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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

If payment of an annual administration fee has not been received from an owner by June 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) decide in respect of the allegation in accordance with section 26 (1) of the *Act*.

This policy applies even if payment of an annual administration fee is received after June 15 of the calendar year to which the annual administration fee relates.