



Federation of British Columbia Woodlot Associations

Final Report on Small Tenures Program Activities
April 1, 2005 – March 31, 2006

Forest Investment Account Small Tenures Program
Administration and Audit Agreement

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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 four 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 25 woodlot associations (823 licences) and the BC Community Forest Association worked on behalf of 11 community forest tenures.

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/workplans, 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, consisting of priority land-based activities eligible under the Small Tenures Program (STP). Workplans were tailored to the Small Tenures Investment Rationale (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 did not deliver any activities this fiscal, then a Final Report will not be noted in the Appendix. Mainly due to the challenges of the pine beetle infestation; three northern lead woodlot associations did not deliver STP activities in 2005-06.

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 \$361,000; with the Information Gathering and Management component somewhat lower at a total of \$241,000. Infrastructure expenditures for Recreation totaled just over \$75,000.

Component	Activity	No. of Ha, Trees, Other
Stand Establishment and Treatment	Planting	4.9 ha
	Brushing	20.9 ha
	Spacing	173.1 ha
	Site Preparation	22.5 ha
	Pruning	45.6 ha
	Fertilization	9 ha
	Seedling Purchase	13,000 seedlings
	Cage Removal/Maintenance	24 ha
	Beetle Surveys/Walkthroughs	1100 ha
	Backlog Free Growing Surveys	200.6 ha
Information Gathering and Management	Predictive Ecosystem Mapping	4,613 ha
	Terrestrial Ecosystem Mapping	9,943 ha
	Vegetation Resource Inventory	27,544 ha
	TEM/VRI	40,000 ha
	Archeological Overview Assess.	45,450 ha
Infrastructure	Recreation	7 recreation sites were activated or maintained. 3 rec sites were expanded.

3.2 Provincial Extension Initiatives

The Federation, in partnership with the Ministry of Forests, delivered 17 workshops province-wide to Woodlot Licensees, consultants, and Ministry staff on how to develop a Woodlot License Plan using the Woodlot Licence Plan template.

This training was geared to Woodlot Licensees without formal training and involved hands-on exercises. On completion of these workshops, participants should have been able to; complete a draft of most of their Woodlot Licence Plan (WLP); understand the links between the WLP content and practice requirements; and learn which parts of the WLP must be signed by an RPF.

The workshops were delivered between November 2005 and February 2006. 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 for all facilitators to ensure a consistent delivery. These facilitators then delivered the training throughout the province. The majority of the workshop sessions had a team of facilitators consisting of one Federation contractor and a Ministry of Forests staff person/representative. The number of attendees participating in the 17 workshops totaled over 300.

A summary of WLP workshops and participant numbers is listed below:

Workshop Location	No. Woodlot Licensees	No. of Ministry Staff	No. Consultants/Other	Total Participants
Vancouver (TTT)	4	6	7	17
Golden	9	4	0	13
Boundary	18	0	2	20
Cranbrook	11	4	1	16
Castlegar	10	3	3	16
Clearwater	12	1	1	14
Vernon	15	5	2	22
Parksville	10	5	3	18
Campbell River	18	4	5	27
Maple Ridge	20	3	3	26
Quesnel	16	2	0	18
Williams Lake	15	5	2	22
Kamloops	17	3	0	20
Vanderhoof	17	4	2	23
Burns Lake	3	2	3	8
Smithers	4	1	0	5
Prince George	9	6	1	16
Total No. Workshop Attendees	208	58	35	301

The workshop materials developed in the previous fiscal on the woodlot licence template, due diligence, and electronic forest management were also presented in a workshop in Burns Lake in April 2005. Licencees requested an early spring delivery, and there was a great turnout of 34 participants who attended this woodlot planning session.

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 screening of Small Tenures program investment schedules; the average number of days to review and approve these documents was two days (once all information was complete). The average turn-around time to review project completion summaries/invoices and prepare the cheque to the Recipient was 5.5 days. In both cases, this was an improvement over the previous years' of delivery.

All monthly financial reports were submitted within 4 working days of month-end to the Ministry of Forests. There were no FIA funds expended in the first quarter, and there was insufficient activity to assess performance measures to submit a 2nd Quarter report. The 3rd Quarter report was submitted within 15 days of the end of the quarter. The year-end report was filed as of May 15, 2006.

4.2 Federation Audit Plan

The Federation prepared an 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 2006 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.

The results of the financial and operational audit for this fiscal will be available as of June 30, 2006, as per the administrative agreement. An external auditor's report was also prepared and submitted as of May 15, 2006. With regards to the Small Tenures Program projects which were audited in May 2005; all projects were found to be in compliance with funding requirements.

The Federation 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. The new requirement in 2004 to have all lead association develop a Small Tenure Investment Rationale has proven beneficial and it has streamlined the workplan screening process.

As of the 2005-06 fiscal year, all lead associations pursued GST registration and new procedures for GST processing were implemented in response to GST ruling recommendations.

We are pleased to see further clarification available to FIA administrators in the areas of insurance requirements and information sharing with First Nations.

5.0 SUMMARY

The Federation has now completed its fourth productive year in the administration of the Small Tenures Program. With the dedicated work of the Lead associations, an effective 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 next fiscal in the administration of the Small Tenures Program.

TABLE 1

6.0 APPENDIX I

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