

File: 19720-02/District Procedures

May 11, 2005

All Woodlot Licensees

Dear Licensee:

As outlined in our May 10, 2005, letter, there are now several options for submitting harvesting applications. This letter provides further details on how to apply for the various options and outlines our new site plan approval and cutting permit/letter permit issuance processes, as well as, our new woodlot submissions tracking system procedures.

With our 47 woodlot licences, a possibility of 15 or more types of submissions for each, and historical issues with submission standards and approval/issuance times, we have developed a new woodlot licence submissions tracking system database which will hopefully enable improvement in the quality of submissions and consequently our approval/issuance times. As a result, this database will serve the following four functions:

1. A security tool to help you know we have not forgotten about your submissions.
2. A planning tool to help us share and prioritize our workloads.
3. A measurement tool for reporting the % of submissions that are submitted to standard.
4. A measurement tool for reporting the % of submissions approved in a timely manner.

In summary, the tracking system will work along these lines. As soon as we receive a submission, such as a cutting permit application or forest development plan, we enter it into the database, record the date stamp, the date we received it at our desk, and then assign a priority rating. Once we are ready to proceed with reviewing the submission, we enter the review start date. As we carry out the review, we record key decision points. If we can answer yes to all of our key decision points, then the application or plan is considered "submitted to standard" and we enter our review end date. Depending on the type of submission, it may proceed to one or more persons such as a lim operator (drafting), resource clerk, or district manager during the review/approval process. When we send the document for mailing, a completion date is entered and the amount of time for the review/approval period is calculated.

However, if along the way, a submission fails to meet an expected standard, we will immediately stop our review and send out a "deficient letter" to the licensee and, if



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appropriate, the manager or RPF (i.e. submitter). In other words, we will no longer completely review a submission and indicate all of the errors/omissions. This new process puts the onus on, you, the licensee and/or on your manager or RPF to submit quality submissions the first time, thereby improving approval times for everyone. Each deficient letter is considered a letter of closure for a particular submission. Once this letter is sent, a completion date is entered and the amount of time for the review period is calculated.

In the past when submissions did not meet standards, they often received higher priority than others since we wanted to resolve and finalize the one currently on our desk. We also often contacted the submitter directly, again in hopes of speeding up the process. This will no longer be the case. As stated above, we will now be contacting the licensee so that the party responsible for submission quality can be held accountable. **Furthermore, if a deficient letter was sent out, then when the re-submission is received, it will be treated like any other new submission with new dates and a new priority rating being entered.** In other words, it will go to the bottom of the pile.

This new direction will provide better consistency to all woodlot licensees within the Central Cariboo Forest District. We believe that implementing this new system will benefit those who already submit quality submissions and will hopefully force others to carefully review their submissions before sending them in. With everyone's co-operation and improved quality of submissions, we hope to be able to improve turn around times for everyone, as well.

In the near future, we plan to develop processes for forest development plans and woodlot licence plans. Currently, we have developed new review/tracking processes for site plans and cutting permit/letter permit applications. Based on past submission problems with these three types of submissions and on information required for the new provincial forest tenure administrative (FTA) system, deficient letters will now be sent out for the following reasons:

Site Plans	Cutting Permits	Letter Permits
careless mistakes	no site plan	no site plan (where required)
missing licensee signature or RPF signature and/or seal	incomplete form, missing attachments, or missing separate requirements	incomplete form
inconsistencies between site plan information and attached map	inconsistencies between final cruise, site plan, and cutting permit application information and maps	unacceptable map
not meeting legislated requirements	differences between digital map and site plan paper map	differences between digital map and site plan paper map

In order to assist licensees and their managers or RPFs, we are enclosing forms that if used should enable faster issuance of cutting permits and letter permits. We are also enclosing our site plan checklist but caution that the Act and Regulation requirements should be read in their entirety to ensure all legal obligations are adhered to. All of these forms, plan templates, our site plan checklist, and all of our district procedures can now be downloaded from our newly created folder on the Ministry's FTP site www.gov.bc.ca/ftp/DCC/external/!publish/woodlots. We encourage you or your consultant to check this site before preparing your submission to ensure you have the latest version of these forms, templates, checklists, procedures, etc. Each enclosed form relates to one of the eight options outlined in our May 10, 2005, letter – as indicated in the table below. To locate the file on the FTP site, use the filename shown at

the bottom of each form (eg. Option #1 = Woodlot CODE Letter Permit & 14(10) SP Exemption DCC Application and Approval Formdoc).

Option	Form Title
1	Central Cariboo Forest District's Woodlot Licence CODE Blanket Salvage Cutting Permit Letter Permit and Sect 14 (10) Site Plan Exemption Application (Option # 1)
2	Central Cariboo Forest District's Woodlot Licence CODE Blanket Salvage Cutting Permit Letter Permit and Sect 22.01 Site Plan Exemption Application (Option # 2)
3	Central Cariboo Forest District's Woodlot Licence CODE Blanket Salvage Cutting Permit Letter Permit Block Application (Option # 3 & 4)
4	Central Cariboo Forest District's Woodlot Licence CODE Blanket Salvage Cutting Permit Letter Permit Block Application (Option # 3 & 4)
5	Central Cariboo Forest District's Woodlot Licence CODE Salvage Cutting Permit Application - Tabular Rates (Option # 5)
6	Central Cariboo Forest District's Woodlot Licence CODE Cutting Permit Application - Full Cruise (Option # 6)
7	No form developed as legal possibility but unlikely. If interested in this option, please call.
8	No form developed as legal possibility but unlikely. If interested in this option, please call.

Although the complete form should be properly filled out, some key details about each form are listed below:

Option	Key details
1	Do not use the old form that looked similar.
2	Do not use the old form. Description of timber is now required. Creating areas greater than 1 ha of NSR is no longer allowed.
3	New form now required - including your client number. Special statement in site plan required for approval. After June 1, 2005, maps must be submitted through ESF (form on FTP site will likely change shortly thereafter).
4	New form now required - including your client number. Special statement in site plan required for approval. Forest development plan amendment should already be submitted. After June 1, 2005, maps must be submitted through ESF. Form on FTP site will likely change shortly thereafter.
5	New form now required - including your client number. Stumpage rate request form is to be submitted at same time. After June 1, 2005, maps must be submitted through ESF. Form on FTP site will likely change shortly thereafter.
6	New form now required - including your client number and if permit is salvage. Cruise cards and final cruise map should already be submitted. ECAS (appraisal) is to be submitted at same time or beforehand. After June 1, 2005, maps must be submitted through ESF. Form on FTP site will likely change shortly thereafter.

Please note that we will be providing each licensee with his/her principal client number, core opening number, private timber mark, and road permit number under a separate letter.

In addition, we wanted to clarify that you, as the licensee, can fill out these forms. In other words, if you are comfortable with the forms and the information required, you do not need to hire an RPF to apply for a cutting permit. In fact, if you know how to lay out blocks, you also do not need to pay an RPF to do that type of work either. That said, you do need to remember that an RPF is required to sign and seal appraisal packages, site plans and forest development plan amendments (if required) before a cutting permit application can be submitted. You also need to be aware that if something should go wrong, an RPF is only accountable for their own work - not any work that you do yourself to save money. For further information on what type of work requires a forest professional, please check out the Association of British Columbia Forest Professionals' website (<http://www.rpf-bc.org>) and/or read the *Foresters Act*. Please also remember that as of June 1, 2005, all cutting permit and road permit maps have to be submitted through ESF. To the best of our knowledge, there are currently three local consultants who have this capability: Annex Resources, Inland Timber Management Ltd., and Paragon Resource Mapping Inc.

Finally, we would like to stress the importance of good record keeping and good communication between you and your manager or RPF. As we move to a more results-based system, record keeping and due diligence on your team's part will be increasingly important. Everyone needs to be made aware of these changes and so we would request that you please send a copy of this letter and any other procedural letters to all those involved with your paperwork. As a courtesy, we have also summarized this letter into a one-page key information sheet (see attached).

We look forward to working with you in the months ahead to improve the quality of all woodlot submissions, as well as, our processing times. If further information is required, please contact me, at 398-4384, or Jan Schmid, Woodlot Technician, at 398-4319.

Yours truly,

Stephanie Mooney
Woodlot Forester
Central Cariboo Forest District

Attachment(s): Cutting permit/letter permit application forms (5 separate forms)
Key information summary page