

Ministry of Forests, Lands and Natural Resource Operations

Chapter 8 - Tenure Administration

Additional to Policy 8.9 - Woodlot Licence Application Evaluation Procedures

Effective Date: 29-May-2008

Responsible Branch: [Forest Tenures Branch](#)

Woodlot Licence Regulation

The Woodlot Licence Regulation requires that the three components of the evaluation be weighted as follows:

- Bonus offer 50 points total possible
- Proximity 25 points total possible
- Private land 25 points total possible

The points awarded in each of the three components will be added to produce a total score for each applicant in the competition as specified in Section 4 of the Woodlot Licence Regulation.

Certification of Information

An application for a woodlot licence may require that the applicant provide:

- a sworn affidavit attesting to the applicant's eligibility to apply for the woodlot licence, as detailed in Section 44 of the *Forest Act*, and
- certification by a professional, as specified in the advertisement that assures that the information provided in the application is valid and accurate.

Applications not containing the required certification are not eligible applications and will not be evaluated.

Bonus Offer

Every application for a woodlot licence must contain a bonus (may be \$0). Applications not containing a bonus are not eligible applications and will not be evaluated.

Point ratings for the bonus are determined as follows:

1. award 50 points to the highest bonus offered
2. award points to the lower bonuses by dividing the lower bonus by the highest bonus and multiplying the result by 50

Sample Bonus Calculations

Applicant	Bonus Tendered	Points Earned
A	\$56 000	35
B	\$40 000	25
C	\$80 000	50

'C' receives 50 points for tendering the largest bonus

'B' receives $(40\,000 / 80\,000) \times 50 = 25$ points

'A' receives $(56\,000 / 80\,000) \times 50 = 35$ points

Proximity of Residence

The proximity of the applicant's principle residence to the Crown land portion of the woodlot licence is awarded points as specified in the Woodlot Licence Regulation (Table 1).

Table 1 - Proximity scores for straight line distance between the applicant's principle residence and the closest boundary of the Crown land portion of a woodlot licence.

Distance from applicant's principle residence to the closest boundary of the Crown land	Proximity score
≤ 50 km	25
$>50 - 100$ km	20
$>100 - 150$ km	15
$>150 - 200$ km	10
>200 km	5

Sample Proximity Scoring

Applicant	Distance between Crown Land and Residence	Points Earned (Table 1)
A	120 km	15

B	30 km	25
C	20 km	25

Private Land Contribution

Private land that is offered for inclusion in a woodlot licence is to be awarded points based upon the amount of land and a 'distance factor' (Table 2), as specified in the Woodlot Licence Regulation, from the Crown land parcel.

Private land, to be included, must be capable of supporting a forest crop. Land not capable of supporting a forest will not be counted (eg non productive areas, swamp, lakes, or rock).

Table 2 - Distance factor for the shortest straight line distance between the boundary of the Crown land parcel of a woodlot licence and the boundary of the private land parcel(s) proposed for inclusion in a woodlot licence.

Shortest distance between boundary of Crown land and boundary of private land parcel	Distance Factor
≤50 km	1.0
>50 - 60 km	0.9
>60 - 70 km	0.8
>70 - 80 km	0.7
>80 - 90 km	0.6
>90 - 100 km	0.5
>100 - 110 km	0.4
>110 - 120 km	0.3
>120 - 130 km	0.2
> 130 km	0.1

The distance of each parcel of private land is the shortest straight line distance between the boundary of the Crown land and the boundary of the private land parcel(s). Where there are two or more parcels of private land, each parcel is considered separately and the private land 'raw' points are the sum of the products for each parcel of land.

Final point ratings for the private land scores are determined as follows:

- award 25 points to the private land component that earned the highest number of 'raw' points
- award points to the lower private land components by dividing the lower 'raw' point scores by the highest 'raw' point score and multiplying the result by 25

Sample Private Land Calculations

Step 1 - Calculate Raw Points

Applicant	Parcel Area (Ha)	Distance Factor	Points Earned
A	80	0.6	48
B	40	0.8	(32 + 12)
	40	0.3	= 44
C	50	1.0	50

'A': 80ha x 0.6 (from Table 2, [81 - 90 km = 0.6 factor]) = 48 points

'B': [40 ha x 0.8 (Table 2)] + [40 ha x 0.3 (Table 2)] = 44 points

'C': 50 ha x 1.0 (Table 2) = 50 points

Step 2 - Determine Private Land Score

Applicant	Raw Score	Points Earned
A	48	24
B	44	22
C	50	25

'C' receives 25 points for earning the highest 'raw' score

'A' receives $(48 / 50) \times 25 = 24$ points

'B' receives $(44 / 50) \times 25 = 22$ points

Only fee-simple land, owned by the applicant and included in the application, will be considered in this evaluation. This includes Crown land over which a "Letter of Commitment for Sale" has been issued by ILMB and for which full payment has been received by ILMB.

The following guidance should be considered when adjudicating the eligibility of private land for evaluation and inclusion in a woodlot licence:

1. In the case of an **individual applicant**, land must be owned in fee simple by that applicant, as verified by the applicant's submission of a copy of the State of Title Certificate or an agreement for sale that has been registered on the State of Title Certificate, with right to occupy. Although the Forest Act mentions leased private land, Forest Service policy only considers land owned in fee simple eligible to receive points in an evaluation.

2. In the case of more than one individual applicant (**family or partnership**), land must be owned in fee simple by one of the individuals applying for the woodlot licence. The conditions discussed in Point 1 (above) also apply.
3. In the case of a **corporation**, land must be owned in fee simple by the corporation. The conditions discussed in Point 1 (above) also apply.
4. In the case of an **Indian band** (as defined in the Indian Act (Canada), land must be owned in fee simple by the band or it must be reserve land that has been committed to long-term forest management by way of a band council resolution. The conditions discussed in Point 1 (above) apply to land owned in fee simple by the band.
5. In the case of land held in **joint tenancy**, it is desirable that all joint tenants be included as applicants (and ultimately, as licensees). Alternatively, the joint tenant(s) not included as an applicant will be required to assign full management rights to timber harvesting, forest resource management and related activities to the joint tenant(s) applying for the woodlot licence. However, making such a declaration may act to sever the joint tenancy. Therefore, land owners should be advised strongly to seek independent legal counsel prior to making that decision.

Note: All legal arrangements regarding land ownership issues must be in place at the time of application in order that the land receives consideration in the evaluation process. It is neither appropriate nor legal to make an evaluation based on information not included in the application (*e.g.* a promise to purchase land if successful in the evaluation).

Determine a Winner

The successful applicant will be the person with the highest cumulative point total for the three categories (bonus offer, proximity and private land). In the hypothetical competition used as an example there was a clear winner with Applicant 'C' accumulating 100 points. Such a clear win may not always be the case.

Sample Competition Results

Applicant	Bonus Offer	Proximity	Private Land	Total
A	35	15	24	74
B	25	25	22	72
C	50	25	25	100

Tied Scores and Tie-Breakers

The methodology to break ties is specified in Section 5 of the Woodlot Licence Regulation.

It is a simple method, and where there are two or more applicants having the same highest score:

1. the Minister notifies those applicants and requests a further bonus to be tendered; and,
2. the applicant submitting the highest additional bonus will be determined, for the purposes of Section 44 of the *Forest Act*, to be the best applicant for the woodlot licence.

Where a tie may continue to exist (i.e.- two or more of the tied applicants submit the same additional bonus) the tie-breaker process will continue until there exists a difference in the additional bonus tendered.

Return to:

- [Policy 8.9 - Woodlot Licence Program - Competition, Evaluation, and Award](#)
- [General Procedures for Policy 8.9 - Woodlot Licence Program - Competition, Evaluation, and Award](#)

References

- [Ministry of Forests and Range Act, section 4](#)
- [Forest Act](#), sections [1,44](#), [45](#), and [46](#)
- [Advertising, Deposits, Disposition and Extensions Regulation](#)
- [Woodlot Licence Regulation](#)
- [Tender Package for Intending Applicants for a Woodlot Licence](#)