



FTA Training

Cutting Permit Postponement Guide

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What is the purpose of this guide?

This guide details changes made to the Forest Tenure Administration System (FTA) functions to support new statutory obligations relating to Cutting Permit (CP) postponements. It provides an overview of the business process flow, step-by-step instructions to use the new FTA postponement functions and applicable business rules.



All FTA Training Materials can be downloaded from the following ftp site:
http://www.for.gov.bc.ca/ftp/his/external/publish/OnLineClassroom/FTA_ESF/

Who is this guide intended for?

FTA users who are responsible for administering CP postponements, including senior administration MoFR and BCTS staff:

- **MoFR district senior administration** security role can commence, update, extend and rescind CP postponements within their own organization unit; and,
- **BCTS senior administrators** can commence, update, extend and rescind CP postponements within their own organization unit.

Understanding symbols used in this guide

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Information around tasks which you should be extremely careful performing.

Understanding the Legal Framework

The BC Government introduced legislation and the Forestry Revitalization Plan in 2003 to revitalize and strengthen the forest sector. In 2007, the Cutting Permit Postponement Regulation was enacted to support Section 58.21 of the *Forest Act*, with the intent to provide a postponement option for the forest industry. The regulation allows a tenure agreement holder to apply for postponement of a Cutting Permit (CP) which is under their tenure. The postponement of CP operations can be for up to two years; provided there are specific forest management reasons, and certain requirements are met (as outlined in the legislation and regulation). In general, CP operations may be postponed if the postponement will enable harvesting of other timber in danger due to forest health factors (for example, beetle wood), and it will not harm the value of the deferred timber. The postponement period can be renewed if no harvest occurs during or after expiry of the postponement period.

Why has the change in FTA been made?

FTA required:

- a new code to indicate the postponed tenure status, and
- new fields to record postponement information and history.

These changes are visible on the **FTA902 – Cutting Permit Details** page.

Making Sense of Terminology

To avoid confusion, we will use the following terminology when working with CP postponements:

- **“CP Postponement”**, in accordance to section 58.21 of the *Forest Act*, suspends cutting rights during the postponement period and extends the term of the CP.
- **“Extension of a CP”**, in accordance to section 58.1(1) of the *Forest Act*, allows the term of the tenure to be extended in 1 year increment(s). During the term and any extension periods, the holder of the CP may exercise their rights under the CP. In other words, harvesting activity or operations can take place.
- **“Extension of a postponement”** means that an additional postponement period is granted for up to two years if certain obligations have been met (for example, no harvesting activity has occurred).
- **“Rescindment of a postponement”** means that the postponement period is shortened by request of the holder of the CP. The rescindment could be a shortening of the postponement period or the complete rescindment of the postponement.
- **“Update of a postponement”** means that the postponement period is changed because of an administrative error. This shortening or lengthening of a postponement does not affect the postponement counts in FTA.

Understanding the Cutting Permit Postponement Process

CP Postponement Business Rules

The following business rules apply to the postponement of CP operations [please refer to your Cutting Permit and Road Tenure Administration Manual (<http://www.for.gov.bc.ca/hth/>) for more detail]:

Commencement of a Postponement

- A CP under any tenure that provides for a CP is eligible for postponement if the CP was issued on or after November 4, 2003 and has less than or equal to 2 years remaining in the term.
- Postponements are for a maximum of 2 years.
- CP postponement is initiated by a paper-based application from the CP holder. The holder can request an effective date that is on or after the date of application.
- Only CPs that are in HI status can be postponed upon approval of the Minister or the Statutory Decision Maker (SDM) (refer to delegation matrix at <http://www.for.gov.bc.ca/hcp/legislation/authoritymatrix/>).
- Only an entire CP may be postponed – not individual cut blocks.
- A CP that has expired cannot be postponed.
- The postponement can only occur if there have been no harvesting activities from the commencement date of the requested postponement period.
- The tenure status is set to “HP – Harvesting Postponement” in FTA to indicate postponement. Once the CP is in HP status, the only acceptable status change is to “HI – Issued”.
- For CPs issued between November 4, 2003 and June 1, 2007 and having less than two years remaining in the CP term, section 58.21(3) of the *Forest Act* sets the effective date of the postponement. See Table 1 and Illustrations 1 & 2 on the following pages for examples:
 - The effective date of the postponement is the last date of harvesting on the CP to be verified by the district before the postponement is approved.
 - For this group of CPs, there cannot be more than two years remaining in the term of the CP in order to be eligible for postponement.
- The holder of the CP under postponement may not exercise (cutting) rights under a CP that is postponed; however, the holder continues to be liable for obligations imposed under the *Forest Act*, *Forest Practices Code*, *Forest and Range Practices Act* and the *Wildfire Act*.
- FTA submissions to amend CPs at “HP – Harvesting Postponement” status will be treated the same way as submissions for a CP with a status of “HI – Issued”.

Extension of a Postponement

- If a CP has been postponed on or after November 4, 2003 and the postponement period has expired, and no harvesting activities have occurred, the holder may apply for an extension of the postponement.
- An extension of a postponement must be approved by the Minister or SDM.
- The CP may not be postponed a subsequent time if harvesting has occurred after the last postponement expiry date.
- The CP may not be postponed a subsequent time if a previous postponement has been rescinded.

Rescindment of a Postponement

- A CP that is still within its postponement period cannot be changed back to HI status. If the CP must be put back in HI status, and there is still term remaining in the postponement, the postponement must be rescinded.
- The Rescindment Notice can be a letter or email from the CP holder requesting rescindment.
- If the CP holder requests that the postponement be rescinded, the holder can no longer apply for additional postponements (Section 58.21(8)(c) of the *Forest Act*). The tenure status is set to HI in FTA upon rescindment.

Completion of a Postponement

- Once the postponement period is over, the Senior Administrator must change the CP status back to HI if the CP is not being postponed again. A warning message will appear on the **FTA902 – Cutting Permit Details** page after the postponement period ends, warning the user to request either further postponement or change the CP to HI status.

Examples of CP Postponement Dates

The following table and illustrations depict examples of how the postponement-related dates are determined by the Minister or SDM.

Table 1

The following Table 1 shows 2 postponement scenarios. Illustrations 1 & 2 on the next page are graphic representations of these postponement samples.

Postponement Samples

		Postponement Term Requested	2	Permit Issue Date 2004/11/16	Permit Expiry Date 2008-11-15	
Illus. #1	No Harvesting within last two years of CP expiry Section 58.21 (3) (b)	Postponement #	1	Postponement Effective Date 2006-11-16	Postponement Expire Date 2008-11-15	Permit Expiry 2010-11-15
			2	2008-11-16	2010-11-15	2012-11-15
Illus. #2	If Harvesting occurs within last two years of CP expiry Section 58.21 (3)(c)	Postponement #	1	Harvest date and Postponement Effective Date 2007/02/14	Postponement Expire Date 2009-02-13	Permit Expiry 2010-11-13
			2	2009-02-14	2011-02-14	2012-11-15
	Recinded Postponement Section 58.21 (7) Forest Act	Postponement #		Recind Date		Harvest Expiry
		No Harvest		2007/12/12		2009-12-11
		Harvest occurred within 2 yrs of expiry		2007/12/12		2009-09-12

Illustration 1 -- If no harvesting occurred within last two years of CP expiry

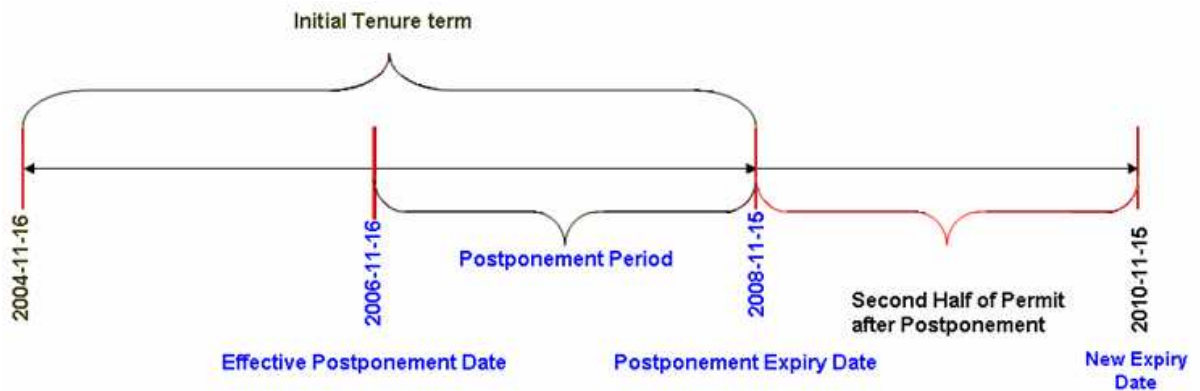
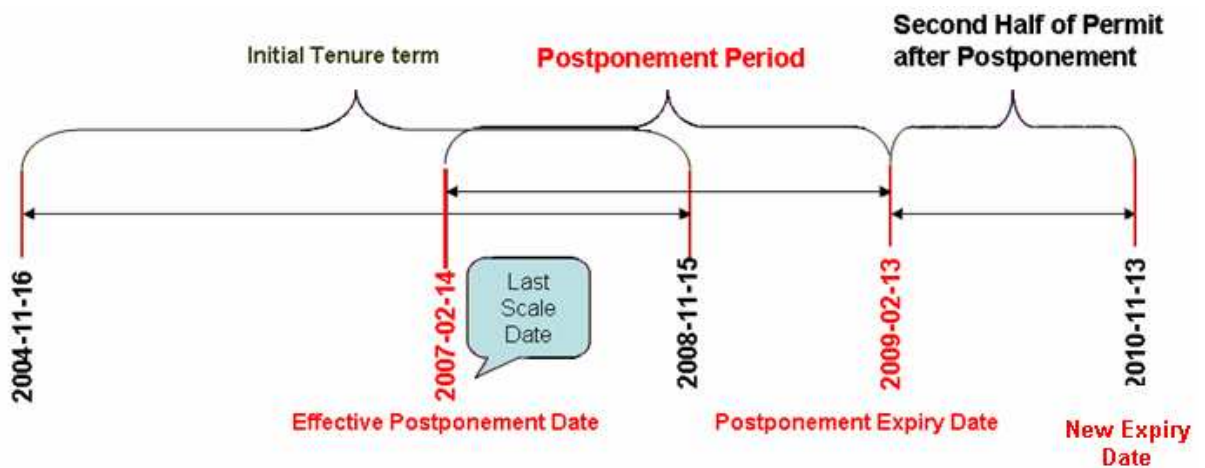
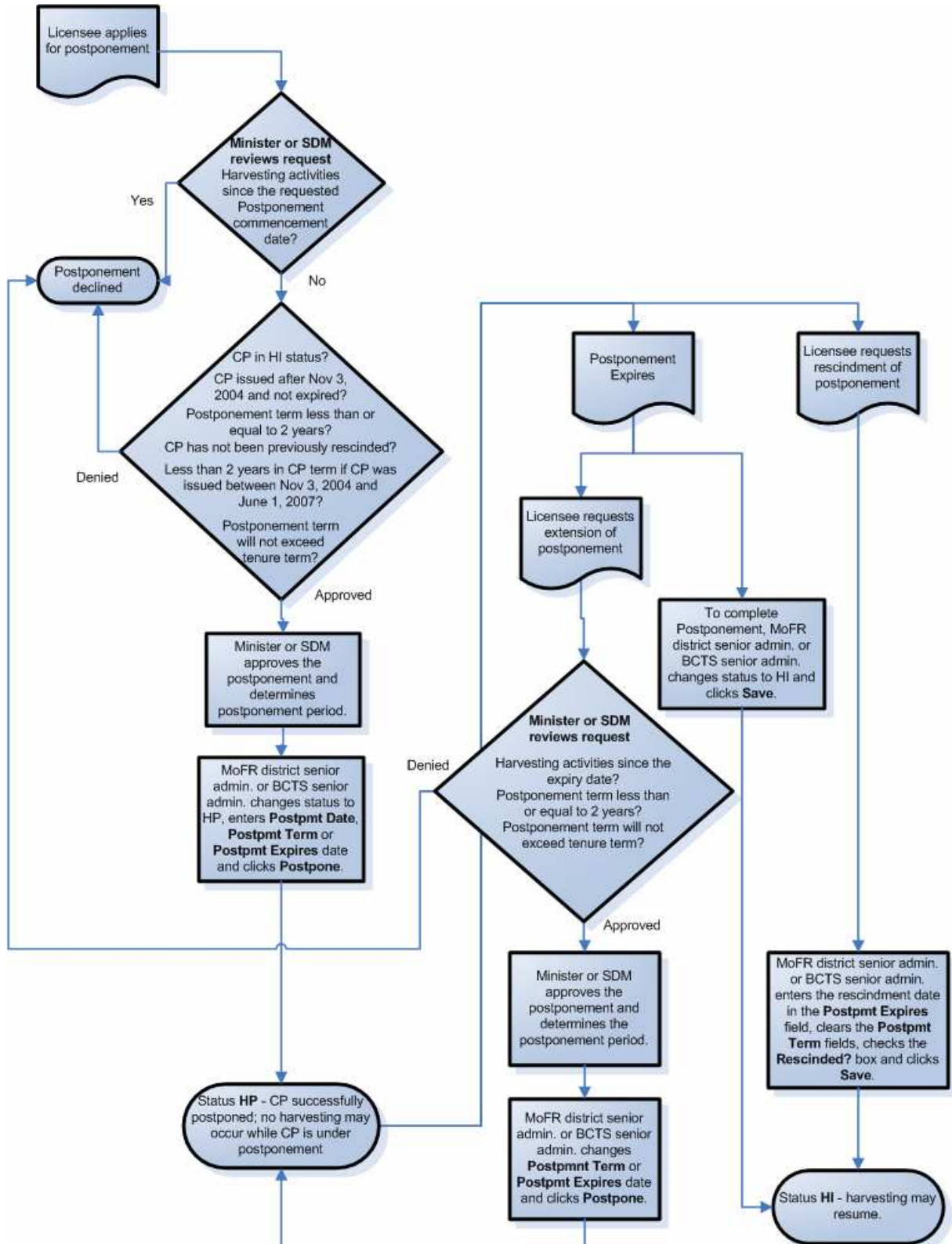


Illustration 2 -- If harvesting occurs within last two years of CP expiry



Workflow Diagram

The following diagram illustrates the workflow and steps taken to process CP postponements.



Sample Completed CP Postponement in FTA

The following screen print displays a CP which has been postponed. Relevant fields are described in the following table.

Application Home

Forest Tenure Administration (FTA)

Search | Inbox | Tenures | Private Marks | Recreation | Admin

Tenure | CPMark | Cut Block | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

Q Rotation | H Rotation | Cpy Rotation | TL Blk | CP/CB Amend. | Rec. Project | Scdn. Branch. | Road History

FTA902 - Cutting Permit Details

File:	A55555	Type:	A01 - Forest Licence	Admin Org:	RCO - Coast Forest Region
CP/HVA ID:	AA	File Status:	HI - Issued	As of:	2007-03-15
		Award Date:	2007-03-15	Expiry Date:	
		Licensee:	00001271 00 CANADIAN FOREST PRODUCTS LTD.		

Back | Back To Search

CP:	AA	Status:	HP - Harvesting Postponement *	As of:	2008-02-19 *
Mark:	GT70AA	District:	DCK - Chilliwack Forest Distri *	Zone:	BMC *
Location:	test fta4 v4_25		Area (ha):	1.6588	
Issue Date:	2007-06-08 *	Mark Term:	4 yr 0 mo	Expires:	2011-06-07 *
Postpmt Date:	2008-02-19 *	Postpmt Term:	yr 6 mo	Postpmt Expires:	*
Original Mark Term:	yr mo	Postpmt Count:	0	Rescinded?	
Extension Count:	0	Extended Date:	*	Reason:	*
Quota Type:	A - Normal replaceable AAC *	Salvage Type:	*		
Catastrophic:	No *	Deciduous:	No *	Cruise Based (Y/N):	No *
Mgmt Unit:		Instrument:		Land Region:	
Compliance Method:	5 - 4 Corner Marking to Site; 100 *				

Print CP Approval | Harvest History | Postpone | Save | Delete | Retire

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Postponement-Specific Fields

Field	Description
Status	Displays CP's status, HP – Harvesting Postponement.
As of:	Displays the date the status shown was set for the file. FTA populates this field automatically with the date the CP's status change occurs in FTA (not necessarily the date the status change comes into effect).
Issue Date	Displays the Timber Mark issue date.
Mark Term	Displays the length of the Timber Mark term in years and months.
Expires	Displays the Timber Mark expiry date.
Postpmt Date	Displays the effective postponement date.
Postpmt Term	Displays the length of the postponement term in years and months (up to 2 years).
Original Mark Term	FTA calculates this number based on the tenure term. This is a read-only field.
Postpmt Expires	Displays the postponement expiry date.
Postpmt Count	Displays the number of postponements within that CP.
Postpone Button	The Postpone button is used only upon creation of a postponement. Use the Save button for rescinding or updating a postponement. The Postpone button will display if the postponement period is over and the status is still HP, or the postponement has been rescinded. Remember: using the Postpone button creates a postponement.
Save Button	The Save button is used for rescinding, extending and updating a postponement. The amended postponement data will be saved, and the Postponement Count will remain the same. Remember: using the Save button edits a postponement.
Rescinded? ☐	Checkbox which displays whether a CP has been rescinded. Upon successful rescindment, this box becomes read-only.
	Remember the Issue Date of the permit must be on or after November 4, 2003 in order to be eligible for postponement.

How do I Commence a CP Postponement in FTA?

Notice that upon successful postponement, certain fields have been populated for you. The following screen print shows a CP Postponement that has commenced.

• Application Home

Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure CP/Mark Cut Block Assoc. Files Assoc. Client AAC Sale Info Tenure Appl. Notes

G Rotation H Rotation Cpy Rotation TL Blk CP/CB Amend. Rec Project Scdn Brnch. Road History

• Save successful.

FTA902 - Cutting Permit Details

File: A55555 Type: A01 - Forest Licence Admin Org: RCO - Coast Forest Region
 CP/HVA ID: AA File Status: HI - Issued As of: 2007-03-15
 Award Date: 2007-03-15 Expiry Date:
 Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Back Back To Search

CP: AA Status: HP - Harvesting Postponement * As of: 2008-02-19 *

Mark: GT70AA District: DCK - Chilliwack Forest Distri * Zone: BMC *

Location: test fta4 v4_25 Area (ha): 1.6588

Issue Date: 2007-06-08 Mark Term: 4 yr 6 mo Expires: 2011-12-07
 Postpmt Date: 2008-02-19 * Postpmt Term: 0 yr 6 mo Postpmt Expires: 2008-08-18 *
 Original Mark Term: 4 yr 0 mo Postpmt Count: 1 Rescinded? ☐

Extension Count: 0 Extended Date: * Reason: *

Quota Type: A - Normal replaceable AAC * Salvage Type: *

Catastrophic: No Deciduous: No Cruise Based (Y/N): No *

Mgmt Unit: * * *

Compliance Method: 5 - 4 Corner Marking to Site; 100 * Instrument: B - Paint and/or Crayon * Land Region: *

Print CP Approval Harvest History Postpone Save Delete Retire

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Steps to Commence a Postponement

Select the CP/Mark tab after opening your tenure.



- 1 Navigate to the **FTA902 - Cutting Permit Details** page by clicking **Details** next to the appropriate CP.
- 2 Select **Status** "HP – Harvesting Postponement". Several new fields and a **Postpone** button will display upon change of status.
- 3 Enter the **Postpmt Date**. The postponement period cannot begin before the mark term or before November 4, 2003 and the CP must have less than or equal to 2 years remaining in the term.
- 4 Enter the **Postpmt Term** in years and months or the **Postpmt Expires** date. The postponement cannot cause the CP term to exceed the tenure term.
 - If you enter the Postpmt Term, then the Postpmt Expires date will be automatically calculated upon successful postponement.
 - If you enter the Postpmt Expires date, then the Postpmt Term will be automatically calculated upon successful postponement.
- 5 Click the **Postpone** button.
 - If you click the **Save** button, an error message will appear.

Upon successful postponement:

- the Postpmt Term or Expiry Date, depending on which you left blank, populates automatically,
- the Postpmt Count begins (at 1),
- the Mark Term recalculates automatically,
- the Mark Expiry date recalculates automatically,
- the Rescinded? checkbox appears, and
- the Original Mark Term fields are populated with the original mark term before any postponement was performed. Regardless of the number of postponements applied to the CP, this field stays the same.

How do I Rescind a CP Postponement in FTA?

Notice that upon successful rescindment, certain fields are read-only. The following screen print shows a CP Postponement which has been rescinded.

Forest Tenure Administration (FTA)

Search | Inbox | Tenures | Private Marks | Recreation | Admin

Tenure | CPMark | **Cut Block** | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

G Rotation | H Rotation | Coy Rotation | TL Blk | CP/CB Amend. | Rec Project | Sctn/Branch | Road History

FTA902 - Cutting Permit Details

File: A55555 Type: A01 - Forest Licence Admin Org: RCO - Coast Forest Region
 CP/MVA ID: AA File Status: HI - Issued As of: 2007-03-15
 Award Date: 2007-03-15 Expiry Date:
 Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Back Back To Search

CP: AA Status: HI - Issued * As of: 2008-04-11 *

Mark: GT70AA District: DCK - Chilliwack Forest Distri * Zone: BMC *

Location: test fta4 v4_25 Area (ha): 1.6588

Issue Date: 2007-06-08 Mark Term: 4 yr 9 mo Expires: 2012-03-07

Postpmt Date: 2008-02-19 Postpmt Term: 0 yr 2 mo Postpmt Expires: 2008-04-11

Original Mark Term: 4 yr 0 mo Postpmt Count: 2 Rescinded? ☒

Extension Count: 0 Extended Date: Reason:

Quota Type: A - Normal replaceable AAC * Salvage Type: *

Catastrophic: No Deciduous: No Cruise Based (Y/N): No *

Mgmt Unit: Compliance Method: 5 - 4 Corner Marking to Site; 100 * Instrument: B - Paint and/or Crayon * Land Region:

Print CP Approval Harvest History Postpone Save Delete Retire

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Steps to Rescind a Postponement

- 1 Navigate to the **FTA902 - Cutting Permit Details** page.
- 2 Clear the **Postpmt Term** field(s) so they appear blank.
- 3 Enter the effective date of the rescindment in the **Postpmt Expires** field. This date must be today's date or earlier and must match the date on the Rescindment Notice. It cannot be earlier than the effective date of the postponement.
- 4 Click the **Rescinded?** checkbox.
- 5 Click the **Save** button.

Upon successful save,

- the tenure status automatically changes from HP to HI,
- the Rescind checkbox is read-only but remains checked,
- the new Mark Expiry Date and Mark Term recalculate automatically, and
- the postponement fields become read-only.



If a rescindment is retroactive, the effective date of the postponement must not be changed. The effective date of the rescindment is entered in the Postponement Expires field.



A CP which has been rescinded cannot be postponed again.

How do I Extend or Update a CP Postponement in FTA?



Remember that if you update a CP postponement, you are simply correcting an administrative error. If you extend a CP Postponement, approval from the Minister or SDM is required.

Steps to Update a Postponement

The screenshot shows the 'FTA902 - Cutting Permit Details' page. Key fields include:

- CP:** AA
- Status:** HP - Harvesting Postponement *
- As of:** 2008-02-19 *
- Mark:** GT70AA
- District:** DCK - Chilliwack Forest Distri *
- Zone:** BMC *
- Location:** test fta4 v4_25
- Area (ha):** 1.6588
- Issue Date:** 2007-06-08
- Mark Term:** 4 yr 8 mo
- Expires:** 2012-02-07
- Postpmt Date:** 2008-02-19 *
- Postpmt Term:** 0 yr 8 mo
- Postpmt Expires:** 2008-10-18 *
- Original Mark Term:** 4 yr 0 mo
- Postpmt Count:** 1
- Rescinded?** ☐
- Extension Count:** 0
- Extended Date:** *
- Reason:** *
- Quota Type:** A - Normal replaceable AAC *
- Salvage Type:** *
- Catastrophic:** No
- Deciduous:** No
- Cruise Based (Y/N):** No *
- Mgmt Unit:** *
- Compliance Method:** 5 - 4 Corner Marking to Site; 100 *
- Instrument:** B - Paint and/or Crayon *

Buttons at the bottom: Print CP Approval, Harvest History, Postpone, **Save** (highlighted), Delete, Retire.

A text box states: "The Save button edits a postponement."

1

Navigate to the **FTA902 - Cutting Permit Details** page.

2

Change the **Postpmt Term** field(s) or the **Postpmt Expires** date; blank out the field you have chosen not to edit. The postponement cannot cause the CP term to exceed the tenure term.

- If you enter the Postpmt Term, then the Postpmt Expires date will be automatically calculated upon a successful postponement.
- If you enter the Postpmt Expires date, then the Postpmt Term will be automatically calculated upon a successful postponement.

The **Postpmt Date** may also be changed if necessary.



3

Click the **Save** button. This will not increase the Postponement Count.

- Do **not** click the Postpone button.

Upon successful save,

- the CP Mark Term recalculates automatically, and
- the Postponement Count does not increase.



Remember: a CP that is still within its postponement period cannot be changed back to HI status. If the CP must be changed to HI status due to cancellation or error, rescind the postponement.

Steps to Extend a Postponement

CP:	AA	Status:	HP - Harvesting Postponement *	As of:	2008-02-19 *
Mark:	GT70AA	District:	DCK - Chilliwack Forest Distri *	Zone:	BMC *
Location:	test fta4 v4_25		Area (ha):	1.6588	
Issue Date:	2007-06-08	Mark Term:	4 yr 8 mo	Expires:	2012-02-07
Postpmt Date:	2008-02-19 *	Postpmt Term:	1 yr	Postpmt Expires:	
Original Mark Term:	4 yr 0 mo		Postpmt Count:	1	Rescinded? ☐
Extension Count:	0	Extended Date:		Reason:	
Quota Type:	A - Normal replaceable AAC *		Salvage Type:		
Catastrophic:	No	Deciduous:	No	Cruise Based (Y/N):	No *
Mgmt Unit:					
Compliance Method:	5 - 4 Corner Marking to Site; 100 *		Instrument:	B - Paint and/or Crayon *	

The Postpone button creates another postponement.

Print CP Approval Harvest History **Postpone** Save Delete Retire

- 1 Navigate to the **FTA902 -Cutting Permit Details** page.
- 2 Enter the new **Postpmt Date**.
- 3 Change the **Postpmt Term** field(s) or the **Postpmt Expires** date; blank out the field you have chosen not to edit. The postponement cannot cause the CP term to exceed the tenure term.
 - If you enter the Postpmt Term, then the Postpmt Expires date will be automatically calculated upon successful postponement.
 - If you enter the Postpmt Expires date, then the Postpmt Term will be automatically calculated upon successful postponement.
- 4 Click the **Postpone** button. This will increase the Postponement Count and create another postponement.
 - Do **not** click the Save button.



Upon successful extension of the postponement,

- the CP Mark Term recalculates automatically, and
- the Postponement Count increases (to 2 or more).

How do I Complete a CP Postponement in FTA?

When the postponement period is over, the CP status must be changed back to HI if the CP is not being postponed again. A warning message ("The Postponement Period has expired.") will appear on the **FTA902 – Cutting Permit Details** page after the postponement period ends. The screen print below shows a completed CP Postponement in FTA.

Forest Tenure Administration (FTA)					
Search	Inbox	Tenures	Private Marks	Recreation	Admin
Tenure CP/Mark Cut Block Assoc. Files Assoc. Client AAC Sale Info Tenure Appl. Notes					
G Rotation H Rotation Copy Rotation TL Blk CP/CB Amend. Rec Project Sctn. Vrnch. Road History					
FTA902 - Cutting Permit Details					
File:	A19208	Type:	A01 - Forest Licence	Admin Org:	RCO - Coast Forest Region
CP/HVA ID:	CC	File Status:	HI - Issued	As of:	1982-09-16
		Award Date:	1982-09-16	Expiry Date:	2013-09-15
		Licensee:	00001271 00 CANADIAN FOREST PRODUCTS LTD.		
Back Back To Search					
CP:	CC	Status:	HI - Issued *	As of:	2008-03-03 *
Mark:	EW40CC	District:	DNI - North Island - Central C *	Zone:	2 *
Location:	PRETTY CREEK		Area (ha):	7.6724	
Issue Date:	2003-11-16	Mark Term:	8 yr 1 mo	Expires:	2011-12-15
Postpmt Date:	2008-01-01	Postpmt Term:	0 yr 2 mo	Postpmt Expires:	2008-02-25
Original Mark Term:	6 yr 0 mo		Postpmt Count:	2	
Extension Count:	0	Extended Date:		Rescinded?	☐
Quota Type:	A - Normal replaceable AAC *		Salvage Type:		
Catastrophic:	No	Deciduous:	No	Cruise Based (Y/N):	No *
Mgmt Unit:					
Compliance Method:	1 - 100% One End *		Instrument:	H - Hammer *	
Land Region:					
Print CP Approval		Harvest History		Postpone Save Delete Retire	
Feedback Disclaimer Privacy Copyright					

Steps to Complete a Postponement

- 1 Navigate to the **FTA902 -Cutting Permit Details** page.
- 2 Note the warning “The Postponement Period has Expired” at the top of the page.
- 3 Select the status “HI –Issued”.
- 4 Click the **Save** button.

Upon successful save,

- the Mark Expiry Date and the Mark Term recalculate automatically, and
- the postponement fields become read-only.

Other Resources Available

There are additional resources available to assist you with learning how to use other features and functions of FTA. These include the:

- **FTA Training Materials FTP Website** – this site includes the Participant Guides & Training Materials for other training modules. Visit the site at:
http://www.for.gov.bc.ca/ftp/his/external/!publish/OnLineClassroom/FTA_ESF/
- **On-Line Help** – available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA.
- **Business Application Support Center** – available by calling 250-387-8888 or emailing: FORHISP.APPHELP@gov.bc.ca
 - o Please place the text “FTA” in the subject line of the email.
- **Ministry of Forests and Range Learning Store:**
<http://www.learningstore.com/bcmof>