

File: 19720-02/District

June 29, 2007

To All Woodlot Licensees

Dear Licensee:

This letter is to provide procedures pursuant to woodlot licence letter permits and obligations in accordance with Section 22.02 of the Woodlot Licence Forest Management Regulation (WLFMR).

Prior to March 31, 2007, many licensees received letter permits granted under Section 22.01 of the WLFMR that permitted harvesting on an Exhibit B area frequently covering the entire woodlot. In addition, licensees were exempted from the administrative requirements of preparing a site plan and from producing a free growing stand (as long as no areas of not sufficiently restocked (NSR) greater than 1 ha were created). For sites where an area became greater than one hectare of NSR, the licensee was required to submit a map within three years and establish a free growing stand, as per Section 22.02 of the WLFMR. To date, very few submissions have been received and it is now time to fulfill these legal obligations to avoid a potential administrative penalty. Also, issuance of a new blanket salvage permit or subsequent letter permits may be denied.



If you believe that your salvage operations have not created greater than one hectare NSR patch(es), please complete the attached form and return it to the district office.

Otherwise, the process includes two parts:

- 1) Block Creation
 - A) electronic submission into FTA (Forest Tenure Administration)
 - B) Section 22.02 FTA Block Submission form (paper – from our district ftp site)
- 2) Silviculture Obligation Reporting
 - A) electronic submission into RESULTS (Reporting Silviculture Updates and Landstatus Tracking System)
 - B) Section 22.02 RESULTS Block Submission form (paper– from our district ftp site)

Block Creation (FTA Submission):

An FTA submission is required to create a block for each area greater than one hectare of NSR. This involves submission of both attribute (words) and spatial (maps) information. A service provider may be hired to submit the information for you. If you have the ability and

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software, you can acquire a BCeId (go to [HTTP://lrdw.ca/bceid.html](http://lrdw.ca/bceid.html)) and submit your block(s) through the Electronic Submission Framework (ESF). This block creation is necessary to enable submission into RESULTS. In order to know that an electronic submission has been submitted, we require our Section 22.02 FTA Block Submission form (paper) that can be found on our district ftp site: Woodlot Code 22.02 FTA Block Submission Form June 21, 2007.

Explanations of paper requirements:

- a) New Block No.: must be as per example on form. This number should begin with S2202 followed by a dash and then the block number. The "S2202" allows both you and us to know that this is a Section 22.02 block. Please assign block number(s) as appropriate.
- b) Opening #: Use pre-assigned core opening number for your woodlot followed by the next letter in the alphabet. See April 19, 2005, letter for a further explanation.
- c) Access trails and roads: as part of Section 22.01 letter permits, access trail construction was allowed. These trails must be included on a paper map and delineated as permanent, temporary (to be deactivated in next two years) or deactivated. All roads being used for log hauling must be under a road permit. Please contact James Moe, District Engineering Officer, for information on road permit applications.

Be advised that your electronic submission into FTA will not proceed until the paper form is correct. Once the paper form is correct, approximate processing time is 10 days.

Silviculture Obligations Reporting (RESULTS Submission):

A RESULTS submission cannot be done until the block has been approved in FTA. When you receive a letter stating your FTA electronic submission has been processed you will then submit the information into RESULTS. Your RESULTS submission should match the FTA block information previously submitted. You have three weeks from date of that letter in which to complete your submission. Each area greater than one ha must be submitted separately into RESULTS. This involves submission of both attribute (words) and spatial (maps) information for four different categories: opening definition, disturbance activity, forest cover and possibly silviculture activity. The opening definition is basically your stocking standards and site plan map. The disturbance activity is your harvesting information and a map of what was harvested. The forest cover is a map of the harvested area most likely labelled as NSR unless you have already planted. If you have already planted or carried out other silviculture activities, these maps and associated information will also require submission. A service provider may be hired to submit the information for you. If you have the ability and software, you can acquire a BCeId (go to [HTTP://lrdw.ca/bceid.html](http://lrdw.ca/bceid.html)) and submit your block(s) through the Electronic Submission Framework (ESF). In order to know that an electronic submission has been submitted, we require our Section 22.02 RESULTS Block Submission form (paper) that can be found on our district ftp site: Woodlot Code 22.02 RESULTS Block Submission Form June 21, 2007.

Explanations of paper requirements:

- a) Block No. and Opening # naming conventions: see FTA Submission above

- b) Letter Permit No which resulted in > 1 ha NSR: the stocking standards under this letter permit are those that apply to the RESULTS submission. Be sure to check your 22.01 approval and associated application form to find the appropriate stocking standards. If the default stocking standards were assigned or selected on your application form, then the Default Stocking Standards ID Code of 1000099 can be used to enter the standards into RESULTS.
- c) Each Net Area to be Reforested – “NAR” must be traversed. Then a declaration must be signed and sealed by a Registered Professional Forester (RPF), as required by the *Forester’s Act* and in accordance with Bylaw 10.2, Use of Professional Seal and Signature. Note that there are three options for declaring the NAR:
1. Employ an RPF to complete the traverse work (Bylaw 10.2);
 2. Complete the traverse work yourself under the supervision of an RPF (Bylaw 10.5.1);
 3. Complete the traverse work yourself and seek out an RPF who will determine that the work has been done to standard (Bylaw 10.5.2).

Please indicate on the form the name of the RPF who signed and sealed the NAR.

Once your RESULTS submission is complete and correct, you will be sent a copy of the map and summary report for each opening.

Enclosed is a copy of “Central Cariboo Forest District’s Section 22.01 Submission Requirements Business Process” map which is a step by step guide through the process along with acronyms and other definitions you may find helpful.

We would encourage you to complete any field work during the upcoming summer months. If there is enough interest, an information session to better explain the electronic submission expectations may be held.

If you have any questions, please contact me at 398-4320 or Stephanie Mooney, Woodlot Forester, at 398-4384 or Mike Gatenby, Tenures Officer, at 398-4689.

Yours truly,

Lianne Lawlor, R.F.T.
Tenures Technician
Central Cariboo Forest District

Enclosures: Section 22.01 Submission Requirements Business Process map
Declaration of no NSR form