

The most current Woodlot - Community Forest Tabular Rate Form (Woodlot & Community Forest form) is located at the Coast Forest Region appraisal section public web site located at:

<http://www.for.gov.bc.ca/rco/revenue/>

When making a submission using the Woodlot & Community Forest Form the most current version should be obtained at the start of each submission from the above web site because;

- ⇒ Any amendments to the Coast Appraisal Manual (CAM) that impact the Woodlot & Community Forest form will be updated in this EXCEL spreadsheet
- ⇒ Errors or omissions found in the Woodlot & Community Forest form will be updated
- ⇒ A new Woodlot & Community Forest form is developed annually for March 1st when the CAM directs new Woodlot & Community Forest tabular rates.

Failure to do so could result in the form being returned due to incorrect tabular stumpage rates!

E-mail Subject Line Naming Convention

When sending e-mails use the acronym “Tab Rate” and then the cutting authority number in the ‘Subject’ line.

DO NOT use tenure acronyms such as WL or CF!

Example

Cutting Authority

W1245 CP 6

Subject Line

Tab Rate W1245 CP6

TIP The Woodlot & Community Forest form is in EXCEL format. Those individual cells which have a red triangle in the corner have comment boxes for instruction to assist while using the spreadsheet on what is to be entered into that cell.

Tabular Rate Tenures - Community Forest Agreements or Woodlot Licences

1. Complete the EXCEL Woodlot & Community Forest form by entering:
 - a. all required administrative information (this information is required by the General Appraisal System [GAS] to activate tabular rates) in the Woodlot & Community Forest form;

Licence (mandatory)

tenure number (e.g. W1234 or K4K). Do not put in WL W1234 or CF K4K

Cutting Permit or Road Permit Number (mandatory)

Cutting permit or road permit number should be obtainable from appropriate district staff.

Mark (mandatory)

the timber mark of the cutting authority.

Forest District (mandatory)

pull down menu with the district code for the district in which the cutting authority is located in:

South Island	DSI	Sunshine Coast	DSC
Chilliwack	DCK	Campbell River	DCR
North Coast	DNC	North-Island Central Coast	DNI
Squamish	DSQ	Haida Gwaii	DQC

Timber Supply Area (TSA) (mandatory)

pull down menu with the code for the Timber Supply Area (see Table 1).

NOTE: TSA code generates what tabular rate applies; failure to enter it will result in EXCEL spread sheet not working correctly.

Timber Supply Block (TSB) (strongly recommended)

the code for the Timber Supply Block is to be hand entered (see Table 1)).

Table 1 - Timber Supply Area and Block Codes

Arrowsmith	38	Mid-Coast	19	Soo	31
Barkley	A	Outer Coast	A	Squamish	A
Nanaimo	B	Ocean Falls	B	Port Douglas	B
Cowichan	C	Dean	C	Pemberton	C
		Bella Bella	D		
Fraser	30	River Inlet	E	Strathcona	37
Chilliwack	B	Owikeno	F	Sayward	A
Harrison	C			Kyuquot	B
Yale	D			Loughborough	D
Stave	F	North Coast	21		
Nahatlatch	E	Stewart	A	Sunshine Coast	39
Upper Pitt	G	Alice Arm	B	Sechelt	B
Maple Ridge	H	Skeena	C	Powell River	C
		Outer Coast	D		
Kingcome	33	Douglas	E		
Brooks	A				
Cape Scott	B				
Seymour	C	Haida Gwaii	25		
Broughton	D	West Graham Island	A		
Klinaklini	F	East Graham Island	B		

Effective Date (mandatory)

the date that cutting authority comes into effect (YYYY/MM/DD). This date **must** be the same as the effective date in the tenure document and it **must** be recorded on the Woodlot and Community Forest form.

File Type (mandatory)

record the 'File Type' from one of the following. If you have further questions regarding this please contact appropriate Forest Service district staff. The following are the most commonly associated with a Woodlot Licence or Community Forest Licence:

Woodlot Licence	A04	Community Forest Licence	A28
Woodlot Licence (issued under section 47.3 of Forest Act)	A44	Road Permit	B01

NOTE: failure to enter this code will result in the EXCEL spread sheet not working correctly!

Total Area (mandatory)

record the area in hectares the approximate area of the cutting authority to be harvested.

Total Volume

this field auto-populates in the EXCEL spreadsheet.

- b. appropriate appraisal data elements into the EXCEL Woodlot & Community Forest form:

Volume [by species] (mandatory)

record the best estimate of each species volume. Record at least one cubic metre per species present within the Woodlot or Community Forest as long as that species is not specifically excluded from harvest!

Special Forest Products Code (optional only record if expected to scale)

if there is special forest products associated with the cutting authority then from the drop down menu select the appropriate code from the following:

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

Special Forest Products Volume (optional only record if expected to harvest)

record the volume of the special forest product expected to be scaled. There must be at least one cubic metre recorded here if it is expected that a special forest products type will be scaled.

Christmas Tree (optional only record information only if expected to harvest)

record for each species of Christmas trees expected to be harvested from the woodlot or community forest the following:

X-Tree Code

special forest product code is **XM**

Species

From the drop down menu the specific species code from the following:

Douglas fir	FD	Cypress	CY
Cedar	CE	Spruce	SP
Balsam	BA	Pine	PL
Hemlock	HE		

Grade

From the drop down menu the size of Christmas trees species code from the following:

Less than 3 metres in height	1
Between 3 to 5 metres in height	2
Greater than 5 metres in height	3

2. Submit via e-mail, at the time of the cutting authority application, to the appropriate Forest Service district staff the completed Woodlot & Community Forest form via e-mail. Ensure to follow 'Subject Line' naming convention
3. Appropriate Forest Service district staff, 'forward' via e-mail to RCOAppStaff@gov.bc.ca after:
 - i. recording on Woodlot & Community Forest form the:
 - I. date form received in district, and
 - II. effective date of cutting authority.
 - ii. review and verify to ensure administrative data on the Woodlot & Community Forest form matches Forest Tenure information.
 - iii. attaching the cutting authority document pages that state:
 - I. term dates, and
 - II. timber mark
4. Coast Forest Region appraisal staff will
 - i. request appraisal (46 file) be created in TRIM from regional records staff,
 - ii. process appraisal data elements into GAS,
 - iii. file electronically in TRIM once file created, and
 - iv. notify if required.