

Community Timber Program

Information about community timber manufacturer registration

Application process

Application submission

When a community timber program recruitment opportunity becomes available, an individual or registered corporation completes and submits the community timber manufacturer application form and questionnaire (sample attached).

- an application form and questionnaire received after the posted application period closing date and time may be rejected immediately.
- failure to provide a complete application and questionnaire may result in rejection of the application.
- ambiguous, unclear, or an unreadable application and questionnaire may be rejected at any point in the application review process.

Review process

Screening

Submitted application forms are screened to determine if all mandatory eligibility requirements have been satisfied.

- applications that satisfactorily meet the mandatory eligibility requirements may continue in the application process.
- applications not meeting the mandatory eligibility requirements may be rejected.

Evaluation

Applications meeting the mandatory eligibility requirements are evaluated based on applicant responses provided in the application questionnaire.

- internal government sources may be used to verify and confirm the information provided in the application questionnaire.
- the forest area conducting the review process may request the applicant provide supporting documentation for the information provided the questionnaire.
- as the forest area is not obligated to ask for supporting documentation, at its sole discretion the forest area may reject the application from continuing in the evaluation process.

Scoring

The eligible application questionnaire is evaluated using a point system to determine the competitiveness of the applicant in satisfactorily meeting the criteria in the table below.

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Sawmiller scoring guide	Criteria	Weight in evaluation
	Experience	25
	Current functioning logging equipment held	20
	Current functioning sawmill equipment held	20
	Previously held Alberta timber dispositions	15
	Forest management professional resource	15
	Weigh scale capacity	10
	Proximity of residence to forest area	10
	Current employees	7.5
	Innovation plans	7.5
Total		130

To complete the evaluation:

- the weighted score assigned to each measurable within the criteria set is totaled to provide an overall criteria score and,
- each of the criteria score is combined in a weighted fashion to provide a total score for the application.

Application selection

After all eligible applications are evaluated and scored, the forest area recommends to the director the applicant(s) for registration as a community timber manufacturer or community logger based on the highest scoring application.

In the event of two or more applications receive the same high score:

- in an interview with forest area, applicants are required to further describe or provide evidence of the answers provided in the questionnaire.
- the application score may be adjusted based on the interview answers.

It is in the director's sole discretion to accept an applicant into the recruiting community timber program.

Application form for community timber manufacturer registration

Name

individual or registered corporation

Manufacturing
facility

legal land location – ¼ Sec. Twp. Rge. Mer.

Phone number

Email

Mandatory Eligibility Requirements

- ☐ I am 18+ years of age.
- ☐ I/the corporation have resided within the
as shown on the map provided with the recruitment invitation, for the last 6 months. For corporate
applicants this means the majority shareholder or the mill.
- ☐ I/the corporation am not in default under the *Forests Act* or any regulations under the Act.
- ☐ I/the corporation do not have a compliance history under any provincial statute or any regulation
under those Acts including warnings, penalty assessments or convictions.
- ☐ I/the corporation am not in debt to the Crown and/or the Forest Resource Improvement Association
of Alberta.
- ☐ As a corporate body, I am in good standing with the Alberta Corporate Registry.
- ☐ I/the corporation do not hold, or have interest in, a forest management agreement or a timber quota.
- ☐ I/the corporation am not part of another Community Timber Program in the province of Alberta.
- ☐ I/the corporation agree to abide by the *Forests Act*, any regulation or directive under this Act
pertaining to the Community Timber Program.

I/the corporation want to apply for registration as a community timber manufacturer in

and declare that I have read, understood and meet all the above mandatory eligibility requirements.

Signature of applicant

Date

The personal information you provide will be used to ensure membership to the community timber program is authorized and managed in accordance with section 74(1-8) of the Timber Management Regulation and Coniferous Community Timber Permit Program and Commercial Timber Program Management Directive AF-FDP-2017-05. The personal information you provide to Forestry and Parks is collected under the authority of section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the Act and its associated regulations. Your personal information will not be used or disclosed for any other purpose by Forestry and Parks without your consent unless required by law. If you have any questions about the collection and use of your personal information, write to Forestry Division - Strategy, Policy and Economics Branch, Suite 303, 7000 - 113 Street, Edmonton, Alberta, T6H 5T6

Questionnaire for community timber manufacturer registration

1. Logging experience

a. **How many years** of logging experience do you have?

- ☐ 0 - 2 years
☐ 2 - 5 years
☐ 5 - 10 years
☐ more than 10 years

b. **Where** are/were you involved in logging?
(example: your local area, Alberta, elsewhere)

c. **How** are/were you involved in logging?
(provide details on equipment operating experience, management duties, timber cruising, log or lumber hauling, marketing or other relevant activities you participate(d) in)

Questionnaire for community timber manufacturer registration

2. Equipment

- a. Describe the **type and condition** (functioning or not-functioning) of **harvesting** and **hauling** equipment you currently own.

(examples: skidder, processor/delimber, buncher, dozer, log loader, log truck, lowbed, other)

- b. Describe the **type and condition** (functioning or not-functioning) of **sawmilling** equipment you currently own.

(examples: bandmill, head rig, edger, planer, tongue and groove, hoe, wheel loader, other)

Questionnaire for community timber manufacturer registration

3. Previous permits and logging

a. **In the last 10 years** have you previously held a:

community timber permit

☐ yes

☐ no

commercial timber permit

☐ yes

☐ no

local timber permit (LTP)

☐ yes

☐ no

b. **In the last 10 years** have you previously:

logged **privately owned** timber in Alberta

☐ yes

☐ no

logged **salvage timber** in Alberta

☐ yes

☐ no

4. Access to professional forestry resource

Do you have access to a non-government, regulated registrant with the Association of Alberta Forest Management Professionals to ask for assistance on regulatory or operational items?
(for example, Registered Professional Forester or Registered Professional Forest Technologist)

☐ yes

☐ no

Questionnaire for community timber manufacturer registration

5. Scaling

- a. Do you currently have a weigh scale certified under the *Forests Act* and its regulations, or access to a certified weigh scale?

☐ yes

☐ no

- b. Are you a certified scaler or do you employ one?

☐ yes

☐ no

6. Employees

How many of the following types of employees do you have?

_____ full time
_____ part time
_____ seasonal

Questionnaire for community timber manufacturer registration

7. Plans

What, if any, innovative plans do you have for your operations?

Sample

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