

SMALL SCALE SALVAGE

APPLICATION PACKAGE

STUART NECHAKO NATURAL RESOURCE DISTRICT

April 1, 2015 to March 31, 2016

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Small Scale Salvage Registration Form

Please complete this registration form and give it to Nathan Voth, Field Operations Supervisor in Vanderhoof. The information you provide will be used in the Ministry Client Management System (CLIENT) and to inform you of any changes to small scale salvage.

Indicate with an (x) whether you meet the minimum requirements and are registering as either an individual or a corporation.

- are at least 19 years old or a corporation registered in British Columbia
- have at least one year of logging experience in the past five years

Applicant must provide a reference to verify their experience. Name of reference: _____

Phone No: _____ Email Address: _____

Client No. (Individual): _____
(for Ministry use only)

- Individual

If you are individual please fill in here:

Full Legal Name: _____
(print clearly)

Drivers Licence Number: _____ Birthdate: ____/____/____
yyyy mm dd

If you want to use "doing business as" please fill in here:

dba _____ (is not a registered company)

Client No. (Corp.): _____
(for Ministry use only)

- Corporation

If you are a corporation please fill in here:

Name of Corporation: _____

Incorporation No.: _____ (print clearly)

Mailing Address: _____

City: _____ Province: BC Postal Code: _____

Phone No.: _____ Cell: _____ Fax: _____

Email Address: _____ Date: _____

Summary of Changes from Last Year

Throughout	<p>Changed “Fort St James District (DJA)” and “Vanderhoof District (DVA)” to a combined “Stuart Nechako Natural Resource District” as announced by the District Manager on January 6, 2015. Legal documents such as the Forestry Licence to Cut (FLTC) will continue to use the legal names of “Fort St James Forest District” and “Vanderhoof Forest District” until the laws have been changed.</p> <p>Removed references to DJA and DVA.</p> <p>Fixed broken hyperlinks.⁹</p>
Page 7	<p>Added “forest” to clarify type of tenure and “Spruce beetle (SB)”.</p>
Page 8	<p>Changed e.g. to “old forest retention”.</p>
Page 9	<p>Changed wording to match the new Small Scale Salvage Planning Maps.</p> <p>Inserted footnote regarding FLNRO moving toward Safe Company Certification by year 2016.</p>
Page 10	<p>Added “debris piles” to future considerations.</p>
Page 11	<p>Added “Appraisals” to “Stumpage Rates” section title.</p>
Page 12	<p>Added maximum distance between cutblocks within a cutting authority (i.e. FLTC).</p> <p>Moved previous information to a new section on Archaeological Features and Cultural Heritage Resources.</p> <p>Added direct hyperlinks to archeological predictive information for Fort St. James and Vanderhoof.</p>
Page 13	<p>Removed reference to the Emergency Bark Beetle Management Area (EBBMA) Maps that have not been updated for the past four years.</p> <p>Added new section title of “Burning” and moved related information.</p> <p>Removed the expired <i>Vanderhoof Forest District Burn Plan for Smoke Management</i> and inserted a Guide to the Open Burning Smoke Control Regulation.</p> <p>Moved section on “Green Timber” to “Damaged Timber” and changed wording to “70% damaged” rather than “30% green”.</p>
Page 14	<p>When indicated in the site plan, piles may be left for furbearer habitat.</p>
Page 15	<p>To reduce administrative costs, adjacent blocks less than 5 hectares in size and any blocks only separated by a road are to be submitted as one block.</p>
Page 16	<p>One process for consultation with First Nations.</p> <p>Moved “further consultation with FN” to the referral stage rather than the application stage.</p>

- Page 17 Removed reference to “Forest Official”.
Changed BC Online to the new BC Land Title & Survey (LTSA).
Removed reference to Tantalus Gator
- Page 18 Removed the Ministry of Finance Logging Tax Bulletin (could not fix the broken hyperlink).
- Page 19 Added section on “Old Forest Retention”.
- Page 20 Standardized the Small Scale Salvage Planning Maps for Fort St James and Vanderhoof.
Added link to scenic areas.
Updated the Post Harvesting Report with new Ministry and District Manager.
- Page 21 Updated the Professional Application with new Ministry and District Manager.
Changed wording making it a recommended rather than mandatory practice to discuss proposals with FLNRO.
Changed wording to add clarity about maintenance agreements and road use permits.
- Page 22 Email referral now goes to FN advisor as well to initiate consultation with First Nations and strength of claim process. Referrals must be completed less than one year prior to submitting the professional application. Added the requirement for submitting a 1:50,000 map with the email referral. Forest licensees must provide a reason if they cannot agree with proposed small scale salvage.
- Page 23 Instead of referring to Lands, now follow the implementation policy process for land use objectives in the Order for Agriculture Development Areas. Updated the Lands contact.
- Page 24 Changed wording to provide clarity about roads. A Road Use Permit is required if the total timber volume to be removed exceeds 2,000 cubic meters and added a hyperlink to the Road Use Permit application.
- Page 25 The silviculture levy will be \$4.73 per m³ in the Fort St James Forest District and \$5.33 per m³ in the Vanderhoof Forest District.
Removed reference to “forest officer”. Excavated or bladed trails must be identified on site plan and agreed to by FLNRO.
- Page 26 Added section on “Wildlife Travel Corridors” as a result of feedback from local trappers.
- Page 27 Added Neal Gooding and Julia Vanderham to Fort St James contacts.
- Page 28 Updated Vanderhoof receptionist. Changed “District” to “office”.

Changes from last year are in red.

Small Scale Salvage Strategic Plan

1. Purpose

This plan provides direction for salvage loggers and forest professionals seeking small scale salvage (SSS) opportunities in the **Stuart Nechako Natural Resource District** of the Ministry of Forests, Lands and Natural Resource Operations (FLNRO). It is the focal point for appropriate consultation discussions with First Nations (FN) with respect to proposed small scale salvage harvesting.

2. Strategic Goals

Small scale salvage will be directed to areas where it fulfills the greatest natural resource management need. The current need is fuel management near dwellings, utility lines, communications infrastructure, public roads, railways, proposed or existing fence lines and evacuation routes for the purpose of reducing the fire hazard, safety concerns or damage from windfall and managing Douglas-fir beetle.

It will avoid small patch fragmentation across the landscape and work with major **forest** tenure holders to avoid operations in long term retention areas such as wildlife trees patches, old growth management units and connectivity corridors. It will also meet the requirements for secondary stand structure.

Where small scale salvage is an appropriate tool to meet the objectives of government programs, it will assist in meeting those objectives. Some recent examples are as follows:

- a) Engineering
 - harvesting of danger trees adjacent to roads
 - decked timber from road right-of-way harvesting
- b) Fibre Recovery
 - salvage of non sawlog damaged timber
- c) Forest Health
 - falling and harvest of Douglas-fir beetle (DFB) or **Spruce beetle (SB)** trap trees and any associated attacked trees
 - harvesting isolated patches of beetle attacked timber
- d) Range
 - harvesting for the purpose of reducing damage from dead trees falling on fence lines
 - cash sales for fence posts and rails
- e) Recreation
 - harvesting of danger trees in recreation sites and adjacent to recreation trails

- f) Research
 - harvesting for the purpose of research
- g) Wildfire Management
 - harvesting for the purpose of fuel management to reduce the risk of damage from wild fires
 - salvaging decked timber from fire line construction
 - harvesting stands of burned timber
- h) Wildlife Management
 - salvaging dead pine and planting a species mix that includes Douglas-fir to improve ungulate winter range
 - falling trap trees and harvesting of infested Douglas-fir to reduce the DFB infestation, minimize the loss of Douglas-fir and promote Douglas-fir natural regeneration

3. Priorities

Priorities based on natural resource management objectives are as follows, starting with the highest priority:

- a) public safety
- b) fuel management and protecting values at risk
- c) reducing the spread of bark beetles
- d) research
- e) recovering value from damaged timber

While it is important to recover as much economic value as possible from the trees before the wood quality deteriorates, it is equally important to balance this with other Crown objectives for natural resources (e.g. **old forest retention**). It is for this reason that some areas are closed to salvage applications.

4. Application and Scope

Most areas are available for small scale salvage with the exception of BC Timber Sales (BCTS) operating areas¹ and the John Prince Research Forest. To minimize the impact and conflict with

¹ BCTS will contribute to small scale salvage by annually advertising 10,000 to 15,000 m³ of small volume Timber Sale Licences (TSLs) within their operating area. These small volume TSLs (competitive salvage opportunities) will be dictated by landscape condition, economic viability and sale demand, but can be expected to range in size from 2,000 m³ to a maximum of 10,000 m³. Please note that in order to bid on BCTS TSLs, proponents must be registered with BCTS (no fee, registration maintained if active within 5 yrs). All parties wanting to employ workers or subcontractors on TSLs or those intending to direct the on-site activities of workers or subcontractors on TSLs must be SAFE Company certified. Licensees not directing on-site activities will not be required to be SAFE certified. Prior to commencement of activities, proponents must ensure that their operations conform to BCTS EMS requirements, including appropriate worker training.

the public, First Nations, forest licensees, and other stakeholders, it is preferred that operations remain within the **dark green polygons on the Small Scale Salvage Planning Maps**.

Professional applications for salvage harvesting will only be accepted for unencumbered crown land up to a maximum volume of 2,000 m³ per application. Proposals within community forests, woodlots, agricultural leases or deeded land with crown timber reserves will not be accepted. Proposals may be accepted over relatively small areas within agricultural development areas and settlement reserve areas if there are site specific fire safety concerns and a rationale from FLNRO, local government or community associations.

The applicant needs to refer the harvesting proposal to other licensees to ensure there is no conflict. **Forest** licensees will have first right of refusal to **harvest** salvage material within their operating area. Applicants will also be responsible for communicating with other stakeholders, tenure or agreement holders and providing documentation of referrals. The Ministry of Forests, Lands and Natural Resource Operations (FLNRO) will consult with First Nations and the public regarding the small scale salvage strategic plan. As part of information sharing with FN, the FLNRO will provide FN with a map of small scale salvage licences issued each year.

The FLNRO will assess applications based on this plan and the following provincial objectives:

- a) Harvest and utilize small, isolated patches of timber that are dead and/or in danger of being significantly reduced in value, lost or destroyed and would otherwise not be harvested.
- b) Ensure small scale salvage operations take place within the context of overall, long-term forest stewardship and economic objectives.
- c) Reduce the spread of insects and disease and contribute to forest health management.
- d) Exert forest worker safety² as a priority.
- e) Ensure areas harvested are reforested within acceptable timeframes with acceptable species.
- f) Small scale salvage is promoted as a tool to use in achieving other ministry and government priorities such as harvesting for safety (public and infrastructure) purposes (power line and road rights of way; community wildfire interface; range, recreation sites, etc.).
- g) Provide a source of opportunities for small independent operators and First Nations.
- h) Cost-effective delivery and contributing to government revenues.

Intermediate salvage (competitive up to 5,000 m³) may be proposed at any time of the year and the District Manager is not obligated to post any sales in any given year. Competitive opportunities are advertised on the Official Notices website at:

<http://apps.nrs.gov.bc.ca/pub/notices/init.do>. An email notification will also be sent to registered clients that have provided their email address to the FLNRO.

² The FLNRO is moving toward Safe Company Certification by year 2016. This means all small scale salvagers in the near future may require Safe Company Certification.

Because small scale salvage is forest management and market driven, the volume **sold may vary**. **If the annual** allocation of 80,000 m³ has been sold, the issuance of FLTCs may be temporarily suspended until April 1, 2016.

5. Registration

To facilitate the communication of changes, any person wanting to participate in small scale salvage must be registered with the district.

6. Roads

Small scale salvage activities will strive to use existing infrastructure. Access roads up to 500 metres in length may occasionally be required. Use or construction of any road by SSS applicants will be governed by the *Forest and Range Practices Act* and regulations.

7. Implementation

The application package is updated annually and is the framework to administer small scale salvage. It includes the registration form, summary of recent changes from the previous year, strategic plan and guidelines.

8. Future Considerations

Small scale salvage will be adapted as required to fulfil the highest priority natural resource management objectives. Potential needs in the future may include addressing **debris piles**, small patches of deciduous, windfall, and trees attacked by spruce beetle.

9. Contacts

If you have any questions regarding this document or application package, please contact:

Nathan Voth, Field Operations Supervisor in Vanderhoof at (250) 567-6363.

Email address: Nathan.Voth@gov.bc.ca

10. Authority

Dave Van Dolah, RFT
District Manager, **Stuart Nechako Natural Resource District**
Ministry of Forests, Lands and Natural Resource Operations

Date

Small Scale Salvage Guidelines

1. Purpose & Scope

This document has been prepared to provide District guidance for the delivery of small scale salvage in the **Stuart Nechako Natural Resource District** of the Ministry of Forests, Lands and Natural Resource Operations (FLNRO). The Guidelines are in addition to the Strategic Plan and provide more detailed information regarding small scale salvage applications.

2. Disclaimer

The information contained in this document is intended to guide applicants and is not intended to be a substitute or supersede current law and policy governing activities. Law and policy periodically changes and it is up to the individual applicant to ensure activities are consistent with all applicable governances.

3. Guidelines

Guidelines for small scale salvage are listed alphabetically by topic for easy reference.

1) Applicant Qualifications

Small scale salvage applicants must register with the District using the *Small Scale Salvage Registration Form*, have a client number with FLNRO and meet the following criteria:

- i. Be an individual at least 19 years old or be a corporation registered in British Columbia;
- ii. Be an individual who has at least one year of logging experience in the past five years or is a corporation having as a shareholder an individual who has at least one year of logging experience in the past five years;
- iii. Not be the holder of a licence or agreement the rights under which are suspended under Section 76 or 78 of the *Forest Act*; and
- iv. Not be an individual or corporation that owes a fee, stumpage or other sum imposed under the Act payable to the government by the person or another person in his or her stead unless arrangements satisfactory to the district manager have been made for the payment of the sum.

2) Appraisals and Stumpage Rates

- a) A stumpage rate can be determined from either a table or on the basis of a full appraisal.
- b) Stumpage rates are determined by species according to the [Interior Appraisal Manual](#).

- c) For table rates, the [Stumpage Rate Request Form](#) must be completed, signed and sealed by an RPF or RFT and submitted with the application.
- d) The sawlog stumpage rates for harvesting areas greater than 5 hectares in size will be derived from Table 6-1 of the *Interior Appraisal Manual* and sawlog stumpage rates for harvesting areas 5 hectares or less in size will be derived from Table 6-4. This necessitates a separate application for areas greater than 5 hectares in size and areas 5 hectares or less in size.
- e) For fully appraised rates, appraisal data must be submitted through the E-Commerce Appraisal Application system (ECAS) following the [ECAS User Request Process](#).
- f) **As per section 1.4(d) of the *Interior Appraisal Manual*, cutblocks within a cutting authority area must each not exceed a maximum distance of ten kilometres between the furthest boundaries of the furthest cutblocks.**
- g) Applicants need to be aware of the species and grade composition within the weigh scale stratum for their FLTCs. If a stratum has 20% spruce the licensee will pay the rate for spruce on 20% of the volume delivered even if it was all pine.
- h) As of August 1, 2012 licensees must respond to FORHVAP.GASHELP@gov.bc.ca with their client number and a list of contact names with e-mail addresses they would like associated to receive e-notification from the Ministry's General Appraisal System (GAS) when a stumpage rate is determined. Regional timber pricing staff is no longer mailing stumpage information to licensees since September 30, 2012.

3) Authorizations from Other Agencies

- a) Authorization must be obtained from the Ministry of Transportation and Infrastructure (MOTI) prior to conducting operations that will affect a public road. To get a junction permit from MOTI when joining a public road, contact Michelle Boudreau at (250) 565-4486. The documents titled [Highway Logging Access Checklist](#) and [Logging Access Information](#) include more details. For junctions connecting FLTC or Road Permit roads to Forest Service Roads, authorization must be obtained from the FLNRO District Manager.
- b) Authorization must be obtained from BC Hydro or BCTC prior to logging near a power line. Contact Wayne Clark, BC Hydro, at (250) 561-4953. The document titled [ARE YOU LOGGING OR LAND CLEARING NEAR A POWERLINE?](#) includes more details.
- c) Authorization must be obtained from Telus prior to logging near a telephone line. Contact David DeLeenheer, contractor for Telus, at (250) 964-8552.
- d) Authorization must be obtained from Pacific Northern Gas (PNG) prior to crossing PNG rights-of-ways. Contact Tom Leach at (250) 638-5325.

4) Archaeological Features and Cultural Heritage Resources

- a) It is the applicant's responsibility to assess and determine if the application area is within an area of high potential for archaeological resources or cultural heritage resources are on site. Archaeological predictive information is posted to the District FTP sites for [Fort St. James](#) and [Vanderhoof](#).

- b) Any applications within areas of high archaeological potential or applications affecting potential archaeological features or cultural heritage resources must be assessed by an archaeologist or another person with appropriate expertise and the information provided to FLNRO for consultation purposes.
- c) In instances where a potential cultural heritage resource has been identified, a full archaeological assessment must be conducted prior to the commencement or continuation of harvesting activities and the harvesting must be consistent with the recommendations of the assessment.
- d) In the event that any potential archaeological features or cultural heritage resources are discovered during harvesting, operations must cease and the District office must be notified. Upon notification, district staff will immediately work with the licensee to determine to what extent operations may resume and whether additional actions may be necessary such as modifying the cutblock design, assessing the potential features/resources, and conducting FN consultation.
- e) The applicant will bear the full responsibility for organizing and the cost any required archaeological assessments and culturally modified tree (CMT) surveys.
- f) When CMT's are identified **in the Vanderhoof area**, CMT surveys are to be completed and submitted with the application as per the [Vanderhoof Forest District CMT Policy](#).

5) Bark Beetle Management

- a) The [Mountain Pine Beetle Action Plan](#) is the cornerstone of the Province's coordinated response to the mountain pine beetle infestation.
- b) Forest health overview survey data can be found at:
<http://www.for.gov.bc.ca/hfp/health/overview/overview.htm>

6) Burning

- a) Open burning of debris must not be initiated unless the licensee obtains a burn registration number, to do so is safe and is likely to continue to be safe. See [Section 22 of the Wildfire Regulation](#) for circumstances in which a person may light, fuel or use a category 3 open fire.
- b) Call the [Wildfire Management Branch](#) at 1-888-797-1717 for a burn registration number.
- c) To obtain the venting forecast, call the Ministry of Environment answering machine at 1-888-281-2992 or go to:
<http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>
- d) **The Ministry of Environment has a [Guide to the Open Burning Smoke Control Regulation](#).**

7) Damaged Timber

- a) **At least 70% of the total estimated volume of all species in each proposed opening to be harvested must be damaged timber. If a proposal is less than 70% damaged timber, a rationale must be submitted for DM decision prior to submitting a professional application.**

- b) As per section 6.4(3) of the [Interior Appraisal Manual](#), damaged timber is timber that:
 - i. Has been blown down,
 - ii. Has been damaged by fire, disease, snow press, or
 - iii. Will die within one year, as determined by the district manager, as a result of the effects of the mountain pine beetle, or other forest pests.
 - iv. Will be or has been used for trap trees and associated overflow trees.

8) Debris Piles

- a) Debris piles should be ground or burned at the earliest possible date after harvesting is complete, to [abate the fire hazard](#) and facilitate future silviculture activities. **When indicated in the site plan, piles may be left for furbearer habitat.**
- b) Slash piled for disposal must be at least 10 metres from standing timber and at least 30 metres from utility lines or any improvement.
- c) The licensee is responsible for the disposal of logging debris.
- d) The licensee must not complete the disposal of logging debris until after the FLNRO has completed a residue and waste survey.

9) Deposits

- a) At the time of signing the FLTC document, the applicant must provide a security deposit totalling 10% of the estimated stumpage value or \$500, whichever is greater.
- b) The deposit must be in one of the following: irrevocable letter of credit, certified bank draft, money order, certified cheque or cash.
- c) The deposit may not be returned to the licensee until the contractual obligations within the FLTC document have been met.
- d) If, due to extenuating circumstance, the licensee cannot meet certain contractual obligations within the Licence document (e.g., hazard abatement), a request for a partial return of the deposit may be made.
- e) A minimum of \$500 from the security deposit will be held until the [fire hazard abatement](#) has been completed.
- f) Any portion of the security deposit may not be released until the Post Harvesting Report is received and the electronic submission into RESULTS is completed.
- g) The [Advertising, Deposits, Disposition and Extension Regulation](#) provide direction regarding deposits.

10) Douglas-fir Management

- a) Salvagers are expected to follow the [Douglas-fir Management Guidelines for the Prince George Forest Region](#) when harvesting Douglas-fir.

11) Electronic Submission

- a) As of February 28, 2007, all SSS applications that will create any openings (greater than 0.2 hectares in size) must be submitted through ESF.

- b) For professional applications (including undeveloped, competitive FLTCs), it is mandatory for the applicant to submit digital data via the [Electronic Submission Framework](#) (ESF). Do not complete the ESF submission until the forest licensee referral has been completed.
- c) Follow the [suggested process](#) for submitting a completed SSS application.
- d) **To reduce administrative costs, adjacent blocks less than 5 hectares in size and any blocks only separated by a road are to be submitted as one block.**
- e) It is recommended that all applications be run through the ILRR [Map Inquiry tool](#) or the [Spatial Overlay Engine](#) in Mapview before submitting to FTA to avoid any obvious conflicts.
- f) When GPS'd boundaries conflict with private land boundaries in the corporate cadastre file, the licensee must confirm that the application does not encroach on private land by locating the survey pins and notifying the district that the conflict is due to mapping errors in the cadastral data. Legal Surveys are required when harvesting adjacent to private property.
- g) Do not corrupt "good data" to fit "bad data" that may be in the corporate warehouse. Send us an email to fix the positional accuracy of the problem data in the warehouse.
- h) The tenure Exhibit 'A' map will be developed from the digital data for the GPS traversed cutting boundaries and skid trails submitted through ESF. The Exhibit A map outlines the external boundary of the area to which harvesting is authorized under the FLTC.
- i) As of April 1, 2007, licensees are responsible for the [RESULTS information submission](#) via ESF within 60 days of harvest completion using the [Post Harvest Reporting Requirements](#) and the [template](#) as the guide for information that must be contained in the XML file (warning: the "planned area" in FTA must not be less than the "gross area logged" submitted into RESULTS). In November 2012, Resource Practices Branch provided clarification around [opening category code selection](#).
- j) The RESULTS submission must be completed before submitting the post harvest report to the DM.
- k) The submission ID must be recorded on the professional application and post harvest report.
- l) The FLNRO will complete ESF submissions into FTA and RESULTS for conventional applications and developed, competitive FLTCs.
- m) Any issues with ESF and xml errors must be put through Business Service Desk. Call 1-866-952-6801, email NRSEnquiries@gov.bc.ca or go online to <https://nrsservicesdesk.gov.bc.ca/> if you have problems or questions.

12) Extensions to the Term of the FLTC

- a) Extensions will only be granted to the term of these licences in situations that are beyond the control of the licensee such as Forest Closures due to extreme fire hazard. As such, it is important to ensure the requested term is sufficient to complete all operations on the site.

- b) Requests for FLTC extensions must include a written rationale for why the contractual obligations could not be met during the term of the licence. The request should be submitted to the DM at least 2 weeks prior to the expiration of the FLTC.

13) Fire Danger Restrictions

- a) It is the licensee's obligation to determine the [weather station](#) that is representative of their operational area, check the [fire danger rating](#) and comply with the [restrictions on high risk activities](#).

14) First Nations Consultation

- a) FLNRO is required to consult with First Nations (FN) on all tenures that are issued.
- b) To reduce workload for FN and the FLNRO, the FLNRO will complete a minimum of 60 day consultation for First Nation review and comment on the Small Scale Salvage Strategic Plan. The FLNRO will complete further consultation with FN if **a small scale salvage referral** is within an area of known FN concern or outside the scope of the strategic plan.

15) Invasive Plants

- a) All machinery and equipment capable of carrying invasive plant propagules (e.g. seed, bud or root) should be cleaned prior to moving on and off site. The [pocket guide](#) provides best practices for preventing the spread of invasive plants.
- b) The Invasive Plant Council of BC provides Targeted Invasive Plant Solutions (T.I.P.S.) for [forestry operations](#) and [seed mixtures](#).

16) Isolated Patches

- a) Small scale salvage is to target the harvest of small, isolated patches of timber that are dead and/or in danger of being significantly reduced in value, lost or destroyed and would otherwise not be harvested.
- b) Small clearcuts should not to be proposed within areas of continuous beetle damaged types, fire killed, diseased or wind thrown trees that should be addressed via a larger clearcut (i.e. removing a small clearcut from a potential large clearcut). These areas should be addressed by a major licensee, non-replaceable forest licensee or BCTS.
- c) Harvesting adjacent to existing cutblocks will be considered on a cutblock basis and will depend on the type of salvage activity.

17) Landings

- a) Landing construction should be avoided and existing landings should be utilized whenever possible.
- b) Landing areas must be included in the FLTC Exhibit A area and any trees cut on the landing will count towards allowable volume issued under the FLTC.
- c) Timber from no more than one licence should be skidded to one landing at one time.

- d) Landing ditches must be cleared of debris and natural drainage must be maintained, and/or restored as necessary.

18) Land Status

- a) It is up to the applicant to check potential salvage areas for other encumbrances or tenures so as to not be in conflict with them.
- b) Private land, Indian reserves, parks or protected areas are examples of areas that will not be considered for small scale salvage.
- c) An FLTC can only be issued on vacant Crown land.
- d) The following tools are available for checking land status:
 - i. The [Integrated Land and Resource Registry \(ILRR\)](#) provides a single source of reliable information on *Crown Land* legal interests.
 - ii. Potential *private land* conflicts can be checked at [BC Land Title & Survey \(LTSA\)](#) or with a Government Agent at any BC Access Centre.

19) Layout

- a) Applicants must not hang boundary or skid trail ribbon in the field until after the referral process has been completed.
- b) All clearcut areas must be flagged with orange cutting boundary ribbon prior to harvest commencement. To prevent unauthorized harvest, old boundary ribbon must be removed if an application is not approved or the boundary is amended.
- c) For damaged timber next to utility lines, proposed or existing fence lines, and public roads the maximum clearing width is 30 metres on either side. The exception is when a natural boundary is followed to reduce windfall and the isolation of timber.
- d) Landing must not exceed 0.3 hectares in size and be at least 40 metres from a stream, wetland or lake and outside its respective Riparian Management Zone.
- e) The maximum total clearing width is 25 metres for new road right-of-ways in green timber.

20) Legislation

- a) Forestry legislation applies to all small scale salvage harvesting. Forestry legislation means the statutes and regulations of the *Forest Act*, and the *Forest and Range Practices Act*. They can be viewed on the BC Laws website <http://www.bclaws.ca/>.
 - i. Accuracy of information submitted
[Part 7, Section 105.1 of Forest Act](#)
 - ii. Content of forestry licence to cut
[Part 3, Section 47.7 of Forest Act](#)
 - iii. Correcting stumpage rates when inaccurate information was provided
[Part 7, Section 105.2 of Forest Act](#)
 - iv. Excess harvest penalty for forestry licence to cut
[Division 1, Section 2 of the Cut Control Regulation](#)

- v. Excessive soil disturbance
[Section 35 of the Forest Planning and Practices Regulation](#)
 - vi. Favourable weather for smoke dispersion
[Section 8 of the Open Burning Smoke Control Regulation](#)
 - vii. Harvesting within the riparian areas
[Part 4, Division 3 of the Forest Planning and Practices Regulation](#)
 - viii. Hazard abatement and category 3 open fire
[Part 2, Division 2, Section 12 of the Wildfire Regulation](#) and
[Part 4, Section 22 of the Wildfire Regulation](#)
 - ix. Heritage protection
[Part 2, Section 13 of the Heritage Conservation Act](#)
 - x. High risk activities
[Part 2, Division 1, Section 6 of the Wildfire Regulation](#)
 - xi. Invasive plants
[Section 47 of the Forest and Range Practices Act](#) and the [Invasive Plant Regulation](#)
 - xii. Limit on total cut for forestry licence to cut
[Part 4, Division 3.1, Section 75.21 of the Forest Act](#)
 - xiii. Resource features and wildlife habitat features
[Part 4, Division 6, Section 70 of the Forest Planning and Practices Regulation](#)
 - xiv. Road use under a forestry licence to cut
[Part 5, Section 79.2 of the Forest Planning and Practices Regulation](#)
 - xv. Refund or forfeiture of deposit
[Part 3 of the Advertising, Deposits, Disposition and Extension Regulation](#)
 - xvi. Secondary structure retention in MPB affected stands
[Section 43.1 of the Forest Planning and Practices Regulation](#)
 - xvii. Wildlife tree retention areas under FRPA - managing and tracking
[FRPA General Bulletin # 8](#)
 - xviii. Worker safety
[Workers Compensation Act](#) and
[Part 26 of the Occupational Health and Safety Regulations](#)
- b) These sites should be checked periodically for changes in legislation. Also, check the date the site was last updated to ensure it is current. The Province of British Columbia does not warrant the accuracy or completeness of these statutes and regulations, and in no event will the Province be liable or responsible for damages of any kind arising out of the use of this document or these internet sites.

21) Limit on Number of FLTCs

- a) Applicants will be limited to a maximum of three (3) FLTC's under which primary timber harvesting operations have not been completed and a maximum total volume of 6,000 m³ from all issued FLTCs for the period of April 1st to March 31st.
- b) Primary timber harvesting operations is defined as falling and yarding of timber to a central landing, roadside or drop area.

22) Mapping

- a) The provincial [Mapping Standards](#) describe minimum standards for a map that must accompany a professional application for an FLTC.
- b) [Mapview](#) can be used to make a map.

23) Notifications Prior to Harvesting

- a) The licensee must notify the DM or designate prior to harvesting and upon completion of operations. If the licensee has an email address, they can send the notice online prior to harvesting through the [Notice to Commence Work](#).
- b) The licensee must notify the trapper and guide prior to harvesting. Use [ILRR](#) to determine the trapline and guide outfitter area by activating and identifying these layers. Record the *Interest ID* if the interest status is active. The contact information for trappers and guides can be obtained from Ellen Prince in **Fort St James** or Judy Birch in **Vanderhoof** by providing them the *Interest ID*.

24) Old Forest Retention

- a) **FLNRO must ensure old forest retention objectives are met as outlined in the [Prince George Timber Supply Area Biodiversity Order](#). The District Manager may not accept salvage applications within areas where the old forest retention is nearing the minimum requirements.**

25) Performance of Applicant

- a) The *DM or designate* may deny applications based on the degree of risk related to poor performance of the applicant with respect to on the ground practices or failure to meet standards *or obligations* specified in the licence document. Examples of poor performance include, but are not limited to, the following:
 - i. Exceeding the maximum volume specified in the licence.
 - ii. Failure to pay stumpage, residue & waste billing or penalty billing.
 - iii. Harvesting trees reserved from cutting in the Schedule B of the FLTC document.
 - iv. Not completing or failure to harvest an issued FLTC.
 - v. Excessive soil disturbance as a result of harvesting activities.
 - vi. Failure to dispose of logging debris.
 - vii. Failure to comply with WorkSafe BC acts and regulations.
 - viii. Failure to complete referrals, **notifications prior to harvesting**, Post Harvest Report or ESF submission into RESULTS.
- b) Any rejection of an application based on the performance of the applicant will be in writing from the DM or their designate and will be consistent with [Section 81 of the Forest Act](#) and the [Performance Based Harvesting Regulation](#).

26) Planning

- a) A Forest Stewardship Plan (FSP) is not required ([Section 3 of FRPA](#)) because FLTCs issued under SSS are not a [major licence](#).
- b) The **Small Scale Salvage Planning Maps** identify **potentially available areas and** mature pine stands that are less than 10 hectares in size. To navigate to these stands, download *Avenza PDF Maps* onto your Android, iPad or iPhone and import this map. It is intended to narrow the search by removing areas that are not available but does not guarantee an application will be approved. Proposed harvesting must still be referred to forest licensee(s) and assessed in the field to ensure it meets the guidelines for small scale salvage.
[Vanderhoof Planning Map](#)
[Fort St. James Planning Map](#)
- c) To assist with planning, [shape files](#) are available for Agriculture Development Areas, **Licensee Operating Areas**, Settlement Reserve Areas and the high arch layer **in the Vanderhoof area**. The [arch predictive model](#) for the **Fort St James area can be found on the ftp site**.
- d) Salvagers are expected to follow local plans and land use objectives.
 - i. Fort St James Crown Land Plan Map
http://www.for.gov.bc.ca/ftp/dva/external/!publish/SSSAttachments/FortStJames_CLP_Jun_e2014.pdf
 - ii. Fort St James Lakeshore Classifications
<http://www.for.gov.bc.ca/ftp/DJA/external/!publish/lakeclass/>
 - iii. Fort St James Land and Resource Management Plan
<http://www.for.gov.bc.ca/tasb/slrp/plan33.html>
 - iv. **Fort St James Scenic Areas**
http://www.for.gov.bc.ca/tasb/slrp/srmp/north/ft_st_james/map_scenic_areas_Aug31_2005.pdf
 - v. Vanderhoof Crown Land Plan Map
http://www.for.gov.bc.ca/ftp/dva/external/!publish/SSSAttachments/Vanderhoof_CLP_Jun_e2014.pdf
 - vi. Vanderhoof Lakeshore Classifications
<http://www.for.gov.bc.ca/ftp/DVA/external/!publish/Web/DVA%20Data-Operational%20Planning/UpdatedMarch09/Lakeshore%20Classifications-Draft%20Plan/>
 - vii. Vanderhoof Land and Resource Management Plan
<http://www.for.gov.bc.ca/tasb/slrp/plan92.html>
 - viii. **Vanderhoof Scenic Areas**
http://www.for.gov.bc.ca/ftp/DVA/external/!publish/Web/DVA%20Data-Operational%20Planning/UpdatedMarch09/Scenics/DVAVLI_Overview_Final_September18_2008.pdf

27) Post Harvesting Report

- a) For professional applications, the [Post Harvesting Report](#) indicates successful completion of harvest activities and compliance or non-compliance with tenure obligations and legislated requirements.

- b) The post-harvest report must be submitted to the DM **within 60 days** of the expiry of the FLTC or snow free conditions. An electronic RESULTS submission is also required at this time, see item 9).
- c) The use of the post harvesting report does not preclude any actions from being taken by Ministry Compliance and Enforcement (C&E) staff as a result of their inspections.

28) Professional Application for an FLTC

- a) The [Professional Application](#) was implemented to facilitate a consistent submission package and to require an RPF or RFT to certify that the information in the application is accurate and that it meets the guidelines, conditions and expectations outlined in this document.
- b) **It is recommended that** applicants discuss their harvesting proposal with Nathan Voth or his designate before applying or laying it out to minimize any re-submissions or re-work. Discussions will include known concerns from local knowledge and land use objectives based on status of the land.
- c) The applicant must re-apply if an FLTC has not been issued within one year of the professional application ESF submission date.
- d) The professional **must use the full legal name of the applicant** as registered with the FLNRO when completing documents for small scale salvage clients. This can be their first, middle and last name, a registered company or a registered society.
- e) The professional is responsible for ensuring all land status conflicts are resolved prior to submitting an application and provide related documentation with the application.
- f) Where possible, combine small patches together, but not exceeding 2,000 m³, into one Licence that was typically split into several licensees in the past. This will minimize paper work at both ends and associated administration costs.
- g) The total volume planned for harvest entered into the professional application is the estimated volume per hectare multiplied by the area (not a generic 2,000 m³).
- h) The professional application package **must include** the following:
 - i. Application for Forestry Licence to Cut
 - ii. Stumpage Rate Request Form
 - iii. Documentation of forest licensee referral(s)
 - iv. Two 1:10,000 maps of the area proposed for harvest
 - v. Two 1:50,000 location maps of the area proposed for harvest
 - vi. Electronic submission in FTA
 - vii. Site plan

and must also include the following if applicable:

 - viii. Documentation of referral to range permittees
 - ix. Documentation of notification to trappers and guides
 - x. **Maintenance** agreement with the road permittee
 - xi. **Road Use Permit application (if total volume exceeds 2,000 m³)**

- xii. Written permission from the Ministry of Transportation and Highways, BC Hydro, BCTC, Telus or Pacific Northern Gas
- xiii. CMT surveys
- xiv. Archaeological impact assessment

29) Professional versus Conventional Applications

- a) Applications up to 50 m³ will be processed as conventional applications (work is completed by FLNRO).
- b) Applications greater than 50 m³ will normally be processed as professional applications (work is completed by applicant).
- c) The District Manager reserves the right to accept conventional applications for circumstances where requiring a professional application is cost prohibitive (e.g. decked wood, removing snags next to fence lines or removing danger trees from a recreation site).

30) Range

- a) Natural range barriers must not be removed by salvage operations.
- b) If a licensee damages a fence, the licensee must repair the damage.
- c) The contact information for range tenure or grazing lease holders can be obtained from Karen Tabe or Christine Friedrichsmeier.

31) Referrals

- a) The applicant must refer their proposed harvesting by email, with “Referral for Small Scale Salvage” in the subject heading, to:
 - i. forest licensee(s) determined from the [operating area map](#) and [contact list](#),
 - ii. district small scale salvage leader Nathan.Voth@gov.bc.ca,
 - iii. district FN advisor fn.dja@gov.bc.ca or Steve.Payne@gov.bc.ca , and
 - iv. if applicable, the contact(s) within subsections c), d), e) and f),

less than one year prior to submitting a professional application to the District. Email referrals **must include** shape files, **1:50,000 map and 1:10,000 map** with the proposed harvesting **and road construction**. **Each proposed block and road must have a label for identification.** Referrals should be grouped by licensee and geographic area but not exceed a total of 6,000 m³ per year.
- b) If forest licensees do not reply by email within 30 days of receiving a complete email referral, the FLNRO will assume the proposed small scale salvage application is not within another licensees proposed block to be harvested. **Forest licensees must provide a reason if they cannot agree with proposed small scale salvage.**
- c) Applicants are to check the [range maps](#) to determine if the salvage proposal overlaps or is adjacent to range tenure or grazing lease. The applicant must refer their SSS proposal to affected range tenure or grazing lease holders.

- d) Proposed harvesting within an Agriculture Development Area **must follow the [implementation policy process for the Order](#) prior to submission and DM review.** Proposed harvesting within a Settlement Reserve Area must meet the [land use objectives](#) and be approved by a Land Officer prior to layout. Email **Ryan Hall** at Ryan.Hall@gov.bc.ca.
- e) Contact FLNRO, Ecosystems Section prior to harvesting in a Conservation Land. Conservation Land includes but is not limited to: Fish and Wildlife Reserves, [Ungulate Winter Range](#), Wildlife Habitat Management Areas and Parks. Email Habitat.Referrals@gov.bc.ca.
- f) Harvesting proposals within BCTS operating areas will require preapproval with BCTS staff prior to any work being completed. Likelihood of BCTS approval will be higher if proposals align with areas identified by BCTS as having small scale salvage opportunity.

32) Residue and Waste

- a) Incomplete harvesting or log decks remaining on site at the expiry of the licence become property of the Crown and may be subject to waste billing and disposal.
- b) Completing residue and waste surveys is the responsibility of the FLNRO.
- c) When harvesting is completed, it is the licensee's responsibility to notify Sue Forshner in Fort St James or David Johnson in Vanderhoof to facilitate a residue and waste survey prior to debris disposal.
- d) The FLNRO will complete residue & waste surveys on most FLTCs. However, the district average may be applied to expedite debris disposal for the purpose of fuel management.

33) Review of Application

- a) Once the application is received by the district manager, an office and/or field inspection may be completed to ensure District expectations are being met (consistency with the strategic plan and guidelines).
- b) Applications will be processed on a first come first serve basis.
- c) If all of the application requirements have been met, a professional application will normally be processed within 2 (two) weeks of receiving the **complete** application. However, processing time will be longer than 2 (two) weeks if an application is incomplete or FN consultation is required.
- d) Once the licence is issued, the licensee is required to comply with the obligations set out in the licence document as well as the district guidelines.

34) Riparian Areas

- a) Harvesting within the riparian areas adjacent to streams, wetlands and lakes must be consistent with [Division 3 of the Forest Planning and Practices Regulation](#).

35) Road Construction and Deactivation

- a) If a Forestry Licence to Cut (FLTC) applicant needs to construct a road on Crown land outside of the FLTC area, the holder may apply under [section 115 of the Forest Act](#) for a road permit to authorize the construction and use of road.
- b) **Where roads will be required the applicant must first receive agreement from FLNRO prior** to submitting an application and generally should not be longer than 500 metres.

36) Road Use

- a) Identify **all** roads that will be utilized for hauling, including, road kilometres (e.g. 15-25 km on the 100 Road) and road status (i.e., FSR, road permit, Ministry of Transportation and Highways) on the application.
- b) **As per [section 79.1 of FPPR](#), minor salvage operations** are exempt from obtaining a Road Use Permit or Road Permit **when using roads** where they will not carry out in a stream, or on, in or near a stream bank, maintenance to the road other than to the road surface, and **the minister is satisfied** that the use of the road will not materially affect the use of the road by others, or adversely impact forest resources. A Road Use Permit **is** required if the total timber volume to be removed exceeds 2,000 cubic meters. **The [Road Use Permit application](#) is to be included the professional application package.**
- c) Industrial users of road(s) under permit to another user must notify the permit holder of their intended use of the road and reach a maintenance agreement with the permit holder. A signed maintenance agreement with the primary user of the road must be submitted to the District Manager prior to the issuance of a Forestry Licence to Cut.
- d) Applicants may be liable to pay for road maintenance to the primary user of the road.
- e) Applicants using a Forest Service Road or Road Permit road are required to give notice to those responsible for the road **at least** 5 days prior to using the road.
- f) Where the road is not a Forest Service Road or Road Permit road, applicants are required to maintain the road **surface** and return the road to the condition it was in prior to their use.

37) Safety

- a) Licensees that use Crown land as workplaces are considered [owners](#) under the *Workers Compensation Act*.
- b) The owner of a worksite has [responsibilities](#) for a safe and healthy workplace.
- c) Licensees are the prime contractor and must comply with [WorkSafe BC](#) acts and regulations.

38) Secondary Structure Retention

- a) “Targeted pine leading stands”, at least 5 hectares in size, with an adequate stocking density of suitable secondary structure are to be excluded from cutblocks or harvested in a manner that protects an “adequate stocking density” of “suitable secondary structure”, unless the regulation or the district manager provides an exemption from doing so (see section 1 (4) of FRPA for [definitions](#)).

- b) Section 43.1 of FRPA provides “automatic exemptions” from protecting secondary structure for things like safety, road rights of way, if there is a significant risk of windfall or the area needs to be harvested to protect a community or other area from wildfire.

39) Silviculture Levy and Reforestation

- a) The FLNRO District Manager has the legal obligation ([Section 46 \(1\) of FPPR](#)) for reforestation of openings created by small scale salvage that are one hectare or greater in size and it is FLNRO policy that all openings are managed to ensure they are restocked.
- b) Unless exempted by the District Manager, a [silviculture levy](#) will be collected on all conifer grades 1, 2 and 4. The silviculture levy will be \$4.73 per m³ in the Fort St James Forest District and \$5.33 per m³ in the Vanderhoof Forest District. It is less in Fort St James due to a higher average volume per hectare.

40) Site Plans

- a) Forest professionals must use the [Site Plan template](#) and [Reference Guide for FDP Stocking Standards](#) when preparing small scale salvage site plans.

41) Skid Trails

- a) All proposed access trails and landings must be flagged in the field and indicated on the site plan prior to submitting the application.
- b) Skid trails must be included in the Exhibit A and any trees cut will count towards allowable volume under the issued FLTC.
- c) The maximum skid trail width allowed is 5 metres.
- d) When choosing skid trails use natural or other existing openings to the greatest extent possible.
- e) The volume of incidental green timber required for access to the salvage timber should be minimized.
- f) There shall be no excavated or bladed trails unless identified in the site plan and agreed to by FLNRO.
- g) Skidding through plantations should be avoided wherever possible.
- h) If access through a plantation is required, this must be explicitly indicated on the application.
- i) Skid trails must be deactivated such that the skid trail surface is a stable, natural surface, drainage patterns are maintained and sediment delivery to any water course is minimized.

42) Timber Marking

- a) Prior to the commencement of harvesting, the timber mark and block number must be posted at the entrance of each block.
- b) The [Timber Marking and Transportation Standard Operating Procedure](#) must be followed.

- c) On December 17, 2012, the Regional Executive Director granted [permission to not use signs/paint for marking timber on detachable truck trailers](#).

43) Volume Limit per FLTC

- a) Section 2 of the *Forestry Licence to Cut Regulation* specifies a maximum volume of 2,000 m³ for non-competitive FLTCs and 5,000 m³ for competitive FLTCs.
- b) Accurate assessment and tracking of volumes is critical to ensure the FLTC volume limit (specified within the license document) is not exceeded.
- c) Any incidental volume or volume removed in conjunction to skid trails counts towards the allowable volume issued under a FLTC.
- d) Residue and waste is also included in the total volume for the FLTC.
- e) **If the FLTC volume limit is exceeded, it will result in a penalty** as per [Section 2 of the Cut Control Regulation](#).

44) Wildlife Travel Corridors

- a) **The FLNRO would like to ensure the connectivity of wildlife travel corridors is maintained. Salvage applications may be rejected by FLNRO during the email referral process if the proposed salvage removes the connectivity of a wildlife travel corridor.**

45) Windfall

- a) Operations must not increase the potential for windfall.

4. Contact Information

The following FLNRO staff may be contacted for specific information related to their fields of expertise:

Fort St James Office

Mailing Address: PO Box 100, Fort St James, BC, V0J 1P0

Physical Address: 2537 Stones Bay Road, Fort St James

Phone: (250) 996-5200 Facsimile: (250) 996-5290

Staff	Field of Expertise	Phone #	Email
Cindy Holland, Stewardship Forester	Applications in Fort St James area	(250) 996-5224	Cindy.Holland@gov.bc.ca
Ellen Prince, Receptionist	Mail distribution, directing enquiries	(250) 996-5200	Ellen.Prince@gov.bc.ca

Julia Vanderham Advisor, FN Relations	First Nations consultation	(250) 996-5268	fn.dja@gov.bc.ca
Louise Bett Advisor, FN Relations	First Nations consultation	(250) 996-5215	fn.dja@gov.bc.ca
Neal Gooding, Stewardship Forester	Applications in Fort St James area	(250) 996-5230	Neal.D.Gooding@gov.bc.ca
Paula Allen, Resource Clerk	Licence documents, release of deposit	(250) 996-5200	Forests.FortStJamesDistrictOffice@gov.bc.ca
Sue Forshner, Tenures Technologist	Appraisals, scaling, residue and waste	(250) 996-5202	Sue.Forshner@gov.bc.ca

Vanderhoof Office

Mailing Address: PO Box 190, Vanderhoof, BC, V0J 3A0

Physical Address: 1560 Highway 16 East, Vanderhoof

Phone: (250) 567-6363 Facsimile: (250) 567-6370

Staff	Field of Expertise	Phone #	Email
Bob Ferris, Resource Technician	Applications SE of Nechako River	(250) 567-6373	Bob.Ferris@gov.bc.ca
Brian Atwood, Resource Technician	Applications NW of the Nechako River	(250) 567-6476	Brian.Atwood@gov.bc.ca
Christine Friedrichsmeier, Stewardship Technician	Invasive plant, forest health and range	(250) 563-6392	Christine.Friedrichsmeier@gov.bc.ca
David Johnson, Scaling Supervisor	Scaling, timber marking, residue and waste	(250) 567-6379	David.Johnson@gov.bc.ca

Delee Anderson, Tenures Forester	Small scale salvage reforestation	(250) 567-6504	Delee.Anderson@gov.bc.ca
Karen Tabe Range Officer	Range	(250) 567-6318	Karen.Tabe@gov.bc.ca
Nathan Voth, Field Operations Supervisor	District small scale salvage leader	(250) 567-6477	Nathan.Voth@gov.bc.ca
Jasmin Smith, Receptionist	Mail distribution, directing enquiries	(250) 567-6363	Jasmin.Smith@gov.bc.ca
Steve Payne, Advisor, FN Relations	First Nations consultation	(250) 567-6314	Steve.Payne@gov.bc.ca
Sylvia Chow, Office Services Supervisor	Licence documents, release of deposit	(250) 567-6371	Sylvia.Chow@gov.bc.ca

5. Websites

For the most up-to-date information regarding small scale salvage please see the:

Fort St James office website <http://www.for.gov.bc.ca/dja/>
and FTP site www.for.gov.bc.ca/ftp/DJA/external!/publish/

Vanderhoof office website <http://www.for.gov.bc.ca/dva/>
and FTP site www.for.gov.bc.ca/ftp/DVA/external!/publish/

Provincial website

<http://www.for.gov.bc.ca/hth/timber-tenures/small-scale-salvage/index.htm>