

INFORMATION BULLETIN

ISSUE: Digital Submission and Issuance of Permits

During the recent Regulatory Review conducted by the Ministry of Forests and Range an issue was identified relating to some districts requiring digital submissions and hard copies of letters and maps. In addition, some districts are not approving things digitally but by hard copy via mail service. These practices cause delays, particularly when licensees and district offices are in different communities. Part of the solution to address this issue, is to provide direction to staff relating to submission requirements. The Solution section below provides specific details on the direction to staff.

SOLUTION:

District Managers are reminded that government is committed to using an electronic submission format. The benefits of electronic submissions include a reduction in staff and licensee time and costs. To support this commitment to electronic submissions:

- staff are required to request that major licensees (Tree Farm Licence and Forest Licence holders) make submissions using Electronic Submission Format (ESF) only; requests are not to be made for hard copies of information that is submitted electronically. Each district has an electronic district INBOX where major licensees can send additional information if required;
- staff are required to electronically send PDF files of issuance and approval documents to major licensees rather than using hard copy and mail service.

CONTACTS:

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