



Forest and Range Practices Act (FRPA) Bulletin Procedures

May 30, 2007

The following procedures apply when preparing official, numbered forest and range practices act (FRPA) bulletins for release:

Detailed procedures

- The need for a bulletin is identified
- The designated author from the OPR (identified as being responsible to prepare the bulletin) prepares an initial draft in consultation with technical experts
- The author routes the draft bulletin to the PFIT representative in RTEB for formatting.
- The PFIT representative in RTEB routes the draft bulletin to either the agency or full PFIT committee (depending on the subject area) for review (Usually a 2 week review period is stipulated), also routes the bulletin to the Public Advisory Committee (PAC).
- Comments from all reviewers are collated in their original form by the PFIT representative in RTEB and the package is forwarded to the author for considerations regarding revisions. The other option is for all comments to be forwarded directly to the author(s).
- The PFIT representative in RTEB prepares a covering memo for final version of bulletin.
- The PFIT representative in RTEB forwards the memo and bulletin to the Assistant Deputy Minister, Operations Division for sign-off.
- Once signed, ADM Operations division staff distributes the covering memo and bulletin electronically
- The PFIT representative in RTEB arranges to have it posted on the PFIT WWW website

**FRPA
Bulletin
Class.**

Basics:

- Bulletin numbers are only issued once a bulletin has been finalized/approved for distribution
- No numbering of draft bulletins

Types of bulletins: Two Classifications of FRPA Bulletins

- **GENERAL:**

- “Clarifies something”
 - Examples: meaning of practicable
 - How visuals work under FRPA
 - What applies when looking at writing R/S under the wildlife objective

- **ADMINISTRATIVE:**

- “Outlines a process”
 - Examples: process to follow for info sharing with FN
 - How to decide on the use of 12(3) or 52

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