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**Policy CPO-05:**      **Late payment of annual administration fee**

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**Purpose:**                      To provide direction on ensuring compliance with the requirement to pay an annual administration fee under and in accordance with section 9 (2) of the *Private Managed Forest Land Act* (the Act).

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**Policy:**                        It is the policy of council that, if payment of an annual administration fee has not been received from an owner by May 15 of the calendar year to which the annual administration fee relates

1. the council or the executive director may allege that the owner has contravened section 9 (2) of the Act; and
2. if an allegation has been made, the council will
  - (a) provide the owner with an opportunity to be heard in respect of that allegation, and
  - (b) make a determination in respect of the allegation in accordance with section 26 (1) of the Act.

This policy applies whether or not payment of an annual administration fee is received after May 15 of the calendar year to which the annual administration fee relates.

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Date: Sept 29, 2010

Approved: Original signed  
Trevor Swan, Chair