Prince George Forest Road Management Group

Road Use Agreement Information Flow Procedures

Management System Document "E"

(May 1, 2014 – Prince George Forest Road Management Group)

These systems apply to all forest roads in the Prince George District.

1. Notification of Sales (Including TSL, NRFL, Cutting Permits, Forestry Licence to Cut, Occupant Licence to Cut, Woodlot Cutting Permit)
   - Major Licensees and BCTS will ensure Contractors have RUA's prior to starting operations.
   - Licensees will not receive wood without proof of a valid Road Use Agreement.
   - MFLNRO notify Road User Committee secretary of issued sales including contact information and essential sale details.
   - MFLNRO will include Road Use Agreement requirements in tenure package.
   - BCTS will include Road Use Agreement requirements in tender package.
   - Licensee Road User Committee members provide forecast of planned seasonal harvesting activities, and monthly hauling plans.
   - The MFLNRO will notify the Road User Committee secretary of ongoing changes to the Primary Road Use Permit Holder.
   - Road User Committee Secretary notifies Road Permit Holder and Primary Road Use Permit Holder of upcoming activity.

2. Road Use Agreement
   - All forest road industrial users must enter into a Road Use Agreement with the Road User Committee. Road User Committee major licensee members are deemed to have a blanket agreement for Licences held by their company.
   - The Road User Committee secretary will provide copies of the Agreement to the USER, the Road Permit Holder or Road Use Permit Holder, BCTS (for BCTS sales), and MFLNRO (for MFLNRO sales).
   - The Road User Committee Secretary will notify the MFLNRO and/or BCTS by phone, fax, or email in the event of any problems.
   - The Receiving Mill, if holdbacks or disbursements are involved, will confirm the holdback arrangements with the Road Use Committee Secretary by fax or email.
   - Current FSRs and MSDs will be made available with the RUA.

3. Tracking and Monitoring of Sales
   - Licensees and BCTS will report current and anticipated harvesting and hauling activity to the Road User Committee monthly through the PG Forest Road Maintenance Committee.
   - The Road User Committee secretary will track sales with agreements and sales pending agreements and report monthly to the membership, BCTS, MFLNRO and PGFR Maintenance Committee and USERS.

Follow the "3C's": Courtesy Caution Concentration

Participating committee members:

CANFOR, CARRIER LUMBER, WINTON GLOBAL, Dunkley LUMBER LTD., BCTS BC Timber Sales, WORKSAFE BC WORKING TO MAKE A DIFFERENCE, BRITISH COLUMBIA, BC Forest Safety, TransCanada In business to deliver

4. Maintenance Cost Sharing and Reconciliation
   - Timelines as set out in the Road User Agreement for data submission, calculation, review and reconciliation must be followed, and are as follows:

	Summer (May 1 to October 31)	Winter (Nov. 1 to April 30)
End of Season Summary	November	May 1
Cost/Tonnage Data Submitted	December 1	June 1
Calculation and Review Period	December 15	June 15
Invoice Issuance	January 1	July 1
Reconciliation payment	February 1	August 1

   - The secretary of the Road User Committee will notify members, the delinquent party and BCTS of overdue assessments.
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5. Hazard Notification

   - Hazard notification will be sent by the originator to the Road User Committee Secretary, who will notify Road User Committee members and the Road Maintenance Committee secretary, who will in turn notify all Maintenance Committee members, MFLNRO and those on the Public Distribution List.
   - Parties receiving notification will in turn notify their employees and contractors.
   - The notice to those on the public distribution list will include an option to be deleted from the notification list if desired.
   - Hazard notification will include information on the nature, time, location by Road Name and Kilometer, actions being taken (control measures) and anticipated correction date of the problem.