



July 9, 2014

Dear Mill Contact,

Timber Mills in B.C., 2012 and 2013

As you are aware, our Ministry conducts an annual survey of all primary timber processors in the province. We survey each mill type and location separately and request only capacity and production information. No cost or financial data are collected. **Information about your operations is always kept confidential, except for company name, mill location and annual mill capacity.** Based on the survey responses, the Ministry publishes an annual report, *Major Primary Timber Processing Facilities in British Columbia*, also known as the Mill List. The latest report is available on our Ministry Internet site at <http://www.for.gov.bc.ca/ftp/het/external/!publish/web/mill%20list/Mill%20List%20Public%20Report%202011.pdf>.

As in previous years, we ask you to please complete a one page questionnaire for your mill. To simplify things for you this year, we are supplying an email with an html form within it. Simply hit reply to the email you receive, fill in the appropriate boxes with the requested data and hit send. You may also print the email, complete it and return via fax or mail using the contact information in the signature block of the email. We are requesting data to complete both the 2012 and 2013 calendar years so you should see two separate forms, one for each survey year, in the email you receive. If you are not the most appropriate person to be completing one or both of these surveys, please reply with an email address for the correct person and we will send a personalized email request to that individual. Alternatively, you can forward the email and ask them to respond. Please give us your feedback on what you think of this new survey method. There are spaces on the questionnaire in which you can correct any of the above information and/or provide us with any comments.

Even if you are not now operating but were operating at some point in 2012 and/or 2013, we would very much appreciate your completion of this survey.

Mill List information is used for important forest policy analysis related to a number of major issues including:

- Softwood Lumber Dispute arbitrations and negotiations,
- effects of other possible policy changes,
- technical change in the industry; and

- effects of the Mountain Pine Beetle epidemic.

Mill List information is also provided to federal government, university and private researchers. Only the public and summary statistics are provided; mill specific operating information remains confidential to the Ministry.

This year we are sending the survey electronically and providing the option of completing it electronically or mailing it in.

A. **To respond electronically**, please follow these steps;

1. Hit REPLY to the email you received.
2. Enter the requested data (e.g. shift capacity, production information, employment, operating days, submission completed) in the questionnaire.
3. Hit SEND.

B. If you would prefer to **mail the completed survey** to us, please print off the email, sign it and mail to the address in the signature block of the email you received. A fax number is also provided if necessary.

Please complete and return the survey by July 23, 2014.

If you have any questions, please email us by return to Mill.Survey@gov.bc.ca, contact Jiali Leng at (250) 356-7932.

Thank you in advance for your cooperation.

Yours truly,



Paul Knowles
Director
Competitiveness and Innovation Branch