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BY EMAIL

To: Regional Executive Directors
District Managers

From: Doug Stewart
Director
Forest Tenures Branch

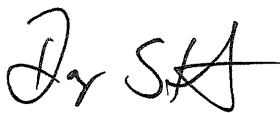
Re: Woodlot Licence Parallel Processing

The purpose of this memo is to outline the processes to implement parallel processing for woodlot licences. Parallel processing (or bundling of authorizations and approvals) can streamline the various authorizations (licence replacement, management plan, woodlot licence plan, cutting permits, and road permits) required for woodlot licence administration.

Realizing efficiencies in government administration aligns with FLNR's 2015/16 to 2016/17 Service Plan, Objective 1.1 – "Streamlined Authorizations Processes".

The attached guide is the result of a collaborate effort between FLNR staff and the Federation of BC Woodlot Associations. Parallel processing should be employed as "best practice" wherever possible moving forward.

If you have any questions or comments regarding woodlot licence parallel processing, please contact Emma Neill, Senior Timber Tenures Forester, Forest Tenures Branch at (250) 387-4371, or by email at emma.neill@gov.bc.ca.



Doug Stewart
Director
Forest Tenures Branch

Attachment(s): Parallel Processing for Woodlot Licences Guide

pc: Brian McNaughton, General Manager, Federation of BC Woodlot Associations
Emma Neill, Senior Timber Tenures Forester, Forest Tenures Branch

Parallel Processing for Woodlot Licences Guide – March 2016

Parallel processing (or batching of authorizations and approvals) is an initiative that should provide efficiencies in processing authorizations and will require some strategic considerations and cooperation between district staff and woodlot licensees.

There are a number of documents that require issuance/approval during the lifetime of a woodlot licence [licence replacement, management plans (MP), woodlot licence plans (WLP), cutting permits (CP) and road permits (RP)] (see attached table). The level of First Nations consultation varies between documents and individual First Nations, the terms of the documents differ, and approval is generally not simultaneous. For the most part, First Nations consultation is required in all these decisions and this process is most often the most time consuming.

Considering the above parallel processing simply put involves, in as much as possible, processing/approving/issuing as many as possible of the decisions concurrently and doing all the First Nations consultation at the same time. FLNR staff should work with licensees to align the commencement date of the various documents as much as possible.

A proactive and consistent approach by district woodlot staff, along with willing licensees, is paramount to the success of parallel processing. There are benefits to all parties (FLNR, licensee and FN) in terms of administrative time, cost and resource requirements.

In summary, parallel processing can provide significant potential to increase efficiency and minimizing the cost of administration.

Parallel Processing

List of Woodlot Licence Documents Requiring Approval

Document Name	Term	Existing Rule	Lining up Dates/Comments	Change required for parallel processing
Licence Replacement	10 Years	<i>Forest Act</i> , Section 46(3)(a)(i) MUST have a term commencing on the 10 th anniversary of the existing woodlot licence.	Date is hard wired in the Act. To change this, an amendment to the Act is required.	N/A
Management Plan	Indefinite	<i>Forest Act</i> , Section 45 (1)(f) require its holder to submit for the approval of the minister, at the times specified by the minister (delegated to DM).	The DM sets the start date. The legislation & licence document do not speak to changing the start date (only to requesting a new plan). One could argue that the "request" for a new plan is simply to change the start date. Or just request a new MP at the same time as the offer for licence replacement. Or do nothing as the MP term is indefinite.	None
Cutting Permit	4 Years	<i>Forest Act</i> , Section 45(1)(e) provides for cutting permits with terms that do not exceed 4 years to be issued by the district manager.	Issue date at discretion of DM. However, term is hard-wired at maximum of 4 years.	As there could be 3 CPs over the 10-year term as much as possible align 2 of the CPs to coincide with replacement date.
Road Permit	Indefinite	<i>Forest Act</i> , Section 115 (2) minister (delegated to DM) issues a road permit on application if it meets requirements.	Issue date at discretion of DM. Ensure this date aligns with licence date (NEW Licence/RP) otherwise no alignment required on existing licences as the term is indefinite.	None. On newly issued licences ensure RP issuance aligns with MP, CP, & WLP issuance.
Woodlot Licence Plan	10 years	<i>FRPA</i> , Section 14(1)(b) begins on the date specified in writing by the minister (delegated to DM) in approving the plan.	Amend the date of the plan (so it lines up with replacement). One could argue that it is a minor amendment [FRPA, Section 20(1)(a)].	Minor amendment to WLP to align dates. Otherwise try to submit WLPs for approval so they align with replacement date.

The key to parallel processing is that there is good communication between the licensee and FLNR and that all documents/permits are submitted in a timely fashion so that they can be consulted and approved concurrently.