is a stable, natural surface, drainage patterns are maintained and sediment delivery to any water course is minimized.

40) Small Scale Salvage Management Zone

- a) To minimize the impact and conflict with the public, First Nations, forest licensees, and other stakeholders, it is preferred that operations in DJA remain within the areas included in the [Small Scale Salvage Management Zone](#) (SSSMZ).
- b) In DVA it is preferred that operations remain within area encompassed by the [Crown Land Plan](#) or within 5 kilometres of its boundaries.

41) Stumpage Rates

- a) A stumpage rate can be determined from either a table or on the basis of a full appraisal.
- b) For table rates, the [Stumpage Rate Request Form](#) must be completed, signed and sealed by an RPF or RFT and submitted with the application.
- c) Be sure to use a minimum volume of 2 cubic metres for all species or a minimum volume of 3 cubic metres if a silviculture levy applies to grade 4.
- d) The sawlog stumpage rates for harvesting areas greater than 5 hectares in size will be derived from Table 6-1 of the [Interior Appraisal Manual](#) and a [silviculture levy](#) will be applied.
- e) The sawlog stumpage rates for harvesting areas 5 hectares or less in size will be derived from Table 6-4 and a silviculture levy will not be applied. This necessitates a separate application for areas greater than 5 hectares in size and areas 5 hectares or less in size.
- f) For fully appraised rates, appraisal data must be submitted through the E-Commerce Appraisal Application system (ECAS) following the [ECAS User Request Process](#).
- g) Stumpage rates are determined by species according to the *Interior Appraisal Manual*.
- h) Applicants need to be aware of the species and grade composition within the weigh scale stratum for their FLTCs. If a stratum has 20% spruce the licensee will pay the rate for spruce on 20% of the volume delivered even if it was all pine.

42) Timber Marking

- a) Prior to the commencement of harvesting, the timber mark and block number must be posted at the entrance of each block.

- b) The [Timber Marking and Transportation Standard Operating Procedure](#) must be followed.

43) Volume Limit per FLTC

- a) Section 2 of the *Forestry Licence to Cut Regulation* specifies a maximum volume of 2,000 m³ for non-competitive FLTCs and 5,000 m³ for competitive FLTCs.
- b) Accurate assessment and tracking of volumes is critical to ensure the FLTC volume limit is not exceeded.
- c) Any incidental volume or volume removed in conjunction to skid trails counts towards the allowable volume issued under a FLTC.
- d) Residue and waste is also included in the total volume for the FLTC.
- e) **If the FLTC volume limit is exceeded, it will result in a penalty** as per [Section 4 of the Cut Control Regulation](#).

4. Contact Information

The following MFLNRO staff in DJA and DVA may be contacted for specific information related to their fields of expertise:

Fort St. James Office

Mailing Address: PO Box 100, Fort St. James, BC, V0J 1P0

Physical Address: 2537 Stones Bay Road, Fort St. James

Phone: (250) 996-5200 Facsimile: (250) 996-5290

Staff	Field of Expertise	Phone #	Email
Andrew Tait, Stewardship Forester	Small scale salvage reforestation	(250) 996-5255	Andrew.Tait@gov.bc.ca
Vacant, Resource Clerk	License document production, release of deposit	(250) 996-5200	
Kelly Glenn, Revenue Specialist	Appraisals, pricing, waste and residue	(250) 996-5219	Kelly.Glenn@gov.bc.ca
Louise Bett, FN Consultation Coordinator	First Nations consultation	(250) 996-5214	Louise.Bett@gov.bc.ca
Paul Inden, Tenures Forester	Small scale salvage leader in Fort St. James	(250) 996-5244	Paul.Inden@gov.bc.ca
Sue Forshner, Check Scaler	Scaling, timber marking, scale site designation	(250) 996-5202	Sue.Forshner@gov.bc.ca

Vanderhoof Office

Mailing Address: PO Box 190, Vanderhoof, BC, V0J 3A0

Physical Address: 1522 Highway 16 East, Vanderhoof

Phone: (250) 567-6363 Facsimile: (250) 567-6370

Staff	Field of Expertise	Phone #	Email
Barb Anthony, Resource Clerk	Licence document production, release of deposit	(250) 567-6371	Barbara.Anthony@gov.bc.ca
Bob Ferris, Resource Technician	Applications south & east of Nechako River	(250) 567-6373	Bob.Ferris@gov.bc.ca
Brian Atwood, Resource Technician	Applications north & west of the Nechako River	(250) 567-6476	Brian.Atwood@gov.bc.ca
Christine Friedrichsmeier, Range Technician	Range	(250) 563-6392	Christine.Friedrichsmeier@gov.bc.ca
David Johnson, Scaling Supervisor	Scaling, timber marking, scale site designation, residue and waste	(250) 567-6379	David.Johnson@gov.bc.ca
Delee Anderson, Tenures Forester	Small scale salvage reforestation	(250) 567-6504	Delee.Anderson@gov.bc.ca
Nathan Voth, Field Operations Supervisor	Small scale salvage leader in Vanderhoof	(250) 567-6477	Nathan.Voth@gov.bc.ca
Shane Goretzky, Resource Technician	Applications south of Knewstubb Lake & Euchinicho River	(250) 567-6374	Shane.Goretzky@gov.bc.ca
Steve Payne, FN Liaison Technician	First Nations consultation	(250) 567-6314	Steve.Payne@gov.bc.ca

5. Websites

For the most up-to-date information regarding small scale salvage please see the:

Fort St. James District website <http://www.for.gov.bc.ca/dja/>
and FTP site www.for.gov.bc.ca/ftp/DJA/external/!publish/

Vanderhoof District website <http://www.for.gov.bc.ca/dva/>
and FTP site www.for.gov.bc.ca/ftp/DVA/external/!publish/

Provincial website

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