



Federation of British Columbia Woodlot Associations

Final Report on Small Tenures Program Activities
April 1, 2004 – March 31, 2005

Forest Investment Account Small Tenures Program
Administration and Audit Agreement

Prepared By:
Carmen Wheatley, RPF
Contract Coordinator, FBCWA
May 14, 2005

Table of Contents

Cover Page.....	1
Table of Contents	2
1.0 Forest Investment Account – Small Tenures Program.....	3
2.0 Federation of BC Woodlot Associations	3
3.0 Small Tenures Program Activities.....	4
3.1 Land-based Activities.....	4
3.2 Provincial Extension Initiatives.....	5
4.0 Performance Measures	6
4.1 Administrative Functions.....	6
4.2 Federation Audit Plan.....	7
4.3 Issues/Improvements.....	7
5.0 Summary.....	7
Table 1.....	9
6.0 Appendix I.....	10

1.0 FOREST INVESTMENT ACCOUNT – SMALL TENURES PROGRAM

The Forest Investment Account (FIA) is a provincial government mechanism for promoting sustainable forest management in British Columbia. The Small Tenures Program is one of the provincial land-based programs that provides funding for eligible forest management activities and extension initiatives specifically targeted at Woodlot Licences and Community Forest Agreements.

The objectives of the Small Tenures Program are to actively foster sustainable forest management and improve the public forest asset base by carrying out eligible activities on Crown land.

2.0 FEDERATION OF BRITISH COLUMBIA WOODLOT ASSOCIATIONS

The Federation of British Columbia Woodlot Associations (Federation) is a registered, non-profit society whose membership includes woodlot associations as well as individuals and groups who hold woodlot licenses, own private forest land or who support and promote the goals of the Federation.

The Federation's mission is for all its members to practice exemplary forest and natural resource management in an economically viable and administratively efficient manner.

The Federation of BC Woodlot Associations has been the administrator of the Small Tenures Program of the Forest Investment Account for the past three fiscal years. The Federation was mandated to manage and audit the Small Tenures Program, and was responsible for contract administration, approval of workplans, compliance with standards, and program reporting.

The Small Tenures Program is delivered through a provincial lead association model. For efficiency, 11 Lead Woodlot Associations and the BC Community Forest Association (BCCFA) were identified to facilitate planning and deliver projects on the ground on a regional/district-wide basis. The 11 lead woodlot associations acted on behalf of 26 woodlot associations (815 licensees) and the BC Community Forest Association worked on behalf of 8 active community forest tenures.

New this fiscal, every Lead Association was responsible for the development of a Small Tenure Investment Rationale to provide a direct link to higher level plans and projects put forward for delivery under FIA programming. The investment rationales provide a summary of the various management area's objectives, issues, priority activities, and desired benefits from small tenures investments.

Local woodlot associations and community forest pilots were responsible for the prioritizing of projects based on FIA parameters and objectives, and their approved investment rationales. The



Lead Associations compiled their priority activities into investment schedules for submission to the Federation. After review and approval of the investment schedules, the Lead Association coordinated the delivery of the approved projects and completed the reporting expectations as per the FIA Recipient agreement.

3.0 SMALL TENURES PROGRAM ACTIVITIES

3.1 Land-based Activities

Lead Woodlot Associations and the BCCFA delivered investment schedules (workplans), consisting of priority land-based activities eligible under the Small Tenures program. Workplans were tailored to the STIR for a given area. Consequently, they varied significantly across the province depending on the status of backlog and enhanced silvicultural activities, and management priorities, etc.

The details of deliverables and outputs for each investment schedule can be found in the Final Reports of the Lead Associations in Appendix I. If the Lead Association only completed a STIR this fiscal, then the Final Report was not noted in the Appendix.

The accomplishments for the Small Tenures Program are summarized below by Component and Activity. All activities contributed to Forest Investment Account objectives by improving the forest asset base and fostering sustainable forest management. The greatest portion of program funding was spent within the Stand Establishment and Treatment component at \$312,000; with the Information Gathering and Management component somewhat lower at a total of \$251,000. Infrastructure and Restoration expenditures were \$74,000 and \$35,000 respectively.

Component	Activity	No. of Ha, Trees, Other
Stand Establishment and Treatment	Planting	27 ha
	Brushing	34.5 ha
	Spacing	109 ha
	Site Preparation	5 ha
	Pruning	26.5 ha
	Fertilization	12.6 ha
	Seedling Purchase	21,164 seedlings
	Cage Removal/Maintenance	28 ha
	Beetle Surveys/Walkthroughs	1991 ha
	Backlog Free Growing Surveys	338 ha
	Information Gathering and Management	Terrestrial Ecosystem Mapping
Vegetation Resource Inventory		32,779 ha
TEM/VRI		600 ha
Archeological Overview Assess.		4,880 ha
Infrastructure	Recreation	35 sites and 10 trails repaired and maintained. Recreation site upgrade and new infrastructure. Winter maintenance on three recreation sites.

Restoration and Rehabilitation		
	Restoration	Replacement of failing wooden culvert with bridge.

3.2 Provincial Extension Initiatives

The Federation, in partnership with the Ministry of Forests, delivered 16 workshops province-wide to Woodlot Licensees, consultants, and Ministry staff on:

1. The Woodlot License Plan Template,
2. Due Diligence under the Forest and Range Practices Act (FRPA), and
3. An overview of the MOF Electronic Forest Management Initiative.

The major portion of these workshops provided an in-depth understanding of the Woodlot License Plan and the legal construct of FRPA. The second portion of the workshops focused on the MOF Electronic Forest Management Initiative. Topics addressed included: electronic submission framework expectations of licensees as of April 1, 2005, new tools, and system and service provider options available to small tenure licensees.

All workshops were delivered in March 2005. The course materials were developed with funding and technical support from the Ministry of Forests; workshops were advertised and coordinated by the Federation in consultation with the Ministry. A Train the Trainers session was held in advance of the workshops. These select individuals then delivered the training throughout the province. This method of delivery has proven successful in the past. All workshop sessions had a team of facilitators consisting of one Federation contractor and a Ministry of Forests staff person, with the exception of the Golden workshop. The number of attendees participating in the 16 workshops totaled over 350.

A summary of workshops and participant numbers is listed below:

Workshop Location	No. Woodlot Licensees	No. of Ministry Staff	No. Consultants/Other	Total Participants
Prince George (TTT)	5	4	11	20
Golden	17	1	-	18
Kelowna	15	1	1	17
Cranbrook	9	5	2	16
Castlegar	20	2	2	24
Clearwater	13	1	4	18
Salmon Arm	20	3	4	27
Parksville	14	1	2	17
Campbell River	18	5	9	32
Maple Ridge	12	0	10	22
Quesnel	12	4	1	17
Williams Lake	19	2	5	26
Kamloops	23	5	6	34



Vanderhoof	14	2	2	18
Dawson Creek	11	2	3	16
Smithers	17	2	3	22
Prince George	21	6	6	33
Total No. Workshop Attendees	255	42	60	357

The Federation also initiated a communications and extension project to address the needs of woodlot licensees and community forests in the transition to electronic business. The project consisted of the following:

- a) a communications campaign to heighten awareness and provide ongoing information/updates on EFM topic areas for Small Tenure Licensees through various formats; Almanac, website, email, etc.
- b) develop a presentation/information session approximately 2 hours in length providing an overview of the EFM initiative; ESF expectations of woodlot licensees and community forests as of April 1, 2005; new tools; and system and service provider options available to small tenure licensees; and other pertinent topics to heighten awareness and facilitate transition.
- c) provide telephone/email support to woodlot licensees and community forests in the transition process i.e. tools available; advice on choosing systems most ideally suited to their particular needs; guidance and information on new EFM tasks; expectations and options for service providers.
- d) develop and support the development of a tool to facilitate licensees input of data in digital format.
- e) prepare a draft contract template for use by small tenure licensees that will outline the responsibilities, tasks, and deliverables for EFM service providers.
- f) develop a user-friendly document for small tenure licensees (using presently developed materials by the MOF) that will detail electronic submission framework requirements outlining information needed and data formats.

4.0 PERFORMANCE MEASURES

Program evaluation is an important function in the administration of the Small Tenures program. Through the use of performance measures, the Federation can assess the efficiency of the program's operation, and gaps between goals and performance. A table of performance measures and indicators has been developed to evaluate performance in Table 1. A number of the assessed delivery functions are also highlighted below.

4.1 Administrative Functions

A number of administrative functions were assessed using "timelines for completion" as indicators. In assessment of the time to complete the review of Small Tenures Investment Rationales (STIRs); and screening of investment schedules; the average number of days to review and approve these documents was 3 and four days, respectively. The average turn-around time to review project completion summaries, and prepare the cheque to the Recipient was 9 days. In both cases, this was an improvement over the first and second fiscal year of delivery with the exception of the STIR



review which was not done previously.

All monthly financial reports were submitted within 4 days to Victoria except for August and January which were submitted in 5 working days. The 2nd Quarter report and 3rd Quarter report were submitted within 15 days of the end of the quarter. The year-end report was filed as of May 14, 2005.

4.2 Federation Audit Plan

The Federation developed an updated Audit plan this fiscal year to verify the approach and plan of action employed by the Federation was adequate to ensure compliance and program efficacy. The Federation maintained the established internal audit procedures, and planned for an operational and financial audit of FIA projects in May 2005 as detailed in the Audit Plan.

Three previously developed checklists were used to apply controls specific to administrative risk factors identified. The checklists detailed the expectations of both the Small Tenures program and Recipient agreements and were used by the Federation and all Lead Associations. A new checklist was also prepared this fiscal for the review of the Small Tenures Investment Rationales as a tool for the approval process.

The results of the 2004 financial and operational audit will be available as of June 30, 2005, as per the administrative agreement, an external auditor's report was also prepared and submitted as of May 15, 2005. With regards to the Small Tenures Program projects which were audited in 2004; all projects were found to be in compliance with funding requirements.

The Federation also monitored progress of project deliverables and expenditures. The lead associations were responsible for the monitoring of project delivery on the ground and compliance of standards and quality.

4.3 Issues/Improvements

The Federation and Ministry of Forests have continued to work together to address issues in the delivery of the Small Tenures Program and improve processes. With the results of the Small Tenures administration audit and project audits completed in 2003, the Federation and Ministry were able to identify action items and implement changes in the provincial Small Tenures agreement. The majority of these action items were formally instituted as of April 2004. Two significant changes implemented was the reduction of restrictive tendering requirements while maintaining 50% tendering rule for contracts over \$10,000, and the development of Small Tenure Investment Rationales to improve the linking of proposed projects and activities to higher level objectives.

We have continued to identify issues particularly in areas of planning and administrative compensation, and address GST processes as new information has been received and interpreted.

5.0 SUMMARY

The Federation has now completed its third productive year in the administration of the Small



Tenures Program. With the dedicated work of the Lead associations, an effective strategic program of priority forest management activities was delivered. The Federation continues to work closely with the BCCFA to improve processes and support new Community Forests in FIA delivery. The Federation looks forward to working with the Ministry of Forests to strengthen the Small Tenures Program in the next fiscal year.

TABLE 1

6.0 APPENDIX I

- 6.1 Bulkley Woodlot Association – Final Report**
- 6.2 West Kootenay Woodlot Association – Final Report**
- 6.3 Columbia Woodlot Association – Final Report**
- 6.4 Kamloops and District Woodlot Association – Final Report**
- 6.5 North Island Woodlot Association – Final Report**
- 6.6 Peace River Woodlot Association – Final Report**
- 6.7 Quesnel Woodlot Association – Final Report**
- 6.8 Shuswap Okanagan Woodlot Association – Final Report**
- 6.9 BC Community Forest Association – Final Report**