



**BRITISH  
COLUMBIA**

The Best Place on Earth

File: 19720-00

April 10, 2007

**BY EMAIL**

Brian McNaughton, General Manager  
Federation of BC Woodlot Associations  
655 North Mackenzie Avenue  
Williams Lake, British Columbia  
V2G 1N9

Dear Brian McNaughton:

This letter is to follow up on recent discussions with yourself on March 12, 2007, and discussions between Dave Haley and yourself on Friday, March 30, 2007. To assist our staff and your members with the upcoming need to submit an annual report, I am defining three formats that will be acceptable for the submission of 2006 silvicultural activities and forest cover changes to the ministry.



**BACKGROUND**

Both the Woodlot Licence Forest Management Regulation and the Woodlot Licence Planning and Practices Regulation require an annual report by April 30<sup>th</sup> and the Electronic Submission Framework (ESF) is a government-wide initiative, which we in the MOFR must follow.

It is the long-term goal of government that the reporting of silviculture activities and forest cover changes for 2006, and beyond is entered electronically. Woodlot holders currently have the option of submitting information to:

- their service providers for entering the woodlot annual report information (especially spatial information); or
- use their own software (i.e. EZLINK); or
- use online RESULTS web capabilities for information, which does not have a map update requirement.

Page 1 of 3

---

**Ministry of Forests  
and Range and  
Ministry Responsible  
for Housing**

**Chief Forester's  
Office**

**Location:  
3rd Floor, 1520 Blanshard Street  
Victoria BC**

**Mailing Address:  
PO Box 9525 Stn Prov Govt  
Victoria BC V8W 9C3**

**Tel: (250) 387-1296  
Fax: (250) 953-3687**

## **CHIEF FORESTER'S FORMAT FOR THE REPORTING OF 2006 ACTIVITIES**

As we are still undergoing a transition period, I am prepared to be flexible in the format that is used in meeting the submission requirement as follows:

### **If no activities or forest cover changes in 2006 (i.e. a null report):**

- ❖ Submit the one page annual report form to the district manager by April 30, 2007. This means identifying your woodlot licence number, checking the "No" box at the top of the page, signing and dating the report and submitting it to the district manager.

### **If activities or forest cover changes in 2006:**

**Option 1** – Report 2006 activities and forest cover changes via RESULTS. This is my preferred option and the holder may use one of the three options for data entry shown above. There is no need to submit the one page annual report format for the reporting of 2006 activities if this method is selected.

**Option 2** – Use the one page annual report format as follows:

- fill in your woodlot licence number;
- check the "Yes" box at the top of the page;
- add a statement (or attach a letter) stating that activities were done in 2006, and that the information will be put into RESULTS as soon as practicable;
- submit the one page report (and/or letter) to the district manager by April 30, 2007; and
- submit the required information to RESULTS as soon as practicable.

"As soon as practicable" will be based on holders making duly diligent efforts to develop their ability to make electronic submissions or to ensure that submissions are made on their behalf. This includes items such as obtaining and/or knowing their BCeID, attending offered training and/or familiarizing themselves with the submission guides, collecting and summarizing the key data needed for RESULTS; ensuring that their own records contain accurate and up-to-date information, working with a service provider to provide accurate data and to have the data submitted, working with their local district staff to identify any data gaps and to determine how the gap is to be filled, etc.

I wish to acknowledge that this is a difficult transition, especially for some of your members in the far-flung reaches of BC. As such, the ministry will be monitoring the submission of annual reports, but will consider the transition issues involved prior to taking any compliance actions.

**AVAILABLE ASSISTANCE**

A short guide for woodlot information submission for RESULTS is available at:  
<http://www.for.gov.bc.ca/his/results/business.htm>.

For assistance with the BCeID registration process, please contact Cher McKittrick at (250) 381-7495, or e-mail to [FORHISP.BCEID@gov.bc.ca](mailto:FORHISP.BCEID@gov.bc.ca).

In the short-term and long-term, the ministry is committed to providing training to woodlot holders to further understanding and capabilities. See Ministry Learning Store at:  
<http://www.learningstore.com/bcmof>.

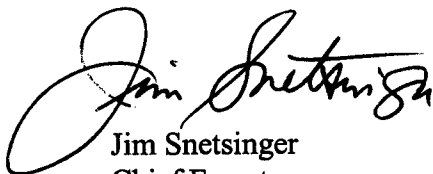
To discuss potential dates for woodlot training sessions, please contact Darren Bonar at (250) 832-3366.

**NEXT STEPS FOR 2007/2008**

I am instructing my staff, between now and December 31, 2008, to continue joint efforts to streamline the data and/or processes involved and to identify data gaps.

I also wish to commend the willingness of the federation to work with the MOFR on improving this process and hope that this addresses the concerns expressed to me on Monday, March 12, 2007.

Yours truly,



Jim Snetsinger  
Chief Forester

pc: All Regional Executive Directors  
All District Managers  
Jim Langridge, Director, Resource Tenures and Engineering Branch  
MOFR Woodlot Staff  
Cher McKitterick