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April 20, 2018

**BY EMAIL**

To: Assistant Deputy Ministers  
Chief Forester  
Regional Executive Directors  
BCTS Executive Director  
District Managers  
BC Timber Sales Managers

From: Tim Sheldan  
Deputy Minister

**Re: Apportionment Decision Package Guide**

Please find attached the “Apportionment Decision Package Guide”. The purpose of this document is to provide guidance to staff when preparing an apportionment decision package for the Minister of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for apportionment decisions made under Section 10 of the *Forest Act* for the allowable annual cut (AAC) of a timber supply area (TSA).

Historically, there has been a surplus of available AAC in most management units, and an overall low sustainability risk regarding how the minister apportions the AAC. However, the trend of decreasing management unit AACs, increased land alienations, rapidly changing forest conditions, and high client demand for volume has triggered a need to develop a more comprehensive and coordinated approach to these important apportionment decisions.

An apportionment is a discretionary decision on how the minister would like the TSA AAC, as determined by the chief forester, to be divided among the various forms or categories of agreement going forward. An apportionment decision is important in that it often sets the stage for a subsequent proportionate reduction decision.

The policy was created through the input and collaboration of various ministry branch, area, region, district and BC timber sales staff. Input was also solicited from client groups and incorporated where applicable. The policy along with more information on AAC administration is available on the [Forest Tenures Branch website](https://www.for.gov.bc.ca/hth/timber-tenures/index.htm) (<https://www.for.gov.bc.ca/hth/timber-tenures/index.htm>)

Assistant Deputy Ministers, Chief Forester, Regional Executive Directors  
BCTS Executive Director, District Managers, BC Timber Sales Managers

If you have any questions, please contact Doug Stewart, Director, Forest Tenures Branch at  
(250) 387-8729.

A handwritten signature in black ink, appearing to read 'Tim Sheldan', with a long horizontal line extending to the right.

Tim Sheldan  
Deputy Minister  
Attachment: Apportionment Decision Package Guide

pc: Doug Stewart, Director, Forest Tenures Branch  
Albert Nussbaum, Director, Forest Analysis and Inventory Branch