FFT ACCESS
RECIPIENTS USER PROCEDURES

GENERAL:

The Recipient must:

- determine the location and extent of existing road access to the planting areas; provide the MOFR district with an electronic map and a schedule for project startup, all preferably at least one year in advance so that the roads can be properly restored prior to being needed;
- liaise with MOFR district to determine contact information for First Nations and other stakeholders, and to gather any other local information on consultations issues;
- carry out First Nations and other stakeholder consultations;
- provide MOFR district with at least 5 days notice before commencing road use;
- carry out road and structure inspections, and provide routine road surface maintenance while carrying out defined works during the life of the FFT project, and report any apparent structural maintenance needs;
- where the MOFR district has determined that a road will be needed by others at the conclusion of the FFT project, carry out a final surface treatment that will return the road to a state that is at least equivalent to when the Recipient commenced work on the FFT project.
- notify MOFR district when the FFT project is complete, advising that the Recipient has met all of its road obligations.

DETAILED PROCEDURES:

Planning and Administration:

As part of the overall FFT project plan, the Recipient must determine the location and extent of existing road access to the planting areas. This information normally is obtained using current map information supplemented by field reconnaissance and surveys where necessary. Each road or trail must be at or improved to one of the following levels:

- 2 wheel drive (usually roads currently being maintained by a road tenure holder or MOFR)
- 4 wheel drive (usually roads on which access is to be restored prior to the commencement of the FFT project)
- ATV (usually non-bladed trails that service the actual planting sites from the junctions at the nearest roads)

Roads are originally established by the Recipient on the road map using existing spatial information. The road map must contain UTM coordinates on the axes. Generally no further map data will be required, but in those circumstances where required by MOFR district, spatial data must then be confirmed and amended by the Recipient using GPS surveys.

All GPS traversing must be completed with a survey grade instrument, and all GPS traversing shall conform to the Standards outlined in the British Columbia Standards, Specifications and Guidelines for Resource Surveys Using Global Positioning System (GPS) Technology Operational (Release 3.0 March 2001). The existing roads must be added to base map information at a scale of 1:20,000. Mapping submissions may be PDF files derived from a hard copy map.

The Recipient may carry out a joint site visit with MOFR's contracted specialist to ensure that the restoration plan will be compatible with the Recipient's expectations of access.

MOFR district will assist the Recipient to identify local stakeholders and obtain their contact information. The Recipient must carry out all necessary First Nations and other stakeholder consultations, and provide MOFR district with the results of the consultations that would influence the delivery of the road restoration and road treatment at project conclusion.

Prior to commencing any road use, the Recipient must request a letter from the MOFR District Manager that provides an exemption to the need for a permit for the roads serving the FFT area (see Appendix I attached for standard exemption letter).

For those forest road tenures that might be in place for road sections used for FFT access, a Recipient must enter into an agreement with the license/permit holder regarding joint road use and safety issues. Where there are posted signs indicating a two-way radio system for use on a road maintained by another user, the posted radio frequency must be used in the prescribed manner. The Recipient must make arrangements with the road maintainer to obtain the necessary equipment or to use the frequency. If no road use agreement can be worked out between the Recipient and the road use permit holder on an FSR, MOFR district may consider issuing a road use permit to the Recipient, and shifting the maintenance responsibilities to the Recipient for the duration of the Recipient's activities

Road Maintenance and Use:

Routine road surface maintenance, including road and structure inspections, is the statutory responsibility of the Recipient while carrying out the following FFT project operations:

- site preparation;
- planting; and
- stand tending, including brushing, thinning, etc.

At other times, while the road is not being used for the foregoing activities, MOFR district will have the statutory responsibility for this routine road surface maintenance at a wilderness road level until the responsibility can be transferred to another user, whether it be the Recipient or another industrial user. MOFR district also has the statutory responsibility for the road restoration, structural maintenance and deactivation/stabilization.

Maintenance incorporates regular inspections, and both regularly scheduled and remedial works carried out to ensure that road users can operate safely and forest resources are suitably protected.

While responsible for the work, the Recipient must carry out the following road surface maintenance works as required:

- brushing of the road clearing width to achieve vegetation control and to provide safe sight distances.
- grading to facilitate traffic and provide proper road surface drainage.
- cleaning and grading ditches so that there is no serious impediment to water flow.
- other required works, including the maintenance/repair of stream culverts, bridge surfaces, signs, cattleguards, and fences, as well as snow ploughing.

As a result of the road inspections (or through any other process), should the Recipient find any structural problems during the period of road use, the Recipient must so advise the MOFR district and request repairs, and ensure that workers are not placed at risk while the structural problems exist. The Recipient must cease vehicle traffic on the road or sections of the road that exhibit any or all of the following:

- rutting to the point that there is mixing of subgrade material with surfacing material (this can occur during thawing of the road or during periods of road saturation).
- damage to the subgrade is occurring
- surfacing material is eroding due to flowing water on the road

and must not resume use until the road is able to support vehicle loads and sedimentation has abated.

Final Surface Treatment

For those roads maintained by the Recipient that MOFR district has determined will be required for continuing access by others, the Recipient must return the road to a state that is at least equivalent to when

the Recipient commenced work on the FFT project. In any case, the Recipient's work will generally consist of a final grading together with ensuring that drainage structures and ditches are functional.

For all other roads, the Recipient must ensure that their activities or lack of road surface maintenance has not resulted in an elevated risk to the road and other resources. If such is the case, the Recipient must undertake any necessary remedial work to reduce the hazard (and hence the risk) to an acceptable level.

At the conclusion of the FFT project, the Recipient must notify MOFR district that the project is complete, and that the Recipient has addressed all of its road responsibilities. The MOFR district will carry out an inspection of the roads serving the project, and provide the Recipient with:

- a completion certificate (see Appendix I attached) if satisfied with the Recipient's road works; or
- a remediation order to properly complete its road obligations, if not satisfied with the Recipient's road works.

APPENDIX I – SAMPLE DOCUMENTS

STANDARD EXEMPTION LETTER

COMPLETION CERTIFICATE

APPENDIX I

STANDARD EXEMPTION LETTER

File:

Dear _____:

Under the authority granted the Minister in Section 22.1 (4) of the *Forest and Range Practices Act*, this will confirm your exemption from requiring either a Road Use Permit or a Special Use Permit for the duration of your use of the roads serving the _____ FFT area, as shown on the attached map.

The legislation provides that although you have been exempted from the permit(s) described above for those roads that are non-status (not tenured), you are responsible under the regulations for the routine surface maintenance of those roads for the duration of your use.

This exemption is granted subject to the following condition(s):

1. the exemption applies to your use of the roads when you are carrying out site preparation, planting or stand tending, including brushing and thinning; at other times, you are not responsible for road maintenance.
2. you must give any holder of a road permit or a road use permit (with maintenance responsibilities), at lease five clear days of notice of your commencing to use their road(s).
3. If required by the permit holders in (2) above, the exemption holder must pay for road use in accordance with section 22.3 of the *Forest and Range Practices Act*.
4. Where there are posted signs indicating a two-way radio system for use on a road maintained by another user, the posted radio frequency must be used in the prescribed manner. The Recipient must make arrangements with the road maintainer to obtain the necessary equipment or to use the frequency.

Yours truly,

District Manager
_____ Forest District

Attachment(s): see map

APPENDIX I

FORESTS FOR TOMORROW (FFT) ACCESS COMPLETION CERTIFICATE

RECIPIENT NAME	FILE NO.
FFT PROJECT NAME AND LOCATION	PROJECT NO.
RECIPIENT'S ADDRESS	

DESCRIPTION OF ROAD WORK (CHECK APPLICABLE BOXES)

☐ ROUTINE SURFACE MAINTENANCE

☐ ROAD RESTORATION

This is to certify that, as of _____, 20____, the work has been carried out to the Province's satisfaction in accordance with the FFT Access Procedures.

DATED THE _____ DAY OF _____, 20_____.	MINISTRY REPRESENTATIVE'S SIGNATURE