



## WOODLOT LICENCE CUTTING PERMIT REMINDERS LIST General Guidance & Helpful Hints

This is a companion document to the Woodlot Licence CP Reminders List; a copy of which can be found in Appendix I and is also available in word, excel and pdf formats at [www.woodlot.bc.ca](http://www.woodlot.bc.ca) - click CP Reminders on the right side of the webpage. You will be asked to login to the site.

This document provides general guidance and helpful hints regarding cutting permit administration and obligations, including references to various manuals, regulations and acts. It does not, nor is it intended to, cover every situation or circumstance. It is intended to be used by woodlot licensees and/or their consultants. It may also be used to support contractual arrangements between licensees and their consultants; i.e. used to identify the tasks.

Please check regularly to ensure you are using the most up to date version of the checklist. The Federation will endeavour to update it whenever a significant change occurs.

Woodlot Licensees are advised to consult with the ministry or a professional on a regular basis to ensure they are current with respect to their obligations and commitments.

Woodlot Licence Cutting Permit Reminders List			
WL #: _____		CP: _____	
PRE-HARVESTING		POST HARVESTING	
<input type="checkbox"/>	Cutting Permit	<input type="checkbox"/>	Notification of Completion
<input type="checkbox"/>	Road Permits &/or Road Use Agreements	<input type="checkbox"/>	Blocks not harvested
<input type="checkbox"/>	Management Plan	<input type="checkbox"/>	Reconcile harvest volume
<input type="checkbox"/>	Woodlot Licence Plan	<input type="checkbox"/>	Reforestation
<input type="checkbox"/>	Boundaries	<input type="checkbox"/>	Disturbance Report - RESULTS
<input type="checkbox"/>	Overlapping Resource Values	<input type="checkbox"/>	Road Deactivation
<input type="checkbox"/>	Reforestation	<input type="checkbox"/>	Road Reporting
<input type="checkbox"/>	First Nations	<input type="checkbox"/>	Exemptions
<input type="checkbox"/>	Cut Control/AAC	<input type="checkbox"/>	Waste Assessment
<input type="checkbox"/>	Bridges	<input type="checkbox"/>	Waste Reporting
<input type="checkbox"/>	Timber Mark	<input type="checkbox"/>	Hazard Assessment
<input type="checkbox"/>	Invasive Plants	<input type="checkbox"/>	Hazard Abatement
<input type="checkbox"/>	Natural Range Barriers (NRB)	<input type="checkbox"/>	Debris Disposal
<input type="checkbox"/>	Pre-Harvest Map	<input type="checkbox"/>	Grass Seeding
<input type="checkbox"/>	Community Watershed	<input type="checkbox"/>	Pest Control
<input type="checkbox"/>	Special (Big) Trees	<input type="checkbox"/>	Intermediate Cutting Survey
<input type="checkbox"/>	Migratory Birds	<input type="checkbox"/>	Documentation
<input type="checkbox"/>	Species at Risk	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Don't Trespass		
<input type="checkbox"/>	Notification of Commence Work		
<input type="checkbox"/>	Safety		
<input type="checkbox"/>	Fire Contact		
<input type="checkbox"/>	Fire Tools		
<input type="checkbox"/>	Fire Hazard Assessments		

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Forestry legislation and regulations referred to in this document, e.g. Forest Act, Wildfire Act, Forest & Range Practices Act (FRPA), Woodlot Licence Planning & Practices Regulation (WLPPR), Government Actions Regulation (GAR), etc. can be found at <http://www.bclaws.ca>.

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## PRE-HARVESTING REMINDERS

**Cutting Permit** Do you have an approved Cutting Permit (CP)? Check the expiry date to make sure it hasn't expired and won't expire while the planned operations are underway.

There must be a valid CP in place when operations are occurring. When a CP expires, all operations must cease; including the hauling of timber.

CP Extension: The maximum term for a CP is 4 years. A CP may be extended if the extension does not exceed one year and it does not result in a term of more than 4 years for the CP – see Forest Act, Section 58.1. The exception is cutting permits issued prior to November 4, 2003, which may be extended in 2 year increments with no set term limit.

CP Postponement: A CP can be postponed – see Forest Act, Section 58.21 for details. If you are planning to operate under a CP that was postponed, then the postponement must be rescinded by the district manager before operations commence.

For information about cutting permits, please refer to the Cutting Permit and Road Tenure Administration manual which can be found at: <https://www.for.gov.bc.ca/ftp/hth/external!/publish/web/publications/CPRT-Admin-Manual.pdf>.

For information about CPs and FN information sharing, please refer to the bulletin Woodlot Licences: Information Sharing and Consultation with First Nations (May 20, 2016) which can be found at <https://www.for.gov.bc.ca/ftp/HTH/external!/publish/web/timber-tenures/woodlots/FN-Information-sharing/FN-consultation-bulletin.pdf>.

**Road Permits and/or Road Use Agreement** Do you have all the necessary Road Permits (RP), Road Use Agreements and/or Road Use Permits (RUP) required to conduct industrial operations and transport your wood to market?

You must have the correct authorization in place to build, maintain or use a road for an industrial use!

Road administration is complex and is handled differently in different districts so it is virtually impossible for the Federation to provide specific guidance or direction.

It's recommended that each licensee identify the transportation route(s) they intend to use to access cutblocks and/or construction sites. Check the status of each road. Active forest road tenures and tenure holders can be viewed in iMap BC.

If a road or road segment is a Forest Service Road (FSR) or is under tenure to someone other than yourself, check with them. It may be that you will need some form of agreement or permit to use the road for an industrial purpose, usually a road use permit or road use agreement. There may be a fee involved and/or a commitment to carry out road maintenance.

If a road is non-status or there is no designated primary user, then you may be asked to take on responsibility for the road. Depending on the district and situation, the agreement may be informal or formal. It may be possible for a road to be administered as an on-block road under a CP, including a 1 CP. Otherwise, it will likely have to be administered under the woodlot licence or a road permit.

Don't forget that a licensee must give at least 5-days notice prior to using a road to the minister (district manager) for a forest service road or to the holder of the applicable road permit or special use permit.

For more information about roads and road authorizations, please refer to the Cutting Permit and Road Tenure Administration manual which can be found at: <https://www.for.gov.bc.ca/ftp/hth/external!/publish/web/publications/CPRT-Admin-Manual.pdf>.

**Management Plan** Is your Management Plan valid? Most MPs don't expire, but some have an expiry date.

The woodlot licence document requires that there be a Management Plan in effect before a cutting permit can be issued.

Check your Management Plan for an expiry date – it can usually be found on the plan itself or in the cover letter approving the plan. Most don't expire, but some do.

The other circumstance that may have rendered a MP invalid is if the district manager requested a new MP and set a deadline for submission which hasn't been met.

Over the years, many MP expirations have been missed or overlooked and CPs have been issued even though a plan has expired. A licensee should not count on this happening. They should be diligent about ensuring they have a MP that has not expired and is in good standing.

**Woodlot Licence Plan** Ensure you have an approved Woodlot Licence Plan (WLP) that has not expired.

The expiry date for a WLP should either be on the plan or in the cover letter approving the plan.

FRPA Section 12(2) states that a woodlot licensee may obtain a cutting permit or road permit only if it is consistent with a woodlot licence plan, with two possible exceptions - to deal with a forest health emergency or to harvest timber that has been damaged and is in danger of being significantly reduced in value, lost or destroyed.

WLPPR Section 5 stipulates that a woodlot licensee must have an approved WLP before harvesting timber or constructing a road on their WL, unless exempted. Possible reasons for exemptions include:

- harvesting timber to eliminate a safety hazard;
- harvesting timber to facilitate the collection of seed, leaving an opening not greater than 1 ha;
- removing felled trees from landings and road rights of way;
- harvesting timber not exceeding a volume of 500 m<sup>3</sup> that, in the opinion of the minister,
  - o is in danger of being significantly reduced in value, lost or destroyed, by insect infestation, fire or disease, or
  - o has been treated or will be treated by the holder or timber sales manager to facilitate the entrapment or elimination of pests;
- other prescribed purposes; or
- timber harvesting or road construction that is authorized under another enactment, or is ancillary to the carrying out of an activity that is authorized under another enactment.

The expiry of a WLP does not affect issued CPs or RPs that have not expired. The licensee must continue to act in accordance with WLP as if it had not expired; including establishing a free growing stand on a harvested area.

A WLP that conforms to prescribed requirements should be extended by the ministry prior to it expiring. If a WLP is determined not to conform, it can be extended for up to two years to allow a licensee time to make amendments to bring the plan into conformance. A CP and/or RP may be issued during this extension period. For more information, please refer to FRPA Administrative Bulletin # 16 – Interpretive Guidance Respecting the Extension of Woodlot Licence Plans which can be found at: <https://www.for.gov.bc.ca/hth/frpa-admin/frpa-implementation/bulletins.htm>.

For information about WLPs and FN information sharing, please refer to the bulletin Woodlot Licences: Information Sharing and Consultation with First Nations (May 20, 2016) which can be found at <https://www.for.gov.bc.ca/ftp/HTH/external/!publish/web/timber-tenures/woodlots/FN-Information-sharing/FN-consultation-bulletin.pdf>.

**Boundaries** Ensure all planned operations are within the WL and that boundaries of wildlife tree patches, riparian areas, streams, scenic areas, etc. are known.

There are different boundaries that warrant a WL licensee's attention.

The most obvious is the WL boundary. Harvesting or building roads outside of your WL boundary may be considered a trespass and subject to enforcement action. Also, be aware that harvesting and/or building “on block” roads outside the boundary of a cutblock issued under a conventional CP may also be considered a trespass and subject to enforcement action.

The other important boundaries relate to performance requirements respecting riparian areas, streams, lakes, cultural heritage resources, sensitive soils, steep slopes, visually sensitive areas, wildlife tree retention areas, etc. The WLP is the best source of information since the plan spatially describes areas where harvesting will be avoided or modified to protect resource features, to address the private property owners’ rights, interests of aboriginal peoples, manage resource values and to address wildlife habitat areas, scenic areas, ungulate winter ranges, community watersheds, fisheries sensitive watersheds, domestic water intakes, etc.

Riparian management area (RMA) boundaries may be shown on the WLP map, but be aware that it’s the actual location and classification of the riparian area as it exists on the ground that determines its boundaries.

A licensee should also check to see if there are any new GAR (government action regulation) orders, land use objectives, or notifications that identify specific areas that are off limits to harvesting or warrant special management.

<b>Overlapping Resource Values</b>	If any of the planned harvesting and/or road construction operations overlap with resource values (e.g. cultural or spiritual sites, old blocks, ungulate winter range, wildlife tree patches, visuals, riparian areas, etc.) ensure you have done all required assessments, planning, notifications, etc.
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An approved WLP contains spatial and other information that defines areas where harvesting will be avoided or modified. In some cases, an assessment (e.g. riparian classification, cultural heritage resources, archaeological overview, slope stability, visual impact assessment, etc.) or notification (e.g. community watershed) may be required in advance of harvesting. It is best to check your WLP, WLPPR and any new GAR orders to determine if any assessments are required.

Before applying for a CP, licensees should check to see if there are any new land use orders, Government Action Regulation (GAR) orders, general wildlife measures, resource features, wildlife habitat features, fisheries sensitive watershed, water quality objectives, etc. with which they must comply.

A licensee may want to establish boundaries on the ground to delineate areas with resource values that require special management or are reserved from harvesting.

Licensees should also be aware that if they know or ought reasonably to know that performing the operations specified in a WLP will not achieve the results specified in the plan or the requirements of the WLPPR (e.g. an objective set by government) then they must amend their WLP, notify the minister, and not carry out any operation that would be materially affected by the proposed amendment until the amendment has been approved.

<b>Reforestation</b>	Have you made the necessary plans and arrangements to meet your reforestation and free growing obligations? If planting will be required, have seedlings from a species approved in the applicable stocking standard and from an appropriate seedlot been ordered or purchased?
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Pre-planning for reforestation leads to good management and fulfilment of obligations. A good practice, even if it isn’t legally required, is to prepare a reforestation plan for each area that will have a reforestation obligation following harvesting.

If you need assistance to identify appropriate seedlots for your harvest area, it is wise to seek it early in the process. File seedling orders as early as possible. Waiting until late fall can lead to failure to get desirable seed and/or nursery space.

Such a plan is useful to identify and schedule steps to be taken to achieve free growing; e.g. site preparation, ordering seedlings, planting, surveys, etc. You may want to use a calendar, such as the one associated with your email, to schedule tasks. A plan is also useful for identifying what tasks you may choose to assign to a consultant versus what you intend to do yourself.

It's also important to remember to report completed activities. Much of FLNR's monitoring of licensee's performance and subsequent compliance & enforcement action is initiated based on what has not been reported. A failure to report is often seen as a potential indicator of a failure to perform.

**First Nations** Did you make a commitment in your Woodlot Licence Plan (WLP) to share information about cutting or road permits with First Nations? If so, has it been done?

A licensee must fulfill all commitments made in their WLP with respect to information sharing with First Nations. Failure to do so could be used as grounds to not issue a CP or RP or even be treated as a contravention of the Woodlot Licence Planning and Practices Regulation (WLPPR).

For more information about information sharing, including making commitments in WLPs, please refer to the May 2016 bulletin entitled "Woodlot Licences: Information Sharing and Consultation with First Nations" which can be found at [www.for.gov.bc.ca/hth/timber-tenures/woodlots/reports-publications.htm](http://www.for.gov.bc.ca/hth/timber-tenures/woodlots/reports-publications.htm) or [www.woodlot.bc.ca/notices-bulletins/](http://www.woodlot.bc.ca/notices-bulletins/).

**Cut Control/Allowable Annual Cut (AAC)** Check your licence's cut control situation. Verify that there is adequate volume left in the current cut control period to accommodate the planned harvest. If not and harvesting is essential, you will need to get a cut control exemption or an AAC uplift.

A licensee is responsible for ensuring compliance with the cut control provisions for their woodlot licence. It is strongly recommended that a licensee verify that there is adequate volume available to accommodate the planned harvest. A licensee should receive a cut control letter annually from the ministry that summarizes the volume charged against the licence for cut control purposes up to December 31st of the previous year. Depending on location, the letter may come from the region or district office. The letter should identify the volume available until the end of the current cut control period.

Cut control letters typically come out in May or June, so there is often a 5 or 6-month lag since the last accounting. A licensee will need to do their own calculations to determine what volume has been charged against the licence during that time. There are two sources of information that can be used.

1. Load slips/scale tickets; and/or
2. The Harvest Billing System (HBS) which tracks scaled volumes billed against your timber mark – <http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/harvest-billing-system>.

If load slips are used, then the stratum assignments and weigh scale conversion rates must be known in order to estimate the actual volume that will be charged against cut control.

Be sure to consider all sources of billed volume; i.e.

- Volume harvested under cutting permits;
- Volume harvested under road permits;
- Volume charged against AAC from waste assessments; and
- The sawlog volume component of pulp or grade 4 shipments.

For more information, please refer to the Woodlot Cut Control FAQs in the Spring 2015 Almanac which can be found at <http://woodlot.bc.ca/wp-content/uploads/2014/01/Almanac-Spring-2015.pdf>.

If you think your operations are going to exceed cut control and harvesting is imperative to address forest management issues, then you should contact the district manager about getting approval for either a cut control exemption or AAC uplift.

Exceeding cut control without prior authorization is a serious issue which can result in various fines, penalties or in some cases licence suspension or cancellation.

**Bridges** Are there any bridges or engineered structures on the industrial access route to the harvest area(s)? If yes, have they been professionally inspected and found to be safe for industrial use?

Section 6 of FLNR's Engineering Manual (April 7, 2016) provides information about inspecting and maintaining roads and structures. It also contains information with respect to safety.

It should be noted that while this manual is public, it is intended for internal ministry use. A licensee may wish to engage their own professional to deal with roads, bridges and other structures on their WL.

The Engineering Manual can be found at:

[https://www.for.gov.bc.ca/hth/engineering/documents/publications\\_guidebooks/manuals\\_standards/eng-manual.pdf](https://www.for.gov.bc.ca/hth/engineering/documents/publications_guidebooks/manuals_standards/eng-manual.pdf).

This is a very large document that takes some time to download!

Be aware that under certain circumstances a qualified professional is required to construct, repair or inspect a bridge.

**Timber Mark** Do you have a valid timber mark for Schedule A (private) and/or Schedule B (crown) land? Do you have a marking hammer?

#### Timber Mark

A timber mark is required to remove timber harvested under a cutting permit from the Schedule A (private) or Schedule B (crown) portions of a WL.

The cutting permit document specifies the 6 letter timber mark that must be used. The first four letters are unique to a specific Woodlot Licence. The last two letters are specified by the licensee in the CP application.

A different timber mark is required for private (Schedule A) and crown (Schedule B) land. The private mark is non-stumpage bearing.

The holder of a timber mark; i.e. a woodlot licensee and/or a person acting with the consent of the holder, must ensure that (a) unscaled timber that is stored in decks or piles on Crown or private land or (b) unscaled timber that is being transported from Crown land or private land has been marked in the prescribed manner with the timber mark that pertains to that land. There are some exemptions. For further information, please refer to Part 5 of the Forest Act – Timber Marking and the Timber Marking and Transportation Regulation at:

[http://www.bclaws.ca/civix/document/id/loo97/loo97/253\\_97](http://www.bclaws.ca/civix/document/id/loo97/loo97/253_97)

#### Marking Hammer

Marking hammers are available from most foundries. A kit may be available for changing numbers/letters so the hammer can be reused when the timber mark changes when a new CP is issued.

**Invasive Plants** Have you taken the actions necessary to ensure you comply with any pre-harvesting measures in your WLP to prevent the introduction or spread of invasive plants?

Reference: Section 14 of the WLPPR and your approved WLP.

A licensee must carry out the measures specified in their WLP to prevent the introduction or spread of invasive plants. Failure to do so may be non-compliance and subject the licensee to enforcement action.

**Natural Range Barriers (NRB)** Are there any NRBs that will be rendered ineffective by the proposed harvesting? If so, what measures must be taken to mitigate the impact?

Reference: Section 15 of the WLPPR and your approved WLP.

A licensee must carry out the measures specified in their WLP to mitigate the effect of removing or rendering ineffective natural range barriers. Failure to do so may be non-compliance and subject the licensee to enforcement action.

**Pre-Harvest Map** Have you prepared a pre-harvest map that shows the biogeoclimatic classification (BEC) to site series level and applicable stocking standards?

Reference: Section 33 of the WLPPR

Before harvesting timber from an area where the holder is required to establish a free growing stand, a WL licensee must prepare a map for the area that shows

- the biogeoclimatic ecosystem classification, including the site series listed within that classification, for the area, and
- the stocking standards that apply to the area.

A stocking standard must be approved in a Woodlot Licence Plan before it can be used on a Woodlot. Carefully review what standards that are approved in your WLP, and obtain and review current copies of default standards if your WLP has committed to them. If necessary, (i.e. preferred species in approved standard not aligned to your site conditions) propose a new stocking standard and get it approved before harvesting. This requires a WLP amendment, but does not usually require advertisement and comment.

A licensee must make the map available to the district manager, or a person authorized by the district manager, on request AND must retain the map until there is a free growing stand on the area, or the licensee has been relieved under section 107 [*limitation on liability of person to government*] or 108 [*government may fund extra expense or waive obligation*] of FRPA of the requirement to establish a free growing stand on the area.

The Forest Practices Code, which existed prior to FRPA, required site plans. The pre-harvest map, while not as detailed as the old site plan, is important because it defines the silvicultural obligations (stocking standards) that will apply in the planned harvest area.

The preharvest map should be updated so that the defined silvicultural obligations remain accurate if (a) actual harvesting extends outside of the initial pre-harvest map area or (b) revised BEC site series classification becomes available during operations.

**Community Watershed** If you are going to construct or deactivate a road in a community watershed, have you notified licensed water users?

Reference: Section 73 of the WLPPR

At least 48 hours before commencing road construction or deactivation in a community watershed, a woodlot licensee must notify affected water licensees or their representatives of their intent to begin operations.

While the regulation is specific to licensed water uses within a community watershed, it is a good practice for woodlot licensees to notify any licensed water users in close proximity to the intended operations.

The mapped location of licensed water intakes and associated water licence holders can be viewed in iMap BC.

**Special (Big) Trees** Are there any special trees within the area planned for harvesting?

Reference: Special Tree Protection Regulation



The Special Tree Protection Regulation came into effect on September 11, 2020. It describes special trees (species, location and diameter at breast height), provisions for protection, exemptions, exceptions, and reporting requirements. The reporting and request for an exemption form can be found at: [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/timber-tenures/special\\_tree\\_exemption.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/timber-tenures/special_tree_exemption.pdf).

**Migratory Birds** Is the forest planned for harvest being used by migratory birds?

The Migratory Birds Convention Act prohibits the direct or incidental harming of migratory birds, their nests and eggs, or depositing deleterious substances into areas frequented by migratory birds. Incidental means that harm, even though it wasn't intentional or intended, can still be considered a contravention. The penalties associated with a conviction can be severe.

The Environment Canada website (<http://www.ec.gc.ca/paom-itmb/>) is a good source of information including the Act, nesting zones and periods for various species, how to determine the presence of nests, and avoidance guidelines.

A woodlot licensee should consider the implications that their operations might have on migratory birds, then act accordingly.

**Species at Risk** Are there any species at risk in or around the planned harvest area that must be considered and accommodated?

The BC Conservation Data Centre website (<https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre>) provides maps and data for species at risk, including links to additional information.

**Don't Trespass** Check harvest boundaries that abut the WLs boundaries and private land.

See the section on boundaries.

There are different boundaries that a WL licensee must be cognizant of and exercise due diligence. The most obvious are the WL boundary and cutblock boundaries under a conventional CP. Harvesting or building roads outside of your WL boundary or harvesting or building "on block" roads outside of a conventional CP cutblock may be considered a trespass and subject to enforcement action.

**Notification of Commencement** Notify the district office before starting logging or road building.

Reference: Section 74 of the WLPPR

A woodlot licensee must notify the district office before starting logging operation or road construction (WLPPR, Section 74). Check with the district for their specific notification process. Most districts have a Notice of Commencement (NOC) template for a licensee to use.

A notification not only informs the ministry about the commencement of operations, the Ministry uses it to create 1 CP blocks and openings in the Forest Tenure Administration system (FTA).

A notification may also be used by the ministry or licensee to provide site specific information about WL operations to First Nations.

A woodlot licence holder must notify the district manager before beginning, or re-starting after an inactive period of 3 months or more, timber harvesting in a cutblock that comprises more than one hectare or construction of a road that is a permanent access structure. A notice must specify

- a contact name and contact information,

- the location of the timber harvesting or road, including any administrative identifier that relates to the location, and
- the projected date for beginning timber harvesting or road construction.

A woodlot licence holder is exempt from submitting a notification if

- the timber harvesting or road construction is necessary to reduce or remove a safety hazard,
- the timber harvesting is limited to felling trap trees, or
- the timber harvesting is limited to felling trees to facilitate the collection of seed, leaving an opening not greater than 1 ha.

In addition to the notifying the ministry, if operations involve road construction in a community watershed then, unless exempted, a licensee must notify affected water licensees or their representatives at least 48 hours before commencing road construction. (WLPPR Section 73).

**Safety** Have you exercised due diligence with respect to safety? Do you have a safety plan? Have you designated a principle contractor, notified WorkSafeBC, etc.?

A WL licensee is responsible for aspects of safety management in operations. You need to be well informed to make good choices and document those choices. It is strongly recommended that licensees visit and review the safety information available on the Federation website at <http://woodlot.bc.ca/safety-program/>. Consideration should be given to developing and implementing the WL Safety Program developed by the BC Forest Safety Council. If followed, it meets SafeCertification requirements.

In addition, the Spotlight on Safety articles by the Woodlot Licence & Community Forest Agreement Safety Committee provide good guidance with respect to a woodlot licensee’s obligations and responsibilities when it comes to safety. Topics include Are You An Employer, Are You a Supervisor, Are You a Prime Contractor and Are You An Owner? The articles are available at <http://woodlot.bc.ca/safety-program/>.

**Fire Contact** Provide contact information to the local Fire Center by March 31<sup>st</sup>.

Reference: Wildfire Regulation, Section 4

A woodlot licensee who plans or carries out industrial activities (e.g. logging, hauling, etc.) within 300 meters of a forest or grassland from March 1 to November 1 must provide a 24-hour emergency contact number to the Ministry. In addition, a licensee should provide a location for the activity and advise when the activity is scheduled to occur.

**Fire Danger Class** A person carrying out high risk activities in a fire season must determine the Fire Danger Class for the location of the activity and comply with the restrictions in the Wildfire Regulation.

Refer to the Wildfire Regulation for the definition of a high risk activity.

To see a map and locate the most appropriate fire weather station for the location of the activity, google “BCWS fire weather stations.”

Refer to section 6 and Schedule 3 of the Wildfire Regulation for the rules and restrictions regarding high risk activities.

**Fire Tools** Do you and/or your contractors have proper fire-fighting equipment on site?

Reference: Wildfire Regulation, Sections 5 and 6

A woodlot licensee who carries out an industrial activity on an area where there is a risk of fire starting or spreading that is on or within 300m of forest land or grass land must ensure that fire-fighting hand tools are

available at that site in a combination and type to properly equip each person who works at the site with a minimum of one fire-fighting hand tool.

Also, there are additional requirements if a licensee carries out a high-risk activity on or within 300m of forest land or grass land from March 1 to November 1, unless the area is covered with snow. Most logging activities are high risk activities, per the definitions in the Wildfire Regulation

<b>Fire Hazard Assessments</b>	Industrial operations occurring during fire season require periodic fire hazard assessments.
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Reference: Wildfire Regulation, Division 2

A fire hazard assessment is required when carrying out an industrial activity that is likely to create or increase a fire hazard within one kilometer of forest or grassland (*Wildfire Act* s.7), or when an official notifies a person carrying out an industrial activity that a fire hazard exists (*Wildfire Regulation* 11(1)(b)(ii)).

Fire hazard must be assessed:

- Every 3 months if the activity is inside or within two kilometers of a local government area or a regional district fire protection district (*Wildfire Regulation* 11(2)(a)).
- Every 6 months for all other areas (*Wildfire Regulation* 11(3)).

If operations are going to be inactive for more than 3 or 6 months as applicable, a fire hazard assessment must be done at shutdown.

A woodlot licence may vary from these requirements if specified by a forest professional (*Wildfire Regulation* 11(3.1)).

There is no requirement to report a fire hazard assessment. There is a requirement to provide a copy of the fire hazard assessment when requested to do so by an official, so the assessment and all supporting material should be retained.

*What is required in a fire hazard assessment?*

Fire hazard assessments must include an assessment of the fuel hazard and its associated risk of a fire starting or spreading (*Wildfire Regulation* 11(4)). Fuel hazard is the potential behavior of a fire based on the arrangement, condition and amount of forest fuels.

*Where can I get information about fire hazard assessment?*

BC Wildfire Services' "A Guide to Fuel Hazard Assessment and Abatement in British Columbia" is available at [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/wildfire-management/fire-fuel-management/hazard-assessment-abatement/bcws\\_hazard\\_assessment\\_abatement\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/wildfire-management/fire-fuel-management/hazard-assessment-abatement/bcws_hazard_assessment_abatement_guide.pdf)

The Forest Practices Board bulletin (volume 18) is also a good reference - <http://www.bcfpb.ca/wp-content/uploads/2016/10/Volume-18-Fire-Hazard-Assessment.pdf>.

Fire hazard assessment is an aspect of the practice of professional forestry, and the Association of BC Forest Professionals has provided guidance to its members. Guidelines for Fire and Fuel Management are available to members through its website [www.abcfp.ca](http://www.abcfp.ca).

Links to the *Wildfire Act* and *Wildfire Regulation* are available at <http://bcwildfire.ca/LegReg/>.

## POST HARVESTING REMINDERS

<b>Notification of Completion</b>	If required, did you notify the district when timber harvesting and/or road construction was complete and/or when the last load of timber was shipped from a block?
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A cutting permit document may contain a requirement to notify the district when harvesting is complete. Review your CP document to determine if this affects you. The process for notification varies by district.

When not a legal requirement, it is still good practice to notify the district when harvesting &/or road construction has been completed. This not only helps inform district staff but serves as a good reminder to licensees about their post harvesting reporting and other obligations; e.g. RESULTS disturbance report, waste assessments, debris disposal, road deactivation, etc.

**Blocks not harvested or <0.25ha** Did you inform the district of any blocks that were not harvested so they can remove the unharvested block from FTA?

There is no formal requirement for a licensee to inform the district if they do not harvest a block that (a) was approved under a conventional CP or (b) for which a 1 CP Notice of Commencement was submitted. However, it is recommended that licensees notify the district so staff can “close” the unharvested block in FTA. Any blocks left open in FTA will show up when a 1 CP over the woodlot is applied for. It will not be possible to issue the new 1 CP over an “open” block, as this would create overlapping tenures. Delays while corrections are made will likely result. (Most blocks are closed in FTA by FLNR following submission of Opening, Standards Unit, Forest Cover and Activity reports to RESULTS and the declaration of “Logging Complete” in the Activity Report.)

**Reconcile harvest volume** Check scaled volume against AAC and cut control to verify no overcutting has occurred.

It is a good practice for a licensee to periodically check scaled volumes against AAC and cut control to ensure no over-cutting has or is about to occur. The process is the same as checking a licensee’s cut control situation prior to harvesting (see cut control/AAC in the pre-harvesting section).

Load slips/scale tickets and/or information from the Harvest Billing System (HBS) can be used to determine the volume harvested which will provide a reasonable estimate of the volume that will be charged against the licence for cut control purposes. Check that volume against the volume available under cut control, as per the cut control letter. The HBS can be accessed at <http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/harvest-billing-system>.

If load slips are used, then the stratum assignments and weigh scale conversion rates must be known in order to estimate the actual volume that will be charged against cut control.

Be sure to consider all sources of billed volume; i.e.

- Volume harvested under cutting permits;
- Volume harvested under road permits;
- Volume charged against AAC from waste assessments; and
- The sawlog volume component of pulp or grade 4 shipments.

**Reforestation** Are plans in place to meet your reforestation and free growing obligations?

Reference: WLPPR Section 34, 35 and 35.1

A woodlot licensee who harvests timber under the licence must establish a free growing stand on the net area to be reforested in accordance with the WLP and the prescribed requirements, unless exempt under WLPPR S 34(2).

The reforestation requirements; i.e. species, stocking density, and free growing height, are as per the stocking standards approved in the WLP.

Note that the pre-harvest map (WLPPR S. 33) must show the biogeoclimatic ecosystem classification to site series level and the stocking standards that apply to the area.

While not a legal requirement, preparing a reforestation plan that identifies and can be used to schedule the various activities; e.g. ordering seedlings, site preparation, planting, stocking survey or intermediate cut surveys, etc. can be very useful.

If, for any reason, a WL licensee is unable to establish a free growing stand that meets the stocking standards on a site, then they must:

- Notify the district manager and provide reasons why free growing can't be met; and
- Submit a proposal for establishing a free growing stand, including stocking standards, the free growing height and the latest date by which the stocking standards and free growing height will be achieved.

**Disturbance Report - RESULTS** - A RESULTS report for areas where harvesting has been completed during the previous calendar year must be submitted on or before May 31<sup>st</sup>.

Reference: WLPPR Section 75 and 76

A RESULTS report is required for all areas where harvesting was completed during the previous calendar year ending Dec 31<sup>st</sup>.

In absolute terms, harvesting is considered complete when a CP expires. However, a licensee has finished harvesting in an area and doesn't expect to return to do additional harvesting within the term of the CP should consider reporting the opening into RESULTS right away. By doing so, reporting obligations will be less likely to be overlooked and starting date for the completion of obligations will be specific to that block.

Reporting is to be done on or before May 31. In addition to being a legal requirement, a failure to report could preclude a woodlot licensee from being issued a 1 CP – see the 1 CP article in the Spring 2016 Woodland Almanac; page 10).

The main technical support documents for Woodlot Submissions to RESULTS are:

- RESULTS Information Submission Guide for Woodlot Licensees (RISS-wl) – February 24, 2016 which can be found at:  
<https://www.for.gov.bc.ca/his/results/RESULTS%20INFORMATION%20SUBMISSION%20SPECIFICATIONS%20-%20wl%20-%20Feb%2024%202016%20final.pdf>
- The Submitting Forest Cover to RESULTS for Openings with Treed Retention Guide contains additional information about submissions for openings with retained forest cover. It can be found at:  
[https://www.for.gov.bc.ca/his/results/Forest\\_Cover\\_Retention\\_Submissions\\_May%205%202016%20Final.pdf](https://www.for.gov.bc.ca/his/results/Forest_Cover_Retention_Submissions_May%205%202016%20Final.pdf)
- The Federation provides free software to create the key RESULTS reports that require spatial data (maps) and must be submitted through the ESF system. A detailed users guide that covers how to use the software and reporting requirements is also provided. These can be found at: <http://woodlot.bc.ca/results/>

**Road Deactivation** Do any roads on the woodlot licence need to be deactivated, access barriers restored, or bridges, culverts or cattle guards removed?

The following comments are with respect to on-block roads only, and do not address roads under road permits, road use agreements or a woodlot licence.

Roads constructed and/or maintained under a cutting permit, including 1 CP, are considered on-block roads.

Upon completion of harvesting or expiry of a CP expires, a licensee should consider whether or not they made a commitment to deactivate the road immediately after harvesting. If not, a licensee should consider their future need for all the roads constructed, upgraded or maintained under the CP, including the risks, liabilities and costs associated with retaining or deactivating them. In some cases, the woodlot licensee may need to the road to access areas of the WL in the future or there may be another industrial user whose needs must be considered.

If a licensee decides to deactivate a road, then they must comply with WLPPR, Section 71 -

- a) barricade the road surface width in a clearly visible manner to prevent access by motor vehicles, other than all-terrain vehicles;
- b) remove bridge and log culvert superstructures and stream pipe culverts;
- c) remove bridge and log culvert substructures, if the failure of these substructures would have a material adverse effect on downstream property, improvements or forest resources;
- d) stabilize the road prism or the clearing width of the road if the stabilization is necessary to reduce the likelihood of a material adverse effect in relation to one or more of the subjects listed in section 149 (1) of FRPA.

Also, during the period that a road is being deactivated a licensee must post a sign warning users of the deactivation (WLPPR, Section 72).

If a licensee decides to retain a road for future use, then they are obligated to maintain it. Road maintenance requirements are stated in WLPPR, Section 68.

If the road is going to be used by another industrial user, then the licensee should consider establishing some form of agreement which specifies approved use, maintenance obligations, user fees, etc. The licensee may wish to have the road put under a Road Permit.

If a road is not being used for industrial use, then a licensee can designate it as a wilderness road (WLPPR, Section 70) which has reduced maintenance requirements.

Roads and road administration is complex and is handled differently in different districts. Consequently, it is not possible to provide definitive advice. If a licensee has any doubts or questions, they should consult with their local district office.

**Road Reporting** Have road reporting obligations been met?

Permanent or temporary on-block roads, whether authorized under a conventional or 1 CP, are to be reported in RESULTS. See section 7.9 RESULTS Information Submission Guide for Woodlot Licensees(RISS-wl) – February 24, 2016 which can be found at:

<https://www.for.gov.bc.ca/his/results/RESULTS%20INFORMATION%20SUBMISSION%20SPECIFICATIONS%20-%20wl%20-%20Feb%2024%202016%20final.pdf>.

Roads under a Road Permit have different reporting requirements.

**Exemptions** Do any of the harvesting obligations qualify for an exemption; e.g. waste assessment, intermediate cutting survey, free growing, etc.? If so, have you applied?

WLPPR Section 77, 78 and 79 provide a lengthy list of exemptions that may be granted by either the Minister of Forests, Lands & Natural Resource Operations or the Minister responsible for the Wildlife Act. There is no formal process for requesting or receiving an exemption. It is recommended that exemptions requests and approvals/rejections be in writing. A licensee’s exemption should include reasons and a rationale for the request.

**Waste Assessment** If required, have you completed a waste assessment?

Conducting a waste assessment is a licence requirement. Generally, a waste assessment must be conducted within 60 days of primary logging being completed or a cutting authority expiring; or as soon thereafter that the ground becomes sufficiently free of snow that an assessment may be carried out. It must be done in accordance with the Provincial Logging Residue and Waste Measurement Procedures Manual.

Please refer to the Provincial Logging Residue and Waste Measurements Procedure Manual for information about waste assessments, including requirements, options and methodology. The manual can be found at:

<http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/forest-residue-waste/provincial-logging-residue-and-waste-measurements-procedure-manual>.

**Waste Reporting** Has waste been reported?

The waste assessment for a cutblock must be submitted to the district manager within 30 days of the waste assessment being completed. Waste is reported to the Waste System, an online reporting site. Waste is not reported to RESULTS. Access permission is required, and is requested through:

<https://www.for.gov.bc.ca/hva/waste/access.htm>

Information and instructions for reporting waste is available at:

<http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/forest-residue-waste/waste-system>.

A step by step manual to guide WL through reporting a basic woodlot waste survey to the waste e-System is available at: <http://woodlot.bc.ca/waste/>

**Fire Hazard Assessment** Have fire hazard assessments been completed?

A fire hazard assessment is required when carrying out an industrial activity such as land clearing or other prescribed activity that is likely to create or increase a fire hazard within one kilometer of forest or grassland (*Wildfire Act* s.7), or when an official notifies a person carrying out an industrial activity that a fire hazard exists (*Wildfire Regulation* 11(1)(b)(ii)).

Fire hazard must be assessed:

- Every 3 months if the activity is inside or within two kilometers of a local government area or a regional district fire protection district (*Wildfire Regulation* 11(2)(a)).
- Every 6 months for all other areas (*Wildfire Regulation* 11(3)).

If operations are going to be inactive for more than 3 or 6 months as applicable, a fire hazard assessment must be done at shutdown.

A woodlot licence may vary from these requirements if specified by a forest professional (*Wildfire Regulation* 11(3.1)).

*What is required in a fire hazard assessment?*

Fire hazard assessments must include an assessment of the fuel hazard and its associated risk of a fire starting or spreading (*Wildfire Regulation* 11(4)). Fuel hazard is the potential behavior of a fire based on the arrangement, condition and amount of forest fuels.

*Where can I get information about fire hazard assessment?*

The BC Wildfire Service's "Guide to Fuel Hazard Assessment and Abatement in British Columbia" is available on their website and is being updated in 2016.

Links to the *Wildfire Act* and *Wildfire Regulation* are available at <http://bcwildfire.ca/LegReg/>.

**Hazard Abatement** Have fire hazards been abated and waste disposed of in accordance with the Wildfire Regulation?

Reference: Wildfire Regulation, Section 12.1

The Hazard Abatement: Qualified Holders section of the regulation specifies a woodlot licensee's legal obligations regarding abating hazards following harvesting.

Also, be aware of:

- Wildfire Regulation 22(1)(c) requirement to obtain a burn registration number.
- Wildfire Regulation 22(6) requirement for equipment at burn site.
- Stipulations in the Open Burning Smoke Control Regulation.

- any local government bylaws regarding the use of fire and smoke.

**Debris Disposal**            See above.

Ensure that you dispose of logging slash and debris as required.

If burning is planned, ensure you get a Burn Registration Number and/or proper permit from your local Fire Center or call the provincial burn registration line at 1.888.797.1717. You must abide by all requirements such as appropriate fire guarding, venting indices, and equipment on site.

For more information, please refer to the “Industrial & Resource Management Burning” brochure which can be found at <http://www.bcwildfire.ca/Restrictions/ResourceMgmt.pdf>

**Grass Seeding**            Do you need to grass seed for erosion control, to prevent the introduction or spread of invasive plants, etc.?

Reference: WLPPR Section 29 and WLP

The requirement to grass seed is often associated with road construction and/or deactivation, land rehabilitation and as a measure to prevent the introduction or spread of invasive plants.

WLPPR S. 29 requires that a WL who constructs or deactivates a road must ensure that soil exposed by the construction or deactivation is revegetated within two years after completion if it is reasonably foreseeable that (a) the erosion of the soil would cause sediment to enter a stream, wetland or lake, or a material adverse effect on the objectives set by government] in FRPA, and (b) revegetation would materially reduce the likelihood of erosion.

Many WLP contain commitments to seed disturbed areas. Also, a licensee may have agreed to grass seed to provide grazing for cattle or forage for wildlife.

Before seeding, check to see if there are any specifications in place regarding the species, type and quality of seed that must be used, application rates, etc.

**Pest Control**            Is any post harvesting action required to control pests; e.g. trap trees or baits?

In certain circumstances, harvesting is carried out as part of a forest health strategy to control or prevent the spread of insects and disease. If that is the case, it is important to carry out all post-harvest actions required to control the pests in a timely manner; e.g. trap trees, slashing, slash disposable, baiting, surveys, etc.

**Intermediate Cutting Survey**    If you harvest using intermediate cutting, you must do a survey between 1 and 3 years following harvesting unless exempted.

Reference: WLPPR Definitions, Sections 75(5) and 75(6)

An area that meets the definition of intermediate cutting per WLPPR\*, and has been reported to RESULTS as such, must have a survey done between 1 and 3 years after the completion of harvesting on the area, that identifies the area, the forest cover inventory, and damage to trees by insects, disease or other factors affecting forest health.

Check the section of your WLP that addresses “Stocking Standards for Specified Areas”, which is WLP content required by WLPPR Section 12. Many WLP commit to using multi-layered stocking standards to survey intermediate cuts. If your WLP makes such a commitment, you must follow it in the survey. (Optionally, you could amend the WLP prior to harvest to commit to a better standard and survey approach for specified areas.)

A licensee may be exempted from the requirement to survey if the area is too small to warrant the survey or the extent of the harvesting doesn’t significantly change the inventory label.



\* Intermediate cutting means the harvesting of timber if the harvesting takes place before the final harvest or regeneration cut and the majority of the pre-harvest stand volume is not removed, or the harvesting of bark beetle infested timber by harvesting scattered trees, small clumps of trees or for access trails required to harvest the timber.

**Documentation** Have you documented and safely stored all relevant records, plans, assessments, notices, approvals, exemptions, pre-harvest maps, inspections, rationales, etc.?

In addition to reporting as required, licensees are encouraged to document and retain records regarding all activities carried out on their WL. So much of FRPA and the WLPPR is based on freedom to manage and achieving results that it has become paramount for a licensee to be able to present evidence of what they did or didn't do and how and why they reached a decision, when required.

Retaining records and documentation is a key part of due diligence; and due diligence is a defense under FRPA should a licensee be accused of contravention (FRPA, Section 72).

Appendix 1. WL CP Reminders List

The WL CP Reminders List is available in word, excel & pdf formats at [www.woodlot.bc.ca](http://www.woodlot.bc.ca)

WL #: \_\_\_\_\_ CP: \_\_\_\_\_ Block(s) or Opening(s): \_\_\_\_\_

<b>PRE HARVESTING REMINDERS</b>			
<input checked="" type="checkbox"/>	<b>TOPIC</b>	<b>REMINDER</b>	<b>DATE<sup>1</sup></b>
<input type="checkbox"/>	<b>Cutting Permit</b>	Do you have an approved CP? Check the expiry date to make sure it hasn't expired and won't expire while the planned operations are underway.	
<input type="checkbox"/>	<b>Road Permits &amp;/or Road Use Agreement</b>	Do you have all the necessary Road Permits (RP), Road Use Agreements and/or Road Use Permits (RUP) required to conduct industrial operations and transport your wood to market?	
<input type="checkbox"/>	<b>Management Plan</b>	Is your Management Plan valid? Most don't, but some have an expiry date.	
<input type="checkbox"/>	<b>Woodlot Licence Plan</b>	Ensure you have an approved WLP that has not expired?	
<input type="checkbox"/>	<b>Boundaries</b>	Ensure all planned operations are within the WL and that boundaries of wildlife tree patches, riparian areas, streams, scenic areas, etc. are known.	
<input type="checkbox"/>	<b>Overlapping Resource Values</b>	If any of the planned harvesting and/or road construction operations overlap with resource values (e.g. cultural or spiritual sites, old blocks, ungulate winter range, wildlife tree patches, visuals, riparian areas, etc.) ensure you have done all required assessments, planning, notifications, etc.	
<input type="checkbox"/>	<b>Reforestation</b>	Have you made the necessary plans and arrangements to meet your reforestation and free growing obligations? If planting will be required, have seedlings from a species approved in the applicable stocking standard and from an appropriate seedlot been ordered or purchased?	
<input type="checkbox"/>	<b>First Nations</b>	Did you make a commitment in your WLP to share information about cutting or road permits with First Nations? If so, has it been done?	
<input type="checkbox"/>	<b>Cut Control/AAC</b>	Check your licence's cut control situation. Verify that there is adequate volume left in the current cut control period to accommodate the planned harvest. If not and harvesting is essential, you will need to get a cut control exemption or an AAC uplift.	
<input type="checkbox"/>	<b>Bridges</b>	Are there any bridges or engineered structures on the industrial access route to the harvest area(s)? If yes, have they been professionally inspected and found to be safe for industrial use?	
<input type="checkbox"/>	<b>Timber Mark</b>	Do you have a valid timber mark for Schedule A (private) and/or Schedule B (crown) land? Do you have a marking hammer?	
<input type="checkbox"/>	<b>Invasive Plants</b>	Have you taken action to ensure you comply with any pre-harvesting measures in your WLP to prevent the introduction or spread of invasive plants?	
<input type="checkbox"/>	<b>Natural Range Barriers (NRB)</b>	Are there any NRBs that will be rendered ineffective by the proposed harvesting? If so, what measures must be taken to mitigate the impact?	

<sup>1</sup> Licensees are encouraged to use this column to record the expiry date of a plan or permit and/or the due date for an obligation.

<input type="checkbox"/>	<b>Pre-Harvest Map</b>	Have you prepared a pre-harvest map that shows the biogeoclimatic classification (BEC) to site series level and applicable stocking standards?	
<input type="checkbox"/>	<b>Community Watershed</b>	If you are going to construct or deactivate a road in a community watershed, have you notified licensed water users?	
<input type="checkbox"/>	<b>Special (Big) Trees</b>	Are there any special trees within the area planned for harvesting?	
<input type="checkbox"/>	<b>Migratory Birds</b>	Is the forest planned for harvest being used by migratory birds?	
<input type="checkbox"/>	<b>Species at Risk</b>	Are there any species at risk in or around the planned harvest area that must be considered and accommodated?	
<input type="checkbox"/>	<b>Don't Trespass</b>	Check harvest boundaries that abut the WLs boundaries and private land.	
<input type="checkbox"/>	<b>Notification of Commence Work</b>	Notify the district office before starting logging or road building.	
<input type="checkbox"/>	<b>Safety</b>	Have you exercised due diligence with respect to safety? Do you have a safety plan? Have you designated a principle contractor, notified WorkSafeBC, etc.?	
<input type="checkbox"/>	<b>Fire Contact</b>	Provide contact information to the local Fire Center by March 31 <sup>st</sup> .	
<input type="checkbox"/>	<b>Fire Danger Class</b>	A person carrying out high risk activities in a fire season must determine the Fire Danger Class for the location of the activity and comply with the restrictions in the Wildfire Regulation.	
<input type="checkbox"/>	<b>Fire Tools</b>	Do you and/or your contractors have proper fire-fighting equipment on site?	
<input type="checkbox"/>	<b>Fire Hazard Assessments</b>	Industrial operations occurring during fire season require periodic fire hazard assessments.	

<b>POST HARVESTING REMINDERS</b>			
<input checked="" type="checkbox"/>	<b>TOPIC</b>	<b>REMINDER</b>	<b>DATE</b>
<input type="checkbox"/>	<b>Notification of Completion</b>	If required, did you notify the district when timber harvesting &/or road construction was complete and/or when the last load of timber was shipped from a block.	
<input type="checkbox"/>	<b>Blocks not harvested</b>	Did you inform the district of any blocks that were not harvested so they can update FTA so RESULTS isn't looking for reports?	
<input type="checkbox"/>	<b>Reconcile harvest volume</b>	Check scaled volume against AAC and cut control to verify no overcutting has occurred.	
<input type="checkbox"/>	<b>Reforestation</b>	Are plans in place to meet your reforestation and free growing obligations?	
<input type="checkbox"/>	<b>Disturbance Report - RESULTS</b>	A RESULTS report for areas where harvesting has been completed during the previous calendar year must be submitted on or before May 31 <sup>st</sup> .	
<input type="checkbox"/>	<b>Road Deactivation</b>	Do any roads need to be deactivated, access barriers restored, or bridges, culverts or cattle guards removed?	
<input type="checkbox"/>	<b>Road Reporting</b>	Have road reporting obligations been met?	
<input type="checkbox"/>	<b>Exemptions</b>	Do any of the harvesting obligations qualify for an exemption; e.g. waste assessment, intermediate cutting survey, free growing, etc.? If so, have you applied?	
<input type="checkbox"/>	<b>Waste Assessment</b>	If required, have you completed a waste assessment?	
<input type="checkbox"/>	<b>Waste Reporting</b>	Has waste been reported?	
<input type="checkbox"/>	<b>Hazard Assessment</b>	Have fire hazard assessments been completed?	
<input type="checkbox"/>	<b>Hazard Abatement</b>	Have fire hazards been abated and waste disposed of in accordance with the Wildfire Regulation?	
<input type="checkbox"/>	<b>Debris Disposal</b>	See above.	

<input type="checkbox"/>	<b>Grass Seeding</b>	Do you need to grass seed; e.g. erosion control, prevent the introduction or spread of invasive plants, etc.?	
<input type="checkbox"/>	<b>Pest Control</b>	Is any post harvesting action required to control pests; e.g. trap trees or baits?	
<input type="checkbox"/>	<b>Intermediate Cutting Survey</b>	If you harvest using intermediate cutting, you must do a survey between 1 and 3 years following harvesting unless exempted.	
<input type="checkbox"/>	<b>Documentation</b>	Have you documented and safely stored all relevant records (plans, assessments, notices, approvals, exemptions, inspections, rationales, etc.)?	

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***This list of reminders was developed by the FBCWA to help woodlot licensees meet their obligations. Each WL can be different, so licensees should check to ensure it includes all commitments and obligations for their WL.***

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## Appendix 2. Commonly Used Manuals & Reference Materials

### Woodlot Licence Plan

#### Template & Checklist

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

#### Interpretive Guidance Respecting Woodlot Licence Plans (FRPA Administration Bulletin #9)

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/Web/frpa-admin/frpa-implementation/bulletins/frpa-admin-no-9-interpretive-advice-for-woodlot-license-plans-jan-8-2007.pdf>

#### Woodlot Licence Planning: First Nations Information Sharing (FRPA Administration Bulletin #5)

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/Web/frpa-admin/frpa-implementation/bulletins/frpa-admin-no-5-fn-woodlots-advice-nov-8-2006.pdf>

### Cutting Permits

#### Cutting Permit and Road Tenure Administration Manual

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/web/publications/CPRT-Admin-Manual.pdf>

### One Cutting Permit

#### Business Guide, Sample Application Letter, etc.

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

#### Interpretive Guidance Respecting the Extension of Woodlot Licence Plans

<https://www.for.gov.bc.ca/ftp/HTH/external/!publish/web/frpa-admin/frpa-implementation/bulletins/frpa-admin-no-16-interp-guidance-respecting-the-extension-of-woodlot-licence-plans-jan-4-2016.pdf>

#### Cutting Permit and Road Tenure Administration Manual

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/web/publications/CPRT-Admin-Manual.pdf>

### Road Permits

#### Cutting Permit and Road Tenure Administration Manual

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/web/publications/CPRT-Admin-Manual.pdf>

#### Engineering Manual

[https://www.for.gov.bc.ca/hth/engineering/documents/publications\\_guidebooks/manuals\\_standards/eng-manual.pdf](https://www.for.gov.bc.ca/hth/engineering/documents/publications_guidebooks/manuals_standards/eng-manual.pdf)

### Waste

#### Assessments

##### Provincial Logging Residue and Waste Measurements Procedure Manual

<http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/forest-residue-waste/provincial-logging-residue-and-waste-measurements-procedure-manual>

#### Reporting

<http://www2.gov.bc.ca/gov/content/industry/forestry/competitive-forest-industry/timber-pricing/forest-residue-waste/waste-system>

### RESULTS

#### RESULTS Information Submission Guide for Woodlot Licensees (RISS-wl) – February 24, 2016

<https://www.for.gov.bc.ca/his/results/RESULTS%20INFORMATION%20SUBMISSION%20SPECIFICATIONS%20-%20wl%20-%20Feb%2024%202016%20final.pdf>

#### Submitting Forest Cover to RESULTS for Openings with Treed Retention Guide

[https://www.for.gov.bc.ca/his/results/Forest\\_Cover\\_Retention\\_Submissions\\_May%205%202016%20Final.pdf](https://www.for.gov.bc.ca/his/results/Forest_Cover_Retention_Submissions_May%205%202016%20Final.pdf)

### First Nations Information Sharing

#### Woodlot Licences: Information Sharing and Consultation with First Nations (May 20, 2016)

<https://www.for.gov.bc.ca/ftp/HTH/external/!publish/web/timber-tenures/woodlots/FN-Information-sharing/FN-consultation-bulletin.pdf>

**Interpretive Guidance Respecting Woodlot Licence Plans (FRPA Administration Bulletin #9)**

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/Web/frpa-admin/frpa-implementation/bulletins/frpa-admin-no-9-interpretive-advice-for-woodlot-license-plans-jan-8-2007.pdf>

**Woodlot Licence Planning: First Nations Information Sharing (FRPA Administration Bulletin #5)**

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/Web/frpa-admin/frpa-implementation/bulletins/frpa-admin-no-5-fn-woodlots-advice-nov-8-2006.pdf>

**Guide to Involving Proponents When Consulting First Nations**

<http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

**Updated Procedures for Meeting Legal Obligations When Consulting First Nations – Interim**

<http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations>

**Cutting Permit and Road Tenure Administration Manual**

<https://www.for.gov.bc.ca/ftp/hth/external/!publish/web/publications/CPRT-Admin-Manual.pdf>

**Fire Hazard – Assessment, Abatement & Reporting**

<http://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/wildfire-management/prevention/for-industry-commercial-operators/hazard-assessment-abatement>

**A Guide to Fuel Hazard Assessment and Abatement in British Columbia (April 2012)**

[http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/wildfire-management/fire-fuel-management/hazard-assessment-abatement/bcws\\_hazard\\_assessment\\_abatement\\_guide.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/wildfire-management/fire-fuel-management/hazard-assessment-abatement/bcws_hazard_assessment_abatement_guide.pdf)

**Interpretive Bulletin on the Application of the Wildfire Regulation for the Forest Industry (June 2011)**

[https://www.for.gov.bc.ca/bcts/bulletins/interpretive\\_wildfirereg.pdf](https://www.for.gov.bc.ca/bcts/bulletins/interpretive_wildfirereg.pdf)

**Management Plan**

**Template & Handbook**

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

**Archaeological Resource Management Handbook for Foresters**

[https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/handbook\\_for\\_foresters.pdf](https://www.for.gov.bc.ca/ftp/archaeology/external/!publish/web/handbook_for_foresters.pdf)

**Private Land Deletion – Guidelines & Request Form**

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

**Transfer – Procedures & Notice of Intended Disposition Template**

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

**Woodlot Licence Consolidation Guidelines**

<https://www.for.gov.bc.ca/hth/timber-tenures/woodlots/forms.htm>

**WL Cutting Permit Reminders List**

<http://woodlot.bc.ca>

**Roles and Responsibilities of woodlot licensees, government staff and forest professionals**

<https://www.for.gov.bc.ca/ftp/HTH/external/!publish/web/timber-tenures/woodlots/Interim-guidance-roles-responsibilities.pdf>

### **Appendix 3. List of Possible Exemptions in FRPA & the WLPPR**

#### **FRPA**

- 29 - establishing a free growing stand
- 29.1 - transfer of obligation to establish a free growing stand

#### **WLPPR (Section 78)**

- 14 - invasive plants
- 15 - natural range barriers
- 30 - modification of insect behaviour
- 31 - measures respecting the use of livestock for site preparation
- 39(3) - silviculture treatments not allowed in a riparian reserve zone
- 40(2) - restrictions in a riparian management zone
- 41 - lakeshore management zones
- 42 - temperature sensitive streams
- 43 - stream crossings
- 44 - fish passage
- 45 - protection of fish and fish habitat
- 46 - use of livestock in riparian areas
- 47 - protecting water quality
- 48 - licensed waterworks
- 49 - excavated or bladed trails
- 50 - roads in a community watershed
- 51 - use of fertilizers
- 52 - wildlife tree retention
- 54 - coarse woody debris
- 56 (1) - resource features and wildlife habitat features
- 59 - visual quality objectives
- 60 - recreation objectives
- 61 - roads and associated structures
- 62 - design of bridges
- 64 - structural defects
- 65 - culvert fabrication
- 67 - clearing widths
- 68 - road maintenance
- 72 - hazard warning regarding road deactivation
- 73 - notice re road in community watershed
- 74 - notification of timber harvesting or road construction

#### **WLPPR (Section 79) - Minister Responsible for the Wildlife Act**

- 57 - fisheries sensitive watershed objectives
- 58 - water quality objectives