



September 14, 2017

**RE: Scientific Fish Collection permits**

The purpose of this letter is twofold: (1) to acknowledge the efforts of our clients who have been diligent in the submission of Scientific Fish Collection permit applications; and (2) to provide instructional information to clients less familiar with the application requirements or who have new staff submitting applications.

[Guides for Scientific Fish Collection permits](#) are available to aid in the application process and it is recommended that you review them prior to submitting an application.

Authorization processing is more timely and efficient when clients diligently prepare and submit applications that are complete and accurate. This includes ensuring that reports from past authorizations are completed.

FrontCounter BC's goal is to process each application in a timely, efficient and fair manner. To help FrontCounter BC meet this goal, clients can take the following actions:

- **Ensure the application is submitted well in advance of the need for the permit.** Early submission will provide additional time in the event of an incomplete application and/or a high volume of permit applications.
- **Ensure all sections of the application form are completed, in full.** There will be delays in reviewing and processing your application if it is incomplete. Please make sure you provide sufficient detail to explain your scope of work, methodologies, rationale and objectives.
- **Attach the necessary documentation, as required.** This may include maps, descriptions of work, project plans, etc.
- **Ensure the application is project-specific and only lists the waterbodies and species targeted for a finite, confirmed project.** A project-specific application facilitates the mandatory reporting of collection/sampling data at the conclusion of field work and also allows the Province to fulfill the requirements of First Nations consultation.

- **Submit the necessary reporting for previous permits prior to submitting a renewal or new application.** Permits can be delayed or withheld if prior reports have not been submitted. You must [submit your Scientific Fish Collection reports electronically](#).
- **Ensure the information contained in the application is correct and accurate.** Upon submission, an application is reviewed before a decision is made on the issuance of a permit. Therefore, **if additions or changes are needed after the review period has commenced and/or a permit has been issued, a new permit application is required.** This allows the Province to consider all applications equitably and fairly, in the order that they are received.

Please review your permit upon receipt. If you feel your permit does not accurately reflect your application, please let us know as soon as possible.

The Province of British Columbia is legally obligated to consult and, where appropriate, accommodate First Nations on decisions that could impact treaty rights or aboriginal rights and title (“Aboriginal Interests”). Provincial decision-makers are responsible for ensuring adequate and appropriate consultation and accommodations based on the information in applications.

Applicants doing field work are encouraged to engage with First Nations to build relationships and share information. You may use the Province’s [Consultative Areas Database](#) to identify which First Nations to engage.

For more information about consulting with First Nations, clients are encouraged to review the [Guide to Involving Proponents When Consulting First Nations](#) document on the Province’s [Consulting with First Nations website](#).

The Province’s goals are to continue to refine the application submission and review process and to continue to build local relationships with clients.

If you have any questions, please do not hesitate to contact the undersigned.

Thank you,



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