

# FOREST INVESTMENT PROGRAM

2025/26 Annual Operating Plan Intake Submission Guide

October 1, 2024



BRITISH  
COLUMBIA

Ministry of  
Forests

# Contents

- Annual Operating Plan Overview ..... 1
- Intake Key Dates and Milestones..... 1
  - Intake Open House Schedule .....2
- FIP AOP Intake Inputs ..... 3
  - Use of RESULTS Excel Planned Activities - Optional.....4
    - RESULTS Planned Excel Instructions ..... 4
  - FIP AOP Online Intake Forms.....6
    - How to Access Online Forms .....6
    - Form Themes.....6
    - FIP Intake Forms - Getting Started.....7
  - FIP Online Intake Form – Expectation, Content, Submission Requirements.....9
    - Alignment with FIP Funding Criteria .....9
    - Form Submission Organization..... 10
    - Spatial Requirements..... 10
    - Intake Form Content, Definition and Requirement..... 11
    - Mandatory Data – Opening-based..... 12
    - Mandatory Data – Planting..... 13
    - Mandatory Data – Bulk Activity..... 13
    - Mandatory Data - New Activity (Default Activity Not Available) ..... 13
    - Mandatory Data – Forest Nutrient Management and Surveys..... 13
    - Additional Data - Miscellaneous..... 14
  - Large Program Excel..... 14
  - BCTS ..... 14
  - FMS..... 14
- Next Steps after Submission..... 15
- FIP Intake Business Support..... 15
- For Funding Outside of FIP ..... 16

START OF APPENDICIES.....	17
Appendix A – FIP AOP Intake Submission Form Data Content.....	18
Opening-Based.....	20
Bulk Entry.....	24
Appendix B: CHEFS Form - Saving, Sharing, Copying.....	28
Save and Share.....	29
View and Edit.....	30
Copy.....	30
Create New.....	30
Appendix C – BCTS AOP Intake Requirement.....	31
Appendix D –BC Geomark.....	33
BC Geomark Videos:.....	33
BC Geomark Method Matrix .....	34
Method 1: Draw the location directly in Google Earth Pro.....	34
Method 2: Submit locations from a .kml or .kmz file directly in Google Earth Pro .....	37
Method 3: Upload a spatial data file to the Geomark Web Service .....	43
Common Problems .....	48
Method 4: Use a script tool in ArcGIS Desktop (ArcMap) or ArcGIS Pro.....	50
Method 4a: Using the tool in ArcMap (ArcGIS Desktop 10.x).....	50
Method 4b: Using the tool in ArcGIS Pro.....	54

# Annual Operating Plan Overview

The Forest Investment and Reporting Branch (FIRB) oversees and coordinates the delivery of government silviculture on British Columbia's public managed land where there are no legal obligations for silviculture and creates a strategic Forest Investment Program (FIP) Annual Operating Plan (AOP). Detailed information about the Forest Investment Program is available at: Forest Investment Program - Province of British Columbia (gov.bc.ca).

This document highlights the FIP AOP Intake process for proposed activities and projects for the 2025/26 completion year. All received submissions will be reviewed and if approved, will be included in the AOP funding request for the new fiscal year.

FIRB has published a [FIP Funding Criteria document](#) that outlines eligible activities and funding criteria considerations. **All applicants must review the FIP Funding Criteria to ensure the submission requests are eligible. Any activity type requiring business case pre-approval must be discussed with FIRB staff prior to form submission.**

Proposed activity information may be shared with delivery partners and First Nations to support cross-sector collaboration on investments. Shared information would be limited to activity, project name (if applicable), ministry contact, planned dates and location.

## Intake Key Dates and Milestones

Date	Activity & Milestones
October 1	<ul style="list-style-type: none"><li>• Intake Open</li></ul>
Oct 1-Nov 17	<ul style="list-style-type: none"><li>• FIP Intake Open Houses - 10 sessions</li><li>• Additional sessions may be added on a request basis.</li><li>• FIRB branch members are available for direct assistance upon request.</li></ul>
Nov 17-Nov 29	<ul style="list-style-type: none"><li>• Submission window closes</li><li>• FIRB compiles all submissions to build a draft provincial FIP AOP.</li></ul>
Dec-Jan	<ul style="list-style-type: none"><li>• FIRB staff review submissions and connect with districts and recipients to clarify, if needed.</li><li>• FIRB staff review submissions and summarize proposed FIP AOP for District Manager package.</li><li>• Prepare and send package to District Managers for information, awareness, and issues identification</li></ul>

Mid-Feb	<ul style="list-style-type: none"> <li>• FIRB Final internal review with adjustments based on feedback from District Managers and rank projects and adjust to anticipated budget.</li> <li>• Notify District/Recipients/BCTS of Funded Projects.</li> <li>• Notify Districts/Recipients/BCTS of Unfunded Projects.</li> </ul>
Early April	<ul style="list-style-type: none"> <li>• Permission to Spend Letters Sent based on Budget Estimates.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Budgets loaded.</li> <li>• Final Budget letters sent.</li> </ul>

## Intake Open House Schedule

FIRB will host 10 Open House sessions using MS TEAMS. Attendance is optional. No sign up required.

Each session will provide the same information which includes an overview of the FIP intake process, highlights of the online form's content and key functions to enable application process with an opportunity to ask questions.

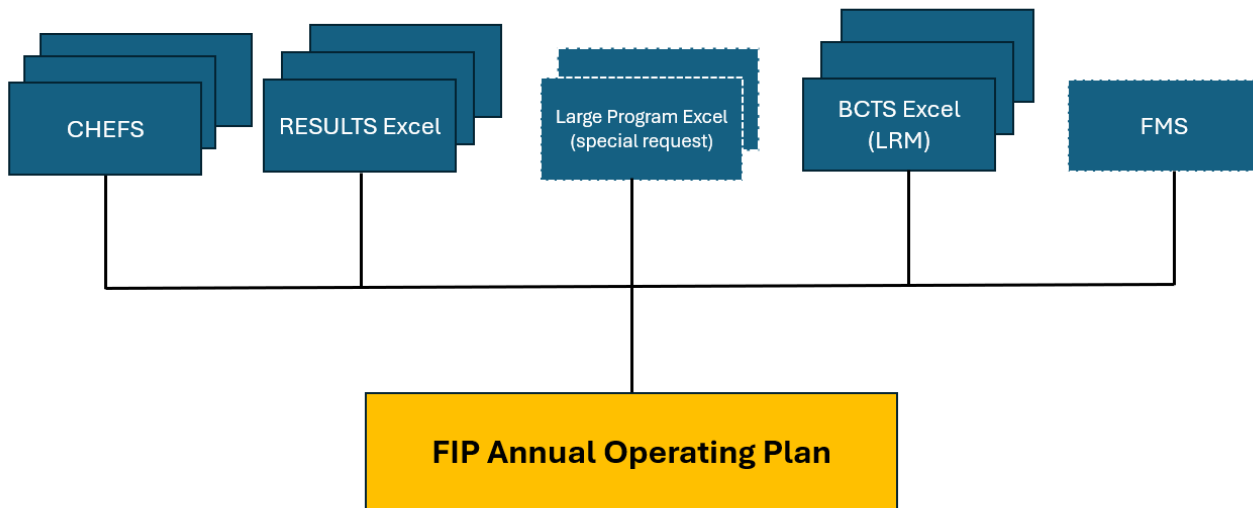
Below are the date, time and link for each session.

- [Open House 1 - FIP 2025/26 AOP Intake - Oct 1: 1:30-2:30 Tuesday](#)
- [Open House 2 - FIP 2025/26 AOP Intake - Oct 3: 10:30-11:30 Thursday](#)
- [Open House 3 - FIP 2025/26 AOP Intake - Oct 7: 10:30-11:30am Monday](#)
- [Open House 4 - FIP 2025/26 AOP Intake - Oct 9: 1:30-2:30 Wednesday](#)
- [Open House 5 - FIP 2025/26 AOP Intake - Oct 21: 1:30-2:30 Monday](#)
- [Open House 6 - FIP 2025/26 AOP Intake - Oct 23: 2:30-3:30 Wednesday](#)
- [Open House 7 - FIP 2025/26 AOP Intake - Oct 28: 9:30-10:30 Monday](#)
- [Open House 8 - FIP 2025/26 AOP Intake - Oct 31: 1:30-2:30 Thursday](#)
- [Open House 9 - FIP 2025/26 AOP Intake - Nov 12: 2:00-3:00 Tuesday](#)
- [Open House 10 - FIP 2025/26 AOP Intake - Nov 14: 10:00-11:00 Thursday](#)

FIP Intake will close on Nov 17.

# FIP AOP Intake Inputs

2025/26 will use multiple intake formats depending on applicant type.



**RESULTS Data Extract in Excel:** Some districts use RESULTS to collect their planning information. FIRB will create a RESULTS report for each district in the mailout. Districts may use the RESULTS dataset to confirm activities and update data for use for 2025/26.

**CHEFS Online FIP AOP Intake Forms:** Forms will be used by Ministry staff and partners for their activity submissions.

**Large Program Excel:** Some partners manage large reforestation programs and may use an Excel template for their opening-based submissions. This option is offered directly through FIRB staff.

**BCTS:** FIRB will coordinate with BCTS to acquire their planned data from Land Resource Manager.

**FMS:** Forest Management System deployment initiated in 2023. Districts who are actively using FMS with valid planning records in scope for FIP 2025/26 AOP intake may contact [Meiching.tsoi@gov.bc.ca](mailto:Meiching.tsoi@gov.bc.ca) before **October 21**.

## Use of RESULTS Excel Planned Activities - Optional

**This section is applicable for districts who want to use the prepared RESULTS planned dataset. Excel containing below data was attached in the email mailout to district staff.**

A report was prepared for activities with planned dates between 2025-04-01 and 2030-03-31 on government responsible openings with additional information on the opening’s current NSR and IMM areas, regeneration and free growing due dates with any declarations to assist in assessing priority.

Many situations may require adjustments to the original planned areas such as new catastrophic events, planned activities no longer required or orphaned by already completed accomplishments, or date adjustments due to operational conditions.

Districts who want to use the RESULTS dataset must review the file and confirm which activities are valid for 2025/26 FIP AOP Intake.

### RESULTS Planned Excel Instructions

- Do not make any changes to the columns in Excel.
- Remove activity rows to be EXCLUDED in the 2025/26 FIP AOP.
- Only Activities checked “Yes” for “Included in the AOP” will be added to 2025/26 FIP AOP.
- Provide data: mandatory data, treatment hectares, activity description and estimated unit cost and additional cost information – see table below.
- **Do not add NEW activities** to this spreadsheet. New activities must use the [Forest Investment Program Annual Operating Plan Intake Submission Form](#).
- Return confirmed Excel list to FIRB contact to [Meiching.tsoi@gov.bc.ca](mailto:Meiching.tsoi@gov.bc.ca) before November 17.

Planned RESULTS Excel mandatory and conditional data entry

Col	Field	Requirement	Data Type	Notes
A	Submitter Email	Mandatory	Text	
B	Submitter Name	Mandatory	Text	
C	Submitter Phone Number	Mandatory	#	
D	Ministry Contact Email	Conditional	Text	Enter if different than Submitter
E	Mgmt Unit Type	Picklist	Text	Specify Type
F	TSA	Picklist	Text	Use if TSA
G	Other Unit	Conditional	Text	Enter Licence if TFL, WL, FNWL, CommFor
H	Alliance	Picklist	Text	
I	BCTS Office	Picklist	Text	Enter if applicable
J	BCTS Field Office	Picklist	Text	Enter if applicable

Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

K	<b>Recipient/ Partner/ Organization</b>	Picklist	Text	Enter if applicable
L	<b>Specify Unknown Organization</b>	Optional	Text	Provide if Recipient/Partner/Organization Name not available in picklist
M	<b>Project led by FN(s)</b>	Mandatory	Yes/No	The project is awarded to an Indigenous business entity/community, which will be accountable for its successful delivery.
N	<b>Project in partnership with FN(s)</b>	Mandatory	Yes/No	The project is conducted in alignment with Indigenous interests, but Indigenous peoples are not held accountable for its delivery. Examples include prioritizing planting in areas to protect riparian zones identified by First Nations but the planting contract is awarded to non-indigenous contractor without partnership with a First Nation.
O	<b>Project with involvement of FN(s)</b>	Mandatory	Yes/No	Proposals have been consulted with First Nations, but the direct contemporary benefits to Indigenous communities are not identified.
P-AT	<b>RESULTS Data</b>	<b>For viewing only to determine to include/exclude for 2025/26 AOP – Do not make changes to data</b>		
AU	<b>Include in AOP (Yes/No)</b>	Mandatory	Yes/No	
AV	<b>Fiscal Yr</b>	Fiscal Year	Picklist	2025/26 only
AW	<b>Estimated Cost per Ha (\$)</b>	Mandatory	\$	Provide unit cost per hectare, not required for planting
AX	<b>Planned Hectares (ha)</b>	Mandatory	###	
AY	<b>Access Cost (\$)</b>	Optional	\$	Only provide if access cost required for activity delivery.
AZ	<b>Estimated Cost per Tree (\$/tree)</b>	Mandatory (for planting)	\$	Provide cost per tree for planting
BA	<b>Planned Trees</b>	Mandatory (for planting)	###	Total trees for the Activity Treatment Unit
BB	<b>Planting Implementation (\$)</b>	Optional	\$	Includes pay plots and planting contract oversight and supervision.
BC	<b>Seedling Protection (\$/tree)</b>	Optional	\$	Provide purchase cost of the seedling protection supplies.
BD	<b>Fertilization at time of planting (\$/bag)</b>	Optional	\$	Provide the purchase cost of the fertilizer.
BE	<b>External Seedling Purchase (\$)</b>	Optional	\$	This is only for seed not owned by Forest Investment and Reporting Branch, subject to approval
BF	<b>External Delivery Agent Sowing (\$)</b>	Optional	\$	This is only for nursery cost for growing seedlings. This does not include administrative time for data entry.
BG	<b>Water Quality Monitoring (\$)</b>	Optional	\$	Applies to Forest Nutrient Management Only. Enter if required
BH	<b>Number of Water Quality Monitoring Sites</b>	Optional	#	Applies to Forest Nutrient Management Only. Enter if required
BI	<b>Archaeological Assessment (\$)</b>	Optional	\$	Applies to Forest Nutrient Management Only. Enter if required
Bj	<b>Comments</b>	Optional		



## FIP AOP Online Intake Forms

### How to Access Online Forms

FIP AOP Intake will use web-based forms.

Please make sure there is **no duplication entry** with the RESULTS Excel method, if used.

Online forms require authentication. Each form is identical but uses different log in methods.

Log in Method	FIP AOP Intake Form weblink
IDIR	<a href="#">Generalized Silviculture Form (IDIR)</a>
	<a href="#">Road Rehabilitation Form (IDIR)</a>
	<a href="#">Forest Nutrient Management (IDIR)</a>
Business BCeID	<a href="#">Generalized Silviculture (Business)</a>
	<a href="#">Road Rehabilitation (Business)</a>
	<a href="#">Forest Nutrient Management (Business)</a>
Basic BCeID	<a href="#">Generalized Silviculture (Basic)</a>
	<a href="#">Road Rehabilitation (Basic)</a>
	<a href="#">Forest Nutrient Management (Basic)</a>

\*Basic BCeID is used if you do not have registered Business BCeID. [Information on BCeID.](#)

### Form Themes

Activities are separated into different themes to assist with improved data collection.

Form	Activity entries
Generalized Silviculture	Opening-based activity Monitoring Survey (planting to Free Growing Surveys) & Brushing Surveys Surveys for Site Preparation Site Preparation Planting Brushing Utilization of Uneconomic Fibre Spacing and Thinning & Surveys Research Trial Overstory Removal Innovative Timber Sales Licence Survey (BCTS Only) Bulk Activity Eligibility Assessments Innovative Timber Sale Licence Development (BCTS Only) Archaeological Impact Assessments and Studies Minor Road Improvements/Deactivation Customized AOP Entry Required (Not listed in available defaults)

Form	Activity entries
Road Rehabilitation	Opening-based activity Monitoring Survey (Planting to Free Growing) & Brushing Surveys Surveys for Site Preparation Planting Prescription Planting Bulk Activity Archaeological Assessments Eligibility Assessments for Road Rehabilitation Strategic Planning for Road Rehabilitation Customized AOP Entry Required (Not listed in available defaults)
Forest Nutrient Management	Eligibility Assessments for Forest Nutrient Management (Fertilization) Forest Nutrient Management (Fertilization) Customized AOP Entry Required (Not listed in available defaults)

### FIP Intake Forms - Getting Started

[Appendix A](#) shows all form sections for all forms. Users are encouraged to review form contents to understand the data requirements for activity(s) required for your intake. Some entry boxes are conditional and used when required.








The web-forms are **context sensitive** and will appear based on selection of checkboxes. Data with **"\*"** is mandatory when they appear on the form.

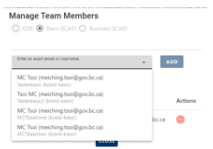
#### Online Form Functions

Video resources:

- [Overview of FIP Intake with basic form functions](#)
- [Form core functions, saving drafts and sharing with other team members](#)

You can create a new form to practice, save, copy and share with other team members to understand how the form works.

VIEW MY DRAFTS/SUBMISSIONS	Appears once form is Saved to view all forms created under User ID Log in
	<b>Save Draft Form</b>
	<b>Edit Draft Form</b> (Not available for Submitted Form)
	<b>Preview Form</b> – view only, does not allow any form edit
	<b>Copy Form</b> – For submitted only
	<b>Add New</b> blank form
	<b>Print Option</b> available for Form – may print to PDF and adjust scale to ensure document scale display full content
	<b>Manage Team Members</b> – Add Team member. Assigned member may view, edit drafts and submit. Must have Team member's <b>exact ID or email</b> to lookup.



Save Drafts and Sharing Forms with Assigned Team Members (of same authentication type)  
Summary of key features to save, collaborate and copy in [Appendix B](#) and [video](#).

You will be able to:

- Save Drafts – saving will highlight any missing mandatory data in red.
- Share and collaborate with assigned team members of the same login Type.
- Assign individual forms (no bulk sharing capability).
- Assign team members. They can edit and submit forms.
- Copy submitted forms. This will produce a new report to reduce time for entry of common header information. **The copied form will have the same data. Please remove pre-existing AOP activities in the copied form to avoid duplicate activity submissions.**
- Delete Draft forms. Deleted Drafts cannot be restored.
  - Submitted forms cannot be modified or deleted by submitters.
  - Submitted forms can be deleted by FIRB but only upon request.

#### Mandatory Set up – Log into Platform

A User ID must be used to log into the Online Form Platform once for the name to appear in “Manage Team Members” to share.

#### Add Team Members

Collaboration is only available for the same user login type. No sharing allowed across log in types (eg. business BCeID cannot share with IDIR form).



**Hint: Create and Use Basic BCeID to share and collaborate on submissions if your TEAM belongs to different user types (eg. BCeID business, IDIR - government)**

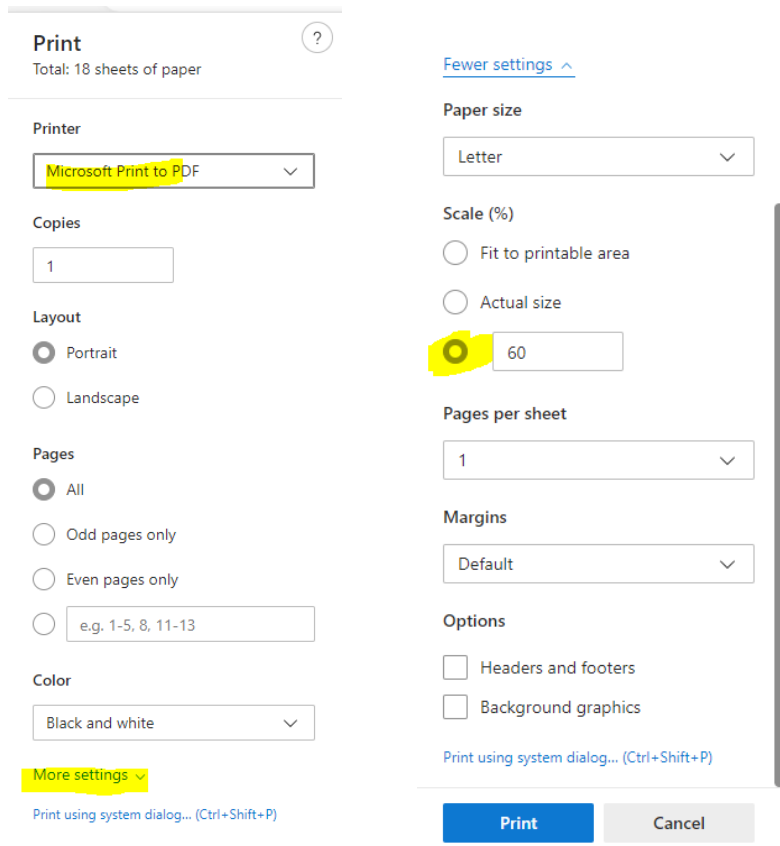
#### Send Submitted Form Submission to Yourself

Email the form to yourself upon Submission Completion for a reference copy for your records. The section below provides guidance on how to print to PDF with the correct resolution to see full form content.

### Improving Visibility for Online Data Entry and Printing Form (Zoom In and Out, Print Scale)

Forms may appear large with truncated data. You can zoom in and out by using the **Ctrl** button and **Scroll** dial on mouse to assist in viewing your data entry.

Print Form has Print Settings “**More Settings**” to enable **Scale (%)** options. You may set print form to .pdf for the preferred scale so that you can have a permanent PDF with the correct resolution.



## FIP Online Intake Form – Expectation, Content, Submission Requirements

### Alignment with FIP Funding Criteria

Submitters must ensure that their submitted activities align with [FIP funding eligibility criteria](#). Some activities require business case approval with [FIRB staff](#) and must have discussion with FIRB staff approval for inclusion into the AOP.

You may contact an [Integrated Investment specialist](#) for assistance for any ineligible FIP activities to determine alignment with other funding sources.

## Form Submission Organization

A new form must be used for each district, management unit and recipient/organization combination or project.

Examples:

- A partner may operate within two districts - two forms must be used for each district.
- A partner works under a recipient agreement and for the district - two forms must be used for each contract arrangement.
- Partner conducts work that spans two management units within the same district - two forms must be used for each management unit for the district.
- Project-based submission is created under one form. This is to allow FIRB staff to review the sum of all activities associated with the project.

Multiple forms may be submitted to assist with managing the workload. There is no restriction on how many forms submitted but ensure there are no duplicate activity entries.

Forms may be copied to reduce header data entry. When doing this, please ensure the copied activities are removed so that there are no duplicative entries in the new form.

## Spatial Requirements

FIP Intake requires mandatory spatial for all land-based activities.

Spatial data of the proposed activity information may be shared with delivery partners and First Nations to support cross-sector collaboration on investments. Shared information would be limited to activity, project name (if applicable), ministry contact, planned dates and location.

- RESULTS Opening ID is mandatory for all opening-based activities.
- BC Geomark usage is an alternate, if no Opening ID is available, or for larger proposed areas.

BC government has a Geomark Web Service to create and translate spatial files from a variety of formats and projections into a consistent data standard.

Appendix D has instructions on how to create a Geomark with supplemental videos.

### Intake Form Content, Definition and Requirement

All mandatory fields on the Intake Form will have red “\*”.

#### Contact Information and Administration Information

Fields	Requirement	Description
Confirmation checkbox	Mandatory	
Submitter email, Name, Phone Number	Mandatory	
Is the Submitter the same person as Project Lead	Mandatory	
Project Lead email, Name	Conditional	Mandatory, if Submitter is not the same person as the Project Lead. Project Lead is the person responsible for project management and outcomes.
Ministry Contact email	Mandatory	Provide email of the Ministry Contact representative for the work in the district.
Location for the Activity/ Natural Resource District	Mandatory	Mandatory, if Submitter is not the same person as the Project Lead. Project Lead is the person responsible for project management and outcomes.
Program Administrator (Alliance)		Identify who will be the administrator for the activity delivery: District, BCTS or Third Party Administration/Recipient Agreement Holder
Recipient	Mandatory if triggered	Third Party Administration will trigger Delivery Partner list. If Name is not available, use NOT ON LIST Enter your own.
Management Unit	Mandatory	Will trigger dropdown to select TFL, TSA or entry for Licence Number. Only one management unit may be used by on the form. <b>Use another form for another management unit</b>

#### What Type of Application Do You Want to Submit?

Does the submission need to reference multiple activities within a district or is the submission project based.

- When many activities on multiple openings or many bulk activities are included in the same form, activities are reviewed independently. The use of multiple forms to organize submissions is allowed.
- When submitting a project-based submission under ONE Application, all activities are inter-dependent and must be considered as ONE for review and approval.

*Project Name*

- Provide a project name for project based submission. All activities in a project based form are considered interdependent and will be reviewed as a set.
- Road Rehabilitation must have a project name.

*First Nation Checkboxes*

Indicate any that applies for the activity entry.

**First Nations Participation Categories and Definitions**

Delivered by First Nation(s)	The project/activity is awarded to a First Nation business entity/community, which will take full responsibility for its successful delivery.
In partnership with First Nation(s)	The project/activity is awarded to a non-Indigenous entity, which is accountable for its delivery. During the project, First Nation contractors are, or will be, hired by the recipient. Or a non-Indigenous recipient forms a partnership with First Nation(s), and the funding is awarded to the formed partnership.
In collaboration with First Nation(s)	The project/activity is not awarded to an Indigenous business entity/community, but First Nations are involved in project planning. First Nations are not accountable for project delivery. For example, prioritizing planting in areas to protect riparian zones identified by First Nations, where the planting contract is awarded to a non-Indigenous contractor without direct partnership with a First Nation.

Under current policy, FIP recipients and delivery partners are required to complete First Nations information sharing on all FIP projects. First Nation information sharing responses are compiled and provided to Districts. District offices are required to complete First Nations Consultation.

**Mandatory Data – Opening-based**

- Activity Description – use picklist
- Opening ID (must exist in RESULTS)
- Estimated Unit Cost/ha
- Planned Hectares
- BC Geomark – must provide if No Opening ID available

### **Mandatory Data – Planting**

- Planting Description – Refer to technique code usage based % free growing target stocking.
- Recent Disturbance History for Planting. Select the history of the last event requiring planting. More than one allowed.
- Planting Intent. Select purpose for the planting. More than one allowed. Road Rehabilitation form does not require this.
- Opening ID (must exist in RESULTS)
- Estimated Unit Cost/Tree
- Planned Trees
- Planned Hectares
- BC Geomark – must provide if No Opening ID available

#### *Planting – Additional Extra Costs and Non-Plant species information*

Data entry is activated by the checkbox and becomes a mandatory entry: planting implementation cost, seedling protection cost, fertilization at time of planting cost and plant species (non-tree species). External seedling purchase costs and external delivery agent costs require pre-approval from FIRB staff.

### **Mandatory Data – Bulk Activity**

- Activity Description – use picklist
- Cost Estimate
- Planned Hectares
- BC Geomark – mandatory for areas where locations are known.

### **Mandatory Data - New Activity (Default Activity Not Available)**

Must split activities into individual entries. Do not lump.

- Cost Estimate
- Comments

### **Mandatory Data – Forest Nutrient Management and Surveys**

- Activity Description – use picklist
- Cost Estimate
- Planned Hectares
- BC Geomark
- Comments - Must provide information regarding forest nutrient management including project description, goals, objectives, method, partners, indicate if multi-year project and any First Nations information share status and district's buy in on the project.



### *Additional Data - Forest Nutrient Management*

Checkbox will enable mandatory entry.

- Foliar analysis cost
- Water quality monitoring cost
- Number of water quality monitoring sites
- Archaeological Assessments cost

### **Additional Data - Miscellaneous**

#### *Access Cost*

Most activities will have "Funds for access". Checkbox will enable mandatory entry.

#### *Business case approval confirmed*

[FIP funding criteria](#) indicates specific activities that require business case approval. Checking indicates FIRB approval received.

#### *Activity is a part of multi-year commitment (appears in different activity category)*

Check if the activity is a continuation of a multi-year commitment to an existing ongoing project that has been approved by FIRB.

## **Large Program Excel**

Please contact your local [FIRB staff](#) if you have a large silviculture program requiring an alternate method.

## **BCTS**

FIRB will communicate with BCTS on FIP AOP intake data requirements for 2025/26. [Appendix C](#) contains the data requirements to be provided by Excel.

The [Online General Silviculture Form](#) will be used for Innovative Timber Sale Licence Development.

Please provide completed forms to [Yann.A.Bourdon@gov.bc.ca](mailto:Yann.A.Bourdon@gov.bc.ca) and [Sara.Lazaruk@gov.bc.ca](mailto:Sara.Lazaruk@gov.bc.ca) before November 17.

## **FMS**

Districts who are actively using FMS with valid planning 2025/26 records for FIP AOP intake can contact [Meiching.tsoi@gov.bc.ca](mailto:Meiching.tsoi@gov.bc.ca) before **October 21**. This provides lead time to coordinate with FMS Team for data extraction, confirmation and update of additional data required for the intake.

# Next Steps after Submission

FIP Intake will close on November 17. FIRB will compile all received submissions. After data quality review, the total estimated costs will be calculated and the initiation of the internal review. Target dates and steps are highlighted in [AOP Intake Key Dates and Milestones](#).

# FIP Intake Business Support

Questions regarding FIP activity eligibility and business case discussions may be directed to FIRB team.

Area/District	Role/Subject Matter	Name	Contact
North & South Area	Manager Planning and Program Delivery	Jessica Gunn	<a href="mailto:Jessica.Gunn@gov.bc.ca">Jessica.Gunn@gov.bc.ca</a> 250-674-4623
North Area DKM, DCM, DSS, DND, DVA, DVA, DPG, DPK, DPC, DFN District(s)	Forest Investment Officer	Jennifer Plummer	<a href="mailto:Jennifer.Plummer@gov.bc.ca">Jennifer.Plummer@gov.bc.ca</a> 250-876-6706
	Forest Investment Specialist	Karyn Roseboom	<a href="mailto:Karyn.Roseboom@gov.bc.ca">Karyn.Roseboom@gov.bc.ca</a> 778-702-0039
Provincial	CFA & Woodlot & FN Woodlands Liaison	Karyn Roseboom	<a href="mailto:Karyn.Roseboom@gov.bc.ca">Karyn.Roseboom@gov.bc.ca</a> 778-702-0039
South Area	Forest Investment Officer	Carolyn Krawchuk	<a href="mailto:Carolyn.M.Krawchuk@gov.bc.ca">Carolyn.M.Krawchuk@gov.bc.ca</a> 250 420-6301
Cariboo Region DCC, DQU, DMH District(s)	Forest Investment Specialist	Karen Stout	<a href="mailto:Karen.Stout@gov.bc.ca">Karen.Stout@gov.bc.ca</a> 778 362-4675
Thompson Okanagan Region DCS, DKA, DOS District(s)	Forest Investment Specialist	Kristin Hendry	<a href="mailto:Kristin.Hendry@gov.bc.ca">Kristin.Hendry@gov.bc.ca</a> 250 554-7165
Kootenay Boundary Region DRM, DSE District(s)	Forest Investment Specialist	Mike Andres	<a href="mailto:Michael.Andres@gov.bc.ca">Michael.Andres@gov.bc.ca</a> 250 805-2329
Provincial	Road Rehabilitation	Kristin Hendry	<a href="mailto:Kristin.Hendry@gov.bc.ca">Kristin.Hendry@gov.bc.ca</a> 250 554-7165
Provincial	Forest Nutrient Management	Melanie Plett	<a href="mailto:Melanie.Plett@gov.bc.ca">Melanie.Plett@gov.bc.ca</a> 778 974-5638
		Jason Hutchinson	<a href="mailto:Jason.Hutchinson@gov.bc.ca">Jason.Hutchinson@gov.bc.ca</a> 250 850-1676
		George Simpson	<a href="mailto:George.Simpson@gov.bc.ca">George.Simpson@gov.bc.ca</a> 778 671-2683
Coast Area	Forest Investment Lead	Melanie Plett	<a href="mailto:Melanie.Plett@gov.bc.ca">Melanie.Plett@gov.bc.ca</a> 778 974-5638

DCK, DSQ, DSC, DCR, DQC, DNI, DSI District(s)	Technical Officer, Forest Carbon	Jason Hutchinson	<a href="mailto:Jason.Hutchinson@gov.bc.ca">Jason.Hutchinson@gov.bc.ca</a> 250 850-1676
	Forest Investment Specialist	George Simpson	<a href="mailto:George.Simpson@gov.bc.ca">George.Simpson@gov.bc.ca</a> 778 671-2683
BCTS	Forest Establishment Officer	Sara Lazaruk	<a href="mailto:Sara.Lazaruk@gov.bc.ca">Sara.Lazaruk@gov.bc.ca</a> 250 570-0402
BCTS	Forest Investment Specialist	Yann Bourdon	<a href="mailto:Yann.a.Bourdon@gov.bc.ca">Yann.a.Bourdon@gov.bc.ca</a> 250 805-6934
Intake	Intake Process (Form)	Mei-Ching Tsoi	<a href="mailto:Meiching.Tsoi@gov.bc.ca">Meiching.Tsoi@gov.bc.ca</a> 778 974-3437
Intake	Geomark Assistance	Jeff Kruys	<a href="mailto:Jeff.Kruys@gov.bc.ca">Jeff.Kruys@gov.bc.ca</a> 778 403-6375

## For Funding Outside of FIP

If you suspect you may require additional or different funds for some of your proposed projects, contact a regional Integrated Investment Specialist below. Examples of activities which may also fall under different programs include burning, forest health treatments, habitat enhancement, and innovative new types of projects.

### North Area

#### Northeast Region

Melanie Webster  
Integrated Investment Specialist  
250 850-1859  
[Melanie.Webster@gov.bc.ca](mailto:Melanie.Webster@gov.bc.ca)

#### Omineca Region

Tory Ross  
Integrated Investment Specialist  
250 649-4355  
[Tory.Ross@gov.bc.ca](mailto:Tory.Ross@gov.bc.ca)

#### Skeena Region

Aaron Benterud  
Integrated Investment Specialist  
778-702-1400  
[Aaron.Benterud@gov.bc.ca](mailto:Aaron.Benterud@gov.bc.ca)

### South Area

#### Cariboo Region

Nicole Strand  
Integrated Investment Specialist  
250 985-0063  
[Nicole.Strand@gov.bc.ca](mailto:Nicole.Strand@gov.bc.ca)

#### Kootenay Boundary Region

Graham Brown  
Integrated Investment Specialist  
250 420-6177  
[Graham.Brown@gov.bc.ca](mailto:Graham.Brown@gov.bc.ca)

#### Thompson-Okanagan Region

Rhona Boyd  
Integrated Investment Specialist  
778 943-7088  
[Rhona.Boyd@gov.bc.ca](mailto:Rhona.Boyd@gov.bc.ca)

### Coast Area

#### South Coast Region

Aaron Smeeth  
Integrated Investment Specialist  
778- 647-2002  
[Aaron.Smeeth@gov.bc.ca](mailto:Aaron.Smeeth@gov.bc.ca)

#### West Coast Region

Graham Wells  
Stewardship/Integrated Investment Specialist  
250 736-6888  
[Graham.Wells@gov.bc.ca](mailto:Graham.Wells@gov.bc.ca)

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# **START OF APPENDICIES**

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# Appendix A – FIP AOP Intake Submission Form Data Content

Below is the full content of the AOP Intake form on all possible entries. Online version will be context sensitive with sections and data entry items appearing based check box selection.

You may create a draft submission to experiment with entry to become familiar with form’s content, functionalities, saving and assigning team members. You can always delete your practice draft forms.

## Section: Identification

I confirm that I reviewed the Forest Investment Program Funding Criteria document and my submission is eligible for consideration. \*

The Forest Investment Program Funding Criteria can be found on the Forest Investment Program webpage: <https://www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/forest-investment-program>

Submitter Email *	Submitter Name *	Submitter Phone Number *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the Submitter the same person as the Project Lead? \*

Yes  
 No

Project Lead is the person responsible for project management and outcomes

Ministry Contact Email \*

Ministry contact for the work in the district or region

Have these activities been discussed with Forest Investment and Reporting Branch staff? ⓘ \*

Yes  
 No

Some activities require discussion with FIRB staff prior to review and approval

# Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

Location for the Activity: Natural Resource District \*

Select the District for the activity. Only one District may be used per form. Region selection can be used by Regional projects or contacts.

Program Administrator (Alliance) \*

Identify who will be the administrator of the activity delivery

BCTS Office \*

Delivery Partner \*

The individual/firm who will be completing the activity

Provide the Delivery Agent, Recipient, Licensee, Company or Organization Name \*

Please enter name

Specify which management unit for the activities for this FIP Intake form. Only one management unit allowed per form. \*

Only one management may be used for the intake form. Create new form if required for extra management unit.

TSA Name \*

TFL Name \*

CFA Number \*

Enter licence number (eg. K\_ \_)

Woodlot or First Nations Woodlands Tenure Number \*

Enter the Woodlot Tenure (eg. W\_ \_) or FN Woodlands Tenure Number (eg. N\_ \_)

Other Unit \*

Please enter other management unit type

-----

What type of application do you want to submit? \*

- Many activities on multiple Openings or many bulk activities
- Project-based submission under ONE Application. All activities are interdependent and must be considered as ONE for review and approval.

=====

**PROJECT-BASED SUBMISSION APPLICATION - SELECTED**

All activities for this application form will be considered a ONE PROJECT and will be reviewed together. No partial approvals allowed.

Do not add any activities not associated with this PROJECT. Use a new form for other activities.

Project Name \*

Provide Project Name for all associated activities.

# Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

## Section: Checkboxes – will vary based on form

**Opening-based activity** ⓘ

- Monitoring Survey (Planting to Free Growing) & Brushing Surveys
- Surveys for Site Preparation
- Planting Prescription
- Site Preparation
- Planting
- Brushing
- Utilization of Uneconomic Fibre
- Spacing and Thinning & Surveys
- Research Trial
- Overstory Removal

Select all activities required. Entry selections will appear on the form

**Bulk Activity** ⓘ

- Eligibility Assessments
- Innovative Timber Sale Licence Development (BCTS Only)
- Archaeological Assessments
- Minor Road Improvements/Deactivation

Select all activities required. Entry selections will appear on the form

**New Activity (not listed)** ⓘ

- Customised AOP Entry Required (Not listed in available defaults)

Only use when activity is not provided

**Opening-based activity** ⓘ

- Monitoring Survey (Planting to Free Growing) & Brushing Surveys
- Surveys for Site Preparation
- Planting Prescription
- Site Preparation
- Planting

Select all activities required. Entry selections will appear on the form

**Bulk Activity** ⓘ

- Archaeological Assessments
- Eligibility Assessments for Road Rehabilitation
- Strategic Planning for Road Rehabilitation

Select all activities required. Entry selections will appear on the form

**New Activity (not listed)** ⓘ

- Customised AOP Entry Required (Not listed in available defaults)

Only use when activity is not provided

**Bulk Activity** ⓘ

- Eligibility Assessments for Forest Nutrient Management (Fertilization)
- Forest Nutrient Application (Fertilization)

Select all activities required. Entry selections will appear on the form

**New Activity (not listed)** ⓘ

- Customised AOP Entry Required (Not listed in available defaults)

Only use when activity is not provided

## Opening-Based

### Section: Monitoring Survey (Planting up to Free Growing & Brushing Survey

MONITORING SURVEY (Planting up to Free Growing) & BRUSHING SURVEY ⓘ

**Enter new section for each technique/method combination**

<p>Fiscal Year *</p> <input type="text" value="2025-26"/>	<p>Enter Opening ID for technique/method combination</p> <table border="1"> <thead> <tr> <th>Opening ID *</th> <th>Estimated Unit Cost/Ha ⓘ *</th> <th>Planned Hectares *</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>ⓘ</td> </tr> </tbody> </table> <p><a href="#">+ Add Another</a></p>			Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *		<input type="text"/>	<input type="text"/>	<input type="text"/>	ⓘ	<p>Comments</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *										
<input type="text"/>	<input type="text"/>	<input type="text"/>	ⓘ									
<p>Monitoring Survey or Brushing Survey Description *</p> <input type="text"/>												

Additional information:

- Monitoring survey requires funds for access
- s108 relief of obligation ACD
- Delivered by First Nation(s)
- In partnership with First Nation(s)
- In collaboration with First Nation(s)

Access \$ ⓘ \*

Optional, only provide if access cost required for activity delivery.

[+ Add Another](#)

## Section: Surveys for Site Preparation

**SURVEYS SITE PREPARATION**

Enter new section for each technique/method combination

Fiscal Year \*

Survey for Site Prep Description \*

Additional information:  
 Activity is part of a multi-year commitment  
 s108 relief of obligation ACD  
 Site Prep survey requires funds for access  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Access \$ \*

Optional, only provide if access cost required for activity delivery.

Enter Opening ID for technique/method combination

Opening ID *	Estimated Unit Cost/Ha	Planned Hectares *
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Another

Comments

+ Add Another

## Section: Site Preparation (General Silviculture)

**SITE PREPARATION ACTIVITY**

Enter new section for each technique/method combination

Fiscal Year \*

Site Preparation Description \*

Additional information:  
 Activity is part of a multi-year commitment  
 s108 relief of obligation ACD  
 Site preparation requires funds for access  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Enter Opening ID for technique/method combination

Opening ID *	Estimated Unit Cost/Ha	Planned Hectares *	BC Geomark for Site Prep
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use if no Opening IDs available

+ Add Another

Comments

+ Add Another

Includes activities and costs associated with preparing sites for tree planting including trenching, ripping, burn, etc., and road rehabilitation and where required, includes danger tree assessment and falling. Do not include Overstory Removal or Road Rehabilitation.

## Section: Site Preparation (Road Rehabilitation)

**SITE PREPARATION ACTIVITY**

Enter new section for each technique/method combination

Fiscal Year \*

Site Preparation Description \*

Additional information:  
 Activity is part of a multi-year commitment  
 s108 relief of obligation ACD  
 Site preparation requires funds for access  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Enter Opening ID for technique/method combination

Opening ID *	Estimated Unit Cost/Ha	Planned Hectares *	BC Geomark for Site Prep
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use if no Opening IDs available

+ Add Another

Access \$ \*

Optional, only provide if access cost required for activity delivery.

Comments

+ Add Another

Includes activities and costs associated for road rehabilitation.



## Section: Planting

### PLANTING TECHNIQUE CODE DEFINITION

- PL - Planting Density >=80% of FG Target stocking, First Plant on site.
- RP - Replant - Planting Density >=80% of FG Target Stocking, Previously planted
- FP - Fill-plant - Planting Density <80% of FG Target Stocking, First plant on site or previously planted
- RR - Road Rehab surfaces

PLANTING - Refer to Technique Key

Enter new section for each technique/method combination

Fiscal Year * 2025-26	Opening ID *	Comments
Planting Description *	Estimated Unit Cost/Tree (\$) *	
Recent Disturbance History for Planting * <input type="checkbox"/> Plantations-burned <input type="checkbox"/> Plantations-catastrophic pest or drought <input type="checkbox"/> Mature timber-burned <input type="checkbox"/> Mature timber-catastrophic pest Select last event for intended planting, no legal obligation Select Planting Intent * <input type="checkbox"/> Underplanting with NO overstory removal <input type="checkbox"/> Planting with Overstory removal <input type="checkbox"/> Riparian Restoration <input type="checkbox"/> Protected Area (no future harvesting) <input type="checkbox"/> Species at Risk or Conservation Interest <input type="checkbox"/> Planting Non-Tree Species <input type="checkbox"/> Afforestation More than one may be selected Additional information * <input type="checkbox"/> Business case approval confirmed <input type="checkbox"/> \$108 relief of obligation ACD <input type="checkbox"/> Activity is part of a multi-year commitment <input type="checkbox"/> Delivered by First Nation(s) <input type="checkbox"/> In partnership with First Nation(s) <input type="checkbox"/> In collaboration with First Nation(s) Business confirmation required for SAR/SCI habitat, riparian restoration, road rehabilitation. Select if required for additional PL cost entry: <input checked="" type="checkbox"/> Planting Implementation <input checked="" type="checkbox"/> Planting requires funds for access <input checked="" type="checkbox"/> Seeding Protection for the activity area <input checked="" type="checkbox"/> Fertilization at time of planting for the activity area Only select the cost if applicable for the planting activity Optional costs, these costs must be pre-approved by FIRB staff <input checked="" type="checkbox"/> External Seeding Purchase <input checked="" type="checkbox"/> External Delivery Agent Sowing	Planned Trees * Planned Hectares * Access \$ * Optional, only provide if access cost required for activity delivery. Planting Implementation (\$) * Includes pay plots and planting contract oversight and supervision. Seeding Protection (\$) * Provide the purchase cost of the seeding protection supplies Fertilization at time of planting (\$/tree) * Fertilizer cost per tree External Seeding Purchase (\$) * This cost is only for seed cost not owned by Forest Investment and Reporting Branch External Delivery Agent Sowing (\$) * This is only for nursery cost for growing seedlings. This does not include administrative time for data entry. BC Geomark for Planting * Use if no Opening IDs available	

+ Add Another

Includes all activity and costs associated with a planting activity including (planting contracts, planting implementation, pay plots, fertilization (bta-bags) at time of planting, seeding protectors, reporting activities) and where required. Includes danger tree assessments and falling.

Note: Road Rehabilitation Planting – does not have a Recent Disturbance History and Planting Intent requirement.

## Section: Brushing

BRUSHING ACTIVITY

Enter new section for each technique/method combination

Fiscal Year * 2025-26	Opening ID *	Comments
Brushing Description *	Estimated Unit Cost/Ha *	
Additional information: <input type="checkbox"/> Activity is part of a multi-year commitment <input checked="" type="checkbox"/> Brushing requires funds for access	Planned Hectares * Access \$ * Optional, only provide if access cost required for activity delivery.	

+ Add Another

## Section: Utilization of Uneconomic Fibre

### UTILIZATION OF UNECONOMIC FIBRE

**Enter new section for each technique/method combination**

Fiscal Year \*

Utilization Description \*

Additional information:  
 Business case approval confirmed  
 Activity is part of a multi-year commitment  
 Residual fibre utilization requires funds for access  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Enter Opening ID for technique/method combination

Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Another](#)

Access \$ ⓘ \*

Optional, only provide if access cost required for activity delivery.

Comments

[+ Add Another](#)

Utilize residual fibre associated with the forest activity to avoid unnecessary emissions from slash burning

## Section: Spacing and Thinning & Surveys

### SPACING AND THINNING & SURVEYS

**Enter new section for each technique/method combination**

Fiscal Year \*

Thinning & Survey Description \*

Additional information:  
 Business case approval confirmed  
 Activity is part of a multi-year commitment  
 Thinning requires funds for access  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Enter Opening ID for technique/method combination

Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Another](#)

Access \$ ⓘ

Optional, only provide if access cost required for activity delivery.

Comments

[+ Add Another](#)

Spacing and/or thinning to release growth in pre-commercial aged stands. Includes any costs associated with conducting a thinning (spacing) activity including prescription development, layout and treatment and where required, includes danger tree assessments and falling.

## Section: Research Trial

### RESEARCH TRIALS

**Enter one per opening**

Fiscal Year \*

Research Trial Description \*

Additional information:  
 Business case approval confirmed  
 Activity is part of a multi-year commitment  
 Delivered by First Nation(s)  
 In partnership with First Nation(s)  
 In collaboration with First Nation(s)

Enter Opening ID

Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Another](#)

Planned Hectares \*

BC Geomark for Research Trial(s) ⓘ

Provide BC Geomark. Information on Geomark on top of form.

Comments

[+ Add Another](#)

## Section: Overstory Removal

OVERSTORY REMOVAL ⓘ

Enter new section for each technique/method combination

Fiscal Year *	Enter Opening ID for technique/method combination			Comments
2025-26	Opening ID *	Estimated Unit Cost/Ha ⓘ *	Planned Hectares *	
Overstory Removal Description *	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Additional information:

- Business case approval confirmed
- Overstory removal requires funds for access
- Activity is part of a multi-year commitment
- Delivered by First Nation(s)
- In Partnership with First Nation(s)
- In collaboration with First Nation(s)

Access \$ ⓘ \*

Optional, only provide if access cost required for activity delivery.

+ Add Another

## Bulk Entry

### Section: Eligibility Assessments

ELIGIBILITY ASSESSMENTS ⓘ

Bulk entry for the district

Fiscal Year *	Cost Estimate *	Comments
2025-26	<input type="text"/>	
Eligibility Assessment Description *	Planned Hectares *	
Additional Information:	Access \$ ⓘ *	
<input checked="" type="checkbox"/> Eligibility assessment requires funds for access	Optional, only provide if access cost required for activity delivery.	
	BC Geomark for Eligibility Assessment Area ⓘ *	
	Provide BC Geomark - top of form for information	

Drag and Drop a form component

An assessment process to determine if a proposed project area meets the specific activity (i.e. reforestation) criteria and is eligible for FIP funding. The eligibility assessment includes overview assessment/planning, reconnaissance or surveys, and data collection for prescription development.

## Section: Innovative Timber Sale Licence Development (BCTS Only)

INNOVATION TIMBER SALE LICENCE DEVELOPMENT(BCTS ONLY) ⓘ

Bulk entry for the district

Fiscal Year *	Cost Estimate *	Comments
2025-26	<input type="text"/>	
Projected Number of Sales *	Planned Hectares *	
<input type="text"/>	<input type="text"/>	

+ Add Another

Activities directly related to the development of the TSL. Such costs typically include cruising, layout, assessment, referrals, roads and deactivation attributed to the TSL.

## Section: Surveys for Forest Nutrient Management (Fertilization)

ELIGIBILITY ASSESSMENTS FOREST NUTRIENT MANAGEMENT (FERTILIZATION)

**Bulk entry for the district**

<p>Fiscal Year *</p> <input type="text" value="2025-26"/>	<p>Cost Estimate *</p> <input type="text"/>	<p>Comments *</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p><small>Provide info including: project description, goal/objectives, methods, partners, multi-year, FN information share status, district buy-in</small></p>	<p>Drag and Drop a form component</p>
<p>Eligibility Assessments for Forest Nutrient Management *</p> <input type="text"/>	<p>Planned Hectares *</p> <input type="text"/>		
<p>Additional information:</p> <p><input type="checkbox"/> Forest Nutrient Survey requires funds for access</p> <p><input type="checkbox"/> Forest Nutrient Survey requires foliar analysis</p> <p><input type="checkbox"/> Forest Nutrient Survey requires water quality monitoring funds</p> <p><input type="checkbox"/> Delivered by First Nation(s)</p> <p><input type="checkbox"/> In partnership with First Nation(s)</p> <p><input type="checkbox"/> In collaboration with First Nation(s)</p>	<p>Access \$ *</p> <input type="text"/> <p><small>Optional, only provide if access cost required for activity delivery.</small></p> <p>Foliar analysis \$ *</p> <input type="text"/>		
	<p>Water quality monitoring \$ *</p> <input type="text"/>		
	<p>Number of Water quality monitoring sites *</p> <input type="text"/>		
	<p>BC Geomark for Surveys for Forest Nutrient Management Areas *</p> <input type="text"/> <p><small>Provide BC Geomark - top of form for information</small></p>		

An assessment process to determine if a proposed project area meets fertilization criteria and is eligible for FIP funding. The eligibility assessment includes overview assessment/planning, reconnaissance or surveys, and data collection for prescription development

## Section: Forest Nutrient Management (Fertilization)

FOREST NUTRIENT APPLICATION (FERTILIZATION)

**Bulk entry for the district**

<p>Fiscal Year *</p> <input type="text" value="2025-26"/>	<p>Cost Estimate *</p> <input type="text"/>	<p>Comments *</p> <div style="border: 1px solid #ccc; height: 100px;"></div> <p><small>Provide info including: project description, goal/objectives, methods, partners, multi-year, FN information share status, district buy-in</small></p>
<p>Forest Nutrient Management Type *</p> <input type="text"/>	<p>Planned Hectares *</p> <input type="text"/>	
<p><input type="checkbox"/> I confirm that a written request from a First Nation or Water User Group for water quality monitoring has been received or written approval has been granted by FIP. *</p> <p>Additional information:</p> <p><input type="checkbox"/> Forest Nutrient Application activity requires funds for access</p> <p><input type="checkbox"/> Forest Nutrient Application requires water quality monitoring funds</p> <p><input checked="" type="checkbox"/> Archaeological Assessments cost required</p> <p><input type="checkbox"/> Delivered by First Nation(s)</p> <p><input type="checkbox"/> In partnership with First Nation(s)</p> <p><input type="checkbox"/> In collaboration with First Nation(s)</p>	<p>Access \$ *</p> <input type="text"/> <p><small>Optional, only provide if access cost required for activity delivery.</small></p> <p>Water quality monitoring \$ *</p> <input type="text"/>	
	<p>Number of Water quality monitoring sites *</p> <input type="text"/>	
	<p>Archaeological Assessments \$ *</p> <input type="text"/>	
	<p>BC Geomark for Forest Nutrient Management Area *</p> <input type="text"/> <p><small>Provide BC Geomark - top of form for information</small></p>	

## Section: Archaeological Assessments

### ARCHAEOLOGICAL ASSESSMENTS

**Bulk entry for the district**

Fiscal Year \*  x

Cost Estimate \*

Comments

Additional information:

- Project led by First Nation(s)
- Project in partnership with First Nation(s)
- Project with involvement of First Nation(s)

[+ Add Another](#)

## Section: Minor Road Improvements/Deactivation

### MINOR ROAD ACCESS IMPROVEMENTS/DEACTIVATION

**Bulk entry for the district**

Fiscal Year \*  x

Cost Estimate \*

Comments

Additional information:

- Activity is part of a multi-year commitment
- Minor Road Access improvement and deactivation requires funds for access
- Delivered by First Nation(s)
- In partnership with First Nation(s)
- In collaboration with First Nation(s)

Estimated Length (m) \*

Planned Hectares

Access \$ \*

Optional, only provide if access cost required for activity delivery.

BC Geomark for Minor Road Access or Deactivation Area \*

Provide BC Geomark - top of form for information

[+ Add Another](#)

Includes activities and costs associated with minor access improvements/deactivations, snow plowing, brushing etc. required to complete an approved FIP Silviculture activity. This is bulk entry for high level planning only. If activity is associated with Road Rehabilitation, use specific base

## Section: Eligibility Assessments for Road Rehabilitation

### ELIGIBILITY ASSESSMENTS FOR ROAD REHABILITATION

**Bulk entry for the district**

Fiscal Year \*  x

Cost Estimate \*

Comments

Eligibility Assessment Description \*

Planned Hectares \*

Access \$ \*

Additional information:

- Eligibility assessment requires funds for access

Optional, only provide if access cost required for activity delivery.

BC Geomark for Eligibility Assessment Area for Road Rehabilitation \*

Provide BC Geomark, information on Geomark on top of form.

[+ Add Another](#)

An assessment process to determine if a proposed project area meets the road rehabilitation criteria and is eligible for FIP funding. The eligibility assessment includes overview assessment/planning, reconnaissance or surveys, and data collection for prescription development.

### Section: Strategic Planning for Road Rehabilitation

STRATEGIC PLANNING FOR ROAD REHABILITATION ⓘ

**Bulk entry for the district**

<b>Fiscal Year *</b> 2025-26	<b>Cost Estimate *</b> <input type="text"/>	<b>Comments</b> <div style="border: 1px solid black; height: 100px;"></div>
	<b>Planned Hectares *</b> <input type="text"/>	
	<b>BC Geomark for Strategic Planning Area ⓘ</b> <input type="text"/> <small>To create BC Geomark: <a href="https://apps.gov.bc.ca/pub/geomark/create/file">https://apps.gov.bc.ca/pub/geomark/create/file</a></small>	

[+ Add Another](#)

Strategic planning for Road Rehabilitation.

### Section: Customized AOP Entry Required (not listed in available defaults)

NEW ACTIVITY (DEFAULT ACTIVITY NOT AVAILABLE AND PROVIDE ONE ACTIVITY PER ENTRY ⓘ)

**Bulk entry for the district**

<b>Fiscal Year *</b> 2025-26	<b>Opening ID (if applicable)</b> <input type="text"/>	<b>Comments *</b> <div style="border: 1px solid black; height: 100px;"></div>
<b>Additional information:</b> <input type="checkbox"/> Business case approval confirmed <input type="checkbox"/> Activity is part of a multi-year commitment <input checked="" type="checkbox"/> Access cost required <input type="checkbox"/> Delivered by First Nation(s) <input type="checkbox"/> In partnership with First Nation(s) <input type="checkbox"/> In collaboration with First Nation(s)	<b>Cost Estimate *</b> <input type="text"/>	
	<b>Planned Hectares (if applicable)</b> <input type="text"/>	

**Access \$ ⓘ \***  
  
Optional, only provide if access cost required for activity delivery.

[+ Add Another](#)

Only use if the activity is not available from default options. Do not use this for multiple/combined activities.

# Appendix B: CHEFS Form - Saving, Sharing, Copying

Each CHEFS form authentication-series can only be shared within the same series.

For example: Business BCeID cannot share with Basic BCeID; IDIR cannot be shared with BCeID,

You must use the CHEFS Link to access the form, entry and form management.

Each initiated form will have its own unique Confirmation ID.

Saved form (draft) will enable the same user to log in to continue to add/modify and submit the form at a later date.

Saved Draft can be Shared with assigned TEAM members of same authentication series.

## **ONLY ONE FORM CAN BE SHARED AT TIME – NO BULK SHARING**

Anyone assigned to TEAM can view, modify delete, and/or submit the form. Basic tracking of current form's status, creation, updated and submission dates and user for the form.

Once the form is submitted, the form's content cannot be changed or deleted.

**Upon submission, user should send an email of the form to themselves for their record and reference as it contains content and Confirmation ID.**

**Once Form Intake closes, you will not be able to access your submitted forms.**

## A 2024/25 FIP Annual Operating Plan Intake Working Template

 **Your form has been submitted successfully**

If you wish to keep a record of this submission, you can keep the following Confirmation ID: **F89B2CE9**

 **EMAIL A RECEIPT OF THIS SUBMISSION**

You may copy a submitted form to save time on entering header information.

**All the form's data entry items are copied over therefore details within the form must be manually deleted to ensure there is no duplicate entry.**

## Save and Share



Enter username of same authentication type (searchable) and Add

### Manage Team Members

IDIR  Basic BCeID  Business BCeID

Enter a name, email, or username

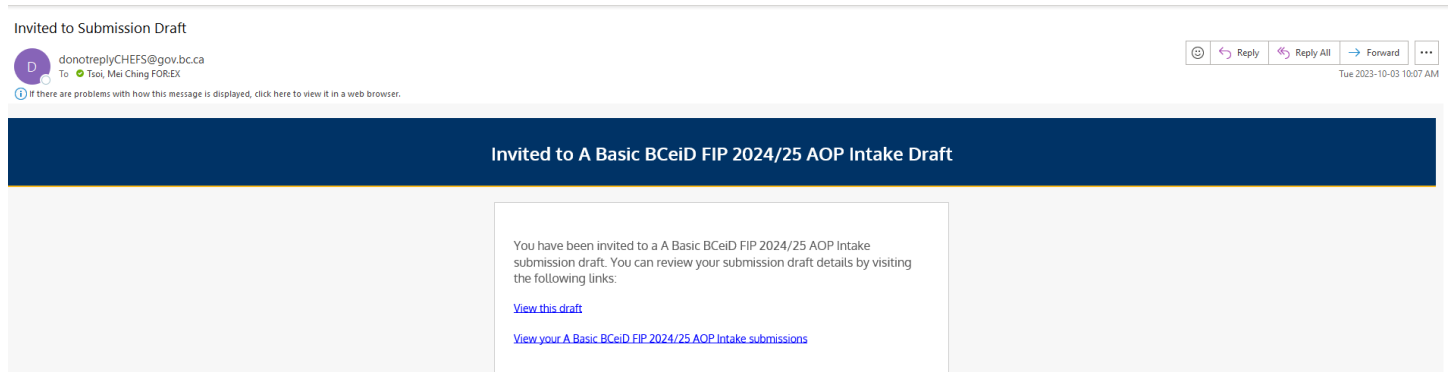
ADD

#### Team members for this submission:

Name	Username	Email	Actions
MC Tsoi	Testerbasic	[REDACTED]	[-]
Tsoi MC	Testerbasic2	[REDACTED]	[-]

CLOSE

Adding new user to form sends an email to allow them to access Draft. User must Log in with credentials to view/edit form.









## View and Edit

BRITISH COLUMBIA | LOGOUT | ENGLISH

**Previous Submissions**  
A Basic BCeID FIP 2024/25 AOP Intake

Search



Confirmation Id	Created By	Status Updated By	Status	Submission Date	Draft Updated By	Draft Last Edited	actions
E4ABE467	Testerbasic2@bceid-basic		DRAFT			2023-10-03 10:33:42 am	 
CBACDDA8	Testerbasic@bceid-basic	Testerbasic2@bceid-basic	SUBMITTED	2023-10-03 10:30:32 am			 

## Copy

BRITISH COLUMBIA | LOGOUT | ENGLISH

**Previous Submissions**  
A Basic BCeID FIP 2024/25 AOP Intake

Search

Confirmation Id	Created By	Status Updated By	Status	Submission Date	Draft Updated By	Draft Last Edited	actions
CBACDDA8	Testerbasic@bceid-basic	Testerbasic2@bceid-basic	SUBMITTED	2023-10-03 10:30:32 am			 

Rows per page: 10 | 1-1 of 1

## Create New

Create new blank form



# Appendix C – BCTS AOP Intake Requirement

Provide information only for the 2025/26 Year – please see Excel template for data order

Spreadsheet will have separate tabs for different data requirements for Opening-based, Planting and Bulk areas.

Field Name	Requirement	Conditions	Opening Based	Planting	Bulk Areas
Submitter Email	Mandatory		X	X	X
Submitter Name	Mandatory		X	X	X
Submitter Phone Number	Mandatory		X	X	X
Ministry Contact Email	Mandatory		X	X	X
TSA	Use for TSA only/Dropdown	Use for TSA only	X	X	X
BCTS Office	Use for BCTS only/Dropdown	Use for BCTS only	X	X	X
BCTS Field Office	Use for BCTS only/Dropdown	Specify Field Office	X	X	X
District	Mandatory/Dropdown		X	X	X
Fiscal Yr	Mandatory/Dropdown	2025-26 only	X	X	X
Activity	Mandatory/Dropdown		X	X	X
Base/ Tech/ Method	Mandatory/Dropdown		X	X	X
LRM Block ID	Optional		X	X	X
LRM Activity ID	Optional		X	X	X
Licence Number	Optional		X	X	
Cutting Permit	Optional		X	X	
Cutblock	Optional		X	X	
Opening ID	Mandatory Entry		X	X	

Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

Estimated Cost per Tree (\$/tree)	Mandatory Entry			X	
Estimated Cost per Ha (\$)	Mandatory Entry		X		
Estimated Cost (\$)	Mandatory Entry				X
Planned Trees	Mandatory Entry			X	
Planned Hectares (ha)	Mandatory Entry		X	X	X
Access Cost (\$)	Optional, enter if required		X	X	X
Planting Implementation (\$)	Optional, enter if required			X	
Seedling Protection (\$)	Optional, enter if required			X	
Fertilization at time of planting (\$)	Optional, enter if required			X	
External Seedling Purchase (\$)	Optional, enter if required	Must have FIRB approval		X	
External Delivery Agent Sowing (\$)	Optional, enter if required	Must have FIRB approval		X	
Archaeological Assessments (\$)	Optional, enter if required		X	X	X
BC Geomark	Mandatory if no Opening ID	Mandatory for Bulk Areas	X	X	X
Comments	Optional	Optional	X	X	X

# Appendix D –BC Geomark

Spatial is required for program review. Specifying an existing RESULTS Opening ID number is sufficient. For projects that are not attached to an existing Opening, BC government has a Geomark Web Service to create and translate spatial data from variety of formats and projections into a consistent data standard.

Information on Geomark Web Service below.

- [Geomark Web Service - Province of British Columbia \(gov.bc.ca\)](#)
- Spatial Format Conversion to Geomark: [Create Geomark from file \(gov.bc.ca\)](#)

When you create a Geomark for a polygon, the polygon is assigned a unique web address or URL. That URL is now a representation of the geometry of your polygon. You can then paste this URL in the CHEFS form to specify the location of your proposed activity. The URL will look something like this: <https://apps.gov.bc.ca/pub/geomark/geomarks/gm-F07114595E0A4D1398B12D9346A964A6>

Note that these URLs will be valid for 90 days by default. Any Geomark URLs that are submitted to the FIP AOP Intake will be added by an automated process to a Geomark Group that retains them permanently.

The method you use to obtain a Geomark URL for your project location depends on whether you currently have the location stored in a spatial data file, and if so, what format that file is in. Refer to the following table for a recommended method based on the type of data you have and the applications you have access to.

## BC Geomark Videos:

- [Using BC Geomark where there is No Opening ID](#)
- [Method 1-Draw location directly in Google Earth Pro](#)
- [Method 2- Submit locations from KML/KMZ directly from Google Earth Pro](#)
- [Method 3-Upload spatial data to the Geomark Web Service](#)
- [Method 4a-Use Script Tool in ArcGIS \(ArcMap\)](#)
- [Method 4b-Use Script Tool in ArcGIS Pro](#)

## BC Geomark Method Matrix

		Application			
		No GIS apps	Google Earth Pro	ArcGIS Desktop 10.x	ArcGIS Pro 3.x
Spatial Data File Type	No file, but can draw project location on a map	Method 1 (Google Earth required)	Method 1	Method 1 (Google Earth is easier)	Method 1 (Google Earth is easier)
	.kml or .kmz	Method 3	Method 2	Method 2 (Google Earth is easier), Method 3 or Method 4	Method 2 (Google Earth is easier), Method 3 or Method 4
	.geojson	Method 3	Method 3	Method 3	Method 3
	.gpkg	Method 3	Method 3	Method 3	Method 3
	.gml	Method 3	Method 3	Method 3	Method 3
	.wkt	Method 3	Method 3	Method 3	Method 3
	.shp (shapefile)	Method 3	Method 3	Method 4	Method 4
	.gdb (file geodatabase)	Method 4 (ArcGIS required), or request data in a different format, e.g. .kml, and then use Method 2 or 3	Method 4 (ArcGIS required), or request data in a different format, e.g. .kml, and then use Method 2 or 3	Method 4	Method 4

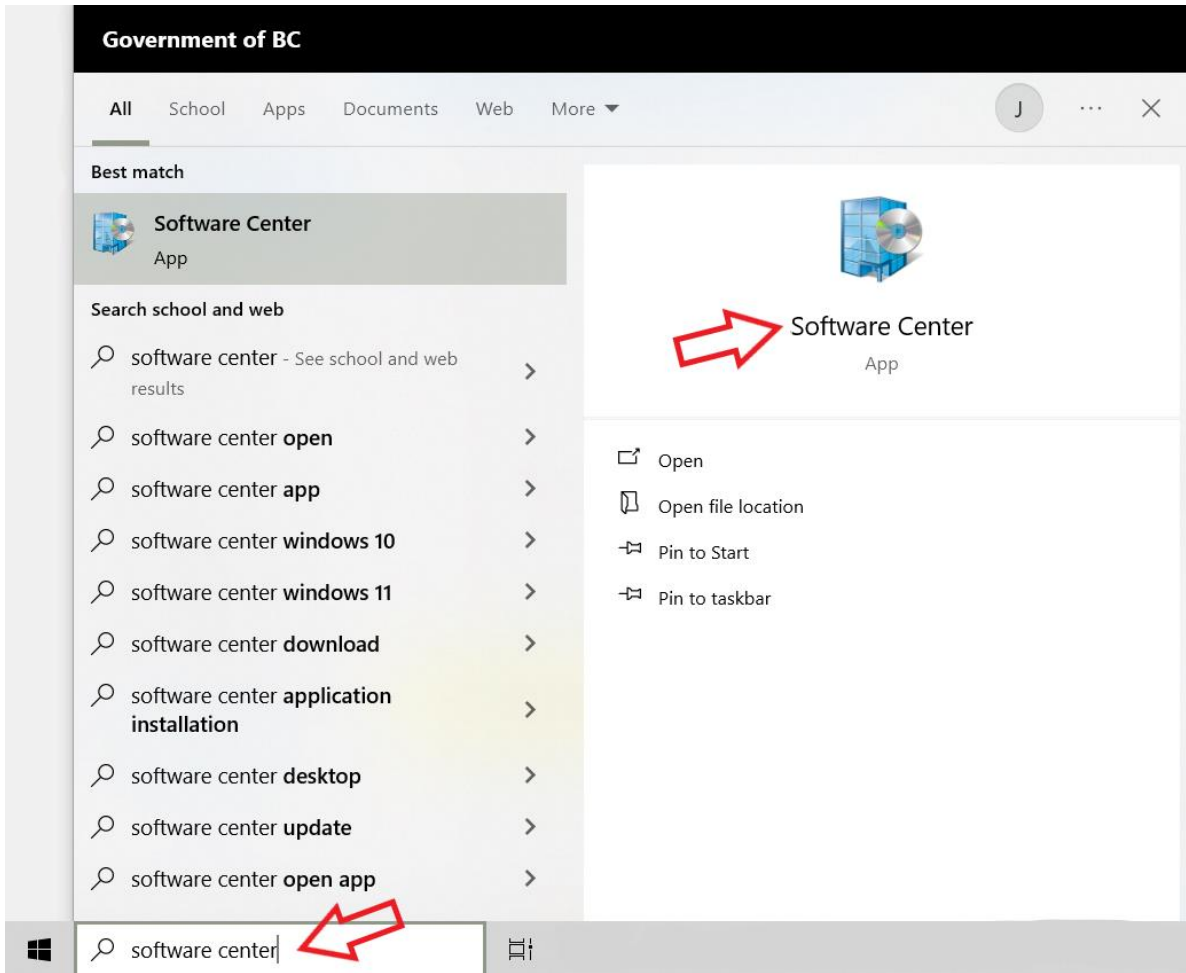
### Method 1: Draw the location directly in Google Earth Pro

Use this method in a situation in which you do not currently have the location of your proposed activity saved in a spatial data file, such as a .kml file, but you would be able to draw the (at least approximate) location of the proposed activity on a map in Google Earth Pro.

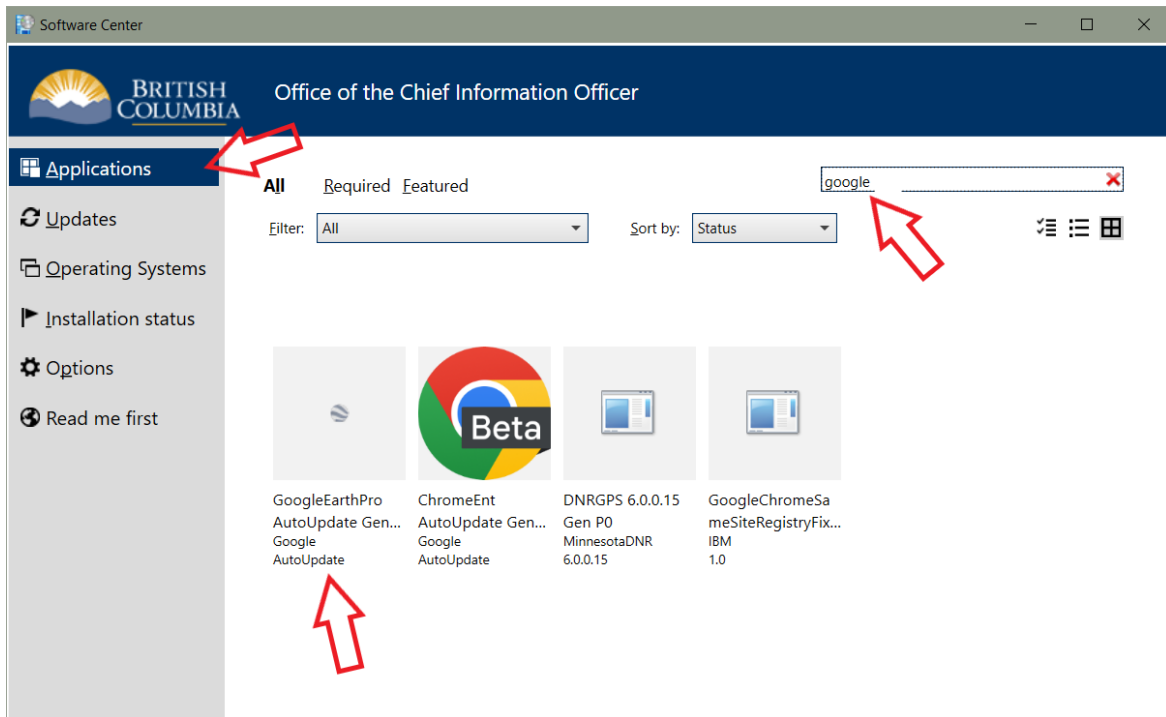
In this case, you will need to install and use Google Earth Pro.

If you are a BC Government Employee:

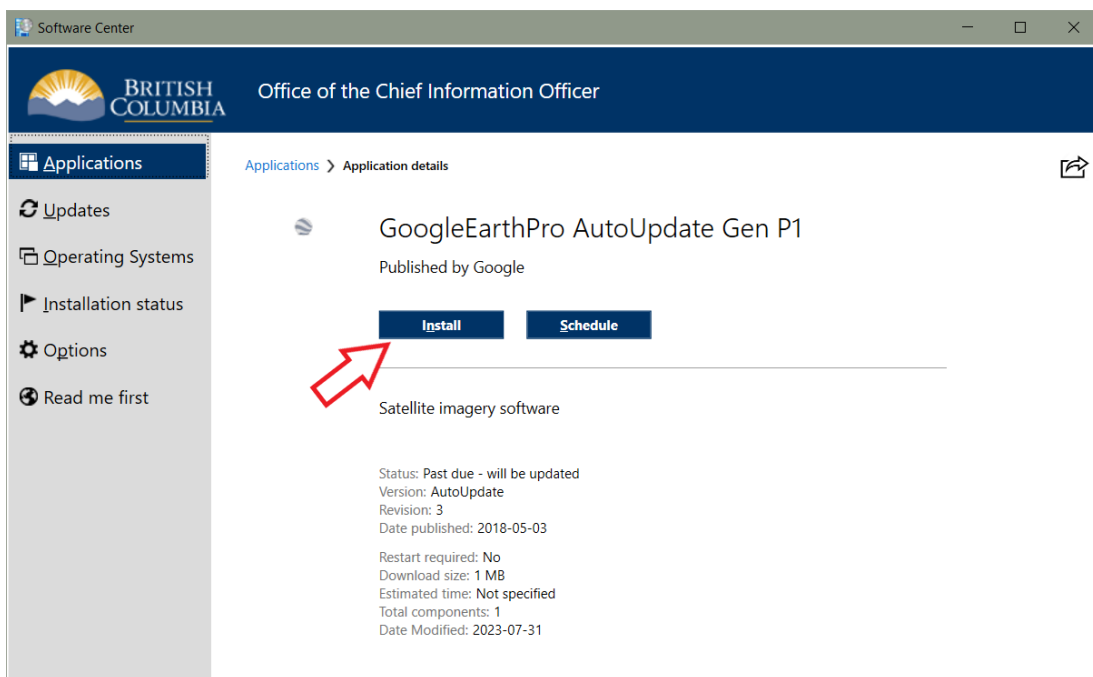
- Start the Software Center application on your laptop or workstation by clicking your Start button (or the search box next to the Start button), then type “software center”, and click the Software Center application in the search results.



- In Software Center, select “Applications” in the right-hand menu, then type “google” in the search box. If you don’t already have Google Earth Pro installed, you should see an item in the search results named “GoogleEarthPro AutoUpdate Gen P1”.



- Click on the GoogleEarthPro item, it should bring you to this screen, where you can click the Install button to install it.

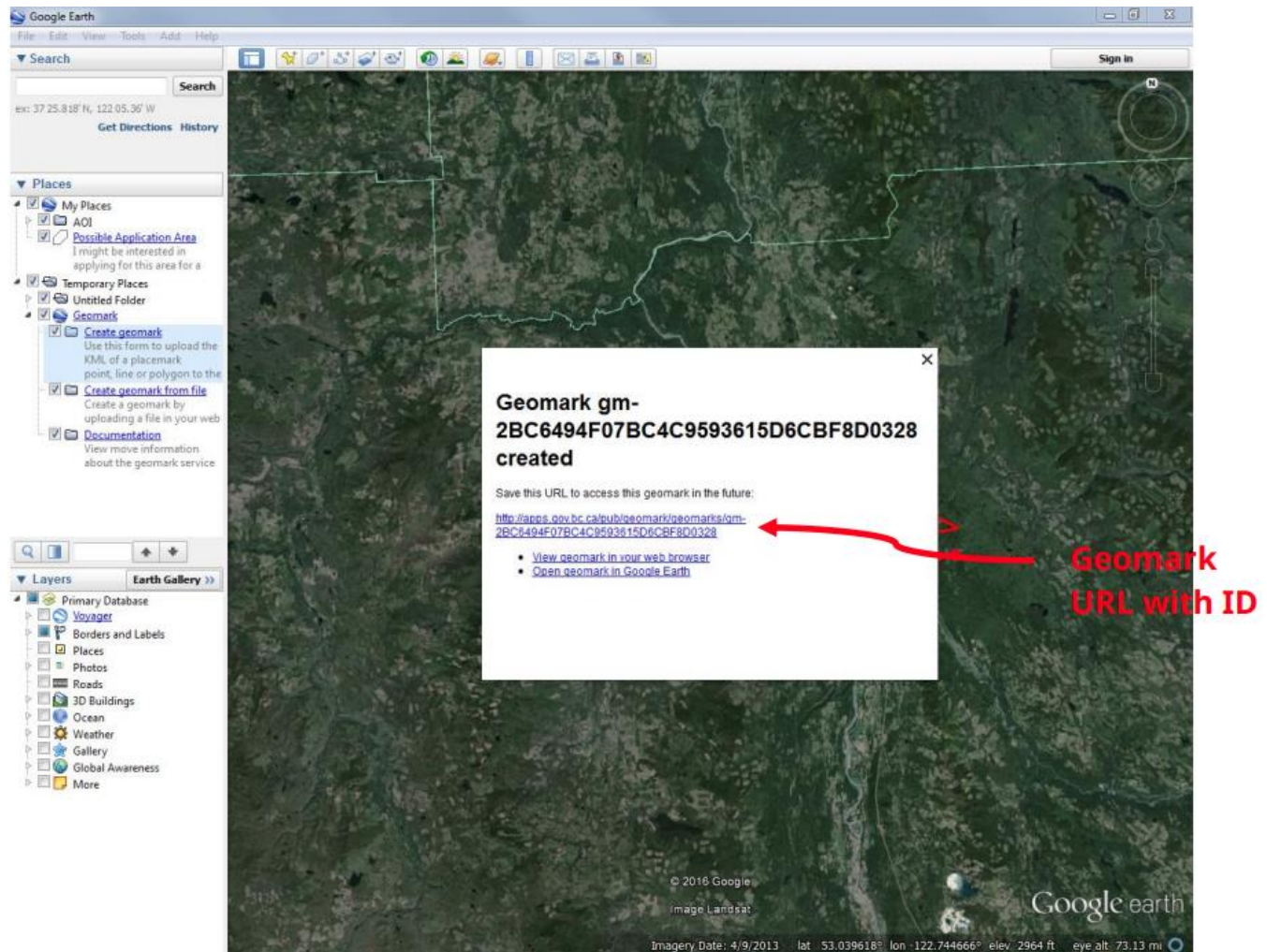


If you are not a BC Government employee, you can download the Google Earth Pro installation package from the [Google Earth website](#).

With Google Earth Pro installed, you can now follow the instructions in the tutorial for drawing a polygon and creating a Geomark URL directly in Google Earth Pro here:

[create geomark in googleearth tutorial.pdf \(gov.bc.ca\)](#)

Once you have created the Geomark URL in Step 16 of that tutorial, right-click the link to copy it, and paste the link into the CHEFS form or Excel document where it is requested.



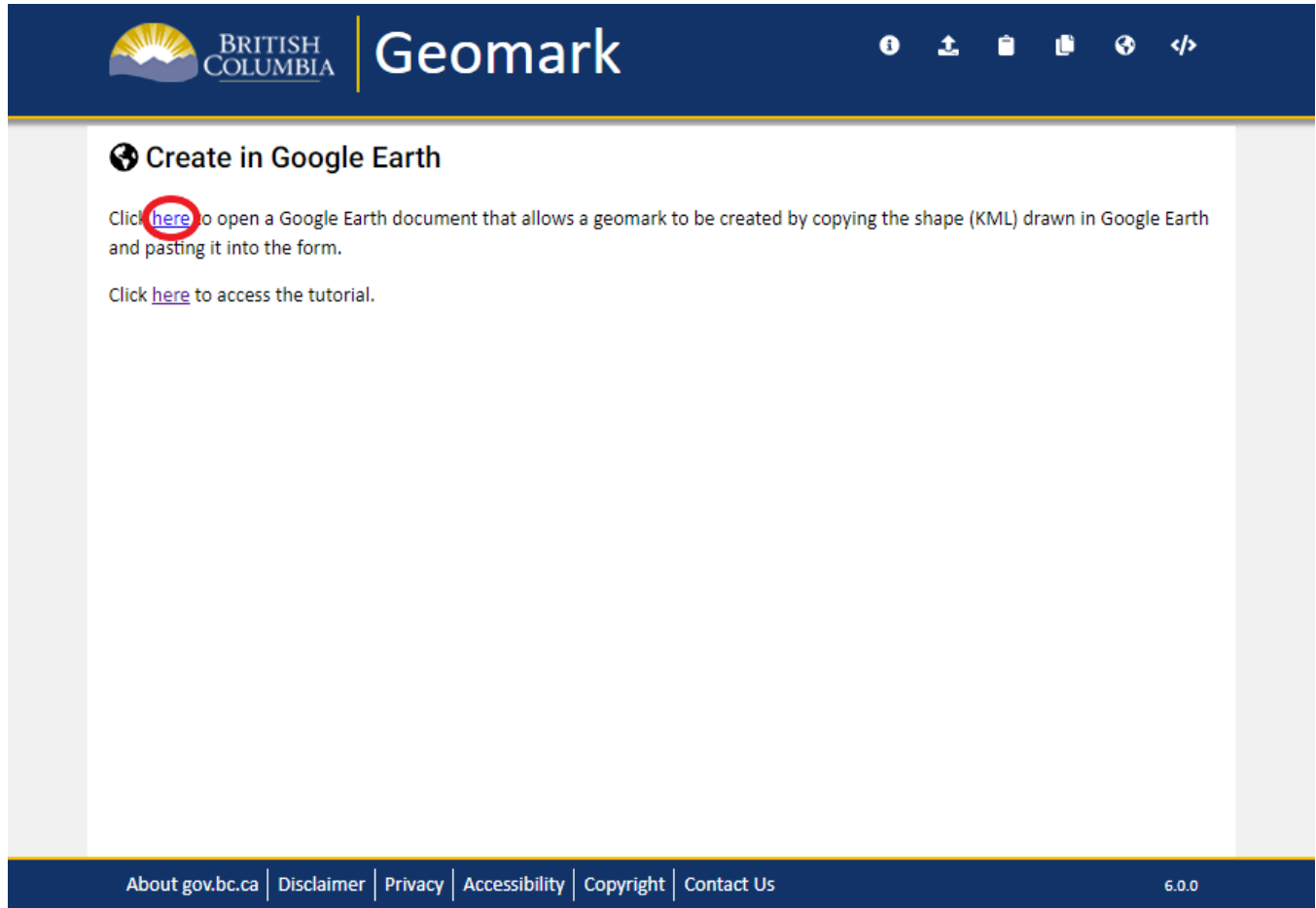
## Method 2: Submit locations from a .kml or .kmz file directly in Google Earth Pro

Use this method if you have already created, or were given, spatial data in a .kml or .kmz file, and you believe that it contains the polygon for your proposed activity. You must have Google Earth installed, or you are willing and able to install it and use it.

If you need to install Google Earth Pro, follow the installation instructions in Method 1 above.

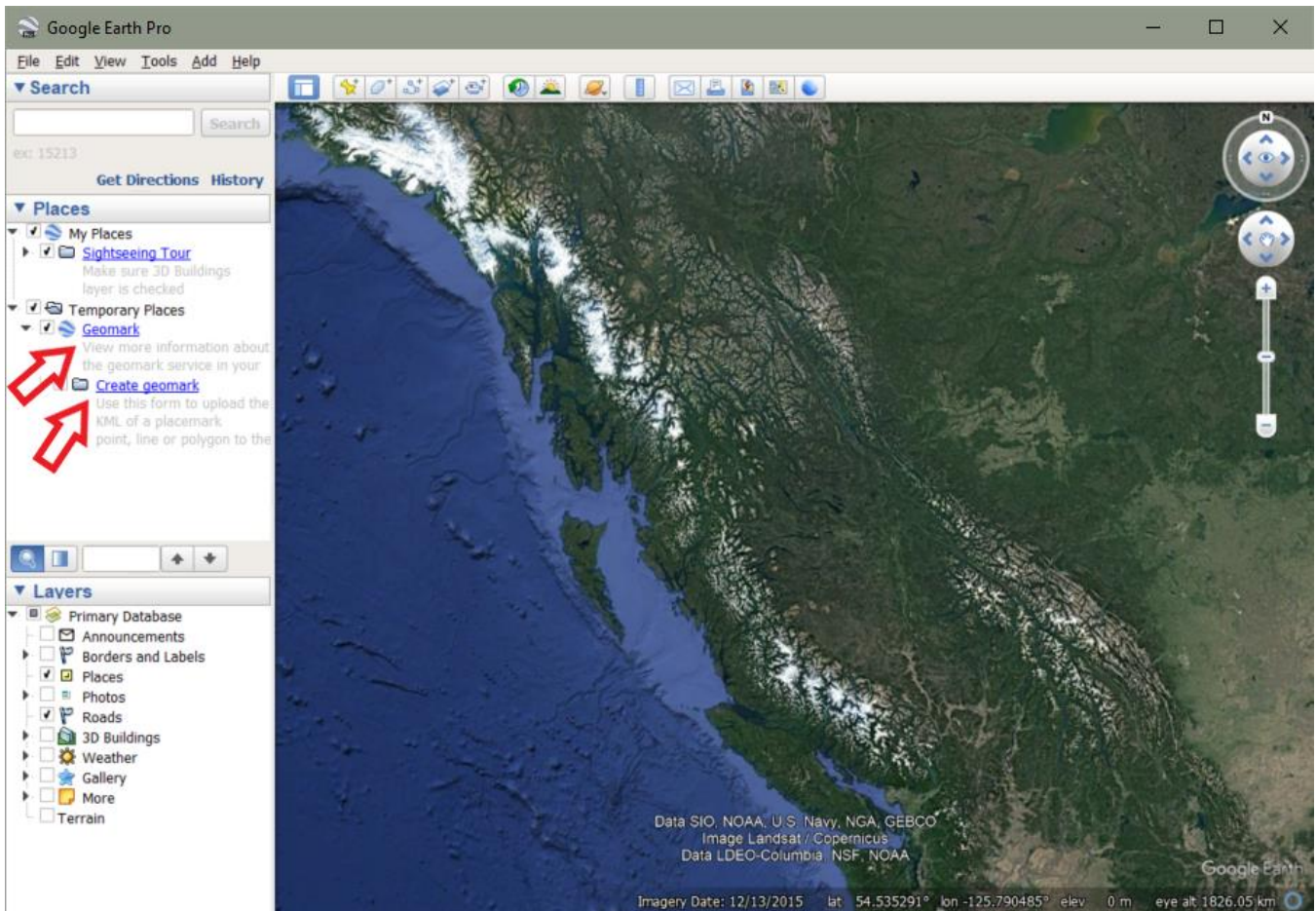


Then, visit the [Geomark – Create in Google Earth](#) page and click the link to open a Google Earth Pro document.



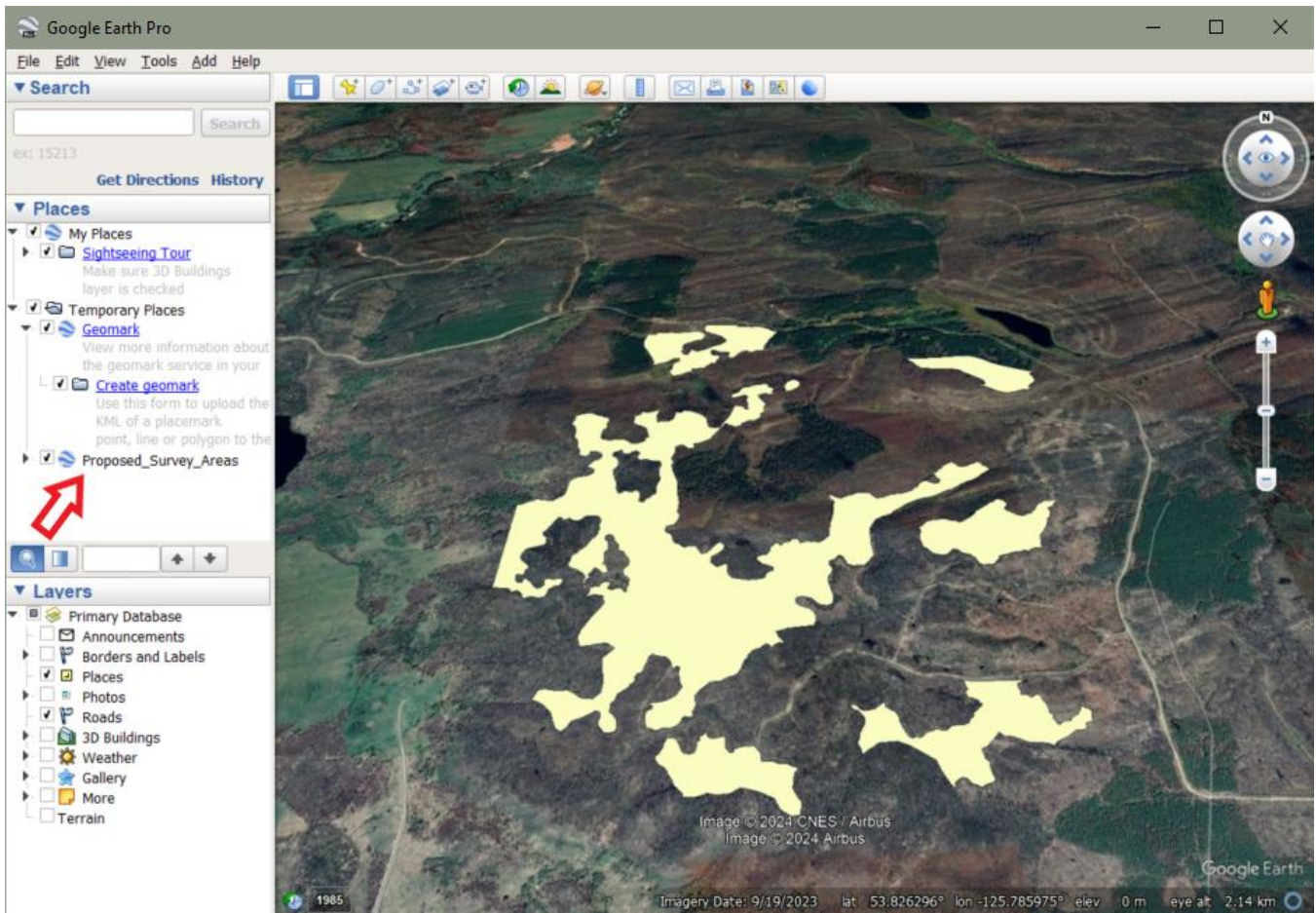
After clicking that link, your browser may open the downloaded file in the Google Earth Pro application directly, or it may only download the file, named index.kml, to your downloads folder. In the latter case, start Windows File Explorer, go to your Downloads folder, and double-click the index.kml file. It should open in the Google Earth application. You should see an item, "Geomark", and another item, "Create geomark", listed under "Temporary Places" in the Places section.

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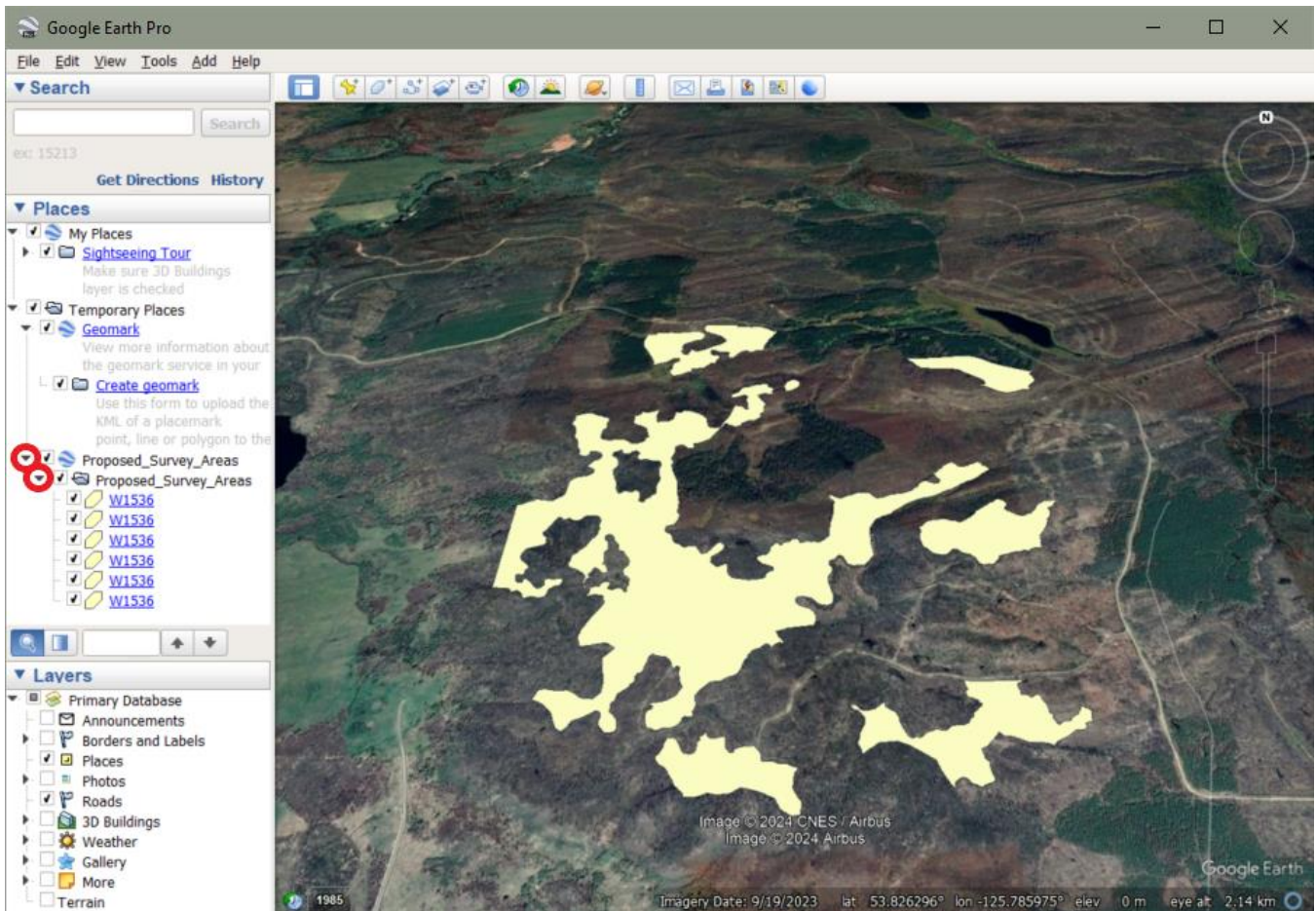


With the Google Earth Pro application open, click on the **File** menu at the top left of the window, and select **Open**. Select the .kml or .kmz file containing your project location(s). The map will then zoom to the extent of all features in the file, and you should see the file listed under "Temporary Places" in the Places pane.

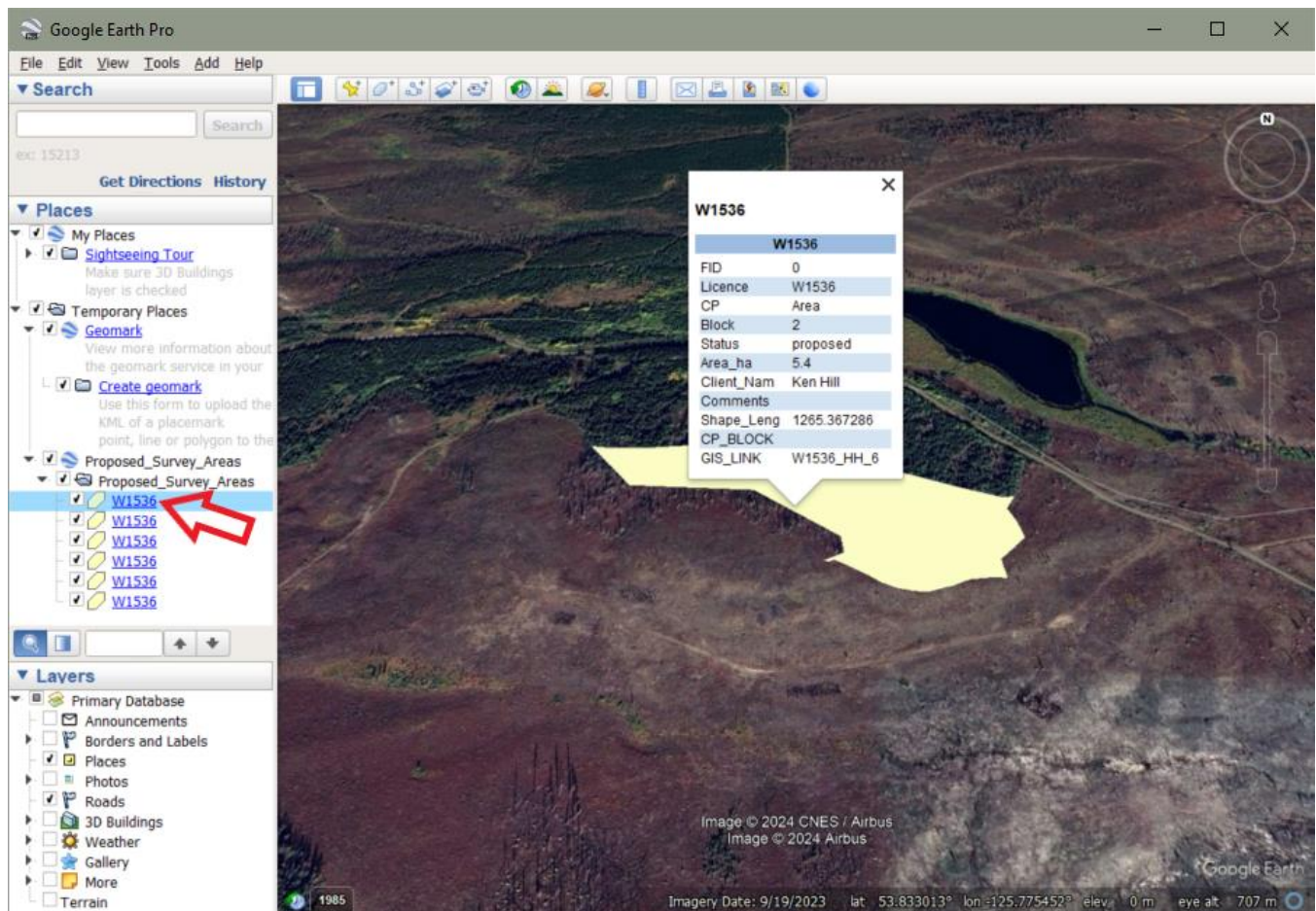
# Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide



If there is a small black triangle symbol to the left of the checkbox, click on that triangle symbol to expand that item and see the list of features in the file listed underneath. (If another item appears below, and it also has a triangle to the left of the checkbox, click that triangle to expand it as well, and so on.)



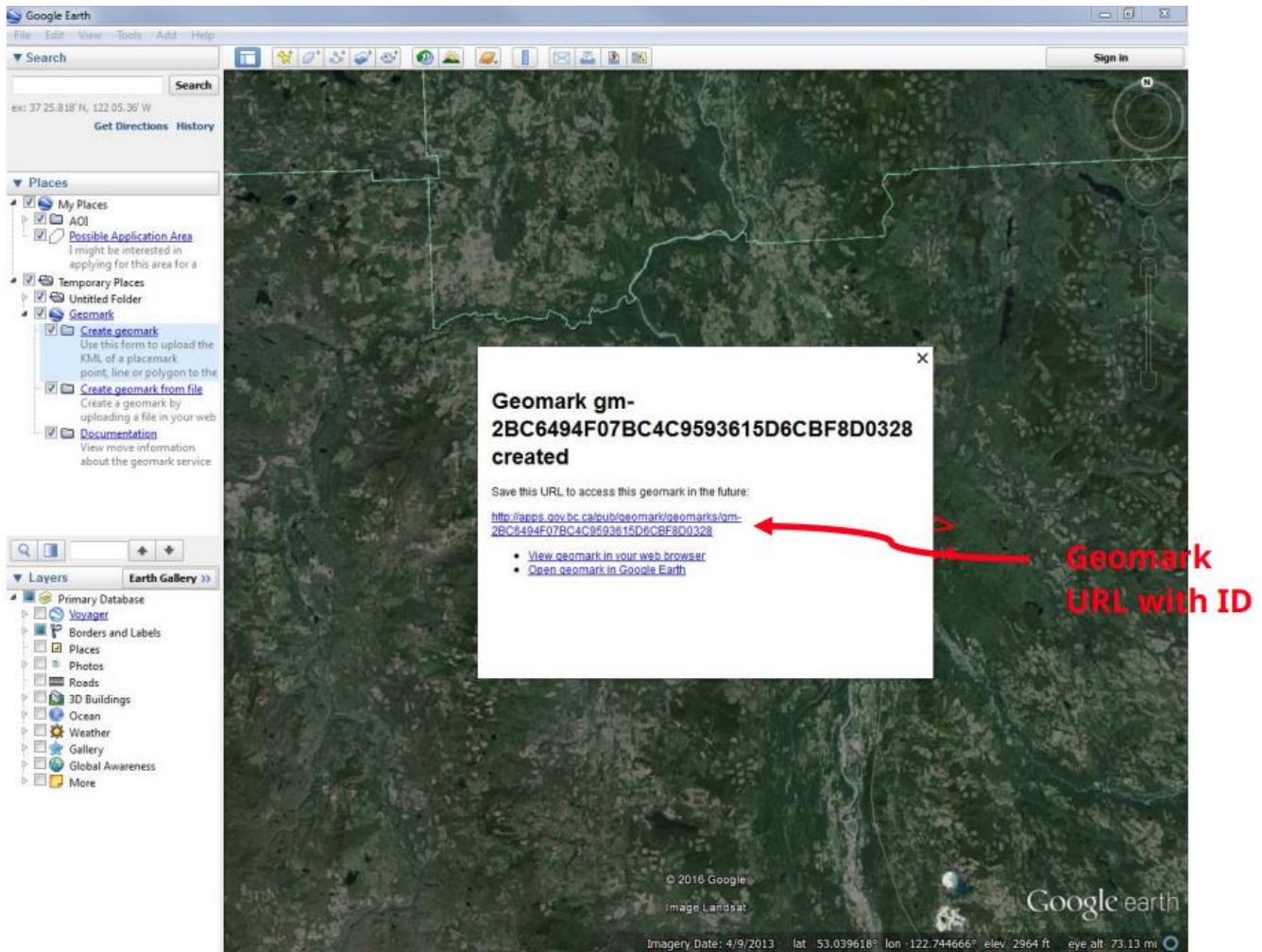
In the example above, the .kml file contains six separate features. If you single-click one of the names in the list (in the example above, one of the “W1536” labels), you should see the list of attributes (if any exist) of that feature in a pop-up table on the map. If you double-click the name, you will see a pop-up table with the feature’s attributes, and the map will zoom to that feature as well. Use these actions to determine for yourself which feature is associated with which activity.



At this point, consider which features comprise the single activity area that you want to create a Geomark URL for. Using the above example:

- If all six features should be considered a single activity area, then you can follow Steps 10 through 16 in the tutorial. For Step 10, you would be right-clicking the folder item named "Proposed\_Survey\_Areas" just above the six polygon items.
- If you need to create a Geomark URL for only one of the six features, you can also follow Steps 10 through 16 in the tutorial; however, for Step 10, right-click only that feature in the list that represents the activity area, and select Copy. Continue through to Step 16.
- If a subset of these six items are considered a single activity area, then follow Step 8 of the tutorial to create a new folder item, and copy the features you need into that new folder. Then follow Steps 10 through 16; in Step 10, you would right-click the new folder item you created, and click Copy.

Once you have created the Geomark URL in Step 16, right-click the link to copy it, and paste the link into the CHEFS form or Excel document where it is requested.



## Method 3: Upload a spatial data file to the Geomark Web Service

Use this method if you have spatial data in a file format other than .gdb (file geodatabase) – examples are .kml, .kmz, .gpkg, .gml, .geojson, .wkt, or .shp (shapefile). You do not need to use Google Earth Pro or ArcGIS applications for this method.

Data in a .gdb folder (file geodatabase) cannot be uploaded to the Geomark Web Service; your data can only be viewed in the ArcGIS or QGIS applications. See Method 4 if you are an ArcGIS user. If you are not an ArcGIS user, you may need to contact the source of the data and request it in another format, such as a .kml file.

For the other formats listed above, you can simply upload your file to the Geomark Web Service and see where the spatial features are located on a map on the website. Also, if necessary, you can download the spatial data in a different file format such as .kml, so that you can edit it in Google Earth Pro.

To upload your file, visit the Geomark “Create from File” form by clicking [here](#).

The screenshot shows the 'Create from File' form in the Geomark interface. The form is set up with the following values:

- File format \***: Google Earth (kml)
- Coordinate system \***: 4326 - WGS 84
- Geometry type \***: Polygon
- Geometry count \***: One
- Allow Overlap**:
- File**: Drag & Drop files, or click to add file
- Buffer Width (Metres)**: (empty)
- Buffer segments \***: 8
- Mitre Limit (Ratio) \***: 5
- End-cap Style \***: Round
- End-cap Style \***: Round

A 'Create Geomark' button is located at the bottom of the form.

1. Select your file format from the “File format” drop-down list.
2. For “Coordinate system”, first try leaving it as the default selection, 4326 – WGS 84, unless you know that your file is saved in one of the other coordinate systems in the drop-down list.
  - o Note that for .geojson file format, as well as .kml and .kmz, 4326 – WGS 84 will be the only coordinate system available to choose, because these formats do not support any other coordinate system.
3. For “Geometry type”, leave this as Polygon.
  - o If you specify Polygon but your file actually contains lines or points, then you will get an error message after you click the “Create Geomark” button (step 9).
  - o FIP activity locations should always be defined as a polygon or multipolygon. If your spatial file contains only points or lines, the Geomark Web Service can convert them to polygons by buffering them by a distance that you specify. Select LineString or Point as

appropriate from the drop-down list for “Geometry type”, and be sure to also enter a number greater than zero in the “Buffer Width (Metres)” text box.

4. For “Geometry count”, choose Many.
  - If you know that your file only contains a single feature (polygon or multipolygon), you can leave it as the default choice, One. If you choose One, but your file does contain multiple features, then only the first feature will be read.
5. For “Allow Overlap”, leave the checkbox unchecked.
6. For “Buffer Width (Metres)”, leave this blank.
  - If you chose LineString or Point for “Geometry type” (see point 4 above), then enter a number greater than zero for “Buffer Width (Metres)”.
7. Leave the default selections for “Buffer segments”, “Mitre Limit (Ratio)”, “End-cap Style” and “End-cap Style”.
8. Drag and drop your file into the “File” text box, or click inside the “File” text box and you will be prompted to select your file.
  - If your data is in a shapefile, consider following Method 4 below to acquire Geomark URLs for it using an ArcGIS script tool. If you cannot use ArcGIS, read on.
  - Note that a shapefile normally consists of several files with the same name and the extensions .shp, .dbf, .shx, .sbn, .sbx, .prj, and possibly others. For the Geomark service, you only need to upload the .shp file alone, as this file contains the geometry of the feature. However, the .shp file does not contain the info about the coordinate system, so you must select the appropriate one for this shapefile from the “Coordinate system” drop-down list.
  - If you know that your shapefile is in an unusual coordinate system that isn’t found in the “Coordinate system” drop-down list, then you should create a new .zip file that contains all of the files that comprise the shapefile, including a .prj file which contains the coordinate system information. Then rename the .zip file to .shpz, and upload the .shpz file to Geomark service instead. You will need to change your “File format” selection to ESRI Shapefile inside a ZIP archive (shpz), and set the “Coordinate system” to 4326 – WGS 84 (this choice will be overridden by the actual coordinate system as defined in the .prj file).
9. Click the “Create Geomark” button.

If all goes well, you should see a screen like this:



The screenshot displays the Geomark web application interface. At the top, there is a dark blue header with the British Columbia logo and the word "Geomark". Below the header, there are navigation tabs for "Info", "Download", and "Map". The "Info" tab is selected, showing a detailed view of a geomark. The interface includes a text box with the instruction "Click to Copy Geomark URL" and a list of bullet points explaining the geomark's features. Below this, there are several data fields with their respective values and help icons (question marks). At the bottom, there are three green buttons indicating the geomark's status: "Valid", "Simple", and "Robust".

Click to Copy Geomark URL then save the link to access this geomark in the future.

- You can access this geomark in the [formats and coordinate systems](#) of your choice.
- This geomark can be shared with anyone on the web by simply sending them the saved link.
- The list of all geomarks is kept secret. Sharing is up to you.
- Geomarks are tamper-proof. They can't be changed once created.

ID  
gm-63D0B5F336AB4481B6D284B999B27A59

Creation Date: 2024-08-19      Expiry Date: 2024-11-17

Bounding Box (W,S,E,N): -118.984022,49.050349,-118.970955,49.058549      Centroid (lat,lon): 49.054321,-118.978074

Geometry Type: Polygon      Geometry Count: 1      Vertex Count: 37

Length: 3.363 km      Area: 58 ha      Minimum Clearance: 24.064 m

Valid   Simple   Robust

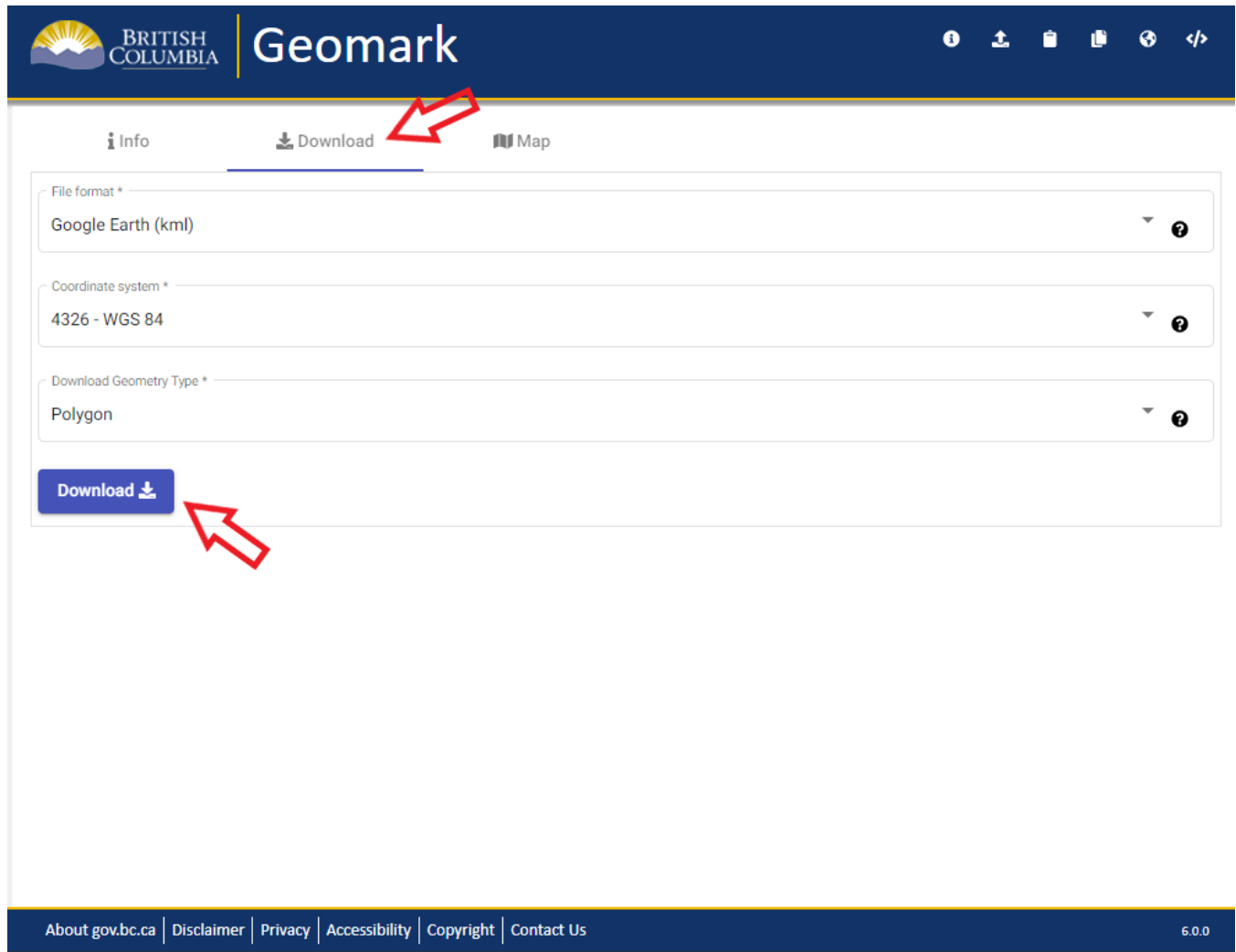
About gov.bc.ca | Disclaimer | Privacy | Accessibility | Copyright | Contact Us      6.0.0

Click the "Map" tab and check to make sure that the polygon is located where you expect.



If the polygon or multipolygon is displaying in the location you expect, go back to the Info tab and click the button labeled “Click to Copy Geomark URL”. Then you can paste the URL into the form or document where you are being asked to provide it.

If you want to download the spatial data in another file format, such as .kml, click the Download tab, select a file format and a coordinate system, and click the Download button.



## Common Problems

- The spatial file uploaded successfully, but the map shows many other polygons that I don't want to include for this project.
  - Explanation: Your file contains multiple features (polygons and/or multipolygons). The Geomark service has combined them all into a single multipolygon and assigned it a Geomark URL. If your project is represented by only one of these features, or a subset of them, you need to create a new spatial file that contains only that/those feature(s) and upload that file to Geomark instead.
  - Solution:
    - If your file is already in .kml or .kmz format, you should view the contents of your file in Google Earth Pro and create a Geomark URL for only the appropriate polygon(s). See Method 2 above.

- If your file is in another format, click the “Download” tab to download your spatial data in a new .kml file. Then follow the steps in Method 2 to create a Geomark URL for only the polygon feature(s) that you select.
- If you have your data in a shapefile or file geodatabase, you can use the script tool in ArcMap or ArcGIS Pro to automatically populate your spatial datasets with a Geomark URL for each feature. See Method 4 below.
- Error after clicking the “Create Geomark” button: **Multi-geometry has overlap which is not supported**
  - Explanation: Evidently, your file contains multiple features (polygons and/or multipolygons) and there is overlap between at least two of the features, resulting in this error.
  - Solution:
    - If your file is already in .kml or .kmz format, you should view the contents of your file in Google Earth Pro and create a Geomark URL for only the appropriate polygon(s). See Method 2 above.
    - If your file is in another format, click the “Download” tab on the Geomark site to download your spatial data in a new .kml file. Then follow the steps in Method 2 to create a Geomark URL for only the polygon feature(s) that you select.
    - If you have your data in a shapefile or file geodatabase, you can use the script tool in ArcMap or ArcGIS Pro to automatically populate your spatial data table with a Geomark URL for each feature. See Method 4 below.
- Error after clicking the “Create Geomark” button: Geometry is outside the valid area for coordinate system WGS 84 (4326). Check the geometry and coordinate system.
  - Explanation: The file that you uploaded is not stored in the coordinate system you selected.
  - Solution:
    - Try changing the “Coordinate system” selection to one of the other choices, and click the “Create Geomark” button again.
    - If your data is in a shapefile, look for the .prj file and open the file in a text editor application, such as Notepad in Windows. You should see the name of the coordinate system inside that file.
    - Ask the person who created the file if they can tell you what coordinate system it uses. If it is a coordinate system that is not available in the drop-down list, ask if they can send you the data in .kml format instead.

## Method 4: Use a script tool in ArcGIS Desktop (ArcMap) or ArcGIS Pro

Use this method if you are an ArcGIS user and you have spatial data for your proposed project(s) stored in a shapefile or a feature class in a file geodatabase, or in another format that can be converted to a shapefile or a feature class in a file geodatabase.

If you are using ArcGIS Desktop (ArcCatalog & ArcMap) version 10.x or ArcGIS Pro 3.x, you can use an existing Python script tool to populate a field in a feature class or shapefile attribute table with Geomark URLs for each feature (polygon or multipolygon). This is much more efficient than creating a spatial data file for each individual feature and uploading each of them to the Geomark Web Service.

### Method 4a: Using the tool in ArcMap (ArcGIS Desktop 10.x)

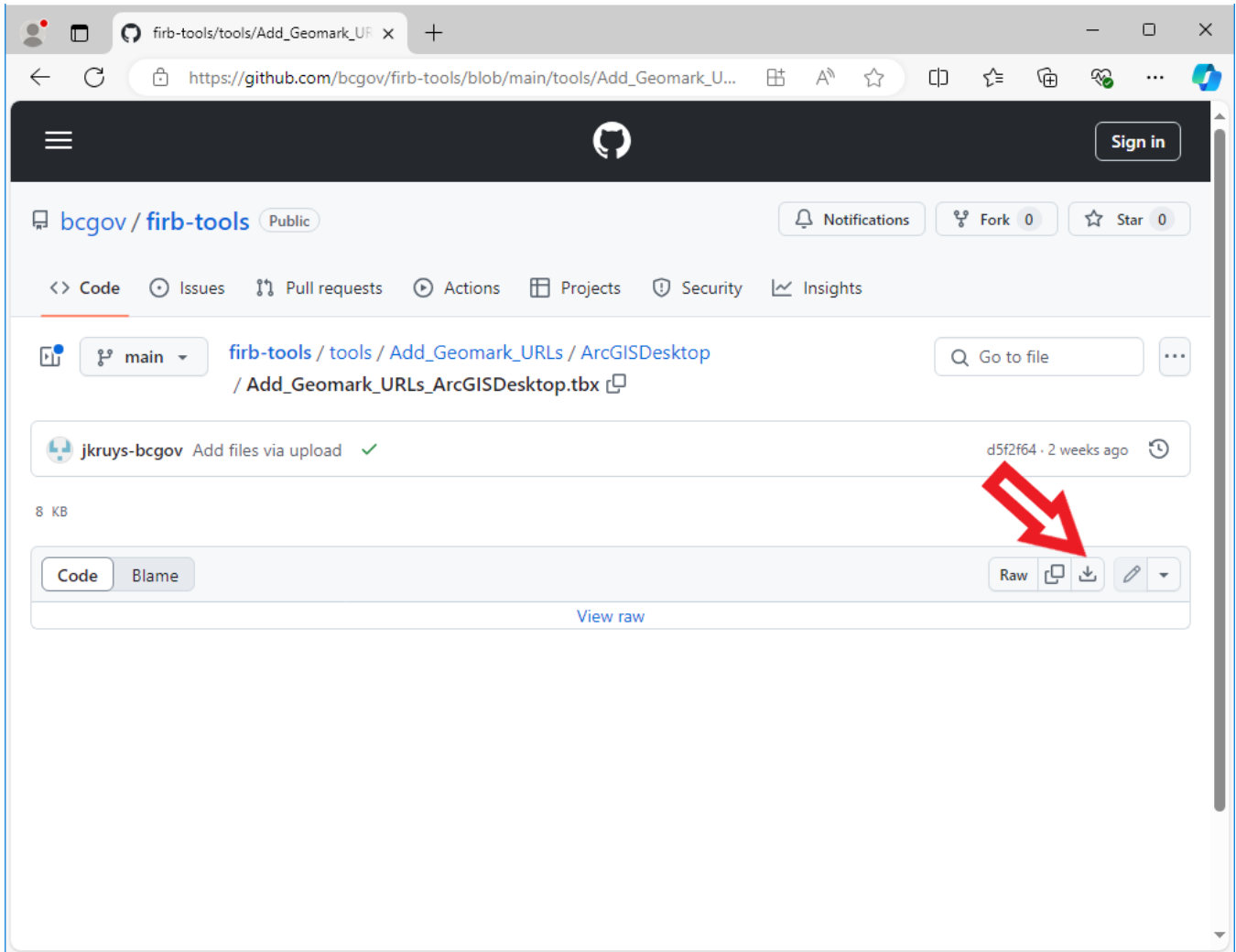
If you are using a BC Government GTS remote desktop environment and you have access to the W: drive (mapped to \\spatialfiles.bcgov\work), try entering the following path in Windows File Explorer: **W:\for\VIC\HIR\Library\Add\_Geomark\_URLs\ArcGISDesktop**.

If you are outside BC Government or you cannot access this folder, you can download the files for the script tool from GitHub instead. In a web browser, go to [https://github.com/bcgov/firb-tools/tree/main/tools/Add\\_Geomark\\_URLs/ArcGISDesktop](https://github.com/bcgov/firb-tools/tree/main/tools/Add_Geomark_URLs/ArcGISDesktop).

You should see a list of two files:

- Add\_Geomark\_URLs\_ArcGISDesktop.tbx
- add\_geomark\_py2.py

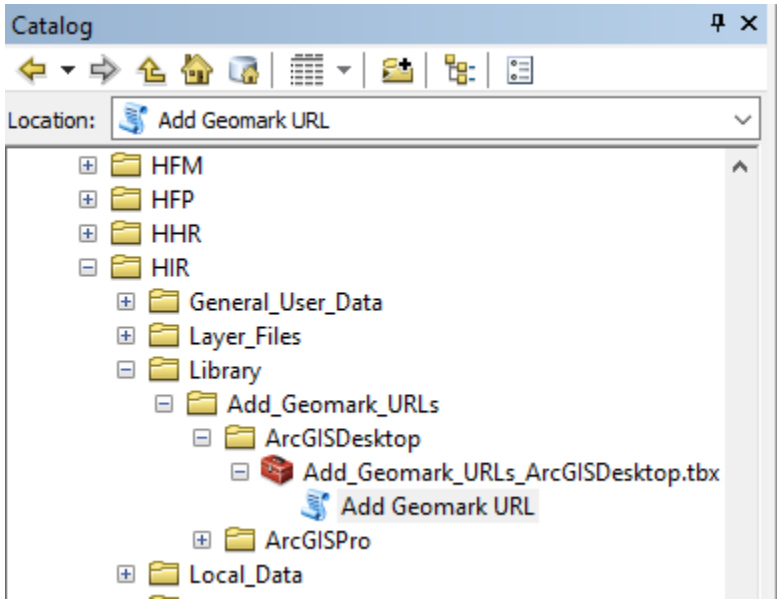
First, click on the first filename. This is a link that takes you to a new page. Now click the Download File button, with this symbol: 



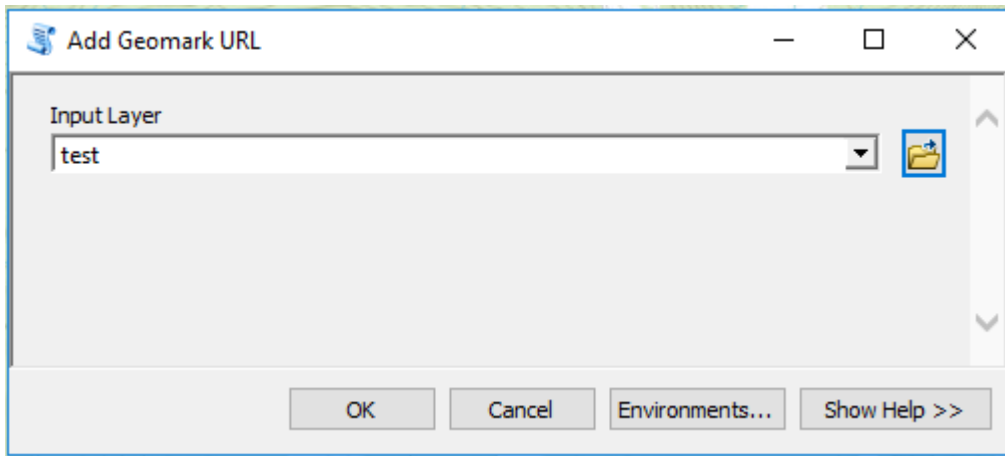
Now click the Back button on your browser, and then click on the second file, named `add_geomark_py2.py`. This takes you to a new page where you can click the Download File button again. Save both files to the same folder on a local drive or a network drive that you have access to when using ArcMap.

Start ArcMap and load a file-based spatial dataset that you would like to add Geomark URLs to. This is generally either a shapefile or a feature class in a file geodatabase. If your file is in another format such as `.kml` or `.geojson`, use the Conversion tools in the toolbox to convert the file to a shapefile or a feature class in a file geodatabase.

In the Catalog pane (which you can open by clicking the Windows menu, then Catalog), browse to the folder where you saved the files you downloaded from GitHub, or to `W:\for\VIC\HIR\Library\Add_Geomark_URLs\ArcGISDesktop` if you can access it. In that folder, you should see a toolbox named `Add_Geomark_URLs_ArcGISDesktop.tbx`. Expand that, and you should see a script tool named `Add Geomark URL`.

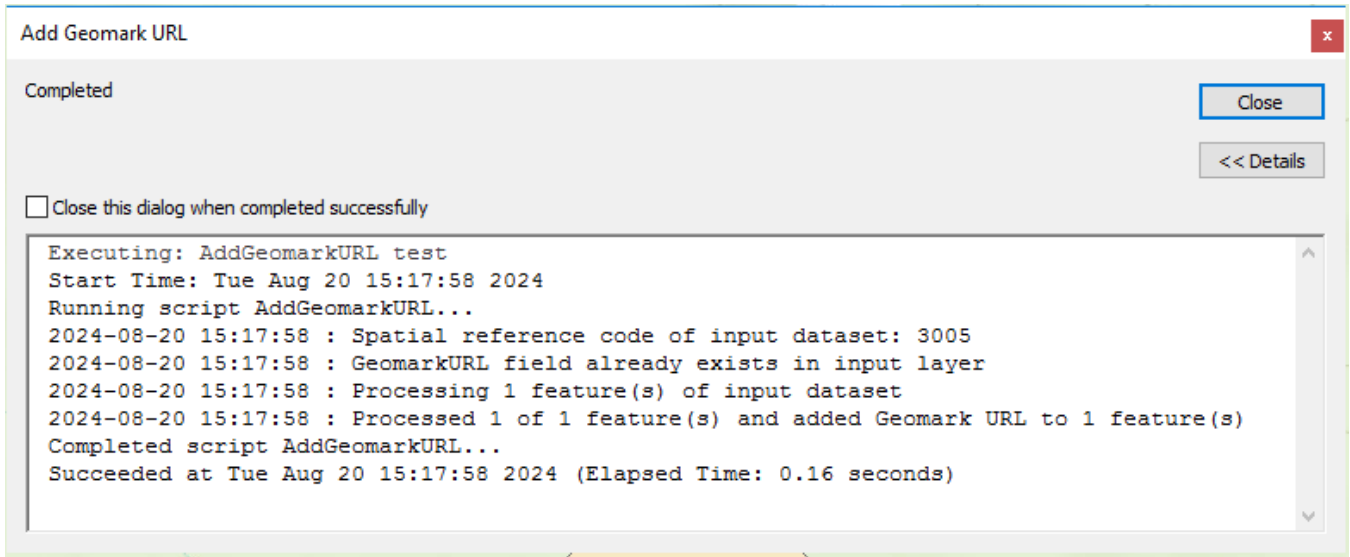


Double-click the script URL to start it. You should then see a form prompting you to select a map layer. Note that if the map layer you choose currently has a selected set of records, then the tool will only write Geomark URLs to those selected records.



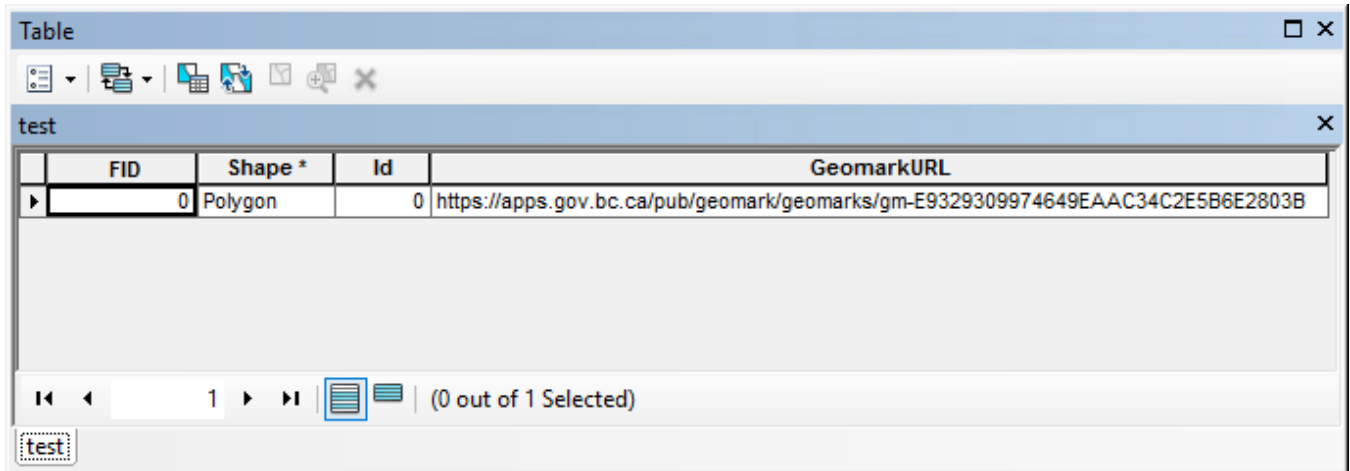
After selecting a map layer, click the OK button to run the tool.

As the tool runs, there should be a status window displaying messages. If there is a button labeled "Details >>", click that to expand the window and view the messages.



If the last message indicates that all of your selected records were processed, then you can close the status window by clicking the Close button.

Now right-click the layer in your map's Table Of Contents pane, and select Open Attribute Table. (If you already had it open, you should close it and open it again.) You should see the new GeomarkURL field containing Geomark URLs.



Now you can copy and paste those URLs into the form or document where they are needed. You can also try pasting a URL into your web browser address bar, then clicking the Map tab on the web page it takes you to, to verify that it is the same polygon as the one you chose in your map layer.



## Method 4b: Using the tool in ArcGIS Pro


If you are using a GTS desktop environment and you have access to the W: drive (mapped to \\spatialfiles.bcgov\work), try going to the following path, using Windows File Explorer:

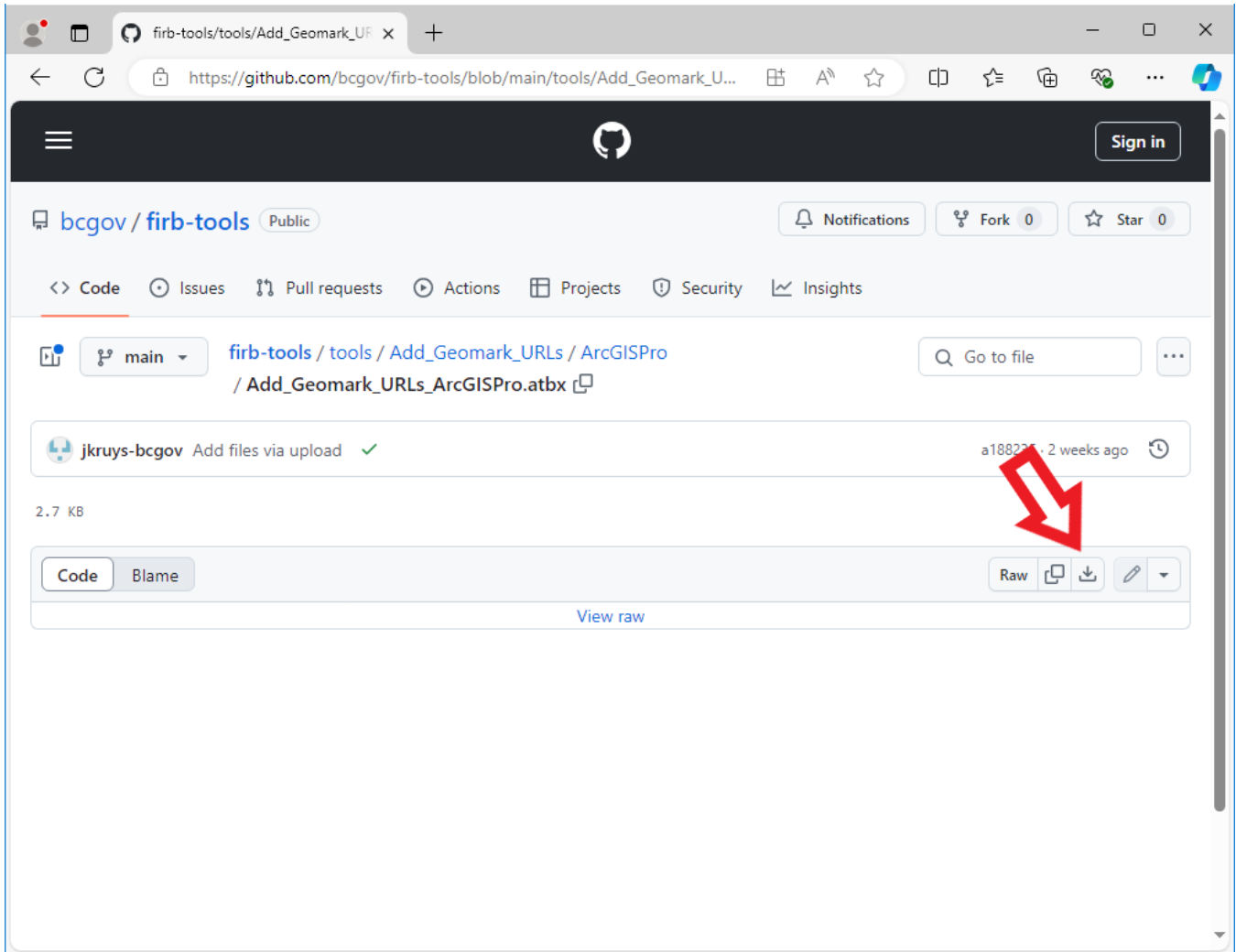
**W:\for\VIC\HIR\Library\Add\_Geomark\_URLs\ArcGISPro.** If you can see that folder, then you will be able to access the toolbox file and the script tool directly there from ArcGIS Pro.

If you are outside BC Government or you cannot access this folder, you can download the files for the script tool from GitHub instead. In a web browser, go to [https://github.com/bcgov/firb-tools/tree/main/tools/Add\\_Geomark\\_URLs/ArcGISPro](https://github.com/bcgov/firb-tools/tree/main/tools/Add_Geomark_URLs/ArcGISPro).

You will see two files:

- Add\_Geomark\_URLs\_ArcGISPro.atbx
- add\_geomark\_py3.py

Click the first file, which takes you to a new page. Now click the Download File button, with this symbol: 

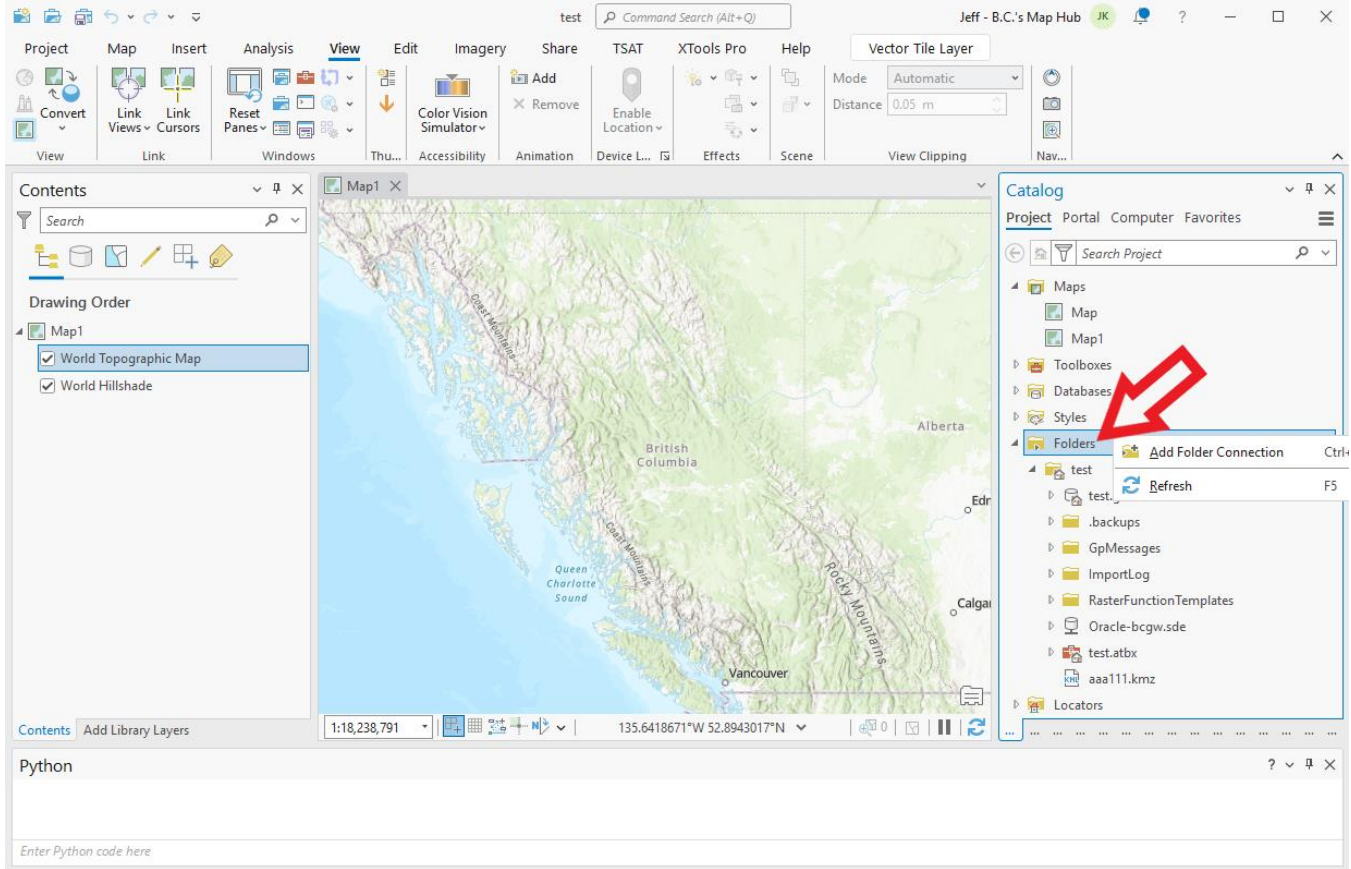


Save the file to a local drive or a network drive that you have access to when using ArcGIS Pro. You **do not** need to download the second file, `add_geomark_py3.py`; that file is provided only for reference. The Python code found in the `.py` file is also embedded in the `.atbx` file.

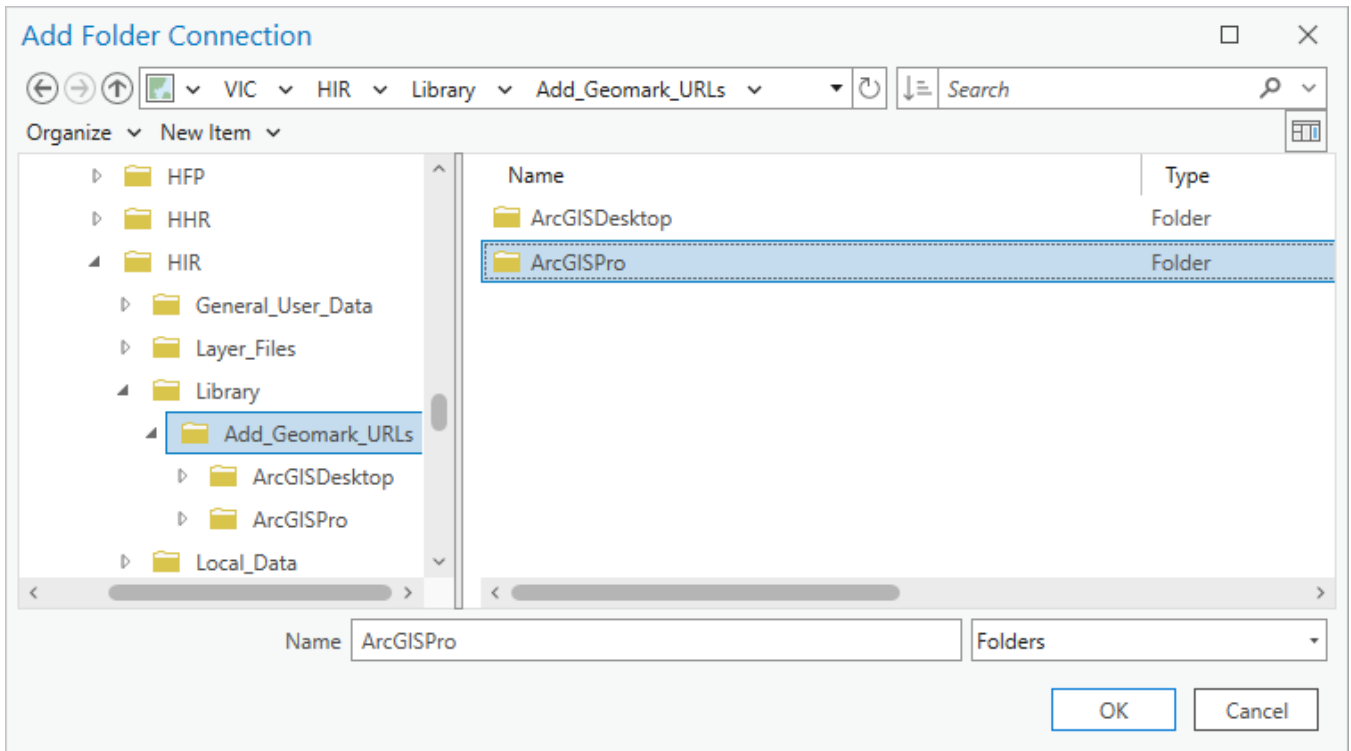
Start ArcGIS Pro and load a file-based spatial dataset that you would like to add Geomark URLs to. This is generally either a shapefile or a feature class in a file geodatabase.

In the Catalog pane (which you can open by clicking the View menu, then Catalog Pane), right-click the Folders item and select Add Folder Connection add a folder connection to the folder where you saved the file that you downloaded from GitHub, or to `W:\for\VIC\HIR\Library\Add_Geomark_URLs\ArcGISPro` if you can access it.

# Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

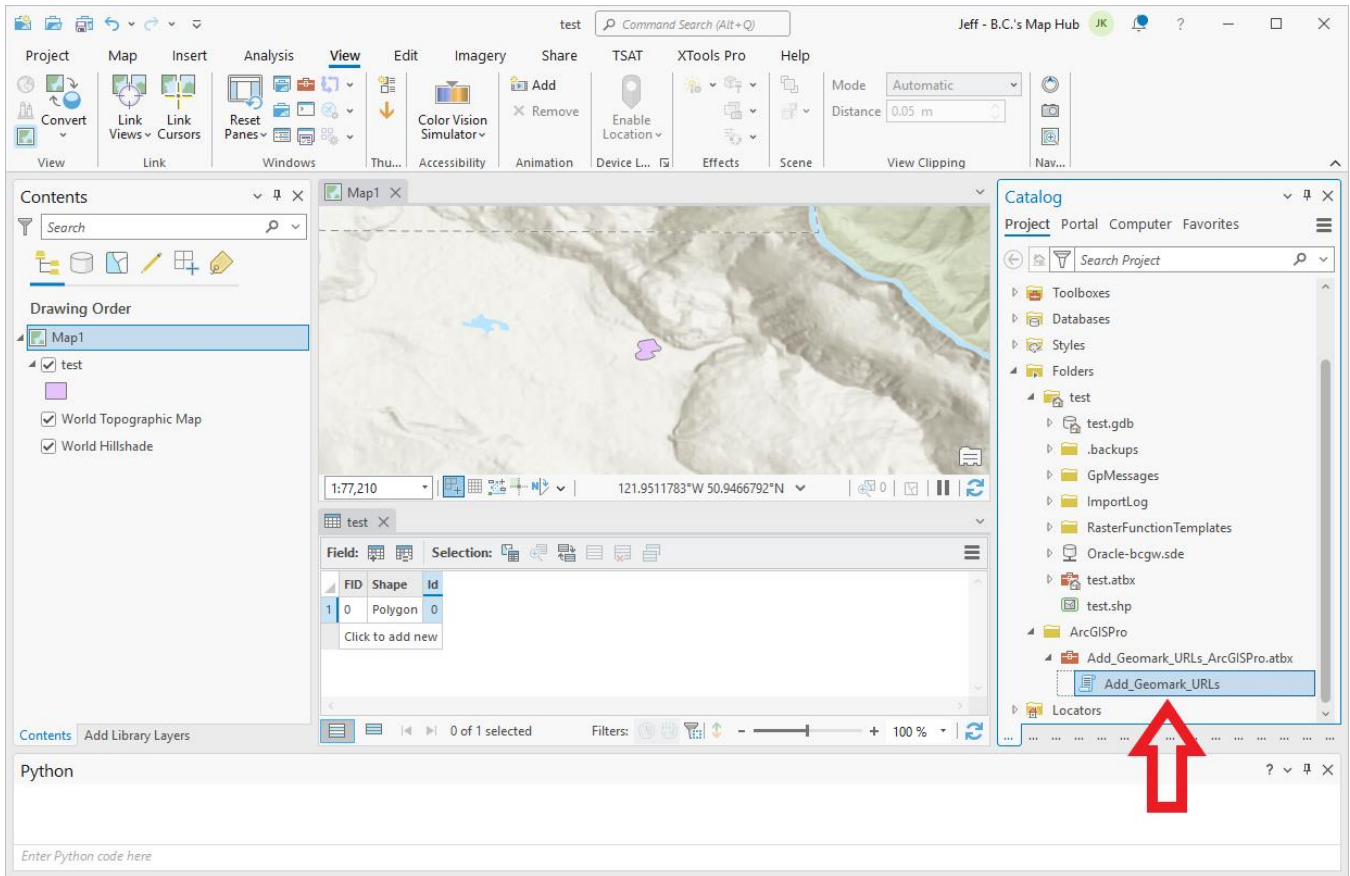


You should see a pop-up folder browser where you can browse to `W:\for\VIC\HIR\Library\Add_Geomark_URLs`. Select the folder named **ArcGISPro** and click OK.

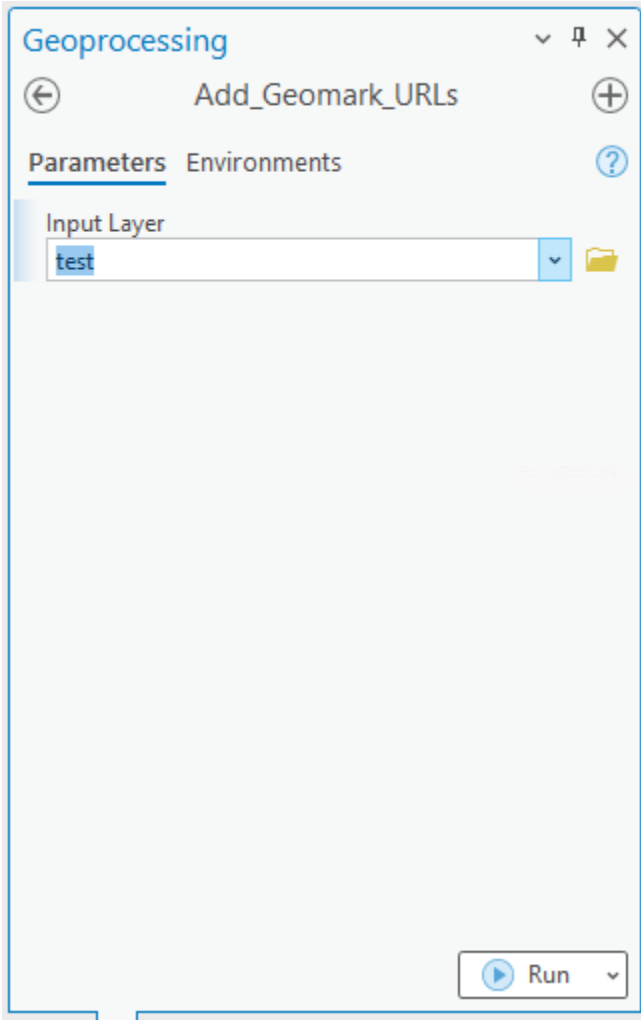


After you've added the folder, expand the Folders item in the Catalog Pane. You should see a folder named **ArcGISPro**, and when you expand that, you should see a toolbox named **Add\_Geomark\_URLs\_ArcGISPro.tbx**. Expand that, and you should see a script tool named **Add\_Geomark\_URLs**.

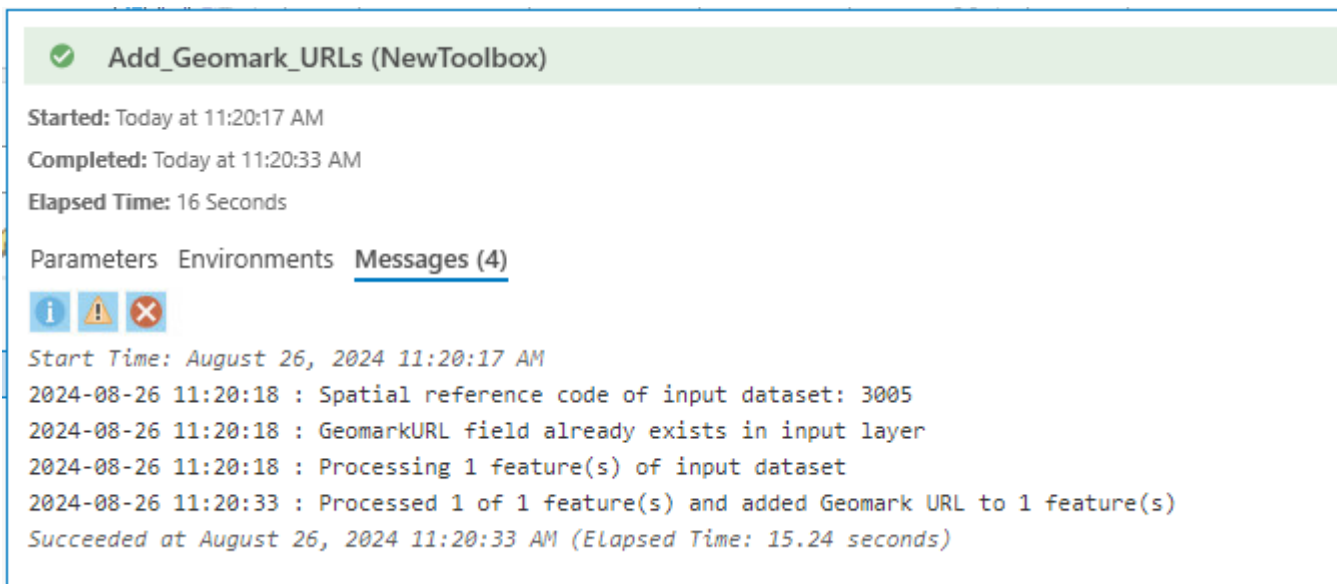
# Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide



Double-click that script tool to run it. You should then see the tool ready to run in the Geoprocessing Pane. You are prompted to select a layer where the Geomark URLs will be written. Select the layer from the drop-down list and click Run.



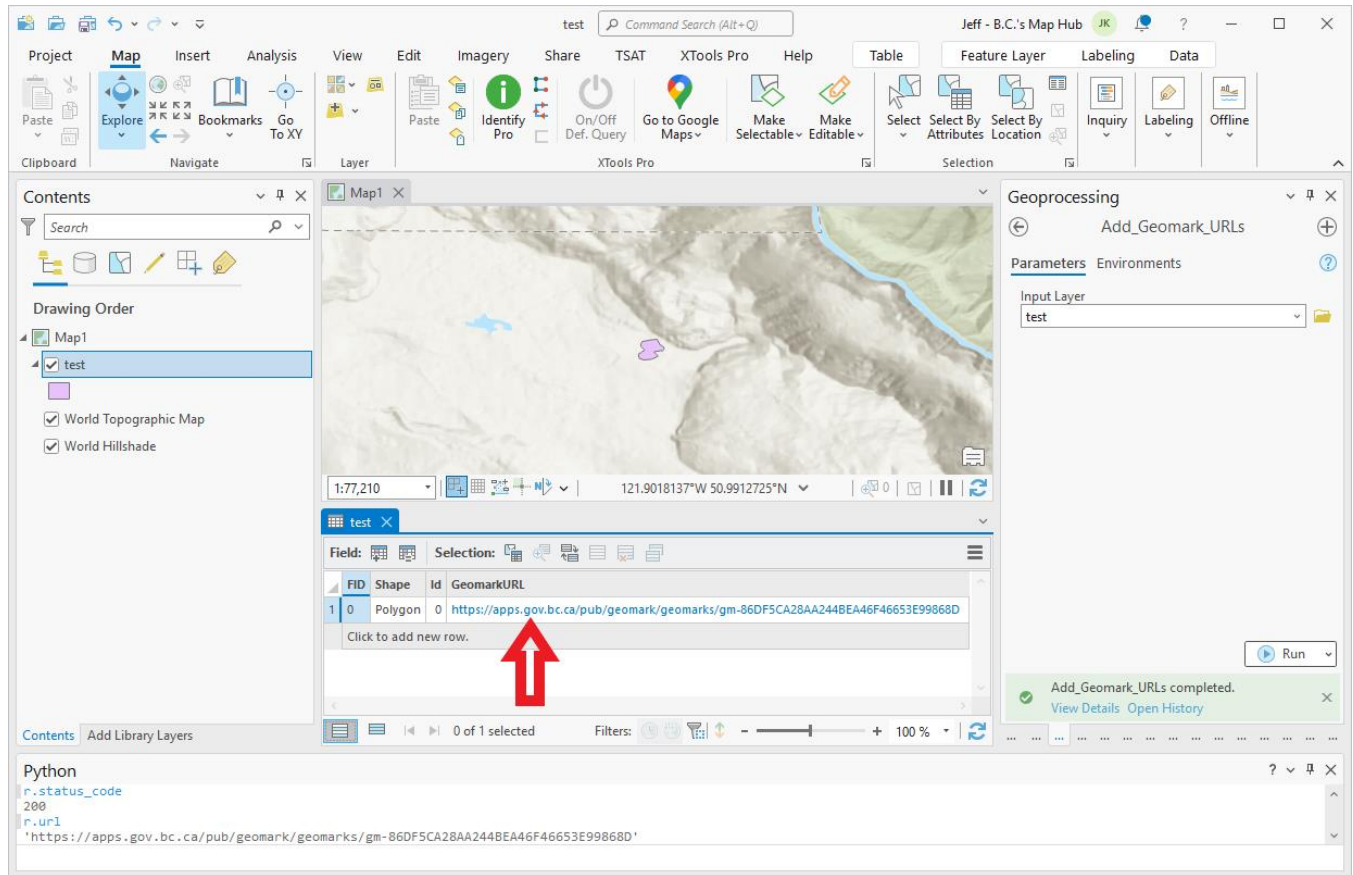
Click the “View Details” while or after the tool runs. You will see status messages.



## Forest Investment Program - 2025/26 Annual Operating Plan Intake Submission Guide

If the last message indicates that all of your selected records were processed, then you can close the status window by clicking the X button at the top right of the pop-up.

Now right-click the layer in your map's Contents pane and select Attribute Table. (If you already had the table open, you should close it and open it again.) You should see the new GeomarkURL field containing Geomark URLs.



Now you can copy and paste those URLs into the CHEFS form or Excel document where they are requested. You can also try pasting a URL into your web browser address bar, then clicking the Map tab on the web page it takes you to, to verify that it is the same polygon as the one you chose in your map layer.