



FTA Training

Participant Guide for BCTS

FTA Roads Module

Version 4.0
Fall 2007

Table of Contents

ABOUT THIS GUIDE	6
WHAT IS THE PURPOSE OF THIS GUIDE?	7
<i>Pre-requisites</i>	7
WHO IS THIS GUIDE INTENDED FOR?	7
HOW IS THIS GUIDE STRUCTURED?.....	7
PART I: UNDERSTANDING THE BUSINESS.....	10
TOPIC 1: AN INTRODUCTION TO ROAD TENURES	11
TYPES OF ROAD TENURES	12
<i>What is a Road Tenure?</i>	12
THE ROLE OF ROAD TENURES	13
<i>Forest Service Roads (B40)</i>	13
<i>Road Use Permits (B41)</i>	13
<i>Road Permits (B01)</i>	13
<i>Special Use Permit (S01, S02)</i>	15
ROAD TENURES AND FTA	18
TOPIC 2: STREAMLINING THE ROAD TENURE PROCESS.....	19
WHY SHIFT?	20
KEY BENEFITS	21
UNDERSTANDING ROAD NAMING.....	21
KEY EXHIBIT A REVISIONS.....	22
TOPIC 3: UNDERSTANDING ROAD TENURE ADMINISTRATION.....	26
NEW ROAD TENURE FUNDAMENTALS	27
<i>The Rules</i>	27
UNDERSTANDING SECTIONS AND SEGMENTS	38
UNDERSTANDING THE ROAD TENURE ISSUANCE PROCESS.....	45
<i>The Parties</i>	47
<i>The Paperwork</i>	49
ADMINISTERING ACTIVE ROAD TENURES	50
<i>Administrative Activities</i>	50
<i>Ending the Road Tenure</i>	51
MANAGING SPECIAL CIRCUMSTANCES.....	52
<i>Roads under the Bark Beetle Regulation (BBR)</i>	52
<i>Converting Road Permit Roads/Special Use Permit Roads to Forest Service Roads</i>	53
<i>Transferring Roads</i>	54
<i>Subdivision or Consolidation of Licences</i>	57
<i>On Block Roads Extending Beyond the Block Boundary</i>	58
PART II: USING FTA	59
TOPIC 4: ADDING A ROAD TENURE	60
ADDING A ROAD TENURE	61
EXPLORING THE FTA010-ADD NEW TENURE PAGE	63
<i>Navigating to the FTA010-Add New Tenure Page</i>	63
<i>Understanding the FTA010-Add New Tenure Page</i>	63
<i>Steps to Follow – Add a FSR</i>	63
<i>Steps to Follow – Add a Road Permit</i>	64
EXPLORING THE FTA100-TENURE PAGE.....	64
<i>Navigating to the FTA100-Tenure Page</i>	65
<i>Understanding the FTA100-Tenure Page</i>	65
TOPIC 5: CLEARING, APPROVING AND REVIEWING A ROAD TENURE	69
CLEARING THE APPLICATION	70
<i>Steps to Follow – Clear Application</i>	70
CONFIRMING SEGMENTS.....	73
APPROVING OR REJECTING THE TENURE IN FTA.....	78
<i>Steps to Follow: Approve or Reject Application</i>	78
RE-VISITING THE FTA100-TENURE PAGE.....	81

GENERATE A TIMBER MARK	82
EXPLORING THE TENURE APPLICATION LIST	88
<i>Navigating to the FTA950-Tenure Application List Page.....</i>	88
<i>Understanding the FTA950-Tenure Application List Page Layout.....</i>	88
<i>Steps to Follow.....</i>	89
<i>Understanding the Exhibit A.....</i>	91
<i>Understanding the Tenure Application Detail Page.....</i>	92
<i>Understanding the Upload Exhibit A Button</i>	93
<i>Understanding the Regenerate Exhibit A Button</i>	94
<i>Understanding the Traverse Report Button</i>	95
<i>Understanding the MapView Button</i>	95
<i>Understanding the Adjudication Report Button.....</i>	95
EXPLORING OVERARCHING TENURES.....	96
<i>Navigating to the FTA901-Cutting Permit List Page.....</i>	96
<i>Understanding the FTA901-Cutting Permit List Page.....</i>	96
<i>Steps to Follow.....</i>	97
TOPIC 6: WORKING WITH ROAD TENURES AND FTA	98
UNDERSTANDING STATUS	99
<i>Road Tenure Status</i>	99
<i>Section/Branch Status</i>	99
SECURITY IMPLICATIONS.....	100
EXPLORING ROAD TENURE SECTIONS OR BRANCHES.....	100
<i>Navigating to the FTA131-Road Tenure Section/Branch Page</i>	100
<i>Understanding the FTA131-Road Tenure Section/Branch Page</i>	100
<i>Steps to Follow.....</i>	101
TOPIC 7: AMENDING A TENURE & REVIEWING SEGMENTS.....	104
UNDERSTANDING AMENDMENTS.....	105
<i>Attribute & Spatial Data for Road Tenure Amendments.....</i>	105
<i>Processing Tenure Amendments in FTA.....</i>	105
EXAMINING ROAD TENURE AMENDMENTS	105
<i>Navigating to the FTA906-Road Tenure History Page.....</i>	106
<i>Understanding the FTA906-Road Tenure History Page.....</i>	106
<i>Steps to Follow.....</i>	107
REVIEW ROAD SEGMENTS	108
<i>Navigating to the FTA907-Road Segments Page</i>	109
<i>Steps to Follow: Review Segments.....</i>	110
TOPIC 8: RETIRE, TRANSFER, DELETE, & RE-LABEL A ROAD	114
UNDERSTANDING THE FTA133-ROAD TENURE SECTION/BRANCH PAGE.....	115
RETIRE A SECTION/BRANCH	118
<i>Steps to Follow.....</i>	119
TRANSFER ROAD TENURE SECTIONS/BRANCHES	119
<i>Steps to Follow.....</i>	121
DELETE ROAD TENURE SECTIONS/BRANCHES.....	122
<i>Steps to Follow.....</i>	122
RE-LABEL ROAD TENURE SECTIONS/BRANCHES	123
<i>Steps to Follow.....</i>	123
TOPIC 9: ASSOCIATING FILES, CLIENTS & NOTES.....	124
ASSOCIATING FILES	125
<i>Navigating to the FTA910-Associated Files Page</i>	125
<i>Understanding the FTA910-Associated Files Page Layout</i>	126
<i>Steps to Follow.....</i>	126
<i>Understanding Associated Files & Overarching Tenures</i>	128
ASSOCIATING CLIENTS	129
<i>Navigating to the FTA920-Associated Clients Page</i>	129
<i>Understanding the FTA920-Associated Clients Page Layout.....</i>	130
<i>Steps to Follow.....</i>	130
ASSOCIATING NOTES	132
<i>Navigating to the FTA970-Forest Notes Page</i>	132
<i>Understanding the FTA970-Forest Notes Page</i>	132
<i>Steps to Follow.....</i>	133
TOPIC 10: WRAP-UP	135

THE LEARNING OBJECTIVES ACHIEVED	136
THE DATA FLOW	136
OTHER RESOURCES AVAILABLE	137
APPENDIX A: TERMS AND WEB LINKS.....	138
TERMS & CODES	139
WEB LINKS.....	141

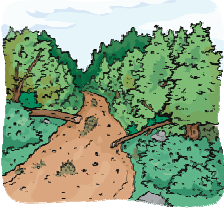
Acknowledgements

The Ministry of Forests and Range wishes to thank the following individuals for their contribution of time and expertise in the creation of this guide:

- Wendy Ward – Business Application Analyst (BCTS)
- Kelly Grohs – Business Application Analyst (BCTS)
- Dona Stapley – Data Integrity Analyst
- Andy Oetter – MoFR Provincial E-Business Coordinator
- Bret Champoux – Vivid Solutions
- Ross Nanton – CGI

This guide is one component of the FTA Training Program. This program has been jointly developed by the Information Management Group in partnership with Forsite, Alantem Consulting, Symmetree Consulting Group and Knowledge Solutions Consulting Inc.

FTA Participant Guide –



Roads Module

About this Guide

In this topic, you will learn:

- What the purpose of this guide is;
- Who this guide is intended for; and,
- How this guide is structured.

What is the purpose of this guide?

This guide supports the delivery of the **Roads Training Session**. It is intended to be used to assist participants during both the classroom and online sessions. Participants may also find this guide to be useful as a future support tool while using the Roads functions of the Forest Tenure Administration System (FTA).



This guide was originally developed for Operations Division Roads Training. This iteration of the guide has been updated to include BCTS specific information. Updates are marked with the BCTS logo shown at left.

Pre-requisites

It is recommended that you complete the following training prior to using this guide:

- An Orientation to MOF Business Applications (Web-based Tutorial).
- Module 1.1 Overview of FTA/ESF.

Who is this guide intended for?

The audience for this guide includes all staff members that are responsible for Road functions in FTA. The primary users of this guide will be Operations Division Staff, Geomatic Technicians, and BCTS Staff within MoFR. Regional Staff may find this guide helpful.

How is this guide structured?

This guide is divided into two parts.

- **Part I: Understanding the Business.** This part will explore the business of managing Road Tenures under the recently developed streamlined business process. A comparison to the previous business process will be included to illustrate key changes.
- **Part II: Using FTA.** The focus of this part is to explain how to effectively and efficiently process Road Tenures using FTA.

Each part is comprised of a number of topics explained in the table below. You may read the guide in its entirety or select only those topics of interest to you.

Part I: Understanding the Business	
Topics	Learning Objectives
Topic 1: An Introduction to Road Tenures	In this topic, you will understand: <ul style="list-style-type: none"> • The types of Road Tenures; and, • The role of Road Tenures.
Topic 2: Streamlining the Road Tenure Process	In this topic, you will understand: <ul style="list-style-type: none"> • Why MoFR has embraced the shift; • Key benefits; and, • Key Exhibit A revisions.
Topic 3: Understanding Road Tenure Administration	In this topic, you will understand: <ul style="list-style-type: none"> • New Road Tenure fundamentals; • The Road Tenure issuance process;

	<ul style="list-style-type: none"> • How to administrate active Road Tenures; and, • How to manage special circumstances.
Part II: Using FTA	
Topics	Learning Objectives
Topic 4: Submitting a Road Tenure	<p>In this topic, you will learn how to:</p> <ul style="list-style-type: none"> • Add a Road Tenure to FTA; and, • Submit a Road Tenure Application via ESF.
Topic 5: Clearing, Approving & Reviewing a Road Tenure	<p>In this topic, you will learn how to:</p> <ul style="list-style-type: none"> • Clear the Road Tenure; • Confirm segments; • Approve or reject a Road Tenure in FTA; • Explore the Tenure and Tenure Application pages; and, • Explore overarching tenures.
Topic 6: Working with Road Tenures & FTA	<p>In this topic, you will understand:</p> <ul style="list-style-type: none"> • Status; • Security implications; and, • How to explore Road Tenure Sections and Branches.
Topic 7: Amending a Road Tenure & Reviewing Segments	<p>In this topic, you will learn how to:</p> <ul style="list-style-type: none"> • Amend a Road Tenure; • Examine an amendment; and, • Review segments.
Topic 8: Retire, Transfer, Delete and Re-label a Road Tenure	<p>In this topic, you will learn how to:</p> <ul style="list-style-type: none"> • Explore the Road Tenure Section/Branch page; • Retire a road tenure section or branch; • Transfer a road tenure section or branch; • Delete a road tenure section or branch; and, • Re-label a road tenure section or branch.
Topic 9: Associating Clients, Files and Notes	<p>In this topic, you will learn how to:</p> <ul style="list-style-type: none"> • Associate files; • Associate clients; and, • Associate notes.
Topic 10: Wrap-Up	<p>In this topic, you will understand:</p> <ul style="list-style-type: none"> • The learning objectives achieved; • The data flow; and, • Where to go for additional assistance.

What's included in this guide?

In this guide you will find business process information along with instructions and screen prints detailing how to perform various tasks using the Roads functionality of FTA. If you require field level definitions, you may also refer to the comprehensive **FTA On-Line Help Guide**. You can access the On-Line Help Guide from FTA by clicking the **help** link in the upper right corner of each screen.

It is important to remember that the On-Line Help Guide is context sensitive. This means, you are automatically navigated to a help page which is directly applicable to the screen of FTA which you were working on when you clicked the **help** link.

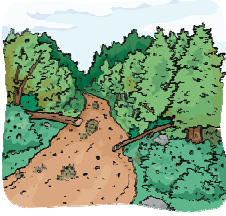
Understanding symbols used in this guide

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Information around tasks which you should be extremely careful performing.
	Legislation – Reference to applicable legislation.

FTA Training

Part I: Understanding The Business

FTA Participant Guide –



Roads Module

Topic 1: An Introduction to Road Tenures

In this topic, you will understand:

- Types of Road Tenures; and,
- The role of Road Tenures.

Types of Road Tenures

What is a Road Tenure?

A Road Tenure provides an agreement holder with authority to **use** and **maintain** a road on **Crown Land** for industrial purposes. Under the *Forest Act*, all forest roads constructed on Crown Land must be tenured. Some Road Tenures can also provide authority to construct and/or modify a road and cutting authority if trees must be cleared for the road.

In B.C., any timber transported on Crown Land to a public road must be on tenured forest roads. If transportation of timber must cross private land, then this must be done in agreement with the land owner and remains the responsibility of the licensee.

The following table outlines the types of forest roads in B.C.:

Forest Service Road (FSR)	...is managed by the Forest Service. It is important to note that using this road for industrial purposes requires authorization under a Road Use Permit (RUP) or an exemption as specified under legislation.
	A Forest Service Road is a Tenure Type = B40 A Road Use Permit is a Tenure Type = B41
Industrial Forest Use Road	...that accesses more than one cut block is actively managed by agreement holders. The agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a Road Permit (RP) . Subsequent industrial users can use a road that is under a Road Permit to another licensee, but must give notice to the Road Permit holder and share maintenance costs as specified in legislation. ...A forestry use road that is not used for timber hauling and is actively managed by agreement holders. The agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a Special Use Permit (SUP) .
	A Road Permit is a Tenure Type = B01 A forestry use Special Use Permit is a Tenure Type = S01
Non Status Road	...is an older, abandoned road with no active tenure over it. Upgrading or using the road for industrial purposes must be authorized through a Road Permit, Special Use Permit or an exemption as specified in legislation.
On-block Road	...that is wholly contained within a single cutting authority can be authorized by a Cutting Permit (CP) or Timber Sale Licence (TSL) . Cutting Permits are discussed in the Timber Tenures Module of the FTA Training Program.
Industrial Use Road (Non Forest)	...A non-forestry use road that is actively managed by agreement holders. The agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a Special Use Permit (SUP) . A non-forestry use Special Use Permit is a Tenure Type = S02.

Topic 1: An Introduction to Road Tenures

Note: The alphanumeric Tenure Type code (i.e. B40, B01, etc.) is used to differentiate between tenures in FTA. The processing of tenures in FTA is discussed in Part II of this guide.

Road Tenure Example:

The following example can assist you in thinking about Road Tenures:

- A valley that is going to be developed for timber production is a logical geographic unit that could be covered by a single Road Tenure.



This example illustrates an important point: **One Road Tenure may contain one or many Road Sections/Branches.**

The Role of Road Tenures

Forest Service Roads (B40)

This tenure type authorizes occupation of the road by the Forest Service. A Forest Service Road is denoted as a B40 Tenure Type in FTA.



BCTS
BC Timber Sales

BCTS frequently processes Forest Service Roads. For BCTS, Forest Service Roads are usually constructed under Major Works Contracts.

Road Use Permits (B41)

Industrial use of a **Forest Service Road** must be authorized under a **Road Use Permit** or an exemption as specified under legislation. This is denoted as a B41 tenure type in FTA. The following rules apply to licensees operating under a Road Use Permit:

- The user designated as having “surface maintenance obligations” must maintain those segments under the RUP as defined in regulation.
- Subsequent users of the same road segments are **not** to be designated as having surface maintenance responsibilities; however, they are responsible to provide notice and pay a reasonable cost to the user having the surface maintenance obligations as specified in legislation.

Note that a Road Use Permit must be applied for via the appropriate District Office. This tenure type is **not** yet available for application via ESF or processing in FTA.

Road Permits (B01)

A **Road Permit** is required if the access is **not** a:

- Forest Service Road; or,
- Under another tenure.

A Road Permit provides ongoing, non-exclusive authority for industrial use. The public and other industrial users can use a road that is under a Road Permit. Subsequent industrial users have specific legislated obligations to fulfill in order to use another licensee's Road Permit Road. A Road Permit is denoted as a B01 tenure type in FTA.

Topic 1: An Introduction to Road Tenures



A Road Permit provides authority to construct and/or use roads that are **not** authorized under another Road Tenure or an active Cutting Permit/Timber Sale Licence.

If necessary, the Road Permit may include cutting authority for the timber within the road right of way.

- Forest Service Roads (B40) and Road Permits (B01) have a right of way clearance width of 75 meters. Note that this is not equivalent to the harvest area.
- Special Use Permits (S01 and S02) right of way clearance widths may be between 20 and 75 meters.

A Road Permit that includes cutting authority is always associated with at least one agreement and Timber Mark for cut control purposes, but technically is considered a stand-alone agreement under the *Forest Act*.

A Road Permit authorizing construction can only be applied for after planning requirements of the applicable forest practices legislation have been met.

The following checklist outlines the **Road Permit** provisions:

Road Permit Provisions	
☒	Define the legal area of interest. <ul style="list-style-type: none">• The permit area described on the Exhibit A Map.
☒	Define the rights granted. <ul style="list-style-type: none">• Including, if necessary, the harvest of timber within the right of way.
☒	Set the term. <ul style="list-style-type: none">• Beginning date and criteria for termination.• Note: Road Permits (B01) and Timber Marks do not expire.
☒	Establish that permit rights are non-exclusive. <ul style="list-style-type: none">• Other than timber authorized for harvesting within the right of way.
☒	Link any timber harvesting under the permit with the cut control specifications and waste assessment requirements of specific licences.
☒	Identify the Timber Mark(s) for any timber harvested from the clearing area.



BCTS
BC Timber Sales

BCTS frequently submits Road Permit Applications on behalf of licensees.

Special Use Permit (S01, S02)

Special Use Permits (SUPs) are utilized to authorize the construction, maintenance and use of roads by the holder of a:

- claim;
- lease;
- permit; or,
- other authorization

granted or issued under the *Coal Act*, the *Mineral Tenure Act*, the *Mines Act* or the *Mining Right of Way Act* or other relevant legislation.

SUPs can authorize:

- a forestry-related use or occupation of Crown Land such as pits and quarries for forestry related roads, logging camps, and dry land sorts;
- the roads needed to access the above; or,
- a non forestry-related use or occupation of Crown Land such as accessing gas and oil outside of a claim area.

A Special Use Permit can be denoted by S01 (Forestry) or S02 (Non Forestry) in FTA.



SUPs are **not** an appropriate means of authorizing road construction. If harvest rights are required, the licensee is obligated to apply for the appropriate harvesting tenure. A SUP does not authorize the harvest and removal of timber.



Additional information regarding the Road Tenure Administration tasks discussed in Part I of this guide can be found in the "Cutting Permit and Road Tenure Administration Manual". (http://www.for.gov.bc.ca/hth/documents/CPRT-Admin-Manual-v1-2_Sep7-2006.pdf)

The following table summarizes the Road Tenure Types.

Tenure Type	Tenure Name	Tracked in FTA	Applicant
B01	Road Permit	Yes	Licensee BCTS
B40	Forest Service Road	Yes	Operations Division BCTS
B41	Road Use Permit	No. FTA does not currently support Road Use Permits. This is a planned enhancement to FTA. Currently these are tracked in the Forest Roads Management Application (FRMA)*.	N/A

Topic 1: An Introduction to Road Tenures

Tenure Type	Tenure Name	Tracked in FTA	Applicant
S01	Special Use Permit – Forestry	Yes	Licensee Operations Division BCTS
S02	Special Use Permit – Non Forestry	Yes	Licensee Operations Division BCTS
* FRMA is a system MoFR uses which spatially displays the roads and allows users to add, update and query attribute information on roads thereby facilitating the management of forest roads by Field Services Staff. For more information please visit: http://gwww.for.gov.bc.ca/his/bic/System/frma.htm			



Note that if a Special Use Permit is a Road, then the **Purpose** field on the **FTA100-Tenure** page will automatically be set to “19-Road, Right of Way”.

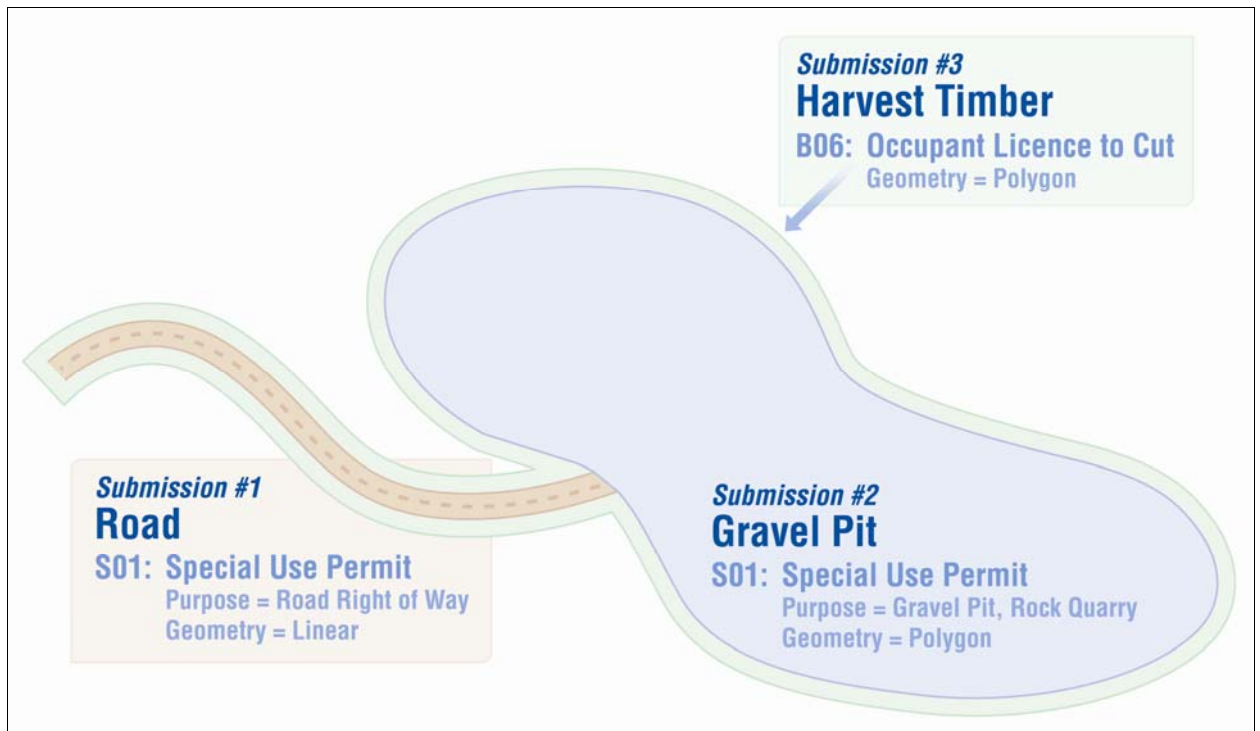
Multiple Special Use Permit Submissions

There are times when you may be required to submit multiple Special Use Permits. For example, if you have a road which leads into a gravel pit you would need to submit the following:

- Submission #1:
 - o **S01 with the purpose = Road, Right of Way.** This submission would contain linear geometry.
- Submission #2:
 - o **S01 with the purpose = Gravel Pit, Rock Quarry.** This submission would contain polygonal geometry.
- Submission #3:
 - o **B06 Occupant Licence to Cut.** This submission would be required for the removal of the timber. This submission would contain polygonal geometry.

The following graphic denotes these tenures.

- Note: The three submissions may be made at the same time or sequentially as indicated. The boundary of the Occupant Licence to Cut and the Special Use Permits is the same (i.e. the boundary of the Occupant Licence to Cut is equal to the combined width's of the Special Use Permits).



Road Tenures and FTA

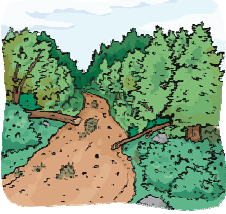
The following Road Tenures are tracked in FTA:

- B01: Road Permit
- B40: Forest Service Road
- S01: Special Use Permit
- S02: Special Use Permit

The creation of each Road Tenure is discussed extensively in Part II of this guide. In some cases, a Road Tenure Number may be created in FTA prior to the XML/GML upload of the data file. In other cases, the upload of the data file automatically creates the Road Tenure Number. The following table provides a high level summary of this process:

Tenure Type	Applicant	① Tenure Number is created in FTA	② File is uploaded via ESF
B01 Road Permit	Licensee BCTS	MoFR Users may create a Road Permit file online and generate a Road Tenure Number.	The XML/GML file is uploaded via ESF. This file must reference the Road Tenure Number if it was created in FTA or if it is an amendment to an existing permit. If there is no existing Road Tenure Number, FTA will create one.
B40 Forest Service Road	Operations Division BCTS	The Road Tenure Number must be created in FTA prior to the file upload. This number is obtained from the RTEB – Property Services Division. This number is sometimes referred to as the “FSR Project Number”.	The XML/GML file is uploaded via ESF. This file must reference the Road Tenure Number created in FTA.
S01 Special Use Permit	Licensee Operations Division BCTS	Not Applicable.	The XML/GML file is uploaded via ESF. FTA will create the Tenure Number.
S02 Special Use Permit	Licensee Operations Division BCTS	Not Applicable	The XML/GML file is uploaded via ESF. FTA will create the Tenure Number.

FTA Participant Guide –



Roads Module

Topic 2: Streamlining the Road Tenure Process

In this topic, you will understand:

- Why MoFR has embraced the shift;
- Key benefits; and,
- Key Exhibit A revisions.

Why Shift?

Historic Business Practice Challenges

MoFR operates in a dynamic environment. The process of managing B.C.'s forestry resources must meet the demands of today's global economy, diversity of stakeholders, and environmental standards for sustainability.

In the past, the MoFR provided direction to district's in the management of roads. Each district operated independently with respect to day to day administration. While this process served stakeholders basic needs, it did **not** provide a consistent level of service to all stakeholders throughout the province. Licensees whom operated in multiple districts found this management style both confusing and frustrating.

The following table explores some of the challenges of the old road administration process.

Inconsistent Information	Information required from the licensee for road permitting and appraisal varied between districts and systems. This caused confusion for licensees who operate in multiple districts.
Confusion Among Road Names	Road naming standards varied among licensees, and at the MoFR. This caused significant administrative difficulties.
Technical Gaps	The information technology put in place to track the data involved in the administration of roads did not support the business process of road permitting
Lack of Standards	The move to electronic submissions implies a need for clear standards for the submission and distribution of information.

From Paper to Practice

Recognizing a need for change, the streamlining initiative was launched with a vision of:

“Providing a provincially-consistent, integrated road administration business process with streamlined information requirements”

The streamlining initiative developed a number of proposals for improvement with respect to road administration. The following are reflected in the FTA production version:

- Implement corporately consistent road permitting process flows.
- Separate the Road Tenure from the Timber Mark.
- Allow the tenure for a Road Permit to cross boundaries of overarching licences for a single licensee.



Additional information about the streamlining initiative and the proposals above, can be found at: <http://www.for.gov.bc.ca/hfp/streamlining/index.htm>

Key Benefits

Key benefits from the streamlined process include:

- Flexible road naming convention. This eliminates the need for both a legal and local name. In addition to reducing confusion, this provides effective information flow between systems.
- Effective performance measure calculations. Comparison of planned activities to actual accomplishments is possible via other MoFR applications.
- Ease of administration. Identification of a single authority to build or maintain a road on crown land will make administration easier for both districts and licensees.
- An on the ground focus. Technical systems such as FTA, will better support day-to-day appraisal and permit processing.
- FSR's are identified as a government responsibility. Responsibility for FSR segments is designated to BCTS or Operations Division.

Understanding Road Naming

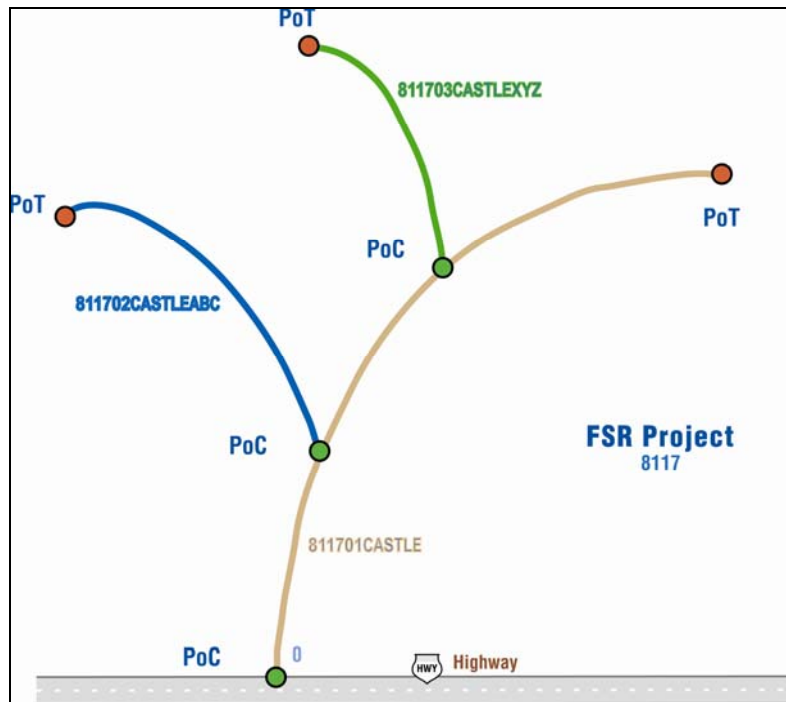
In FTA, a Road Permit has the following:

- Road Permit Tenure Number – this is automatically generated by FTA.
- Section ID – this is a 30 alphanumeric identifier which should not use spaces or special characters. This is populated via the ESF Submission and can only be modified by using the Relabel function. Districts and Licensees work together to establish these prior to ESF Submission.
- Section Name – this is populated via the ESF Submission but may be modified in FTA.

In FTA, a Forest Service Road has the following:

- FSR Tenure Number – this is manually entered in FTA prior to the ESF Submission. This is the Project Number obtained from RTEB.
- Branch ID – this is 2 or 3 numeric entry. This is populated via the ESF Submission and can only be modified via the Relabel function. Do not use alpha characters during a Relabel.
- Project Name – This is populated via the first ESF Submission and is “locked”. It cannot be modified via a subsequent submission or via FTA.
- Branch Name – This is populated via the ESF Submission but may be modified in FTA.
- Note: The Exhibit A for a branch will be labeled with all of the above elements (FSR Tenure Number (also known as Project Number) + Branch ID + Project Name + Branch Name). Therefore, if you modify the Branch ID or Branch Name then you must create a new Exhibit A.

The graphic below illustrates the naming convention for Forest Service Roads.



Key Exhibit A Revisions

The Exhibit A is the map used to locate the tenure on the ground and identify conflicts and adjacent tenures. Once this map is attached to the document (i.e. contract, permit, etc.) it becomes known as the **Exhibit A**. The Exhibit A is a legal document. Key revisions have been made to the Exhibit A under FTA 4.0. These revisions are intended to ensure a high quality and useful map is available to all MoFR staff.



Revisions to the Exhibit A and the ability to generate a Traverse Report are based on recommendations in the **“Report on Project to Investigate and Make Recommendations with Respect to Descriptions of Forest Act Tenures”**. This report was developed in response to a need to create standards for effective Exhibit A documents.

Key revisions include:

- Generation of a standardized, high quality, useful map.
- Ability to generate a Traverse Report.
- Ability to re-generate the Exhibit A in FTA.
- Ability to upload high risk tenure Exhibit A via the PDF produced from the Tenure Update Tool (TUT).

Understanding Re-generate vs. Upload

Explain that FTA 4.0 provides both a “Regenerate” and “Upload” Exhibit A function.

- These functions can only be used once conflicts have been cleared for the Road Tenure.
- Regenerate should be used in the following cases:
 - There was a technical error during the ESF submission. For example, the Spatial Database Engine was down at the time of submission.
 - You have made changes to segments (i.e. you have changed the tenure indicator from No to Yes).
 - You require a new format for the Exhibit A (i.e. you wish to change the layout, size, or scale.)
- Upload should be used in the following case:
 - The Road Tenure is considered high risk, therefore, you have generated a PDF file via TUT which you wish to upload to FTA.
 - You have used FTA's re-label function to change the legal id of a section or branch.

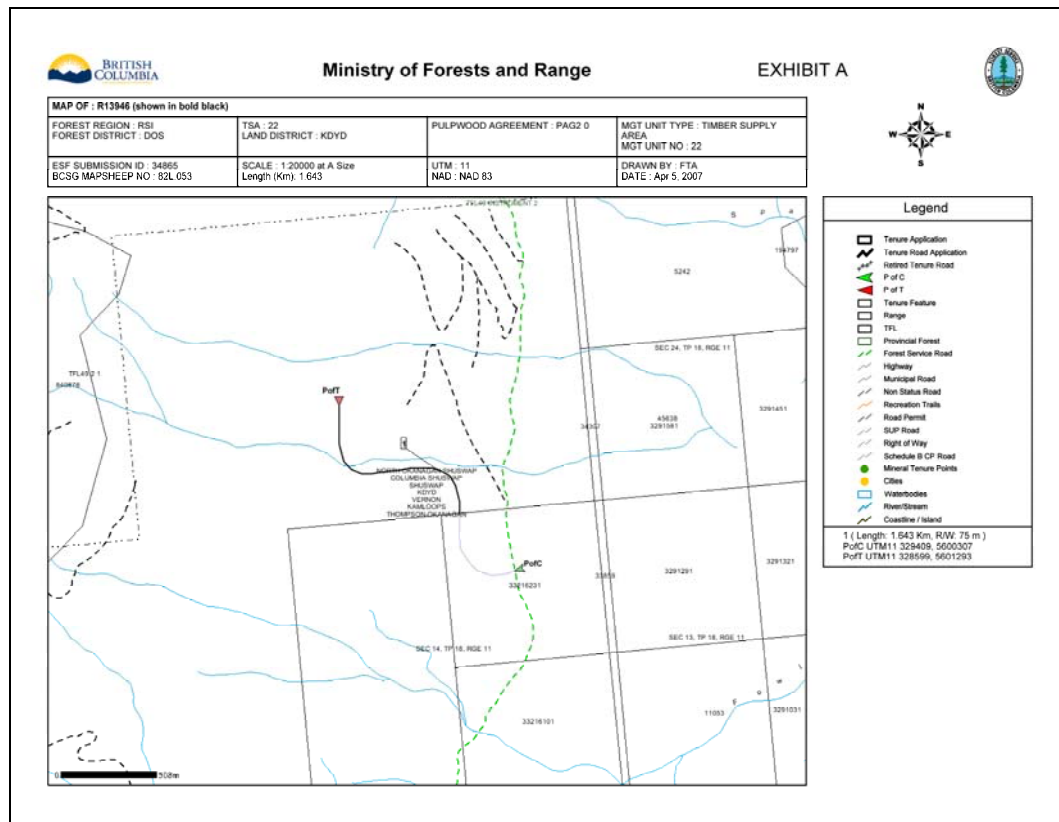
Additional information regarding how to examine and re-generate the Exhibit A is included in Part II of this guide.

What is included on the map?

The Exhibit A includes the following information:

- The tenured segments are identified in bold black.
- The **Point of Commencement** and **Point of Termination** for each road is marked and labeled with the UTM Coordinates.
- Clear labels are marked on the map. Large administrative boundaries will be labeled in the header of the map.

Topic 2: Streamlining the Road Tenure Process



A **Traverse Table** may also be generated as a report in FTA. This lists all map coordinates submitted via ESF. This will assist you in locating a tenure on the ground. Note that all coordinates are rounded to the nearest meter.

How is the map printed?

The map will be generated and printed as a PDF. A single map is generated per application with a scale of 1:20 000. The tenured portion of the road section(s) will display as a bold black line.

Road Sections which are **retired** will be displayed with the symbol "XXXX" over top.

There are three map views relevant to a Road Tenure. These are:

- Map of the application or amendment. This is the Exhibit A.
- Map of a feature image. This is the road in the current submission.
- Map of the entire Road Tenure. Note: This map is **not** currently supported in FTA.

The map can be generated as: A, B, C, D, or E size output as either landscape or portrait.

- The default will be selected based on the size of the area in the map. The defaults are:
 - o A = 8.5 X 11 (Letter)
 - o B = 11 X 17 (Ledger)
 - o C = 17 X 22
 - o D = 22 X 34
 - o E = 34 X 44

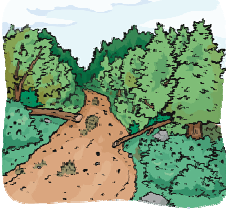
Topic 2: Streamlining the Road Tenure Process

- The default may be overridden using the regeneration of Exhibit A functionality.
- You may also select a scale other than 1:20 000 as desired.

Can I re-generate the Exhibit A for a Road Tenure which existed prior to FTA Version 4.0?

No. You will not be able to re-generate the Exhibit A for these pre-existing tenures. It is highly recommended that you use the Tenure Update Tool (TUT) to draw the Exhibit A and upload this as a PDF map.

FTA Participant Guide –



Roads Module

Topic 3: Understanding Road Tenure Administration

In this topic, you will understand:

- New Road Tenure fundamentals;
- The Road Tenure issuance process;
- How to administrate active Road Tenures; and,
- How to manage special circumstances.

New Road Tenure Fundamentals

The Rules

The following “rules” were created to assist you in understanding the new Road Tenure process. Keeping these in mind will assist you in your daily work.

Obtain the Tenure First

There can be **no** forest road construction or associated timber harvesting without the appropriate issued Road Tenure. Recall that FTA 4.0 includes the following Road Tenure Types outlined in the table below.

Road Tenure Type	Road Tenure Number Format	Road Tenure Number Generation
Road Permit (B01)	R + 5 digits	Automatically generated from FTA either online or from ESF. Note: BCTS generates the file number online. Industry file numbers are generated via the ESF Submission.
Forest Service Road (B40)	Numeric	Obtained from the Resource Tenures and Engineering Branch (RTEB), Property Services Division.
Special Use Permit (S01-Forest or S02-Non Forest)	S + 5 digits	Automatically generated from FTA via ESF.

Define the Area

The Road Tenure must clearly describe the permit area spatially. A text description may also be included (if required). Note the following:

- The Point of Commencement and Point of Termination is auto generated by the licensee application.
- Improved Exhibit A Maps are now produced. These clearly illustrate the road and are in an easy to read format.
- Road tenure section identifiers will go from 10 to 30 alpha numeric characters.
- Timber Marks allow timber on each road to be uniquely identified for cut control by the tenures and crown land that the road passes over. Timber harvested for road construction can be tied back to the original Timber Mark.

A tenure for a Road Permit can cross boundaries of overarching licences for a single licensee (i.e. a road is a road regardless of the boundaries it crosses). Therefore, roads can cross TFL and TL boundaries without a Road Tenure change. This reduces the amount of information that must be tracked and reduces confusion for all parties.

Topic 3: Understanding Road Tenure Administration

Zero Tolerance of Conflicts

The permit area must be clear of non compatible land conflicts. Additional actions must be noted and dealt with accordingly.

Only ONE Road Tenure

A road under a Road Tenure cannot be under another Road Tenure or Cutting Permit or Timber Sale Licence.

Understand Timber Marks

The **Timber Mark** allows you to separate the Road Tenure (identified by the Road Tenure Number) from the land base where the timber is being harvested. The land base where the timber is being harvested is identified by the Timber Mark associated with each road segment.

Road Permits (B01) have Timber Marks associated with them at the segment level. Every road section which has a segment crossing Crown Land must have a Timber Mark associated with it.

A Timber Mark may be one of the following types:

- a **Road Timber Mark** associated with an overarching forest tenure; or
- a **Timber Mark (R Mark)** manually generated using FTA. Note: This Timber Mark is only used in special circumstances where the conventional marking method (noted above) cannot be used. This is rarely used.
- an **Other Timber Mark** which already exists in FTA. The Harvesting Authority for which the Timber Mark is assigned must be in HI status.



Road Permits submitted by BCTS may be assigned any of the Timber Marks noted above. The most common Timber Mark utilized by BCTS is one which already exists in FTA. For example a Road Permit leading into a Timber Sale License will normally utilize the Timber Mark for the Timber Sale License.

Remember that the Timber Mark you assign to a Road Permit must be the same Timber Mark which appears on the legal documentation. FTA is a flexible system; however, the data you enter in FTA must always meet legislative requirements.

Timber Marks are **not** applied to the Road Permit during those situations where the Statutory Decision Maker (e.g. District Manager) does not have the right to authorize the harvesting of timber. For example: private land, park land, etc.

The table below explains the three types of Timber Marks and how these are generated in FTA.

Topic 3: Understanding Road Tenure Administration

About Road Timber Marks		
What is it?	How is it created?	What is the format?
A Road Permit which falls within an <u>overarching tenure</u> .	The Road Timber Mark is <u>automatically</u> established for the overarching tenure in FTA. It can then be applied to specific segments of the road tenure using FTA.	Designate + OR# (Note: 0 = zero) In the case of Woodlots, the 0 is not present. In the case of Tree Farm Licences there is a “/” after the Designate.
<p>Area Based Example: The road crosses a Tree Farm Licence (TFL35) The Road Timber Mark = 35/OR1</p> <p>Volume Based Example: The road falls within a Forest Licence (A12345) The Road Timber Mark = ER3 OR1</p>		
<p>Overarching Tenures: The following tenures are known as “overarching tenures” and therefore have Road Timber Marks automatically established in FTA.</p> <ul style="list-style-type: none"> • A01 – Forest Licence • A02 – Tree Farm Licence • A03 – TSL Major with AAC • A04 – Woodlot Licence • A06 – Timber Licence • A18 – Forestry Licence to Cut with Cutting Permits • A41 – Forest Licence, Sec. 47.3 Forest Act • A44 – Woodlot Licence, Sec. 47.3 Forest Act <p>Note: A01, A03, A18, and A41 – are volume based tenure. All other tenures are area based.</p>		

About Timber Marks		
Timber Mark (R Mark)		
What is it?	How is it created?	What is the format?
A Road Permit which has special circumstances where the conventional marking method (noted above) cannot be used. Note: This Timber Mark is rarely used.	The Timber Mark can be manually established for the tenure in FTA. The process of generating the Timber Mark is discussed in Part II of this guide. It can then be applied to specific segments of the road tenure using FTA.	The Timber Mark is identical to the Road Tenure Number which is R + 5 Digits.
<p>Example: The Timber Mark = R12345.</p>		

Topic 3: Understanding Road Tenure Administration

Timber Mark (Other)		
What is it?	How is it created?	What is the format?
A Road Permit which must be marked to an existing Harvesting Authority.	<p>The Timber Mark already exists in FTA for a Harvesting Authority. The Harvesting Authority for which the Timber Mark is assigned must be in HI status.</p> <p>The Timber Mark can then be applied to specific segments of the road tenure using FTA.</p>	The Timber Mark format varies based on the Harvesting Authority.
<p>Example: The Timber Mark = 34567</p>		



BCTS
BC Timber Sales

The below scenarios and images illustrate some examples of how segmentation and timber marks **should** be applied to Road Permits managed by BCTS. Note that FTA will **not** automatically assign a Timber Mark to a segment unless that segment crosses an area based overarching tenure. In Part II of this guide, you will learn how to enter the Timber Mark in FTA. The Timber Mark you enter in FTA must always match the legal documentation.

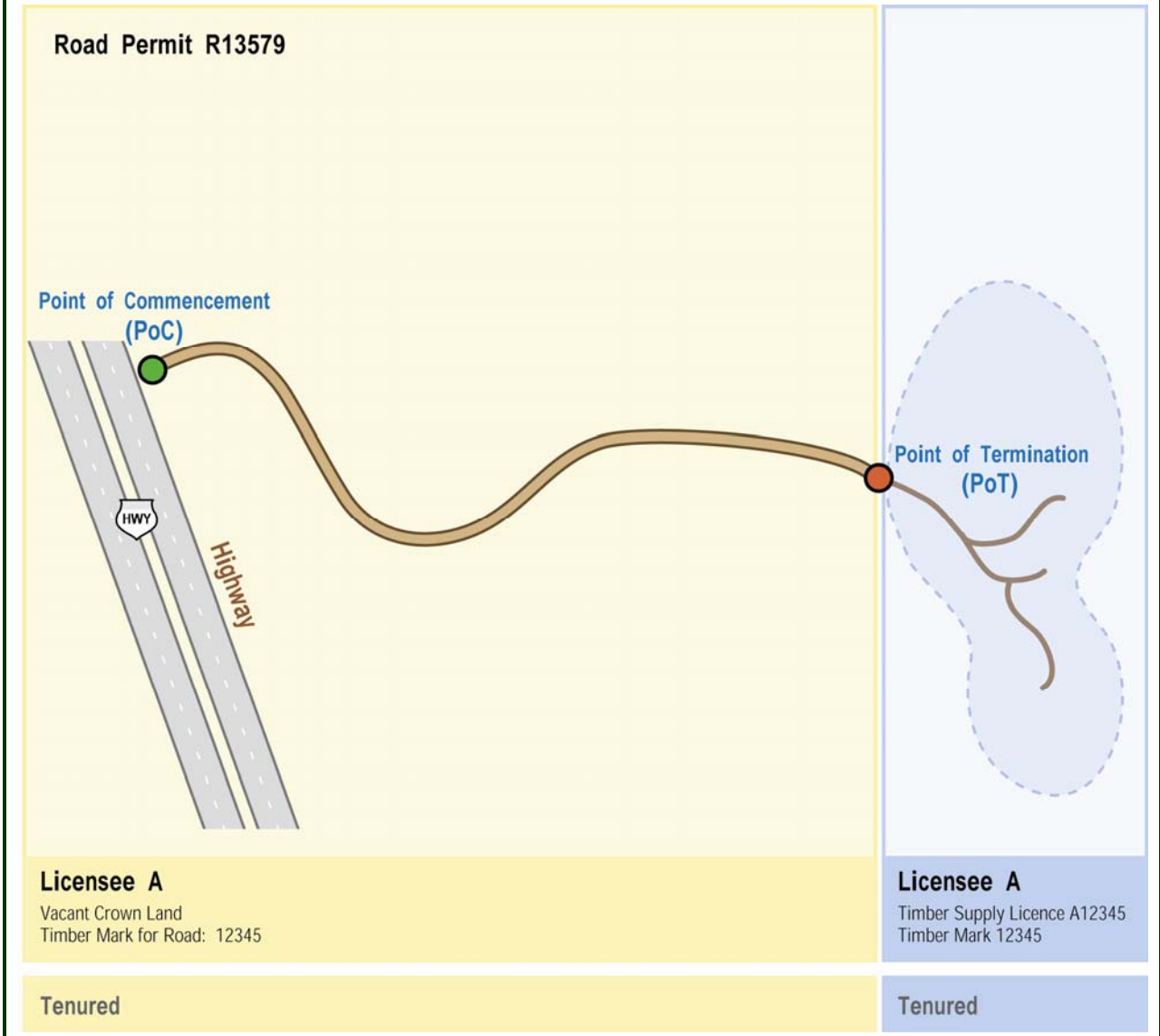
It is important to note that in most cases, the Timber Mark which should be used on segments is that tied to the final destination of the road. However, in some cases, licensees will have agreements which dictate otherwise. You must always ensure that the Timber Mark you confirm in FTA matches that of the legal documentation.



If you are unsure of which Timber Mark to use, you are strongly encouraged to contact the Resource and Engineering Tenures Branch.

Scenario #1:

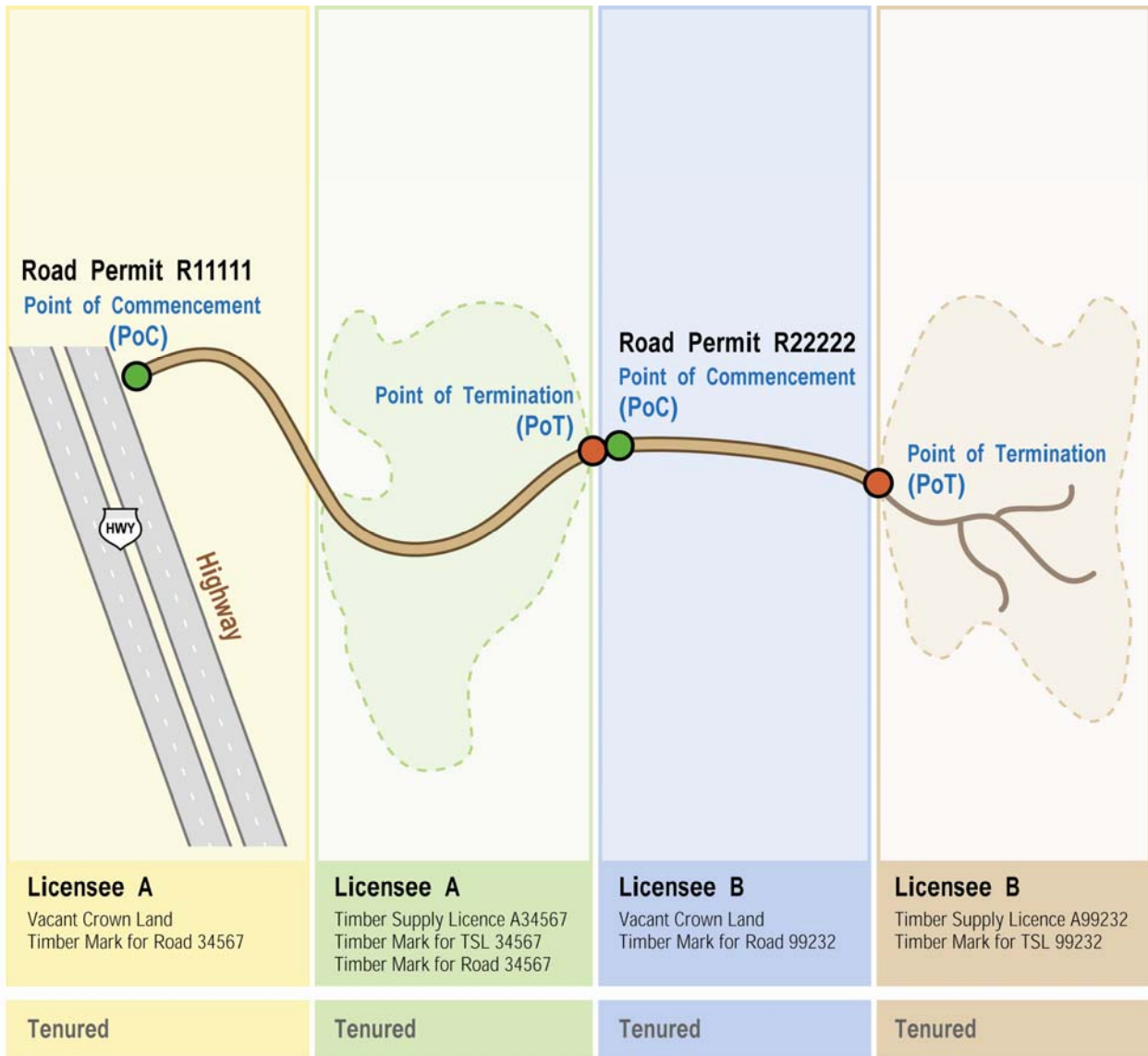
- Licensee A holds Timber Sale Licence A12345. The Timber Mark associated with this licence is 12345.
- Licensee A is the licensee responsible for the road from the highway to the TSL. The road crosses only vacant crown land. A Road Permit R13579 is established for this road. The Timber Mark associated with the TSL is applied to the road.
- Remaining roads are considered on block roads.



Topic 3: Understanding Road Tenure Administration

Scenario #2:

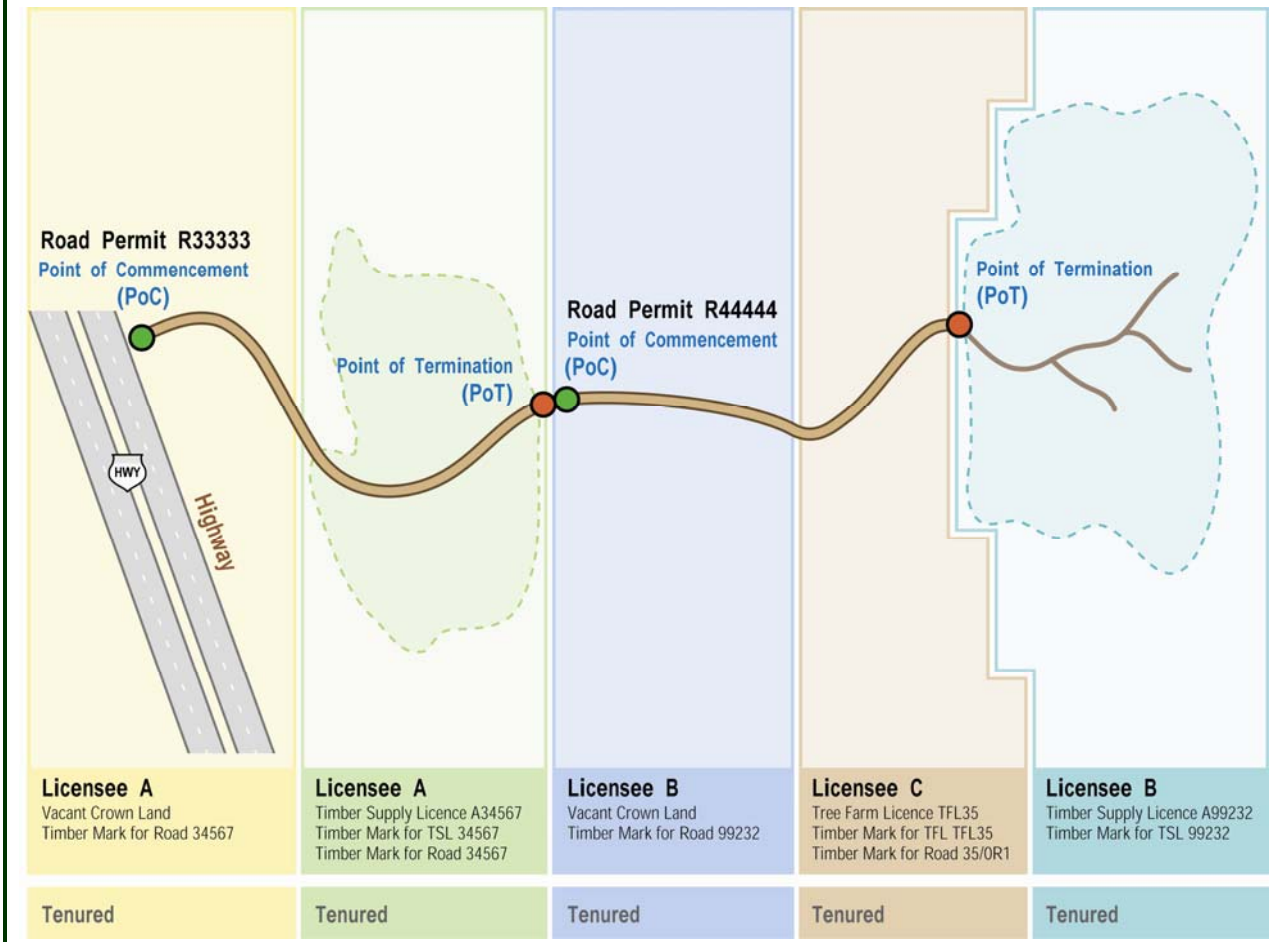
- Licensee A has been awarded Timber Sale Licence A34567. Licensee B has been awarded Timber Sale Licence A99232. Licensee A is going to harvest TSL A34567 prior to Licensee B harvesting TSL A99232.
- Licensee A is the licensee responsible for Road Permit R11111 and Licensee B is the licensee responsible for Road Permit R22222.
- The timber mark applied to both segments of Road Permit R11111 is 34567. The timber mark applied to the single segment of R22222 is 99232.
- Remaining roads are considered on block roads.



Topic 3: Understanding Road Tenure Administration

Scenario #3:

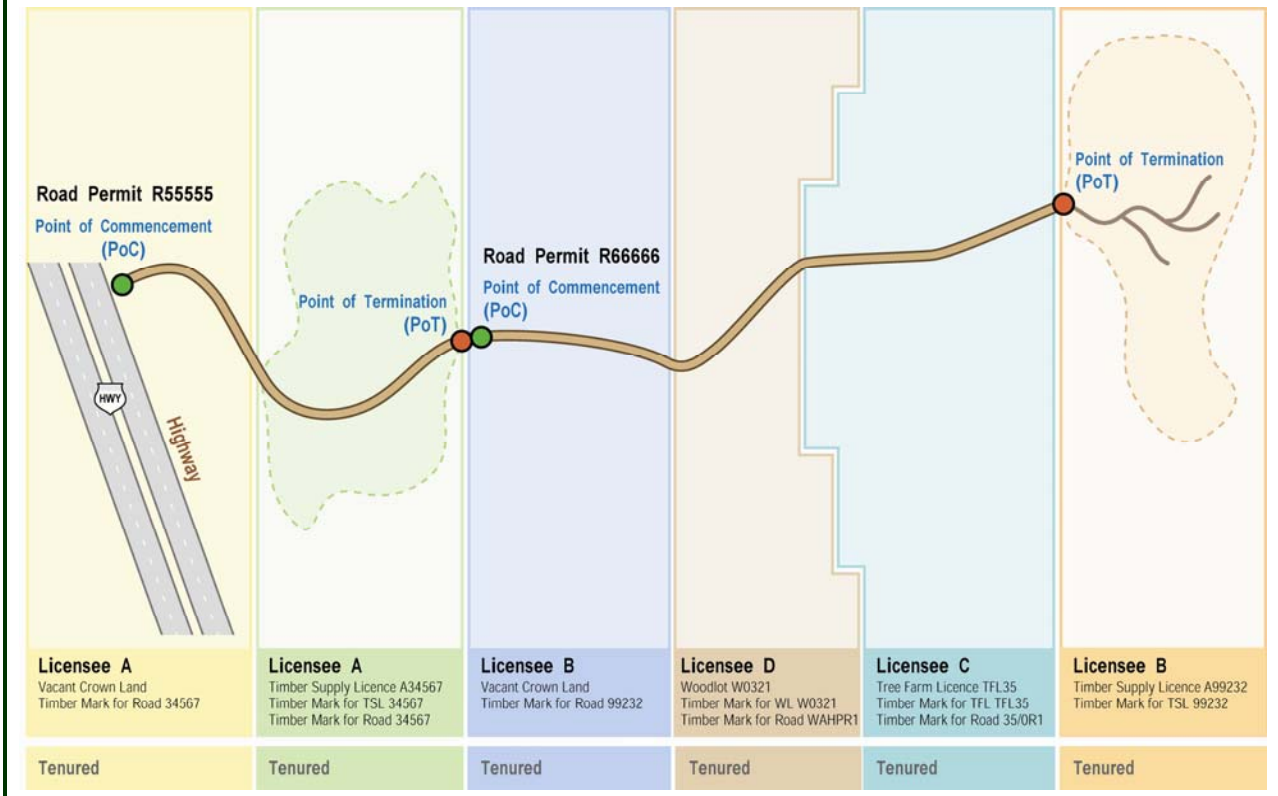
- Licensee A has been awarded Timber Sale Licence A34567. Licensee B has been awarded Timber Sale Licence A99232. Licensee A is going to harvest TSL A34567 prior to Licensee B harvesting TSL A99232.
- Licensee A is the licensee responsible for Road Permit R33333 and Licensee B is the licensee responsible for Road Permit R44444.
- The timber mark applied to both segments of Road Permit R33333 is 34567.
- The timber mark applied to the first segment of R44444 is 99232. The timber mark applied to the second segment of R44444 is 35/0R1. This is the Road Timber Mark established for the overarching tenure which is the Tree Farm Licence. Licensee C and Licensee B have made an agreement that the timber is marked to Licensee C for timber harvested in the Tree Farm Licence.
- Remaining roads are considered on block roads.



Topic 3: Understanding Road Tenure Administration

Scenario #4:

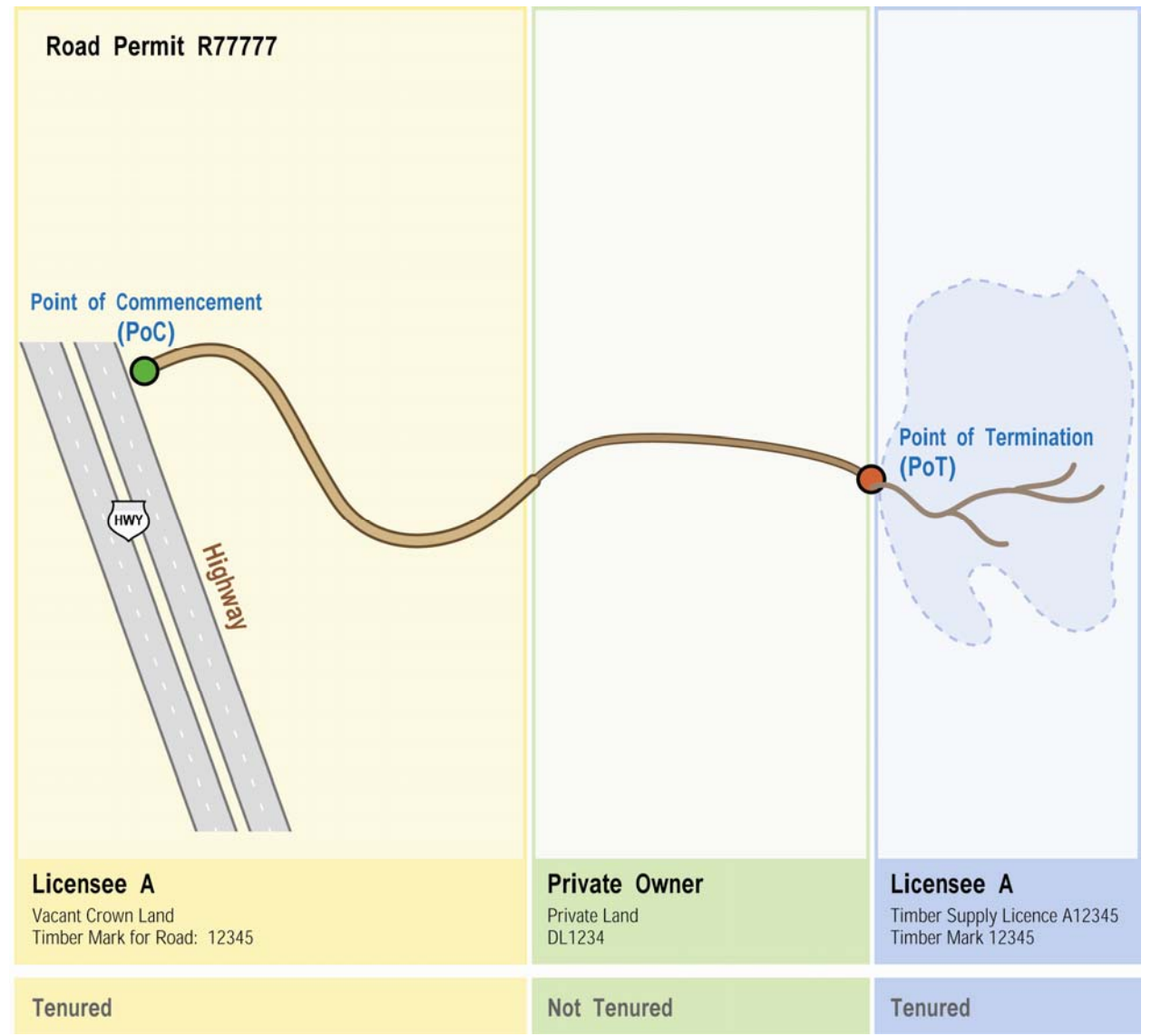
- Licensee A has been awarded Timber Sale Licence A34567. Licensee B has been awarded Timber Sale Licence A99232. Licensee A is going to harvest TSL A34567 prior to Licensee B harvesting TSL A99232.
- Licensee A is the licensee responsible for Road Permit R55555 and Licensee B is the licensee responsible for Road Permit R66666
- The timber mark applied to both segments of Road Permit R55555 is 34567.
- The timber mark applied to the first segment of R66666 is 99232. The timber mark applied to the second segment of R66666 is WAHPR1. This is the Road Timber Mark established for the overarching tenure which is the Woodlot Licence. Licensee D and Licensee B have made an agreement that the timber is marked to Licensee D for timber harvested in the Woodlot. Similarly, the timber mark applied to the third segment of R66666 is 35/OR1. This is the Road Timber Mark established for the overarching tenure which is the Tree Farm Licence. Licensee C and Licensee B have made an agreement that the timber is marked to Licensee C for timber harvested in the Tree Farm Licence.
- Remaining roads are considered on block roads.



Topic 3: Understanding Road Tenure Administration

Scenario #5:

- Licensee A holds Timber Sale Licence A12345. The Timber Mark associated with this licence is 12345.
- Licensee A is the licensee responsible for the road from the highway to the TSL. The road crosses vacant crown land and private land.
- A Road Permit R77777 is established for this road. The Timber Mark associated with the TSL is applied to Segment #1 of the road. No Timber Mark is applied to Segment #2 of the road because this segment crosses Private Land and is not tenured.
- Remaining roads are considered on block roads.



Topic 3: Understanding Road Tenure Administration

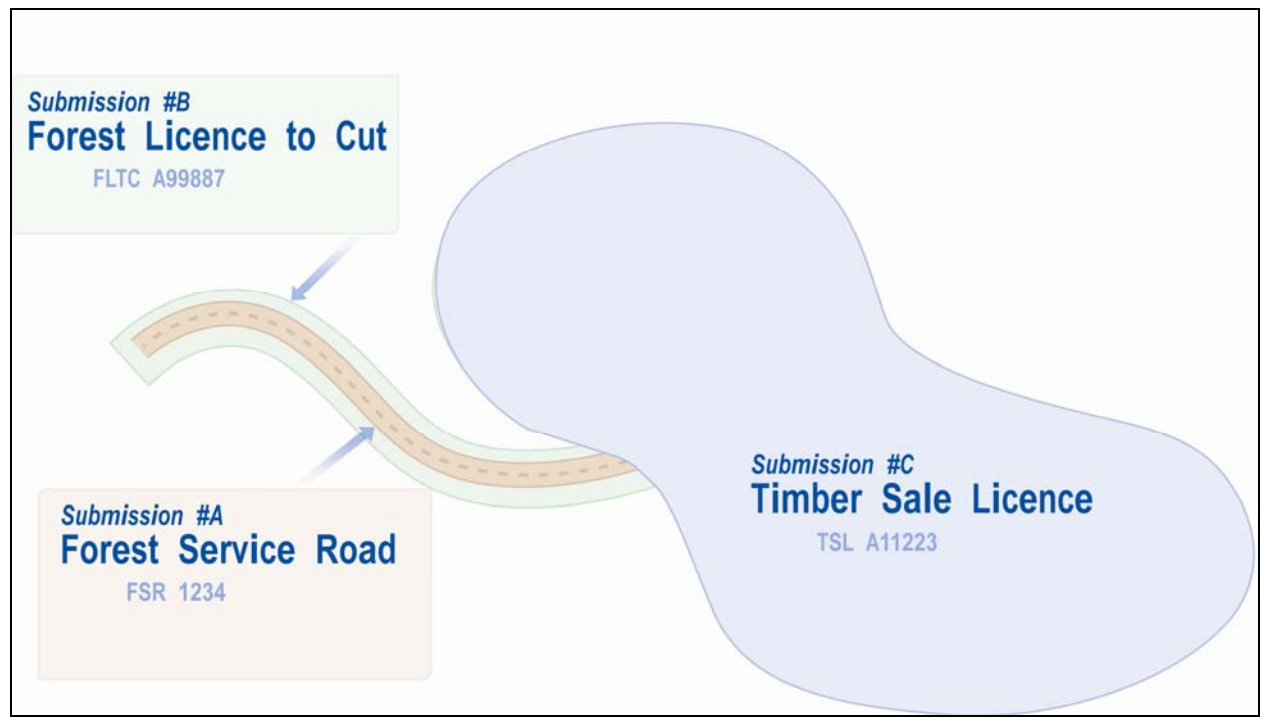


The below scenarios and images illustrate some examples of how timber is marked in conjunction with multiple permits and a **Forest Service Road**.

Recall that Timber Marks are **not** applied to Forest Service Roads. These scenarios will illustrate how timber should be marked on the ground.

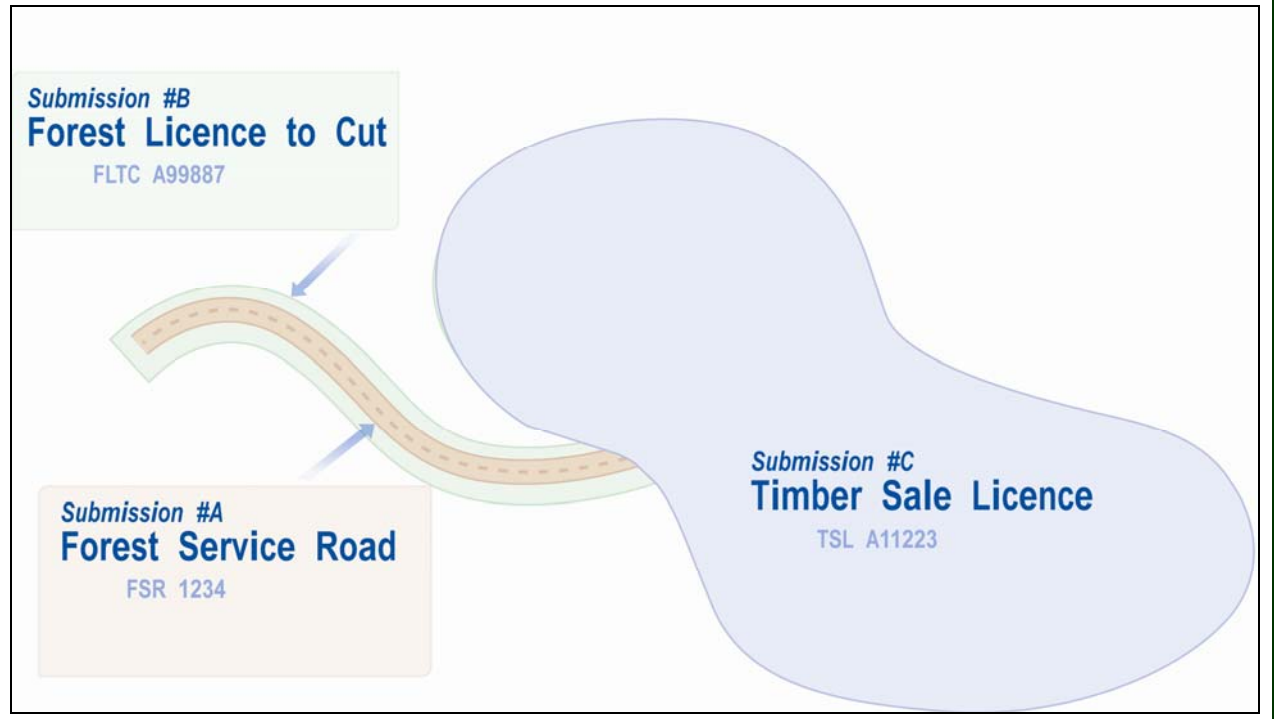
Scenario #1:

- Licensee A has been awarded Timber Sale Licence (A11223).
- A Forest Service Road (1234) will be used to access TSL A11223.
- Timber which is harvested to build the Forest Service Road is done so via a Forest Licence to Cut (A99887).
 - o The Forest Licence to Cut provides the authority to harvest and deck the timber.
 - o The Timber Mark associated with the Timber Sale Licence provides the authority to dispose of the timber.
 - o The Timber Mark applied to the harvested timber will be that of the Timber Sale Licence (11223)



Scenario #2:

- Licensee A has been awarded Timber Sale Licence (A11223).
- A Forest Service Road (1234) will be used to access TSL A11223.
- Timber which is harvested to build the Forest Service Road is done so via a Forest Licence to Cut (A99887).
 - o The Forest Licence to Cut provides the authority to harvest, deck, and dispose of the timber.
 - o The Timber Mark applied to the harvested timber will be that of the Forest Licence to Cut (99887)



Do NOT Restate the Law

The Road Tenure should **not** restate any provision that is already required in legislation.

Use Special Use Permits Properly

A Special Use Permit should **not** be utilized to authorize industrial road construction and maintenance by agreement holders.

Understanding Sections and Segments

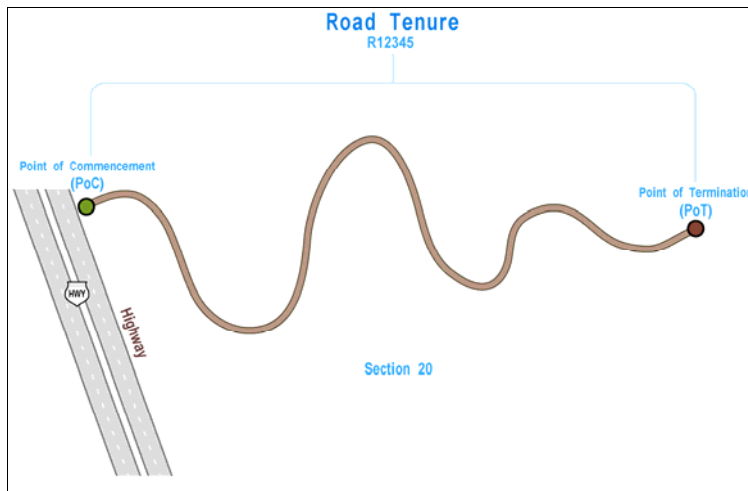
How are Road Tenures defined?

A Road Tenure should include the full, logical, geographic based road network unless part of the road is:

- a Forest Service Road; or,
- under another agreement holder's Road Tenure.

The road can cross multiple timber harvesting agreements and/or management units. It can also cross private land. The Road Tenure and accompanying Exhibit A map would describe which Timber Mark to use for each crown land base.

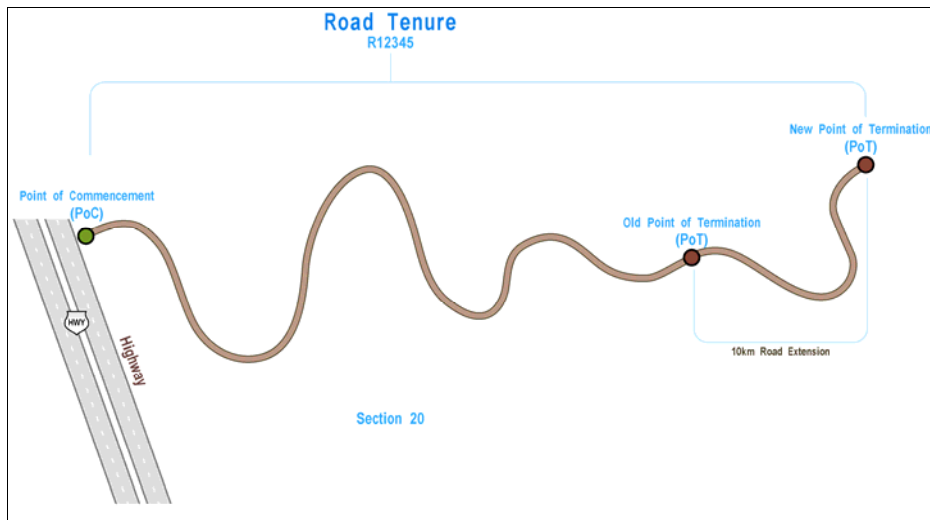
The road has a single **Point of Commencement (PoC)** and **Point of Termination (PoT)**. The distance between the PoC and PoT does **not** break for administrative or ownership boundaries.



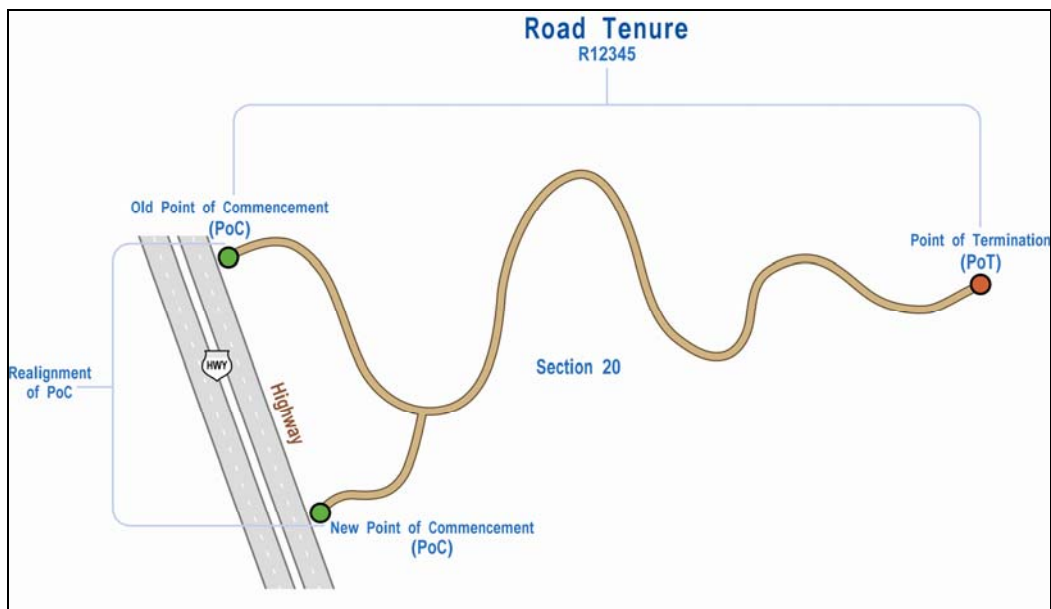
It is important to note that the **PoC** and **PoT** of a road may change with an amendment.

Example 1 - Perhaps you have a road which is 100km long. This road is a single section. You want to extend your road by 10km. The PoT of the road tenure section would change from 100km to 110km. You would retain the original PoC and the same road tenure section identifier. The amendment to lengthen the road would include the spatial for the whole 110km. This is illustrated in the schematic below.

Topic 3: Understanding Road Tenure Administration



Example 2 – An environmental event has forced the realignment of the road at the PoC. The amendment to realign the road would include spatial for the whole road. Note: realignment may affect the length of the road from the PoC but would not change the location of the PoT



Topic 3: Understanding Road Tenure Administration

What is a Road Tenure Section?

A road network that contains several roads (over Crown Land) would be identified by **sections**. Each road would be equivalent to a section and have a unique road tenure section identifier (up to 30 alpha numeric characters submitted via ESF). A section has its own PoC and PoT.

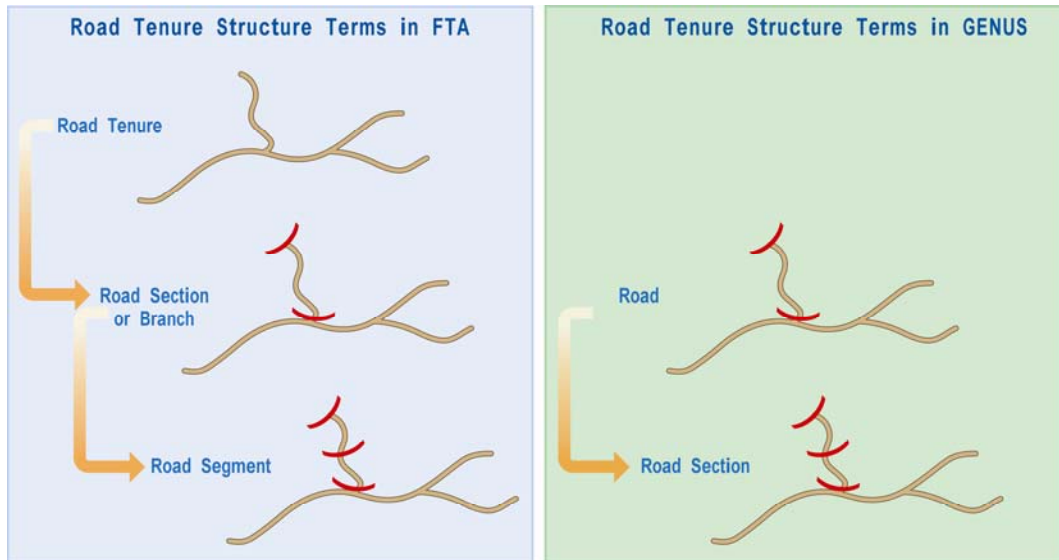


A road tenure section describes continuous line geometry from a junction with a public road or other Road Tenure to its end.



A road tenure section or branch in FTA is known as a Road in GENUS.

The terms Road Tenure, Road Section/Branch, Road, and Road Segment are used differently in FTA and in GENUS. The schematic below illustrates how these terms are utilized in each application.



It is important to note that the term **“branch”** is used instead of **“section”** when discussing **Forest Service Roads**. You will notice this difference in terminology in Part II of this guide when discussing the FTA System.

Topic 3: Understanding Road Tenure Administration

The diagram below shows the various Road Tenure's Sections which make up Road Tenure R12345.



What is a Road Segment?

A road **segment** is the smallest business element of a road. A **segment** is used to describe a “tenure event” along a road section that identifies the portions of the road that must be tenured in FTA and those that portions that are not. Each road tenure section is made up of at least one road **segment**.

At a business level road segments are used as partitions for attribution only. Segments are **not** stored spatially.

Segments are system generated, created through an overlay process that compares the road tenure application to underlying encumbrances on the land base. Encumbrances include other tenures and private land. The result of the overlay creates ‘tenure’ and ‘non-tenure’ segments for attribution based on the various encumbrances the road tenure application crosses.

Each segment of a Road Permit (on Crown Land) must have the appropriate **Timber Mark** assigned to it. This ensures the wood is associated with the correct land base.

Segments must be contiguous but can **not** overlap.



A road segment is a portion of a road tenure section described as distances from the section's PoC. The way a road tenure section is broken into segments has to do with land status and Timber Marks.



FTA 4.0 maintains spatial geometry of each Road Tenure to the section level only. **Segments are not stored spatially.**

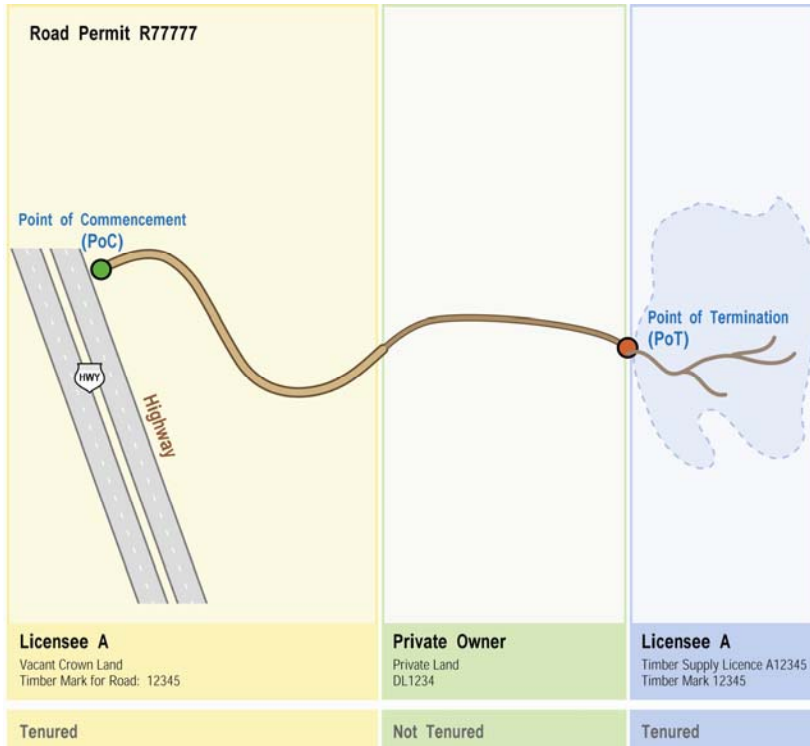
Topic 3: Understanding Road Tenure Administration



BCTS
BC Timber Sales

A road tenure segment in FTA is known as a section in GENUS.

The following schematic shows the two segments which make up a single section of a Road Permit.

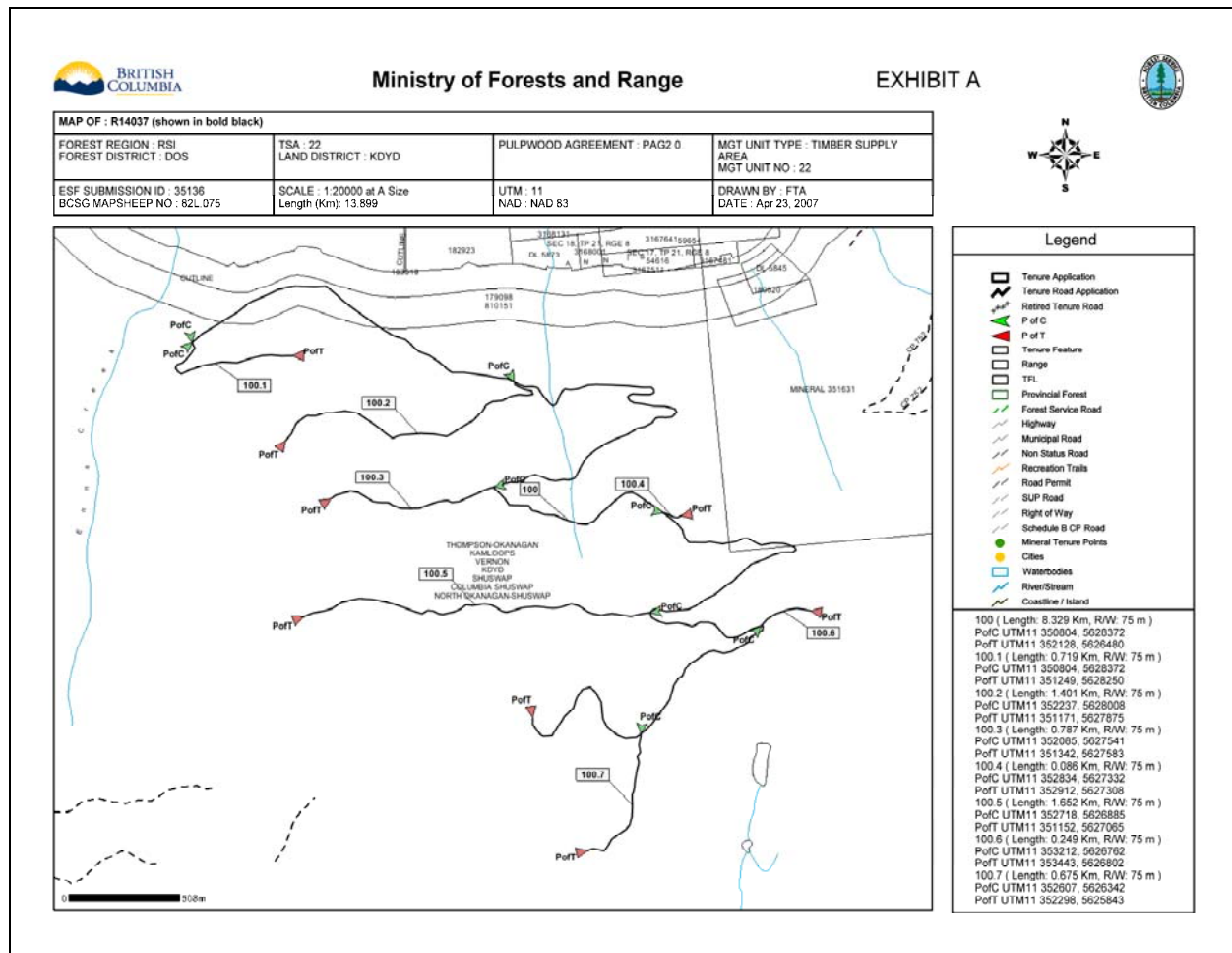


The Exhibit A for the authorization to build this road would only authorize the segments on the **Crown Land**. Recall that if the transportation of timber must cross **private land**, then this must be done in agreement with the land owner and remains the responsibility of the licensee. Segments on Private Land are not tenured.



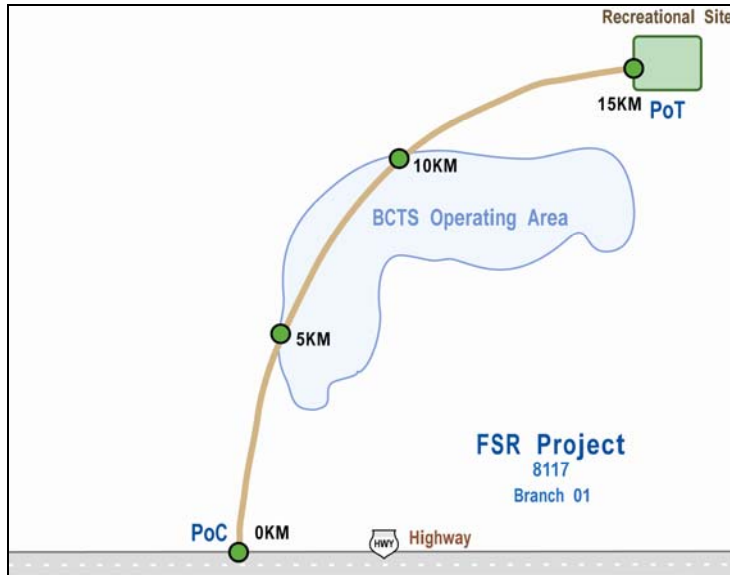
The Exhibit A produced via FTA4.0 will display all sections. **Tenure segments appear bolded on the Exhibit A.** A sample Exhibit A is shown below.

Topic 3: Understanding Road Tenure Administration



Topic 3: Understanding Road Tenure Administration

The following schematic shows the three segments which make up Branch 01 of Road Tenure 8117 which is a Forest Service Road. This Forest Service Road has evolved over time and the image depicts the current responsibility. For example, the road may have been built years ago by BCTS to access a block. After this, Operations Division extended the road to access a Recreation Site.



For FSRs tenure does not provide authority to harvest; therefore tenured road segments will not have timber marks. Segmentation is used to identify responsibility.

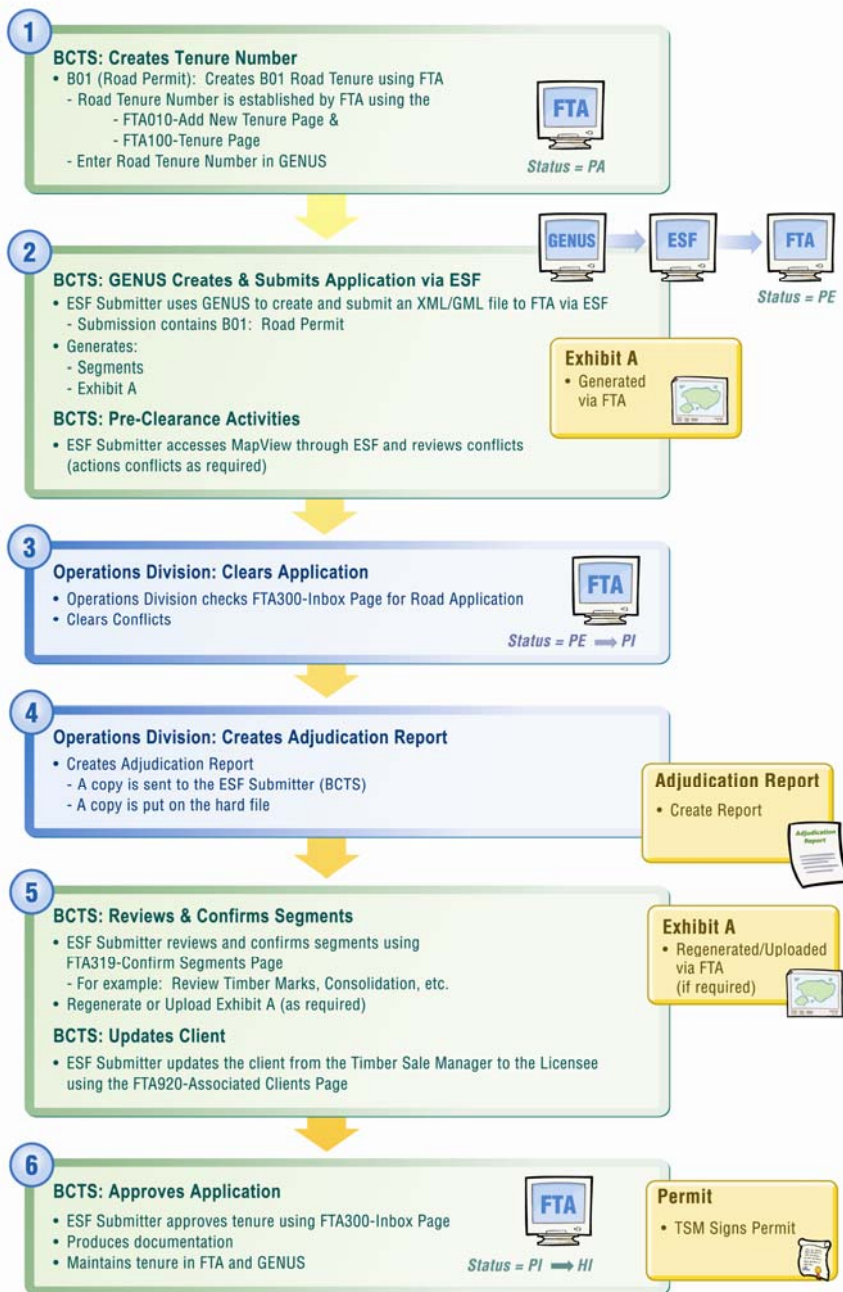
Understanding the Road Tenure Issuance Process

The Issuance Process – New Road Tenure

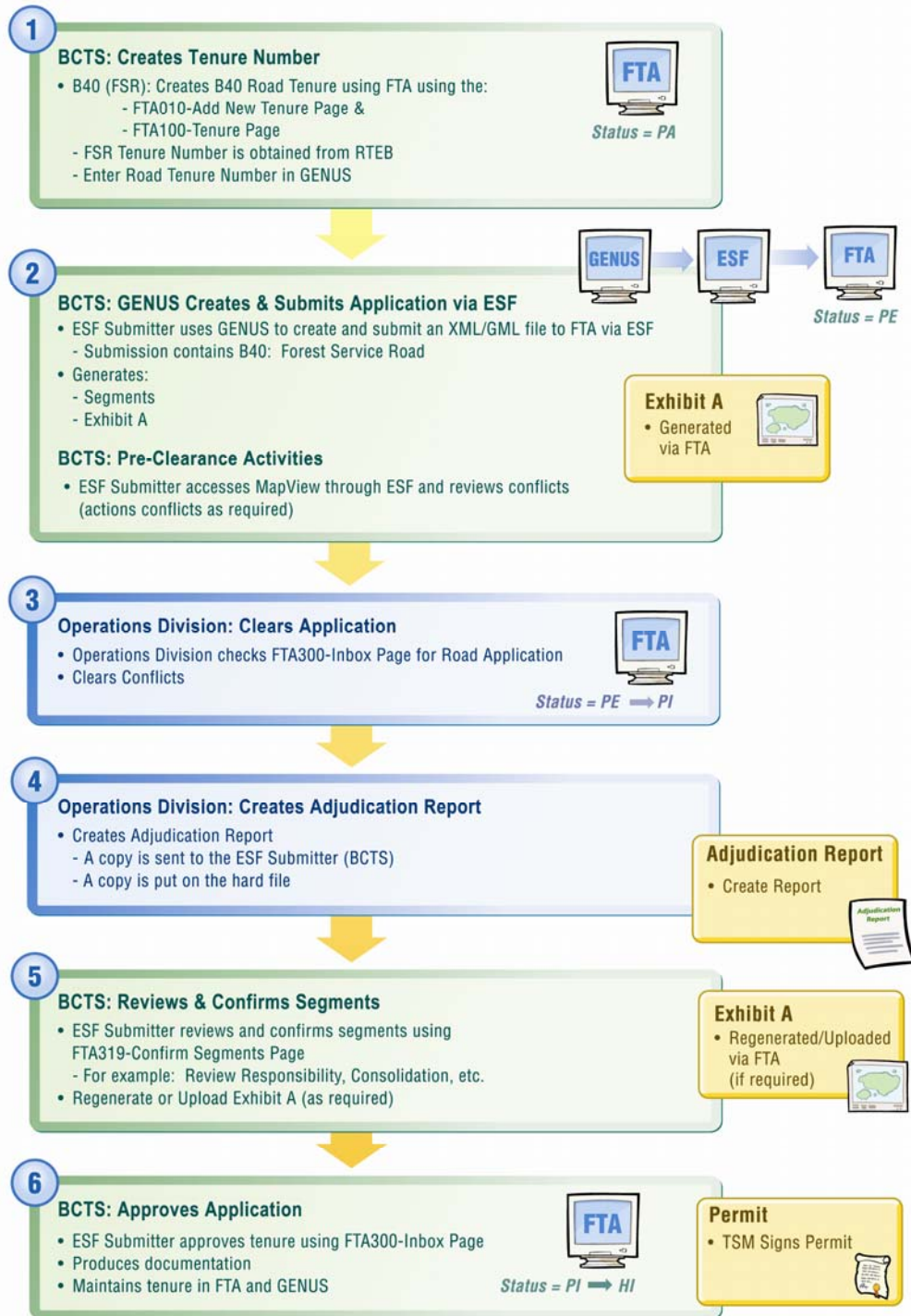


The Road Tenure issuance process for BCTS is illustrated in the two schematics below. Recall that roads authorized by a Cutting Permit are covered by the Cutting Permit Issuance Process. Following the schematics is a description of the various parties and their roles in the process. The FTA specific tasks in this process are revisited in **Part II** of this guide.

Road Permit (B01) - Road Tenure Issuance Process



Forest Service Road (B40) - Road Tenure Issuance Process



Topic 3: Understanding Road Tenure Administration



The parties and their roles in the BCTS B01 and B40 Road Tenure issuance processes are discussed below.

The Parties

① BCTS – Creates Tenure Number

BCTS Staff create the B01 or B40 Road Tenure using FTA. This is completed by using the **FTA010-Add New Tenure** page and the **FTA100-Tenure** page. This occurs prior to the submission of the application via ESF.

- For Road Permits (B01), FTA will automatically generate the Road Tenure Number.
- For Forest Service Roads (B40), the Road Tenure Number (also known as the FSR Project Number) must be obtained from RTEB (Property Services Division).

The Road Tenure Number must then be referenced in the ESF data file. For both Road Permits and Forest Service Roads, the Road Tenure Number must be entered in GENUS.

Once a Road Tenure is added manually in FTA, the status of the tenure is set to **Pending Application (PA)**. The status will remain at PA until the ESF submission is successful.



② BCTS – GENUS Creates and Submits the Application via ESF

The BCTS ESF Submitter is responsible for using GENUS to create and submit the XML/GML Road Tenure Application file to FTA via ESF.



The ability to apply for a **Road Permit** or **Road Use Permit** is provided by Part 8 of the **Forest Act**. The conditions for making an application are established in the *Act*. Section 115 of the **Forest Act** lists the pre-requisites. It is up to the Statutory Decision Maker (e.g. District Manager) to set procedural requirements for the application.

Recall that, at this time, Road Use Permits are **not** submitted via ESF nor are they tracked in FTA.

A successful application will automatically produce the following items in FTA:

- Segments for all Road Tenure types including any automatic timber mark assignment.
- Electronic Exhibit A with the Road Tenure bolded for all Road **Tenured** Segments.
 - Road Tenure clearance width is equivalent to 75 meters for both Road Permits and FSRs. This is 37.5 meters on either side of the centerline.



FTA automatically generates segments and assigns timber marks to these. However, it is important to note that FTA is performing a **very rough first cut**. **BCTS Staff will need to analyze each segment against source documentation to ensure the segmentation is correct and the correct timber marks have been assigned.**

The status of the application is set to **Pending Electronic (PE)** in FTA.

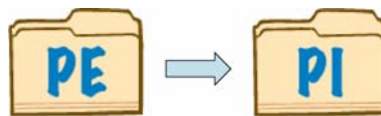


The BCTS ESF Submitter is responsible for accessing MapView through ESF to review conflicts and action these as required.

① Operations Division – Clears Application

The Operations Division is responsible for completing the status and clearance process. This involves resolving all conflicts on the land base. They frequently check the FTA Inbox for tenures which may require their attention.

The status of the application is changed from **Pending Electronic (PE)** to **Pending Issuance (PI)** once the application is **cleared** in FTA.



④ Operations Division – Creates Adjudication Report

The Operations Division is responsible for creating the Adjudication Report. A copy is:

- Sent to the ESF Submitter (BCTS); and,
- Put on the hard file.

⑤ BCTS – Reviews and Confirms Segments

The BCTS ESF Submitter is responsible for reviewing and confirming segments using the **FTA319-Confirm Segments** page. This includes reviewing timber mark assignment, responsibility and possible consolidation. If changes are made to the segments the Exhibit A must be regenerated or uploaded.

The BCTS ESF Submitter must also update the client from the Timber Sale Manager to the Licensee using the FTA920-Associated Clients page for B01 Files.

⑥ BCTS – Approves the Application

The BCTS ESF Submitter can now approve the application using the **FTA300-Inbox** page. Once approved, the tenure is maintained in FTA and in GENUS.

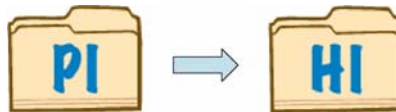
Topic 3: Understanding Road Tenure Administration

The Statutory Decision Maker can sign the permit. Prior to signing the permit, the manager should be satisfied that:

- The application is consistent with the applicant's rights and obligations;
- There are no unresolved conflicts with other interests granted over the area;
- First Nations interests on the area have been adequately addressed;
- The application meets the standards necessary to produce the legal document and, where applicable, describes which Timber Mark to use for each land base.

Once the application is approved, it is removed from the **Inbox** (i.e. it no longer exists on the **FTA300-Inbox** page) and is ready to be maintained in FTA as a Road Tenure. In addition, official legal documentation must be forwarded to the licensee or BCTS.

The status of the application is changed from **Pending Issuance (PI)** to **Issued (HI)** once the application is **approved** in FTA.



Remember that an email is sent to the submitter of the ESF Application at various stages during the lifecycle of the tenure. For additional information, please refer to the **FTA/ESF Overview Module**.



Once approved, the application is referred to as a **Road Tenure** in FTA. It is important to understand the distinction between a **Road Tenure** and a **Timber Mark**.

- The **Road Tenure** is the authority to occupy the land and build or maintain the road. This is a long term arrangement.
- The **Timber Mark** ensures the wood is returned to the right land base. This is a snapshot in time.
- A **Road Tenure** can have **multiple Timber Marks**.
 - o The permit document and map will identify which Timber Mark to apply to timber in each land base.

The Paperwork

The licensee must receive the signed **original** Road Permit document and Exhibit A map. Inclusion of a cover letter is optional.



If you choose to include a cover letter, it should only direct a permit to a specific individual in a company. The cover letter should **not** add conditions nor emphasize clauses in the permit or in legislation.

District Road Staff must retain a **copy** of each **Road Tenure**

The Amendment Process – Amending a Road Tenure

A Road Tenure must be amended if the geometry of the road network requires a change. Amendments can be done to add or remove entire road sections or to modify the geometry of an existing road Section/Branch of the tenure.

An amendment follows the process outlined above for a new Road Tenure with the following exceptions:

- the step “BCTS – Creates Tenure Number” is removed.
- the Road Tenure status remains at HI-Issued. The section(s)/branch(es) amended will have the appropriate status changes.

The ESF application for an amendment must reference the existing Road Tenure Number and section/branch (if applicable) which requires amendment.



Additional information on processing amendments can be found in the **Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) V2.4** (<http://www.for.gov.bc.ca/his/FT/business.htm>).

Understanding Road Section/Branch Status

The status of the **Road Tenure** has been discussed above. It is important to understand that a **Road Section/Branch** also has a status associated with it. If the road has not yet been approved, the section/branch status is Pending Electronic (PE).

Administering Active Road Tenures

Administrative Activities

The table below lists key administrative activities and the corresponding business area responsibility for managing each type of Road Tenure.

Administrative Activity	Description	Road Permit (B01)	FSR (B40)	SUP (S01, S02)
Notification of Commencement	Enforced by forest practices legislation (see section 85 of the <i>Forest Planning and Practices Regulation</i>).	✓		✓
Marking and Scaling	The Road Permit identifies the Timber Mark(s), but the requirement for marking and scaling are enforced under the <i>Forest Act</i> .	✓	No harvest rights	No harvest rights
Waste Assessments	Regulated by the Waste Manual referenced by the licence.	✓		
Inspections	Driven by risks to forest practices or revenue.	✓	✓	✓
Amendments	See Topic 7: Amending a Tenure & Reviewing Segments .	✓	✓	✓
Termination	See “ Ending the Road Tenure ” below.	✓	✓	✓

Topic 3: Understanding Road Tenure Administration

Ending the Road Tenure

Road Permits, Forest Service Roads, and Special Use Permits do **not** contain a term. A Road Tenure section continues to be part of the tenure, until the licensee applies for and is relieved of obligations by the Statutory Decision Maker (e.g. District Manager) or the obligations are reassigned to another permittee or the road is declared a Forest Service Road.

Once the permittee has been relieved of obligations via the Statutory Decision Maker (e.g. District Manager) then the holder of the tenure section(s) may retire these section(s) via ESF or FTA.



Road Tenures held by BCTS Licensees have a term. Your local Timber Sales Manager can provide guidance on Road Tenure (B01) terms.



It is **not** an option to create non-status roads by **cancelling** non-deactivated roads.

FTA allows district staff to retire, relabel or delete road sections. These are discussed in Part II of the guide. The following summarizes these functions:

- **Retire Roads** – this function is used to retire entire section(s)/branch(es) of a road. A road section or branch may be retired directly in FTA **or** via an ESF submission. Retirement is used to relieve the permit holder of obligations under the Road Permit Tenure, and deactivation is one of the reasons this might occur.
 - Retirement does **not** remove the road section(s) from the Road Permit in FTA. Retirement sets a “retirement date” on the spatial information in LRDW and, thus, the retired section(s) no longer show up as active section(s) on the permit. The spatial information is kept for historical reasons. Once the Exhibit A is regenerated, the retired section(s) will display with “XXXX” over top.
- **Relabel** – this function is used when there is no change to the spatial information but the road label (i.e. business key) must be changed. The re-label function allows this to be accomplished without the need for a new ESF Submission.
- **Delete** – this function is only used if there is an error in the data entered into FTA.

When is a Road Tenure Deactivated?

District or Timber Sales Managers must ensure that the licensee deactivates a Road Tenure when that licensee no longer needs the road if:

- There is no apparent future industrial use for the road;
- No other party is able or willing to assume responsibility for the road; and,
- The Statutory Decision Maker (e.g. District Manager) determines that the road will not be required for ongoing public access.

Can the requirement for deactivation be waived?

The requirement for deactivation **may** be waived.

For example:

- a major licensee may request the Statutory Decision Maker (e.g. District Manager) considers waiving the requirement to deactivate a Road Permit; or

Topic 3: Understanding Road Tenure Administration

- a Timber Sales Manager advises the Statutory Decision Maker (e.g. District Manager) that BCTS wishes to deactivate an FSR; **and**,
- there are no industrial users that will continue to use the road.

The Statutory Decision Maker (e.g. District Manager) must review each request to determine if the road would be needed for future commercial or public access. If such access is required, the Statutory Decision Maker (e.g. District Manager) may only relieve the licensee or BCTS of their obligation to deactivate the road after consultation with the Regional Executive Director.

Consultation must include consideration of:

- type and extent of future use;
- likelihood of future industrial use on the road; and,
- approximate magnitude of cost to continue to maintain the road.

If the Statutory Decision Maker (e.g. District Manager) decides a Road Tenure will **not** be deactivated by the permittee, that manager must relieve the licensee in writing of the requirement to deactivate. The manager must then declare the road to be a **Forest Service Road** or pass the obligation to another user through a new Road Permit or Special Use Permit.



Refer to the July 29, 2005 memo “New Administrative Responsibilities for Forest Service Roads (FSRs)” for additional details. This memo can be found in the “Cutting Permit and Road Tenure Administration Manual”. (<http://www.for.gov.bc.ca/hth/documents/cp-rp-admin-manual-v1-00-march-22-2006.doc>).

Can a Road Permit or Road Use Permit be suspended or cancelled?

A Road Permit or Road Use Permit **cannot** be cancelled other than through the *Forest Act*. If cancellation is considered via the *Forest Act*, the following must occur prior to cancellation:

- Suspend for cause;
- Provide notice;
- Provide opportunity to be heard; and,
- Provide opportunity to remedy.

Managing Special Circumstances

Roads under the Bark Beetle Regulation (BBR)



For information regarding roads under the BBR refer to the April 19 2005 memo: **Roads and Trails under the Bark Beetle Regulations (BBR)**. This memo can be found in the “Cutting Permit and Road Tenure Administration Manual”. (<http://www.for.gov.bc.ca/hth/documents/cp-rp-admin-manual-v1-00-march-22-2006.doc>).

Converting Road Permit Roads/Special Use Permit Roads to Forest Service Roads

Declaration of FSR

The Statutory Decision Maker (e.g. District Manager/Timber Sales Manager) and licensee must agree that the licensee no longer requires the road section(s) under the **Road Permit**. If the Statutory Decision Maker has consulted with the Regional Executive Director and the decision has been made that the road should **not** be deactivated he/she must:

- Retire the section(s) from the Road Permit/Special Use Permit; and,
- declare the road to be an FSR.

As an FSR, the Statutory Decision Maker will be responsible for properly inspecting and maintaining the road until a new industrial user is issued a **Road Use Permit** or until the road is reassigned to another licensee as a **Road Permit** or **Special Use Permit**.

Engineering staff must inspect the road tenure section(s) that will become an FSR to:

- determine the present condition of the road and any structures;
- identify potential risks; and,
- obtain the necessary data for the bridge register and the road management system.

Once these activities are complete, the **Declaration Form** must be completed and an electronic version of the map/plan must be attached. This form must be signed by the local Statutory Decision Maker. Once this form is signed, the road is declared an FSR and the local office can proceed with operation activities as though the road is an FSR (even if the new map notations have not yet been completed).



The **Declaration Form** is available at: <http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs302info.htm>
For additional information on the declaration of an FSR refer to the **MoFR Engineering Manual 2006, Chapter 1: Road Administration** (See the topic titled “Declaring FSRs”).

Discontinue and Close the FSR

Local planning processes may determine that an FSR is no longer required. FSRs that are surplus to the requirement of Operations and BCTS must be permanently closed as an FSR by the Statutory Decision Maker (e.g. District Manager). This may be done because:

- the FSR is deactivated (as defined in legislation); or,
- transferred to another user or agency.

This discontinue and closure process removes the responsibility for the operation of the road from MoFR. Once the FSR is deactivated or transferred to another user/agency, the **FSR Discontinue and Close Form** must be completed and signed by the local office Statutory Decision Maker. A map/plan must be attached to the form. Another tenure **cannot** be established over the road until this form is signed.

Once the form is signed, the Statutory Decision Maker can assume the decision to discontinue and close the road as an FSR has been made. The local office can proceed with any operational activities as though the road was no longer an FSR even if the advertising and new map notations have **not** yet been completed.

Topic 3: Understanding Road Tenure Administration



For additional information refer to the **Forest Act**.
http://www.qp.gov.bc.ca/statreg/stat/F/96157_04.htm#



The **FSR Discontinue and Close Form** is available at:
<http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs301info.htm>

A copy of the **FSR Discontinue and Close Form** is forwarded to Real Estate Operations who will advertise the closure. A copy of the advertising notice will be forwarded to the originating office.

Transferring Roads

You must follow the normal legal process for a transfer. FTA allows you to transfer road sections/branches.

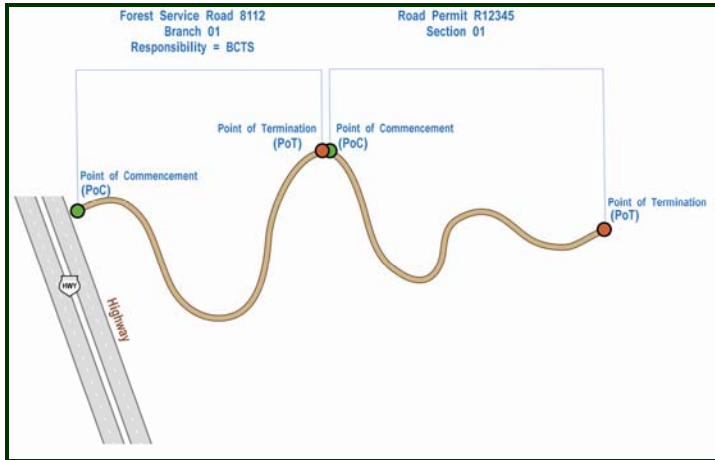
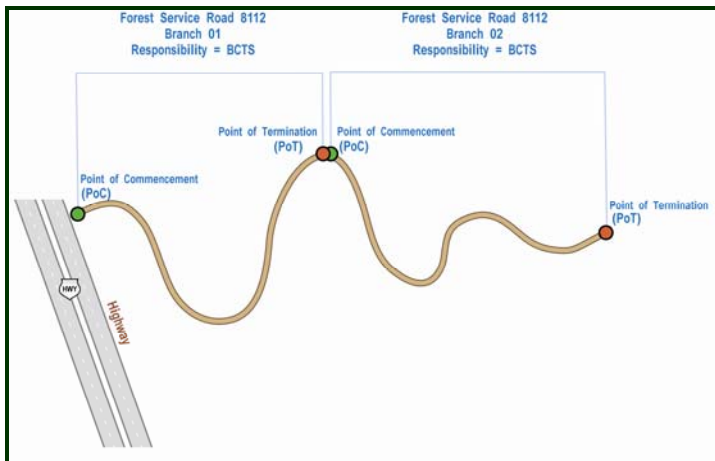


The following scenarios illustrate the business case when the transfer function is most commonly used by BCTS.

Topic 3: Understanding Road Tenure Administration

Scenario 1 – Transferring a Road Permit to a Forest Service Road which BCTS has full responsibility for

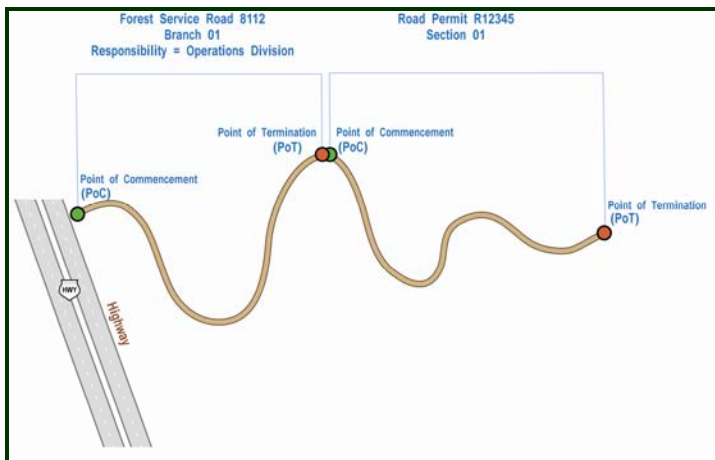
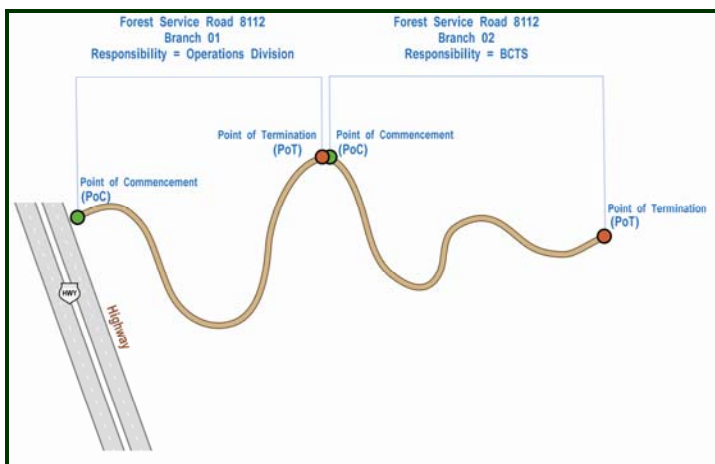
The following two images show how Section 01 of the Road Permit R12345 is transferred to the Forest Service Road 8112. The Road Permit will become Branch 02 of the Forest Service Road. Responsibility will remain with BCTS for the entire Forest Service Road.



Topic 3: Understanding Road Tenure Administration

Scenario 2 – Transferring a Road Permit to a Forest Service Road which BCTS and Operations Division now share responsibility for

The following two images show how Section 01 of the Road Permit R12345 is transferred to the Forest Service Road 8112. The Road Permit will become Branch 02 of the Forest Service Road. Responsibility will remain with Operations Division for Branch 01 of the Forest Service Road. Responsibility will be BCTS for Branch 02 of the Forest Service Road.



In Part II of the guide, discussion includes the FTA function of transferring sections/branches of a road. It is important to understand that FTA is actually retiring the old section/branch and creating a new section/branch rather than simply transferring a section/branch.



For additional information, refer to the **Forest Act** Section 54(1)(c).

http://www.qp.gov.bc.ca/statreg/stat/F/96157_04.htm#section54.1

Topic 3: Understanding Road Tenure Administration

Transfer the FSR to Ministry of Transportation (MoT)

There are some cases in which a FSR may be transferred to the MoT. The MoFR Statutory Decision Maker and MoT Statutory Decision Maker must reach an agreement in principle. Next, the Statutory Decision Maker (MoFR) must complete the **Transfer of Forest Service Road to MoT Form** and attach an electronic map/plan.



The **Transfer of Forest Service Road to MoT Form** is available at:
<http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs300info.htm>

A copy of the **Transfer of Forest Service Road to MoT Form** is forwarded to Real Estate Operations who will notify the MoT Properties Branch. The Executive Director, Properties Branch (MoT) must accept the transfer. A copy of the signed form is then sent by Real Estate Operations to the originating MoFR office and local MoT office.

Transfer the FSR to another Agency/User

In some cases, the FSR may be transferred to another agency or user. The Statutory Decision Maker must:

- discontinue and close the FSR using the **FSR Discontinue and Close Form**; and,
- issue a new tenure; or,
- ensure that another agency assumes responsibility for continuing use of the road, as applicable.



For additional information refer to the July 29 2005 memo: **New Administrative Responsibilities for Forest Service Roads (FSRs)**.

Subdivision or Consolidation of Licences

Subdivision or consolidation of licences (i.e. Forest Licences or Tree Farm Licences) may require existing issued Road Permits to be associated with a different licence. The following process should be followed to make appropriate administrative changes:

- In conjunction with the subdivision/consolidation process, the licensee should identify in writing which Road Permits are proposed for changing their association from the source licence to the target licence.
- After the subdivision or consolidation is complete, the MoFR should:
 - o amend the appropriate provisions of Part 1 of the Road Permit documents (licence number);
 - o change the file (harvest tenure) association in FTA; and,
 - o notify the licensee of the changes and include a new Exhibit A map.

On Block Roads Extending Beyond the Block Boundary

In a situation where an on-block road needs to go outside the cut block (e.g. to facilitate a switchback loop), an application to amend either the Road Permit (RP) or the Cutting Permit (CP) is required.

- The CP holder would have to apply for a CP amendment to ensure the road is wholly contained within the cutting authority area; or,
- The RP holder would have to apply for an RP amendment to ensure the entire road section would be tenured under the Road Permit up to the point where the road enters the last cut block for the final time.

A tenured road passing through multiple blocks must be a contiguous Road Permit section from the start of the road to the boundary of the last block.

Roads that provide access to future wood must be tenured under a Road Permit.



Refer to the **Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) V2.4** for additional information regarding On Block Roads extending beyond block boundaries. This guide is available at: <http://www.for.gov.bc.ca/his/FT/business.htm>

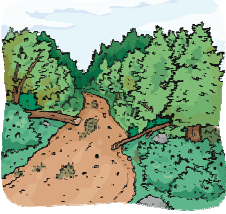


If you require any type of form related to roads, you may search for this using the following website: <http://www.for.gov.bc.ca/pscripts/isb/forms/forms.asp>

FTA Training

Part II: Using FTA

FTA Participant Guide –



Roads Module

Topic 4: Adding a Road Tenure

In this topic, you will learn how to:

- Add a Road Tenure to FTA; and
- Submit a Road Tenure Application via ESF.

Adding a Road Tenure

In Topic 3, the process of issuing a new Road Tenure was discussed. It is important to understand the two methods in which a Road Tenure Number may be established in FTA. To establish a Road Tenure Number in FTA for a:

- **Forest Service Roads (B40)**, you must obtain a Project Number from RTEB (Property Services Division). The Project Number will become the Road Tenure Number. This number is entered in FTA on the **FTA010-Add New Tenure** page. Once the tenure has been added, the ESF Submission must reference this same Road Tenure Number.
 - o Note that generating the Road Tenure Number in FTA allows BCTS or Operations Division Staff the ability to obtain the Road Tenure Number prior to the ESF Submission. This is useful if the submission fails or is rejected. This same number can be used on subsequent submissions.
- **Road Permit (B01)**, you can either:
 - o Use the **FTA010-Add New Tenure** page to add the tenure. The Road Tenure Number will be generated by FTA. This is only available for MoFR Users; **or**,
 - o Submit the application via ESF and a Road Tenure Number will be automatically generated.



BCTS must always use the method of adding a new B01 file in FTA (via the **FTA010-Add New Tenure** page) prior to the ESF submission. This is due to the fact that the tenure number is then used in GENUS.

- **Special Use Permits (S01 & S02)**, you must submit the application via ESF. The Road Tenure Number will be automatically generated.

In all cases, the licensee/BCTS Staff/Operations Staff must log onto the ESF Website to upload the data file containing the tenure application information. This data file is an XML/GML file which must meet the specifications outlined in the **Industry & BCTS Submission Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) V2.4** (<http://www.for.gov.bc.ca/his/FT/business.htm>).



BCTS staff use GENUS to create and upload the XML/GML file to ESF.

Once the file is uploaded, ESF will validate the file. The file will display in FTA if:

- It has been submitted in the correct format via ESF; and,
- It passes all validation applied via ESF processing.



Note that **Road Use Permits (B41)** will **not** be discussed in Part II of this guide. The functionality does not yet exist in FTA to support this tenure type.

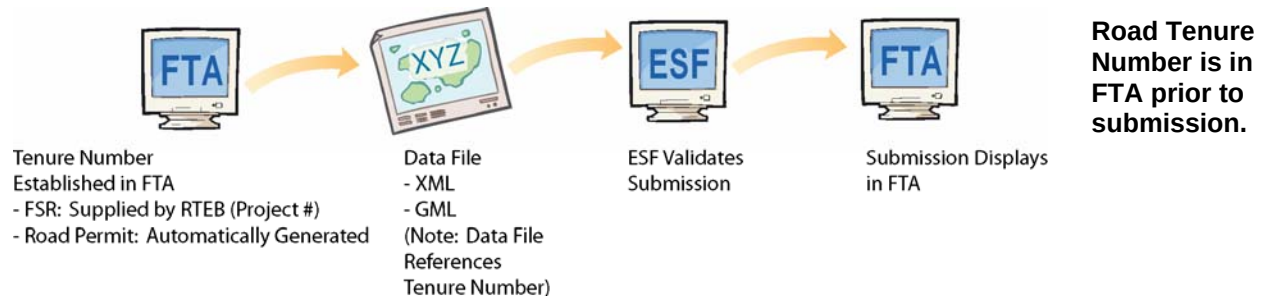
Topic 4: Adding a Road Tenure



A data file may contain **one** or **many** road tenure sections/branches.

The spatial data required for a new Road Tenure must include the centerline of all sections being applied for from the PoC to the PoT. Each section in the application must be defined spatially as one single contiguous section.

The schematics below will help you to understand the two methods in which a Road Tenure Number may be generated.



BCTS staff will always follow the business process flow noted above.



The following table outlines the Road Tenure Number Formats.

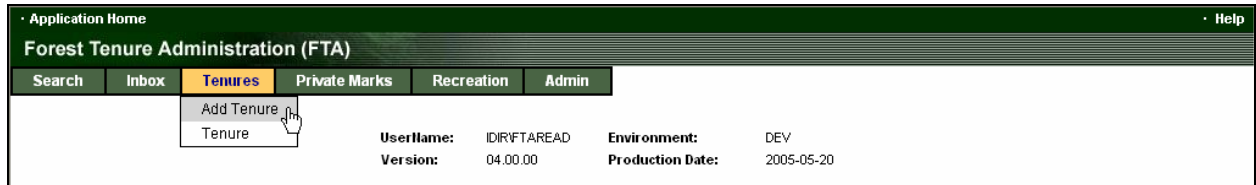
Road Tenure Type	Road Tenure Number Format	Road Tenure Number Generation
Road Permit (B01)	R + 5 digits	Automatically generated from FTA either online or from ESF submission.
Forest Service Road (B40)	Numeric	Obtained from the Resource Tenures and Engineering Branch (RTEB), Property Services Division.
Special Use Permit (S01-Forest or S02-Non Forest)	S + 5 digits	Automatically generated from FTA via ESF.

Exploring the FTA010-Add New Tenure Page

The **FTA010-Add New Tenure** page is used to enter the Project Number for a Forest Service Road (Operations or BCTS Users), or generate a Road Tenure Number for a Road Permit (MoFR Users only). Remember, Special Use Permits can only be generated via an ESF submission.

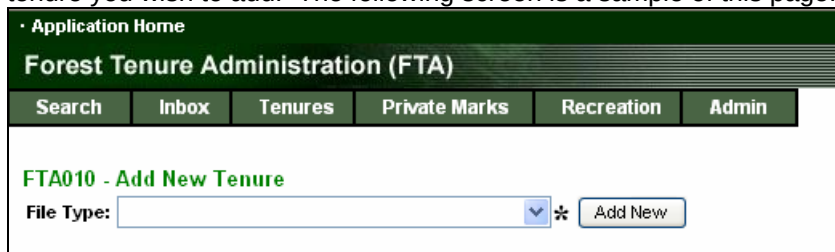
Navigating to the FTA010-Add New Tenure Page

To navigate to this page, select **Add Tenure** from the **Tenures** menu.



Understanding the FTA010-Add New Tenure Page

The **FTA010-Add New Tenure** page and the **FTA100-Tenure** page work together to allow a Road Tenure Number to be either supplied or generated. Use this page to select the type of tenure you wish to add. The following screen is a sample of this page:



Steps to Follow – Add a FSR

There are certain steps staff should follow to use this page to add a FSR. These are outlined below:

- 1 Select the **File Type = B40** from the drop list on the **FTA010-Add Tenure** page.
- 2 Click the **Add New** button.
 - The **FTA100-Tenure** page displays.
- 3 Examine the **FTA100-Tenure** page.
 - Mandatory fields are marked with a *.
 - Confirm these are correct and modify if they are not correct or if they have not been completed.
 - Note that BCTS Users will **not** be able to enter the **Admin Org** field even though this is marked mandatory. This will be automatically populated based on the District entered.
- 4 Enter the Project Number in the **File** field.
 - Note: New Project Numbers are 5 digits; however, existing Project Numbers may be 3 or 4 digits.
- 5 Click the **Save** button to save the data you have entered.
 - You will receive a message confirming that the save was successful. Note: The status of the file will be PA.

- 6 If you wish to add an additional Forest Service Road, you can click the **Add New** button on this page or you can navigate back to the **FTA010-Add Tenure** page from the **Tenures** Menu.

Steps to Follow – Add a Road Permit

Recall that a Road Permit (B01) may only be added online by MoFR Users. There are certain steps staff should follow to use this page to add a Road Permit. These are outlined below:

- 1 Select the **File Type = B01** from the drop list on the **FTA010-Add Tenure** page.
- 2 Click the **Add New** button.
 - The **FTA100-Tenure** page displays.
- 3 Examine the **FTA100-Tenure** page.
 - Mandatory fields are marked with a *.
 - Confirm these are correct and modify if they are not correct or if they have not been completed.
 - Note that BCTS Users will **not** be able to enter the **Admin Org** field even though this is marked mandatory. This will be automatically populated based on the District entered.
- 4 Click the **Save** button to save the data you have entered.
 - You will receive a message confirming that the save was successful.
 - The Road Tenure Number will be automatically displayed in the **File** field.
- 5 If you wish to add an additional Road Permit, you can click the **Add New** button on this page or you can navigate back to the **FTA010-Add Tenure** page from the **Tenures** Menu.

Exploring the FTA100-Tenure Page

As noted above, you will be using both the **FTA010-Add Tenure** page and the **FTA100-Tenure** page to create and review a Road Tenure. When you create a Road Tenure:

- Using the **FTA010-Add Tenure** page: you are automatically navigated to the **FTA100-Tenure** page. You must complete the mandatory fields on this page prior to submitting your application via ESF.
- Using the **ESF Submission Process**: you will work with your application in the **FTA300-Inbox** and then navigate to this page. This is discussed in **Topic 5** of this guide.

The **FTA100-Tenure** page is dynamic in nature. The fields displayed on this page vary based on three factors:

- The Road Tenure type that you are working with (i.e. Road Permit, FSR, etc.);
- Your User ID (i.e. BCTS or Operations);
- The stage in the business cycle your Road Tenure is at (i.e. the status of the file). For example, when you are creating an FSR or Road Permit you will notice only a subset of fields are displayed. Once the Road Tenure has been cleared in FTA additional fields are displayed.

Topic 4: Adding a Road Tenure



District Users will notice that all the mandatory organizational fields (i.e. Admin Org and District) are automatically populated with data based on their user logon ID. Regional and Headquarter Users will be able to select the district they are working with.

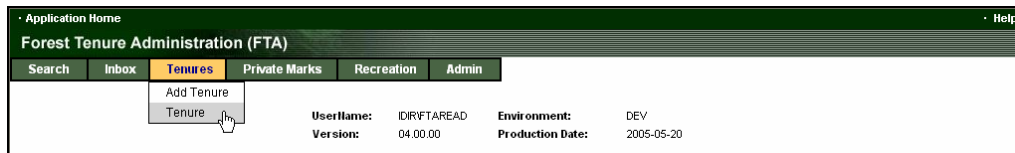
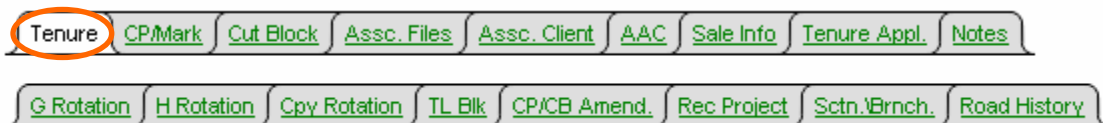


BCTS staff will enter the **District** when adding the Road Tenure. The **Admin Org** will be populated based on the District entered.

In addition, the **BCTS Org Unit** is displayed in the bottom portion of the page and is automatically populated, when adding a new file online, based on the BCTS User ID.

Navigating to the FTA100-Tenure Page

To navigate to the **FTA100-Tenure** page, select **Tenure** from the **Tenures** menu. You will be navigated to the **Tenure** tab.



Understanding the FTA100-Tenure Page

The **FTA100-Tenure** page is made up of two sections. These sections allow a user to examine and enter detailed information for the tenure.

Section 1 – Find the Road Tenure

The first section of the **FTA100-Tenure** page is used to display the Road Tenure Number (File) and location of the tenure that you wish to work with. The following is a sample of a Road Permit which has been issued.

Topic 4: Adding a Road Tenure

FTA100 - Tenure

Back To Search

Add New

File: R15576

Status: HI - Issued

As of: 2007-01-08

Type: B01 - Road Permit

Admin Org: RCO - Coast Forest Region

Note(s) Attached

Permittee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

District: DCK - Chilliwack Forest Distri

Sec. Licensee? N

Mgmt Unit: U 37

Strathcona TSA

Zone: 01

Award Date: 2007-01-08

Expires:

Location: Lept Creek

Security Deposit Type:

Amount:

Other Deposit Type:

Amount:

Section 2 – Details

The next section of the **FTA100-Tenure** page displays details about the tenure. The details displayed will vary depending on if the tenure is a Road Permit, Forest Service Road, or Special Use Permit.

This section also allows you to generate the **Timber Mark** for a Road Permit.

You may wish to generate a Timber Mark for the Road Permit if an existing Timber Mark has **not** been previously created for this Road Permit.



Currently, BCTS staff will **not** use the **Generate Timber Mark** button on the **FTA100-Tenure** page.



You may **not** generate a Timber Mark for the Road Permit while the file status is Pending Application (PA). The file status must be:

- Pending Electronic (PE);
- Pending Issuance (PI); or
- Issued (HI).

See the topic “Generate a Timber Mark” in Topic 5 of this guide to learn how to generate a Timber Mark.

Ownership:	<input type="text" value="N"/>	Current (km):	8.03
BCTS Fund:	<input type="text" value="N"/> *	BCTS Org:	<input type="text"/>
		Mark Issued:	<input type="text" value="N"/> *
Quota Type:	<input type="text"/>		
Catastrophic:	<input type="text" value="N"/>	Deciduous:	<input type="text" value="N"/>
Compliance Method:	<input type="text"/> *	Instrument:	<input type="text"/> *
		Cruise Based:	<input type="text" value="N"/>
		Land Region:	<input type="text"/>
<div>Save Delete Retire</div> <div>Harvest History Generate Timber Mark</div>			

Steps to Follow

Recall from the previous topic that the **FTA100-Tenure** page is initially used when creating a Forest Service Road or Road Permit. You are automatically navigated to the **FTA100-Tenure** page from the **FTA010-Add Tenure** page. Recall that, to create the Road Tenure, you must:

- 1 Enter all mandatory fields.
 - If you are generating a Forest Service Road, enter the Project Number in the **File** field.
 - **Compliance Method** and **Instrument** are not mandatory. If the Mark Issued field is set to "Y" then you may enter data in these fields; otherwise, data entered in these fields will not be saved. Note that the Mark Issued field is only set to Y if you are generating a new Timber Mark on this page.
- 2 Click the **Save** button.



The **FTA100-Tenure List** page will be revisited in **Topic 5** of this guide.

Topic 4: Adding a Road Tenure

Sample Data – FTA100 Tenure: Road Permit

The following shows the data displayed for a **Road Permit** in the **FTA100-Tenure** page.

Application Home He

Forest Tenure Administration (FTA)

Search | Inbox | **Tenures** | Private Marks | Recreation | Admin

Tenure | CP/Mark | Cut Block | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

G Rotation | H Rotation | Cpy Rotation | TL Blk | CP/CB Amend. | Rec Project | Scin/Brmch. | **Road History**

FTA100 - Tenure

[Back To Search](#) [Add New](#)

File: R15576 Status: HI - Issued * As of: 2007-01-08 *

Type: B01 - Road Permit * Admin Org: RCO - Coast Forest Region * Note(s) Attached

Permittee: 00001271 00 CANADIAN FOREST PRODUCTS LTD. District: DCK - Chilliwack Forest Distri * Sec. Licensee? N

Mgmt Unit: U 37 * Strathcona TSA Zone: 01 *

Award Date: 2007-01-08 * Expires: *

Location: Lept Creek

Security Deposit Type: Amount:

Other Deposit Type: Amount:

Ownership: N Current (km): 8.03

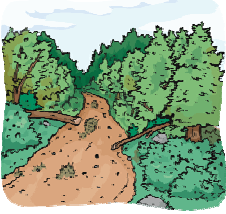
BCTS Fund: N * BCTS Org: Mark Issued: N *

Quota Type: Catastrophic: N Deciduous: N Cruise Based: N

Compliance Method: Instrument: Land Region:

Feedback | Disclaimer | Privacy | Copyright Ministry of Forests & Range

FTA Participant Guide –



Roads Module

Topic 5: Clearing, Approving and Reviewing a Road Tenure

In this topic, you will learn how to:

- Clear the Road Tenure;
- Confirm segments;
- Approve or reject a Road Tenure in FTA;
- Explore the Tenure and Tenure Application pages; and,
- Explore overarching tenures.

Clearing the Application

All Road Tenures are initially displayed in FTA in the **Inbox**. Each Road Tenure has been submitted to the FTA Inbox via the Electronic Submission Framework (ESF).



Recall that the ESF application process and the FTA Inbox were discussed extensively during the **ESF/FTA Overview Module** of this training. If you have not completed this module it is highly recommended that you do so now.

Each Road Tenure application will display as a separate row in the Inbox. The **ESF/FTA Overview Module** discussed how to navigate to the Inbox and the general layout of the Inbox.



BCTS staff must complete **Pre-Clearance Activities** prior to Operations Division clearing any BCTS specific applications. The BCTS ESF Submitter must access MapView through FTA and review and action conflicts as required.

Steps to Follow – Clear Application

There are certain steps to follow to use the Inbox to clear a Road Tenure. These steps are usually completed by district Geomatics Staff.

- 1 Select **Inbox** from the **Inbox** menu. The **FTA300-Inbox** page displays. Note the following:
 - The **Org Unit** defaults to your Organizational Unit.
- 2 Use the filters in the top portion of the page to filter the Inbox data to meet your needs.
 - For example, if you know the specific **File ID** of the application you wish to work with, enter this in the **File ID** field.
- 3 Examine the **Regen in Progress** column. Ensure that there is an **N** (No) displayed. You will **not** be able to clear the application if there is a **Y** (Yes) displayed.
- 4 When all conflicts have been resolved, **Clear** the file by clicking the **Clear** button.
- 5 Once you click the **Clear** button, you are automatically navigated to the **Exhibit A Clearance** page.
 - You have the option of entering a comment in the text field.
 - o If you wish to enter a comment, but do **not** wish to clear the Exhibit A, use the **Save** button.
 - Click the **Exhibit A Cleared** button to clear the Exhibit A. You will receive a message indicating the Exhibit A has been successfully cleared.

Additional Buttons:

There are two additional buttons which may be used prior to clearing the tenure. These are:

- Upload Exhibit A
- Regenerate Exhibit A

These functions are discussed later in this topic.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure



Clearing the Exhibit A automatically changes the Road Tenure file status to **Pending Issuance (PI)**.



Once the Exhibit A has been Cleared, the Inbox page will display an **Unclear** button in place of the **Clear** button. Do **not** click this button unless you wish to reverse the Clear.



Once the file has been cleared, Operations Division is responsible for creating the **Adjudication Report** and sending a copy of this to the BCTS ESF Submitter. A copy must also be put on the hard file.

Sample Data – FTA300 Inbox: Road Tenure

The following shows the data displayed for a **Road Permit**, which has **not** yet been cleared, in the **FTA300-Inbox** page.

Currently Assigned	ESF Submission			Tenure Application				Exhibit A			BCTS	Regen		
	Date	ID	Org Unit	File ID	Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map Memo	Org Unit	in Progress
FOR	2007-01-05	3003236	DCK	R15576	B01 - Road Permit	88987	RP	New	00001271	CANADIAN FOREST PRODUCTS LTD.	N	Y	NO	N

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Sample Data – Exhibit A Clearance: Road Tenure

The following shows the **FTA302-Exhibit A Clearance** page for a Road Permit. This page is displayed once the **Clear** button is clicked.

FTA302 - Exhibit A Clearance

Back

ESF Date:2007-01-05

Tenure Application ID:88987

Application Description:Haul road mainline

Client Number:00001271 00

ESF ID:3003236

Ex A Image:Y

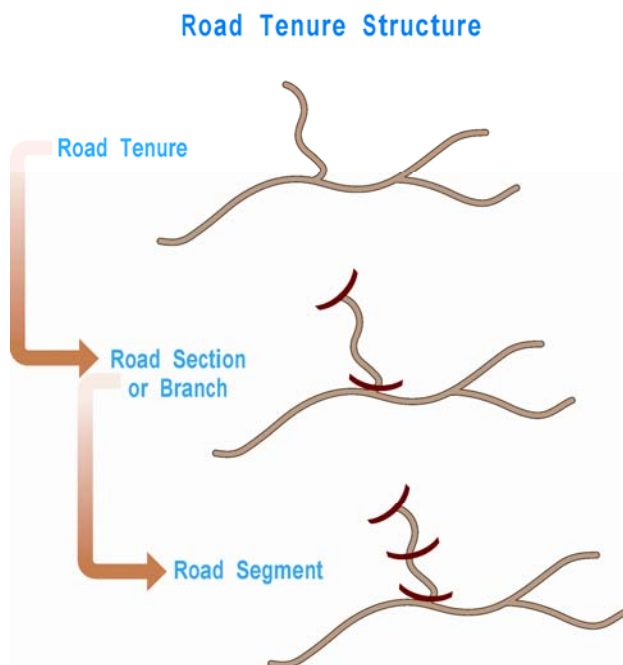
Licensee:CANADIAN FOREST PRODUCTS LTD. 00

Object	Additional Action	Map Conflict	Additional Action Comments	Resolved
<div><div></div><div>SaveExhibit A Cleared</div></div>				

Confirming Segments

Segments are used to identify the tenure and Timber Mark portions of a Road Tenure Section. Recall that a Road Tenure is made up of sections or branches, which are made up of segments. FTA automatically determines segmentation. This is a very rough first cut which the user must confirm prior to approving the Road Tenure.

In FTA, segments are only displayed by attribute data **not** spatial data.



The information tracked in FTA varies slightly based on the type of Road Tenure as noted in the following table.

	Road Permits (B01)	Forest Service Roads (B40)	Special Use Permits (S01 or S02)
Timber Mark Required?	Yes. Segments that are tenured must be assigned a Timber Mark or Road Timber Mark to authorize hauling of the timber.	No. Tenure does not provide authority to harvest; therefore, these segments do not have a Timber Mark.	No. Tenure does not provide authority to harvest; therefore, these segments do not have a Timber Mark.
Responsibility Indicated?	N/A	Yes. Liability is indicated for the FSR as either: <ul style="list-style-type: none"> Operational Division BCTS 	N/A

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Segments are generated automatically via the ESF application process. FTA will automatically associate Timber Marks with segments for Road Permits (B01) where appropriate. The total length of all segments must always equal the total length of the corresponding section/branch. The segments are listed with an indicator that denotes whether the segment is within crown or private land (i.e. tenured or not).

Segments must be **confirmed** prior to approving the tenure.



Remember that FTA now supports the idea of separating the Road Tenure from the Timber Mark.

Steps to Follow: Confirm Segments

The **FTA319-Confirm Road Segments** page varies depending on the type of Road Tenure you are working with. To navigate to the **FTA319-Confirm Road Segments** page, you must select the **Map Feature** button, then the **Segments** button corresponding to your application section/branch on the **FTA300-Inbox List** page.



The BCTS ESF Submitter is responsible for reviewing and confirming segments for roads managed by BCTS.

The steps to follow are indicated below for each Road Tenure type.

Road Permit (B01)

- 1 Examine the data in the top portion of the page to verify that the file you are working with matches your needs.
- 2 Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:
 - **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured. If N then intersects with private land.
 - **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.
 - **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.
 - **Timber Mark** – displays the Timber Mark associated with this segment.
 - o This field will only contain Timber Marks and Road Timber Marks that have been previously assigned to a section of the Road Permit.
 - o FTA will try to automatically assign Road Timber Marks from area based overarching tenures to each segment.
 - o Volume based tenures have no spatial area; therefore, no automatic assignment can be made by FTA. The volume based overarching tenure Road Timber Marks must be manually entered using the "Other Timber Mark" field explained below.
 - o If the road passes through an area where the system is unable to identify a Timber Mark, the system will **not** allocate a Timber Mark. You must determine the Timber Mark to use. This may be an area or volume based Road Timber Mark or you may generate a Timber Mark using the FTA100-Tenure page. This is discussed later in this topic.
 - **Other Timber Mark** – displays a Timber Mark which has been associated with the segment via a manual update. For example, this field is used if you wish to assign a Timber Mark which does not

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

appear in the drop list associated with the "Timber Mark" field noted above.

- **Licensee** – displays the Licensee for the Timber Mark.
- **Consolidate** – used to consolidate segments. See the **Consolidating Segments (Road Permit) Tip** below.
- **Update button** – used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Segments (Road Permit) Tip** below.
- **Delete button** – used to delete the corresponding row of data.



Once you are satisfied that the segments are accurate, click the **Confirm Segments** button.

- Click the **Back** button to return to the previous page.



Consolidating Segments Tip

The consolidation function allows you to merge two **contiguous** tenure segments for a road tenure. This function is:

- Applicable to Road Permits (B01), Forest Service Roads (B40), and Special Use Permits (S02, S02).
- Performed on segments which have the same Tenured Indicator (either all segments are indicated as Yes or all segments are indicated as No).

Consolidation is used to manage your road sections/branches in FTA. For example, if you have a road which has two contiguous sections, and both of these sections are indicated as "non tenured" (i.e. perhaps they pass through private land), then you may wish to consolidate these sections. These sections will never be tenured and consolidation will make data management easier.

To consolidate segments:

- Select the checkbox adjacent to each segment you would like to consolidate.
- Click the **Consolidate Segments** button.
- Note: There is no button which allows you to "un-consolidate" segments. If you have consolidated segments in error, you must manually re-create these segments using the **FTA319-Confirm Segments** page.

The following scenarios will help you to understand consolidation:

Scenario I:

- Segment A is a non-tenured segment and has a start/end station of 20/40.
- Segment B is a non-tenured segment and has a start/end station of 40/50.
- These segments could be consolidated. There is no gap between segments.

Scenario II:

- Segment A is a non-tenured segment and has a start/end station of 20/40.
- Segment B is a non-tenured segment and has a start/end station of 50/60.
- These segments could **NOT** be consolidated. This would be invalid as there is a 10km gap between segments.

Scenario III:

- Segment A is a non-tenured segment and has a start/end station of 20/40.
- Segment B tenured segment and has a start/end station of 40/60.
- These segments could **NOT** be consolidated. This would be invalid as there one is tenured and one is not.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure



Updating Segments (Road Permit) Tip

Selecting the **Update** button next to a segment allows you to modify details for the segment. The segment details are populated in the editable fields at the top of the segment list.

Note that the:

- Timber Mark drop list contains all distinct Timber Marks for segments assigned to the Road Tenure that have been either formally approved in a previous application, are currently in a pending application status or are assigned to segments in the current application.
 - Does **not** include expired Timber Marks or those that have only been assigned to previously retired section segments.
- Other Timber Mark text field allows you to enter any valid Timber Mark. The Timber Mark must exist in FTA and the harvesting authority for which the Timber Mark is assigned must be in a **HI** status. For example, this field is used if you wish to assign a Timber Mark which does not appear in the drop list associated with the "Timber Mark" field noted above.

As stated earlier, adding or removing of segments subsequent to their initial generation will require either a regeneration or upload of a new Exhibit A before the application may be approved.



BCTS
BC Timber Sales

BCTS staff do have the ability to regenerate or upload the Exhibit A.



Adding Segments (Road Permit) Tip

You may also add a segment for the Road Permit. Enter the details in the empty fields at the top of the segment list and click the **Save** button.

Segments may be added (or removed) to the section/branch providing the total length of all tenure segments remains equal to the length the corresponding section/branch.

Forest Service Road (B40)

1

Examine the data in the top portion of the page to verify that the file you are working with matches your needs.

2

Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:

- **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured. If N then intersects with private land.
- **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.
- **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.
- **Responsible** – indicates who is responsible for the segment.
- **Consolidate** – used to consolidate segments. See the **Consolidating Segments Tip** above.
- **Update button** - used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Segments (FSR) tip** below.
- **Delete button** – used to delete the corresponding row of data.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

3

Once you are satisfied that the segments are accurate, click the **Confirm Segments** button.



Updating Segments (FSR) Tip

Selecting the **Update** button next to a segment allows you to modify details for the segment. You may only update the responsibility field for the segment.



Adding Segments (FSR) Tip

You may add a segment for the FSR. Enter the details in the empty fields at the top of the segment list and click the **Save** button.

Special Use Permit (S01 & S02)

1

Examine the data in the top portion of the page to verify that the file you are working with matches your needs.

2

Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:

- **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured. If N then intersects with private land.
- **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.
- **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.
- **Consolidate** – used to consolidate segments. See the **Consolidating Segments Tip** above.
- **Update button** - used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Segments (S01 & S02) Tip** below.
- **Delete button** – used to delete the corresponding row of data.

3

Once you are satisfied that the segments are accurate, click the **Confirm Segments** button.



Updating Segments (S01 & S02) Tip

Selecting the **Update** button next to a segment allows you to modify details for the segment. You may update the Tenured Indicator, Start Station, and/or End Station for the segment.

Adding Segments (S01 & S02) Tip

You may add a segment for the Special Use Permit. Enter the details in the empty fields at the top of the segment list and click the **Save** button.

Sample Data – FTA319-Confirm Segments (Road Permit)

Application Home
He

Forest Tenure Administration (FTA)

Search
Inbox
Tenures
Private Marks
Recreation
Admin

FTA319 - Confirm Segments

ESF Date: 2007-01-05	ESF ID: 3003236	
Tenure Application ID: 88987		
Application Description: Haul road mainline	Ex A Image: Y	
Client Number: 00001271 00	Licensee: CANADIAN FOREST PRODUCTS LTD. 00	

Map Feature Type: RD - Road	Feature: R15576 SEC 1	
Application Purpose: New	Refer to:	
Provincial Forest Conflict: Area is totally inside of the Provincial Forest	Length(km): 8.0262	
Point of Commencement:	Segments Confirmed: N	

Back

Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	Consolidate
N	0.0000	1.4326				☐ Save <input type="button" value="Update"/> <input type="button" value="Delete"/>
Y	1.4326	1.6677 19/OR1			WFP WESTERN LUMBER LTD.	☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>
N	1.6677	2.0652				☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>
Y	2.0652	2.1579 19/OR1			WFP WESTERN LUMBER LTD.	☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>
N	2.1579	7.4376				☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>
Y	7.4376	7.6604 19/OR1			WFP WESTERN LUMBER LTD.	☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>
N	7.6604	8.0262				☐ <input type="button" value="Update"/> <input type="button" value="Delete"/>

Feedback • Disclaimer • Privacy • Copyright
Ministry of Forests & Range

Approving or Rejecting the Tenure in FTA

Once the following activities have been complete, you may approve the Road Tenure:

- The application has been cleared;
- Segments have been confirmed; and
- All additional mandatory data has been added to the **FTA100-Tenure List** page.

You may reject an application at any time while it is in the **FTA300-Inbox** page.

Should segments be modified subsequent to the last time the application Exhibit A was generated, then users will be requested to regenerate or upload the Exhibit A before being allowed to approve the application in the inbox. This process ensures that segments on the Exhibit A accurately reflect those recorded in the application.

Steps to Follow: Approve or Reject Application

The steps to follow to **Approve** or **Reject** an application are fairly simple. Both of these processes are explained below. This function is performed by district staff having “approval” authority.



BCTS staff may approve or reject those Road Tenures which they manage. Upon approval, the Road Tenure must be maintained in FTA and in GENUS.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Approve the Road Application - The following steps are usually completed by the appropriate District Staff.

- 1 Return to the **Inbox** and navigate to the application which corresponds to the Exhibit A you just cleared in the steps above.
- 2 Click the **APP** button.
- 3 The **Inbox Confirm Approve** page displays. Click the **OK** button.
 - Click the **Cancel** button if you have made an error and do not wish to approve the application.
 - Note that a default message appears. You may alter this, if you wish, by editing the text.
- 4 An **Approve Successful** message is displayed.
 - You can no longer examine the application in the Inbox.



Approving the application automatically changes the Road Tenure status from **PI (Pending Issuance)** to **HI (Issued)** in FTA. All Sections/Branches will have a status change from **PE (Pending Electronic)** to blank.

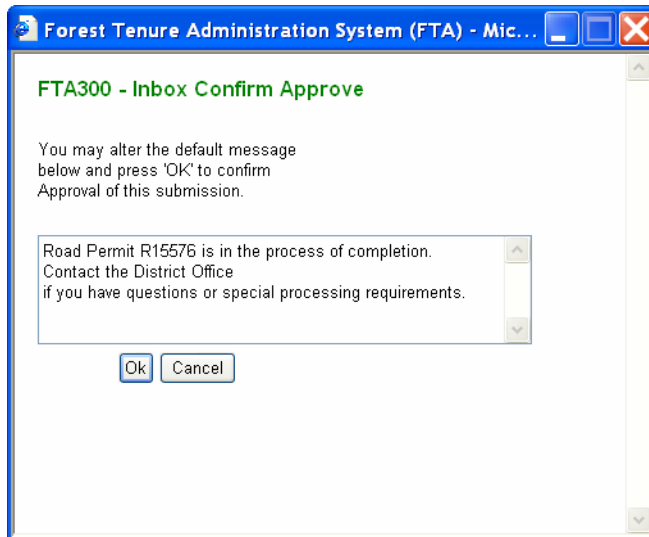
Reject the Road Application – The following steps may be completed by Geomatics Staff or District Road Staff

- 1 Return to the **Inbox** and navigate to the application which corresponds to the Exhibit A you just cleared in the steps above.
- 2 Click the **REJ** button.
- 3 The **Inbox Confirm Reject** page displays. Click the **OK** button.
 - Click the **Cancel** button if you have made an error and do **not** wish to reject the Road Application.
 - Note that a default message appears. You may alter this if you wish by editing the text.
- 4 A **Reject Successful** message is displayed.
 - You can no longer examine the application in the Inbox.

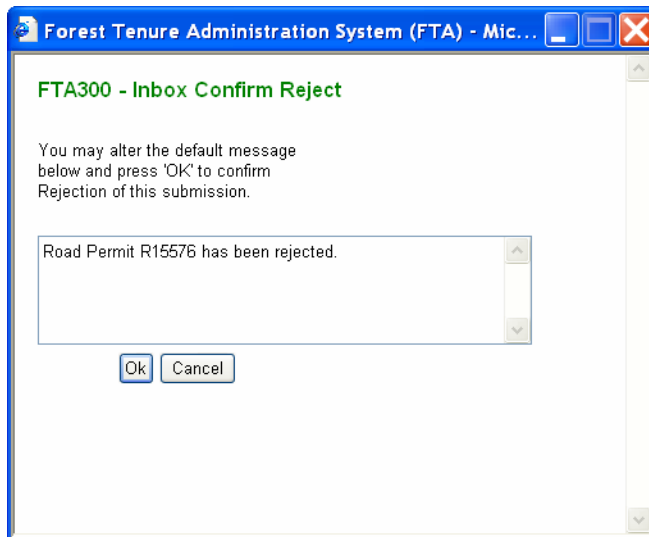


Rejecting the application removes the Tenure from FTA. The Tenure will display in ESF with a status of **rejected**.

Sample Data – FTA Inbox: Approve Road Application



Sample Data – FTA Inbox: Reject Road Application



Re-Visiting the FTA100-Tenure Page

If you attempt to approve a Road Tenure which does not have all mandatory fields completed, you will need to re-visit the **FTA100-Tenure** page to add additional details about the tenure.

Recall that the **FTA100-Tenure** page is dynamic and will vary dependent upon:

- The type of Road Tenure you are working with;
- Your User ID; and,
- The stage in the business cycle your Road Tenure is at.

In Topic 4, the process of adding a Road Tenure manually to FTA was discussed. During this process, the **FTA100-Tenure** page was used. In this topic, you will learn how to add additional details for Road Tenures which you wish to approve.

The steps to follow are indicated below.

- 1 Once you click the **Approve** button for the Road Tenure using the **FTA300-Inbox** page, you will note a red message at the top of the page. This message indicates the tasks you must complete on the **FTA100-Tenure** page.



BCTS staff working with Road Permits must also change the licensee to be the actual licensee rather than the Timber Sales Manager prior to approving the tenure.

- 2 Navigate to the **FTA100-Tenure** page by selecting **Tenure** from the **Tenures** menu.
- 3 The Road Tenure will be automatically displayed. Complete all mandatory fields.
 - Note: All fields are described for each Road Tenure type in the tables below.
- 4 Click the **Save** button. You may now return to the **FTA300-Inbox** page to **approve** the Road Tenure.



You will **not** be able to modify any data for the Tenure until the associated spatial application has been accepted through ESF.



If the status of the file is:

- **Pending Application (PA), Pending Electronic (PE), or Pending Issuance (PI):** some fields will be protected regardless of your role. The electronic application has **not** yet been approved.
- **Issued (HI):** the electronic application has been approved and can be updated/modified.

Generate a Timber Mark

The **Timber Mark** allows you to separate the Road Tenure (now identified by the Road Tenure Number) from the land base where the timber is being harvested. The land base where the timber is being harvested is identified by the Timber Mark associated with each segment.

Road Permits (B01) have Timber Marks associated with them at the segment level. FTA will automatically attempt to assign the proper Road Timber Marks to each segment. This is based on the Road Timber Marks associated with the Overarching Tenure. Users are responsible for confirming that the proper Road Timber Mark has been assigned to segments. Recall that Road Timber Marks can be associated with an area or volume based Overarching Tenure. This was discussed in Part I of this guide.

In rare cases, there may be no Road Timber Marks which can be associated with the Road Permit. FTA allows a user to manually create a Timber Mark to use in these cases. This Timber Mark is generated using the **FTA100-Tenure** page.

The method you may use to generate a Timber Mark varies based on the status of the Road Permit.

- If the Road Permit has a status of Pending Electronic (PE), Pending Issuance (PI) or Issued (HI) you may generate a Timber Mark by using the **Generate Timber Mark** button.
- If the Road Permit has a status of issued (HI), then you may also generate a Timber Mark by using the **Mark Issued** field.



BCTS
BC Timber Sales

BCTS Users do **not** use the Generate Timber Mark button.

Generate Timber Mark Button

Clicking the **Generate Timber Mark** button automatically:

- creates a Timber Mark; and,
- sets the Mark Issued field to Y (Yes).

The Timber Mark appears in the **Mark** field on the **FTA100-Tenure** page. The Timber Mark is an exact match of the Road Tenure Number. You may now associate this Timber Mark with your Road Tenure Segments as needed.

Traditionally, in FTA, Timber Marks were only created after Road Permit approval. However, Timber Marks now need to be available prior to permit approval so that they may be assigned to the appropriate segments in the **FTA300-Inbox**. As such, the **Generate Timber Mark** button is provided to allow for the creation of the Timber Mark when the file status is:

- Pending Electronic (PE)
- Pending Issuance (PI); or,
- Issued (HI).

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Note that the **Generate Timber Mark** button is **not** available when the file is in Pending Application (PA) status.

Mark Issued Field

The **Mark Issued** field for a Road Permit reflects whether a Timber Mark has been issued for the permit. Once a Timber Mark has been issued, this field will display a “Y”. Otherwise, it will display an “N”.

You may modify this field if the Road Permit has a status of issued (HI). If toggled to **Y (Yes)**, you will be prompted to populate the appropriate Timber Mark related fields such as Mark Expiry Date, Marking Method, and Marking Instrument. Upon **Save**, the Timber Mark will now appear in the **Mark** field and will be an exact match of the Road Tenure Number. You may now associate this Timber Mark with your Road Tenure Segments as needed.



BCTS
BC Timber Sales

The **Mark Issued** field is only set to Y when a user has generated a Timber Mark using the **FTA100-Tenure** page.

If a user has assigned an existing Timber Mark or Road Timber Mark (associated with an overarching tenure) by using the **FTA319-Confirm Segments** page or the **FTA907-Segments** page to the Road Permit, the Mark Issued field will **not** be set to Y and should **not** be set to Y.



Note that rejection of a new Road Permit in the Inbox will delete the previously created Timber Mark. However, if an amendment application is made for a Road Tenure, the Timber Mark will **not** be removed (as it may have been previously generated and assigned to other segments).

Road Tenure Common Fields

Field	Description
File	This field will display the Road Tenure Number.
Status	This field will display the status of the file.
As Of	This field will display the date the status shown was set for the file in FTA. You must manually change this to be the date the Statutory Decision Maker (i.e. District Manager) signs the document.
Type	This field will display the type of Road Tenure.
Admin Org	This field displays the region responsible for the file.
Permittee	This field displays the licensee whom applied for the tenure.
District	This field displays the district responsible for the file.
Sec Licensee	This field will display a “Y” (Yes) if a Secondary Licensee or B Type Client(s) is identified on the legal documents and attached to this tenure through the Associated Clients option. To learn more about Associated Clients, visit Topic 9 :

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Field	Description
	Associating Files, Clients, and Notes.
Management Unit	<p>Code to indicate the type of management unit the Road Permit is within. Use T if applicable to the tenure, use U for all other tenures.</p> <ul style="list-style-type: none"> • T = Tree Farm Licenses • U = Timber Supply Area • Number to identify the management unit. <ul style="list-style-type: none"> o For Tree Farm Licenses (T) it is the TFL number (e.g. for TFL 35 it is 35). o For Timber Supply Area (U) it is the TSA area (e.g. for the Kamloops TSA it is 11).
Zone	Use this field to enter the zone. This identifies an administrative area within a district for operational purposes.

Road Tenure B01 Specific Fields

Field	Description
Award Date	This field will default to blank in FTA. You must enter the date the road tenure was awarded.
Expires	This field identifies the expiration date of the tenure. This field may be left blank.
Location	This field refers to the location of the Road Permit.
Security Deposit Type & Amount	<p>Use this field to select the type of Security Deposit that is required. The Security Deposit Type field refers to the type of security used to secure the tender.</p> <p>Use the corresponding Amount field to enter the amount of the deposit.</p> <p>These fields are specific to BCTS.</p>
Other Deposit Type & Amount	<p>Use this field to select the type of Other Deposit required. The Other Deposit Type field refers to the type of security used to secure the tender.</p> <p>Use the corresponding Amount field to enter the amount of the deposit.</p> <p>These fields are specific to BCTS.</p>
Ownership	This field will default to "N" (No) as there is no deemed ownership.
Current (km)	This field displays the length of the road section(s) in kilometers. This is auto generated based on the length of approved sections under the tenure.
Mark	The Road Timber Mark is displayed if the Generate Timber Mark button was clicked.
Mark Issued	Y (Yes) or N (No) displays depending on whether or not the Timber Mark is issued. If the Generate Timber Mark button is

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Field	Description
	clicked, then this field will default to Y. When creating a new tenure, this field defaults to No .
Issued Date	This field will default to blank in FTA. You must enter the legal effective date of the Timber Mark.
Expires	This field allows the entry of a Timber Mark Expiry Date. BCTS Staff are required to enter the actual expiry date as determined by the local Timber Sales Manager.
Ext. Count	This field displays the number of extensions to the Expiry Date that the Timber Mark has had.
Extended Date	Enter the date the Timber Mark has been extended too.
Reason	Select the reason for the Timber Mark extension.
Quota Type	This field is used to select the Quota Type. This identifies an allowable harvesting Quota Type.
Catastrophic	Use this field to indicate if the damage to the stand of timber is catastrophic. Otherwise, it is endemic.
Deciduous	This field is used to indicate whether the Timber Mark is primarily for harvesting deciduous species. Otherwise, coniferous.
Cruise Based	Use this field to indicate whether a Cruise was used for billing purposes.
Compliance Method	Use this field to indicate the method of marking the truckload of harvested timber.
Instrument	Use this field to indicate the means of marking the timber for identification of the timber mark.
Land Region	Enter the region identifier for Crown Lands.
The following additional fields will appear if you are a BCTS User.	
BCTS Fund	This field is used to indicate whether the proceeds from the Tenure sale were through BCTS.
BCTS Org	This field is used to indicate which BCTS office administered the sale of the tenure.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Forest Service Road (B40) Specific Fields

Field	Description
Current (km)	This field displays the sum of all section/branch lengths for the given Road Tenure.
The following additional fields will appear if you are a BCTS User.	
BCTS Fund	This field is used to indicate whether the proceeds from the Tenure sale were through BCTS.
BCTS Org	This field is used to indicate which BCTS office administered the sale of the tenure.

Road Tenure S01 & S02 Specific Fields

Field	Description
Award Date	This field will default to blank in FTA. You must enter the date the road tenure was awarded.
Term	This field refers to the length of time that the tenure is valid.
Expires	This field identifies the expiration date of the tenure. This field may be left blank.
Ext. Count	This field displays the number of extensions to the Expiry Date that the Timber Mark has had.
Extended Date	Enter the date the Timber Mark has been extended too.
Reason	Select the reason for the Timber Mark extension.
Location	This field refers to the location of the Road Permit.
Sched B (ha)	Use this field to enter the area (in hectares) that the tenure holder is allowed to cut on the crown land under tenure.
Purpose	Use this field to enter the intention of the licensee regarding the Tenure Application.
Annual Rent Fee	This field refers to the Annual Rent charged when the sale was awarded or issued. The amount is calculated as billing rate times the billing units for the licence. If less than \$25.00, then annual rent is not charged.
Security Deposit Type & Amount	Use this field to select the type of Security Deposit that is required. The Security Deposit Type field refers to the type of security used to secure the tender. Use the corresponding Amount field to enter the amount of the deposit. These fields are specific to BCTS.
Other Deposit Type & Amount	Use this field to select the type of Other Deposit required. The Other Deposit Type field refers to the type of security used to

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Field	Description
	secure the tender. Use the corresponding Amount field to enter the amount of the deposit. These fields are specific to BCTS.
The following additional fields will appear if you are a BCTS User.	
	There are no other fields for S01 or S02.

Sample Page – FTA100-Tenure (B01)

The following screen print displays a Road Permit which has been cleared and approved.

Application Home Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure CP/Mark Cut/Block Assoc. Files Assoc. Client AAC Sale Info Tenure Appl. Notes

Q Rotation H Rotation Cpy Rotation TL Bk CP/CD Amend Rec Project Scto Wmch Road History

FTA100 - Tenure

Back To Search Add New

File: R15576 Go Status: HI - Issued * As of: 2007-01-08 *

Type: B01 - Road Permit * Admin Org: RCD - Coast Forest Region * District: DCK - Chilliwack Forest Distri * Sec. Licensee? N

Permittee: 00001271.00 CANADIAN FOREST PRODUCTS LTD. Mgmt Unit: U 37 * Strathcona TSA Zone: 01 *

Award Date: 2007-01-08 * Expires: *

Location: Lept Creek

Security Deposit Type: Amount: Other Deposit Type: Amount:

Ownership: N Current (km): 8.03

BCTS Fund: N * BCTS Org: Mark Issued: N *

Quota Type: Catastrophic: N Deciduous: N Cruise Based: N

Compliance Method: Instrument: Land Region:

Save Delete Retire

Harvest History Generate Timber Mark

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

Exploring the Tenure Application List

Once the tenure submission (also referred to as an application) has been validated by ESF, then it will display in FTA on the **FTA950-Tenure Application List** page. This is true for all types of applications. This page is useful if you wish to view both the attribute and spatial data associated with the application.

Navigating to the FTA950-Tenure Application List Page

To navigate to this page, select the **Tenure Appl.** tab.



Understanding the FTA950-Tenure Application List Page Layout

The **FTA950-Tenure Application List** page is made up of two sections which allow you to:

- Locate the application you wish to explore.
- Examine further details about the application including:
 - o attribute details about the tenure application;
 - o spatial maps of the application; and,
 - o conflicts with other features.
- Regenerate or Upload the Exhibit A for the application.

Section 1 – Find the Road Tenure

The first section of the **FTA950-Tenure Application List** page is used to locate the application you wish to work with.

- If you are navigating to this tab from another Tenure tab, where you have been working with the application, this section will already be populated with the Road Tenure Number.
 - o Note: The Road Tenure Number is displayed in the **File** field.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button. If you do not know the Road Tenure Number, you may use the search functionality to locate this.
 - o The search function is explained in the **ESF/FTA Overview Module** of this training program.

The following screen print shows section one of this page for a Road Permit:

FTA950 - Tenure Application List			
File:	<input type="text" value="R15576"/>	<input type="button" value="Go"/>	Type: B01 - Road Permit
CP:	<input type="text"/>	File Status: HI - Issued	Admin Org: DCK - Chilliwack Forest District
	Award Date: 2007-01-08	As of: 2007-01-08	Expiry Date:
	Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.		

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Section 2 – Road Tenure Details

The next section of the **FTA950–Tenure Application Details** page displays details about the application. You can then use the buttons available to access additional information or perform further actions.



This section will most likely be longer than your screen. To examine this section, you will need to use the horizontal scroll bar.

The following screen prints show section two of this page for a Road Permit:

Data

Back To Search										
<u>ESF Submission</u>					<u>Tenure Application</u>					
ID	Date	Org	ID	Status	Description	Purpose	Location	PofC	Ex A Image	Regen in Progress
3003236	2007-01-05	DCI	88987	Approved	Haul road mainline	New			Y	N

Buttons

1 row returned

[Details](#) [Upload Exhibit A](#) [Regenerate Exhibit A](#) [Traverse Report](#) [Map View](#) [Adjudication Report](#)

Steps to Follow

There are certain steps staff should follow to use the **FTA950-Tenure Application List** page. These are outlined below:

- 1 Enter the **Road Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - Section 2 of the **FTA950-Tenure Application List** page displays the ESF Application details.
- 3 You may now access additional information by using the hyperlinked fields and buttons. The actions these perform are outlined in the table below.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure



Keep in mind that this is a “read only” page. You **cannot** change any of the Tenure details on this page.

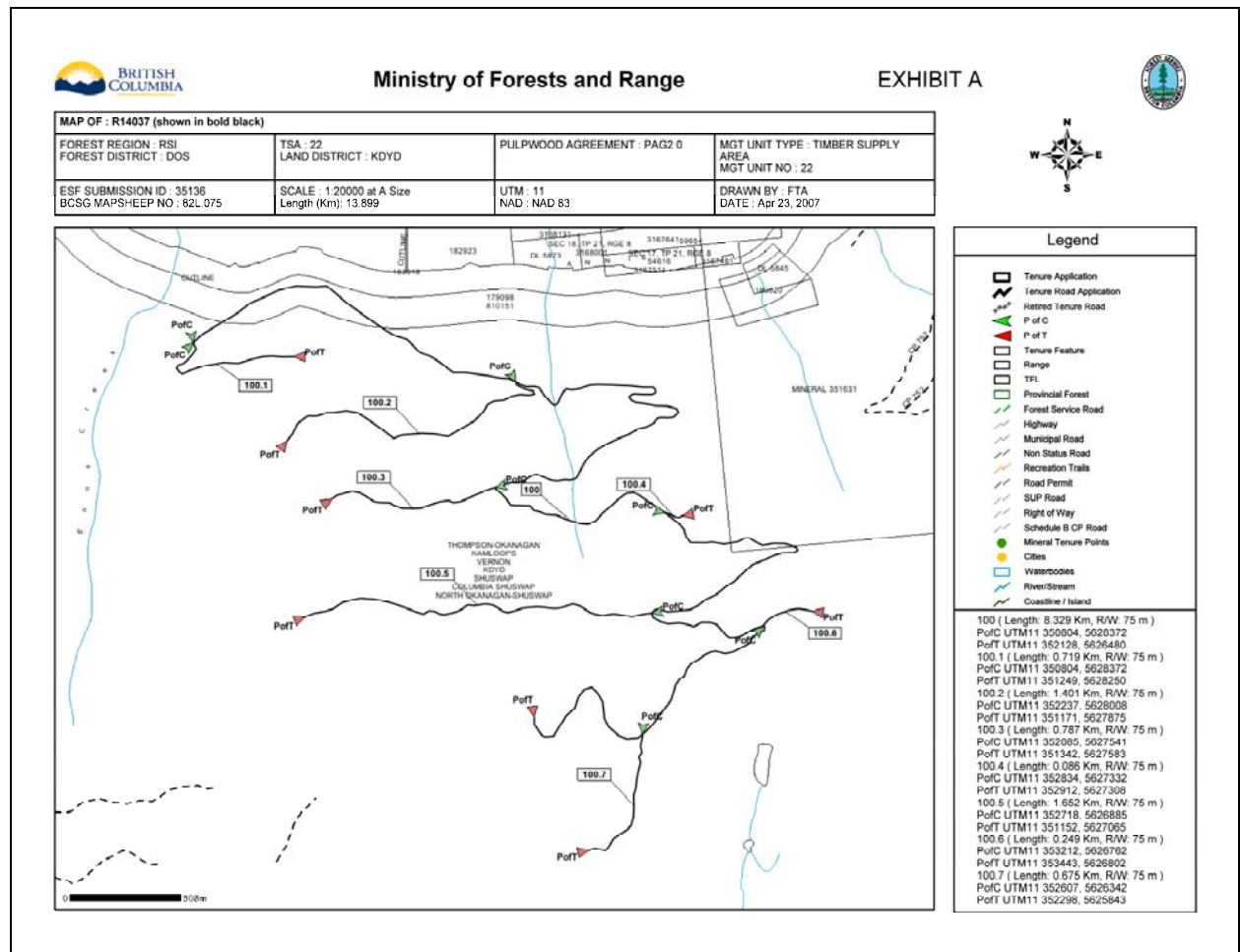
Hyperlink/Button	Action
Exhibit A Column = Y	This will display the Exhibit A in a new browser window. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Exhibit A later in this topic.
Details Button	The FTA952-Tenure Application Details page is displayed. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Tenure Application Details Page later in this topic.
Upload Exhibit A Button	Use this button if you wish to upload the Exhibit A map. You will be navigated to the FTA307-Upload Exhibit A page. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Upload Exhibit A Button later in this topic.
Regenerate Exhibit A Button	Use this button if you wish to automatically regenerate the Exhibit A. You will be navigated to the FTA306-Regenerate Exhibit A page. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Regenerate Exhibit A Button later in this topic.
Traverse Report Button	Use this button to examine the Traverse Report. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Traverse Report later in this topic.
MapView Button	The MapView application is launched in a new browser window. The Tenure is displayed. <ul style="list-style-type: none">• For more information, refer to the section Understanding MapView later in this topic.
Adjudication Report Button	The report opens in Adobe Acrobat PDF format to display any conflicts. <ul style="list-style-type: none">• For more information, refer to the section Understanding the Adjudication Report later in this topic.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Understanding the Exhibit A

The Exhibit A displays the spatial image of the feature. A description of the feature is provided in the header section. The road tenure section(s) are displayed from PoC to PoT as a contiguous line with each tenure segment denoted on the map by a bold black line. The PoC and PoT are also marked.

Sample Exhibit A



Understanding the Tenure Application Detail Page

The **FTA952-Tenure Application Detail** page is displayed when you:

- Click the **Details** button on the **FTA950-Tenure Application List** page; or,
- Click the **Tenure Application ID** hyperlink on the **FTA300-Inbox** page.
- Click the **Amend ID** hyperlink on the **FTA906-Road Tenure History** page.

This page is in a “read only” format. Use this page to examine a list of all the features submitted in the application.

You can examine the following fields:

- **Tenure Application ID** – this uniquely identifies the application.
- **Description** – this name is provided by the ESF User whom made the application.
- **Purpose** – this indicates whether the application is **New** or an **Amendment**.
- **Section ID or Branch ID** – this indicates the road tenure section (B01) or branch (B40). Each road must have at least one section or branch.
- **Amend ID** – this identifies if the road has been amended. This id is system generated.
- **Section Name or Branch Name** – this identifies the unique name provided for a road tenure section (B01) or branch (B40).
- **Feature Type** – the type of feature is displayed as Road.
- **PoC** – this indicates the Point of Commencement for the section. This is a UTM coordinate.
- **Length** – the length of the section is displayed. This is displayed in kilometers.
- **Width** – the width of the feature is displayed. This is displayed in meters.
 - o Road Permit (B01) and FSR (B40) files must have a width of 75 meters.
 - o Special Use Permits (S01 and S02) files have a width supplied via the ESF Submission.
- **Start Station** – the road station where the amendment starts (in km) of the road section/branch being amended.
- **End Station** – the road station where the amendment ends (in km) of the road section/branch being amended.

You can access additional information by using these functions:

- **Feature Image** – if this field is set to **Y** then you may click the field to examine the map for the feature (i.e. section or branch).
- **Segments** – use this button to navigate to the **FTA907-Road Segments** page. This page is discussed in **Topic 7** of this guide.
- **MapView** – use this button to examine this feature in the MapView Application.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Sample FTA952-Tenure Application Detail Page

FTA952 - Tenure Application Detail

File:

Type: B01 - Road Permit

Admin Org: DCK - Chilliwack Forest District

Section ID:

File Status: HI - Issued

As of: 2007-01-08

Award Date: 2007-01-08

Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

1 row returned

Understanding the Upload Exhibit A Button

Clicking the **Upload Exhibit A** button will navigate you to the **FTA307-Upload Exhibit A** page. This page can be used to upload an Exhibit A in a high risk situation. There may be circumstances in which the quality of the existing spatial data is not sufficient for the automatically generated Exhibit A. The upload function allows you to upload your own Exhibit A. It is highly recommended that you ensure your file size is between 200 – 500KB.

To use this page:

1

Enter the location of the PDF file or use the **Browse** button to locate the file.

- You may upload a non-PDF file but the system will provide a warning first.

2

Click the **Upload** button.

- You cannot upload or re-generate another Exhibit A until this one is complete. The **Upload Exhibit A** button and **Regenerate Exhibit A** button will be deactivated.

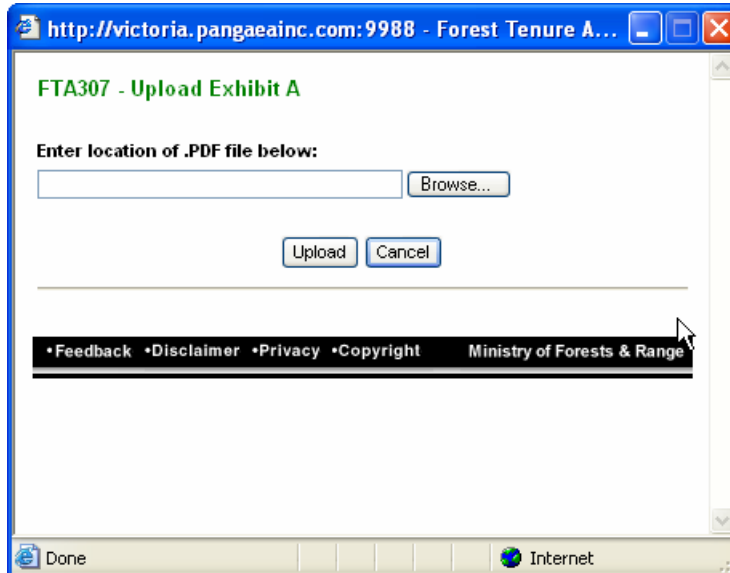


Once the upload function is in progress, you cannot:

- Clear;
- Approve; or,
- Reject

the application until the upload process is complete.

Sample FTA307-Upload Exhibit A Page



Understanding the Regenerate Exhibit A Button

Clicking the **Regenerate Exhibit A** button will navigate you to the **FTA306-Regenerate Exhibit A** page. This page can be used to regenerate the Exhibit A and its feature images via the automatic generation process.



If a change is made to the Road Tenure segments prior to approval then the Exhibit A must be regenerated or uploaded.

To use this page:

- 1 Select the **Map Size** using the drop list.
- 2 Select the **Map Orientation** using the drop list.
- 3 Select the **Map Scale** using the drop list.
- 4 Click the **Regenerate** button.
 - You cannot regenerate or upload another Exhibit A until this one is complete. The **Regenerate Exhibit A** button and **Upload Exhibit A** button will be deactivated.
- 5 Click the **Go** button to refresh the page to determine if the regeneration of the Exhibit A has been successful (i.e. the **Regen in Progress** field has flipped to N = No). Note: Do not use the browser “refresh” button for this activity.



Once the regeneration function is in progress, you cannot:

- Clear;
- Approve; or,
- Reject

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

the application until the regeneration process is complete.



Warning:

Note that regenerating the Exhibit A after you have uploaded an Exhibit A will overwrite the uploaded file.

Sample FTA306-Regenerate Exhibit A Page

Understanding the Traverse Report Button

Clicking the **Traverse Report** button generates a report detailing the coordinates for all features. It is recommended that you save the report to your local drive prior to opening it.

Understanding the MapView Button

Clicking the **MapView** button will launch the MapView application to the geographic location of your tenure.

Understanding the Adjudication Report Button

Clicking the **Adjudication Report** button will display the Adjudication Report as a PDF file. This report displays any resource feature conflicts.

Exploring Overarching Tenures

Each Overarching Tenure in FTA may have one Road Timber Mark assigned to it, per district. The Road Timber Mark is then assigned to the Road Tenure at the segment level. FTA automatically attempts to assign the Road Timber Marks to the segments; however, it is the user's responsibility to ensure this assignment is correct prior to confirming segments.

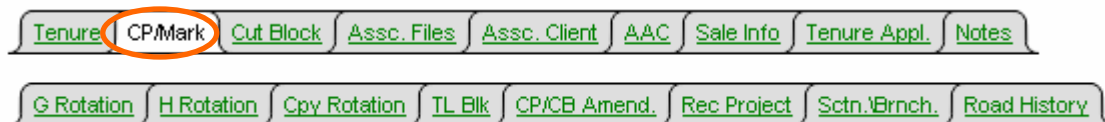
FTA automatically generates the Road Timber Marks for the Overarching Tenures. These Road Timber Marks have the following format: <designate> + <0Rn>. Note: 0 = zero, and N = a number from 1 to 9. Note: In the case of Woodlots, the 0 is not present. In the case of TFL's there is a "/" after the designate.

Road Timber Marks for Overarching Tenures are automatically generated and displayed on the **FTA902-Cutting Permit List** page. When a new Overarching Timber Harvesting Tenure is created in FTA, it will also receive an automatically generated Road Timber Mark for each appropriate district.

Recall that the use of Timber Marks used in conjunction with Road Tenures was discussed in **Topic 3** of this guide. This topic also includes a list of Overarching Tenure types.

Navigating to the FTA901-Cutting Permit List Page

To navigate to this page, select **Tenure** from the **Tenure** menu and then select the **CP/Mark** tab.



Understanding the FTA901-Cutting Permit List Page

The **FTA901-Cutting Permit List** page is made up of two sections. These sections allow a user to examine detailed information for the Tenure.

Section 1 – Find the Overarching Tenure

The first section of the **FTA901-Cutting Permit** page is used to display the Overarching Tenure Number that you wish to work with.

FTA901 - Cutting Permit List			
File:	<input type="text" value="TFL19"/> ... <input type="button" value="Go"/>	Type:	A02 - Tree Farm Licence
CP:	<input type="text"/>	Admin Org:	RCO - Coast Forest Region
		File Status:	HI - Issued
		As of:	1992-03-23
		Award Date:	1954-12-23
		Expiry Date:	2025-12-31
		Licensee:	00142208 00 WFP WESTERN LUMBER LTD.

Topic 5: Clearing, Approving, and Reviewing a Road Tenure

Section 2 – Examine the Road Timber Mark

The second section of the **FTA901-Cutting Permit** page is used to display the Road Timber Mark(s). Note that Cutting Permits also display on this page.

Road Timber Marks			
1 rows returned			
District	Timber Mark	Mark Method	Mark Instrument
DCR	19/DR1	0 - 100% Marking	H - Hammer

Steps to Follow

There are certain steps staff should follow to use the **FTA901-Cutting Permit List** page. These are outlined below:

- 1 Enter the **Overarching Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - Data associated with the Overarching Tenure is displayed.
- 3 Examine the details of the **Road Timber Mark**.
 - District
 - Timber Mark

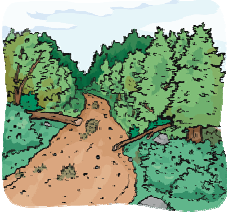


These Road Timber Marks will display in the Timber Mark drop list of the **FTA319-Confirm Road Segments** page for the Road Permit tenure type if the Overarching Tenure is area based. Road Timber Marks associated with volume based Overarching Tenures are not displayed in this drop list.

Sample Page – FTA901-Cutting Permit List Page

FTA901 - Cutting Permit List																							
File:	TFL19	Go	Type:	A02 - Tree Farm Licence	Admin Org:	RCO - Coast Forest Region																	
CP:			File Status:	HI - Issued	As of:	1992-03-23																	
			Award Date:	1954-12-23	Expiry Date:	2025-12-31																	
			Licensee:	00142208 00 WFP WESTERN LUMBER LTD.																			
Road Timber Marks																							
1 rows returned																							
District	Timber Mark	Mark Method	Mark Instrument																				
DCR	19/DR1	0 - 100% Marking	H - Hammer																				
Cutting Permits																							
Result Pages: 1 2 3 4 [Next]																							
Back To Search																							
356 rows returned																							
District	CP/HVA ID	Timber Mark	Salvage Type	Status	Issue	Mark Expiry	Extend To	Details	Cut Block														
DCR	000	19/000		PP Proposed																			
DCR	1	19/1		HC Closed	1981-09-01	1983-08-31	2000-02-29	Details	Cut Block														
DCR	10	19/10		HC Closed	1975-01-01	1978-12-31		Details	Cut Block														
DCR	11	19/11		HC Closed	1974-01-01	1974-12-31	1991-08-31	Details	Cut Block														
DCR	111	19/111		HC Closed	2001-04-01	2003-03-31		Details	Cut Block														

FTA Participant Guide –



Roads Module

Topic 6: Working with Road Tenures and FTA

In this topic, you will understand:

- Status;
- Security implications; and,
- How to explore Road tenure sections and branches.

Understanding Status

Road Tenure Status

Every tenure in FTA has a status assigned to it. The status indicates the state the tenure is at in the business cycle. The following table summarizes the statuses which are applicable to Road Tenures.

Status Code	Code Meaning	Important Notes
PA	Pending Application	This is used for Forest Service Roads or Road Permits only. The Road Tenure Number has been generated via FTA.
PE	Pending Electronic	Submission of Road Tenure via ESF has been successful and the Road Tenure Number is generated via ESF (if it has not already been entered in FTA).
PI	Pending Issuance	Application has been cleared in the FTA Inbox.
HI	Issued	Application is approved and removed from the FTA Inbox.
EE	Entered in Error	This is used if you added a Road Permit or Forest Service Road manually in error. You may navigate to the FTA100-Tenure page, change the status to EE , and click the Delete button to remove the tenure. You will need to enter an Override Reason .



To determine the status of a file, navigate to the **Tenure** tab and examine the **Status** field.

Section/Branch Status

Recall that a Road Tenure may have one or many sections/branches. Each section/branch also has a status assigned to it. The status will be:

Status Code	Code Meaning	Important Notes
PE	Pending	This is used until the application associated with the Section/Branch is approved.
	Blank	Once the application associated with the Section/Branch is approved, the status for that Section/Branch is blank.



To determine the status of a section or branch, navigate to the **Sctn\Branch** tab and examine the **Status** field.

Security Implications

FTA has various levels of security which impact the pages a user may access and the actions he/she may perform. If you are unable to access a page or perform a function it may be due to the security level you have been assigned or your administrative organizational unit.

You may only add, update, or amend a Road Tenure which is assigned to your district and **not** assigned to a BCTS Organizational Unit. A BCTS user may only add, update, or amend Road Tenures attached to his/her BCTS Organizational Unit.

Exploring Road Tenure Sections or Branches

For a Road Tenure to have a status of HI in FTA, it must have at least one:

- **Approved Road Tenure Section** – applicable to Road Permits and Special Use Permits; or
- **Approved Branch** – applicable to Forest Service Roads.

Road tenure sections and branches are submitted to FTA via ESF. You may review and make minor updates to these sections/branches using the **FTA131-Road Tenure Section/Branch** page if the section/branch has a status of **HI** (Issued). Any changes in geometry for the permit must be completed through an amendment via an ESF application.

Navigating to the FTA131-Road Tenure Section/Branch Page

To navigate to this page, select **Tenure** from the **Tenures** menu and then select the **Sctn./Branch** tab.



Understanding the FTA131-Road Tenure Section/Branch Page

The **FTA131-Road Tenure Section/Branch** page will vary slightly depending on the type of Road Tenure you are working with. In all cases, the page is made up of two sections.

Section 1 – Find the Road Tenure

The first section of the **FTA131-Road Tenure Section/Branch** page is used to display the Road Tenure Number and location of the Tenure that you wish to work with.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Tenure, this section will already be populated with the Road Tenure Number.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button.

Topic 6: Working with Road Tenures and FTA

FTA131 - Road Section

File: **Type:** B01 - Road Permit **Admin Org:** DCK - Chilliwack Forest District

Section ID: **File Status:** HI - Issued **As of:** 2007-01-08

Award Date: 2007-01-08 **Expiry Date:**

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Note: To do a wildcard search for Section ID enter % at the beginning or end and the system will look for all sections ending or starting with the characters entered (eg. MAIN%, M%, %AI%).

Current Road Length (km): 8.0300 **Initial Road Length (km):** 8.0300

Section 2 – Explore Section/Branch Details

The next section of the **FTA131-Road Tenure Section/Branch** page lists each section or branch and its corresponding details.

1 row returned

Exhibit A	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1						19/OR1	LEPT MAIN	8.0262	8.0262	75	☐

Steps to Follow

There are certain steps staff should follow to use the **FTA131-Road Tenure Section/Branch** page. These are outlined below:

- 1 Enter the **Road Tenure Number** in the **File** field. If you wish to work with a specific section/branch, enter this in the **Section or Branch ID** field.
 - You may also use the “%” sign to perform wildcard searches in the Section or Branch ID field.
- 2 Click the **Go** button.
 - Data associated with the Road Tenure Number is displayed.
- 3 Sections/branches for the road are displayed in Section 2 of the page. The following fields display:
 - **Exhibit A Section ID/Branch ID** – links to **FTA906-Road Tenure History** page if there are road amendments for the section/branch.
 - **Transferred From** – Road Tenure that the section/branch has been transferred from (if applicable).
 - **Transferred To** – Road Tenure that the section/branch has been transferred to (if applicable).
 - **Retirement Date** – displays date the section/branch was retired.
 - **Zone** – displays the working unit. This is defined by the district.
 - **Status** – displays the status of the section/branch.
 - **Timber Mark** – displays the Timber Mark(s) associated with the section/branch. A section/branch may have more than one Timber Mark associated with it. In this case the first Timber Mark, associated with the section's/branch's first segment is shown followed by “...”.
 - **Section Name/Branch Name** – displays the name of the section/branch. Note: This is **not** the section/branch id.
 - **Current Length (km)** – displays the current length of the section/branch as measured in

kilometers.

- **Initial Length (km)** – displays the initial length of the section/branch. This is the length prior to any amendments.
- **Width (m)** – displays the width of the section/branch as measured in meters.
- **Select** - use this check-box to select a road tenure section(s)/branch(es) for transfer, retirement, re-label or delete.
- **Within ALR** (applicable to Forest Service Roads only) – indicates whether the road crosses an Agriculture Land Reserve.
- **Update button** - used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating a Segment or Branch Tip** below.
- **Segments button** – click to navigate to the **FTA907-Road Segments** page.
- **Save button** – click to save any changes.
- **Cancel button** – click to cancel any changes which have **not** yet been saved.



Updating a Section Tip

To update a section, select the **Update** button next to the section you wish to modify. The section details are displayed in the top row. You may edit the following fields:

- **Zone** – enter the District Admin Zone for the section.
- **Section Name** – enter the name for the section.

Updating a Branch Tip

To update a branch, select the **Update** button next to the branch you wish to modify. The branch details are displayed in the top row. You may edit the following fields:

- **Zone** – enter the District Administrative Zone for the branch.
- **Branch Name** – enter the name for the branch.
- **Within ALR** – change to Y (Yes) or N (No).



You will notice the following additional buttons appear on this page:

- Transfer section(s);
- Retire sections(s);
- Re-label section(s); and,
- Delete section(s).

These are explained in Topic 8 of this guide.

Sample Data – FTA131-Road Tenure Section Page

Application Home
He

Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure CP/Mark Cut Block Assoc. Files Assoc. Client ΔAC Sale Info Tenure Appl. Notes

G.Rotation H.Rotation Copy Rotation TL Blk CP/CB Amend. Rec. Project Sctn \Bmch. Road History

FTA131 - Road Section

File:
Type: B01 - Road Permit
 Admin Org: DCK - Chilliwack Forest District

Section ID:
File Status: HI - Issued
 As of: 2007-01-08

Award Date: 2007-01-08
 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Note: To do a wildcard search for Section ID enter % at the beginning or end and the system will look for all sections ending or starting with the characters entered (eg. MAIN%, M%, %A%).

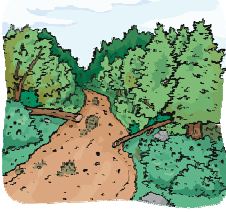
Current Road Length (km): 8.0300
 Initial Road Length (km): 8.0300

1 row returned

Exhibit A Section ID	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1						19/OR1	LEPT MAIN	8.0262	8.0262	75	☐ <input type="button" value="Update"/> <input type="button" value="Segments"/>

Feedback Disclaimer Privacy Copyright
Ministry of Forests & Range

FTA Participant Guide –



Roads Module

Topic 7: Amending a Tenure & Reviewing Segments

In this topic, you will learn how to:

- Amend a Road Tenure;
- Examine an amendment; and,
- Review segments.

Understanding Amendments

Over time, a Road Tenure may require an amendment. An amendment is a modification to the tenure in some way. An amendment at the Road Tenure level must be completed via an ESF Application. District Roads Staff must coordinate the amendment with Geomatic Technicians.



BCTS
BC Timber Sales

BCTS Staff must coordinate amendments to Road Tenures with Operations Division.

The following are reasons why a Road Tenure may require an amendment:

- A new section is being added to an existing Road Tenure.
- An existing road tenure section is being amended (e.g. shortening or lengthening the road tenure section).
- An existing road tenure section is being re-engineered (e.g. re-alignment).

Attribute & Spatial Data for Road Tenure Amendments

The data required for amendments is described in the **Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) V2.4** (<http://www.for.gov.bc.ca/his/FT/business.htm>).

The spatial data required for an amendment will vary based on the type of amendment.

Processing Tenure Amendments in FTA

An amended application will display in the **FTA300-Inbox** with an **Application Purpose of Amend**. The amendment must now be processed following the same steps one would use to process a new application. This process is outlined in **Topic 5: Clearing and Approving the Tenure** of this guide. Please refer to this topic for additional information.

Examining Road Tenure Amendments

Amendment details for Road Tenures which are Road Permits (B01) or Forest Service Roads (B40) can be examined on the **FTA906-Road Tenure History** page.

You may perform the following action on this page:

- Update the road tenure section or branch name.



You can **not** add or delete amendments using this page.

Navigating to the FTA906-Road Tenure History Page

To navigate to this page, select **Tenure** from the **Tenures** menu and then select the **Road History** tab.



Understanding the FTA906-Road Tenure History Page

The **FTA906-Road Tenure History** page is made up of two sections.

Section 1 – Find the Road Tenure

The first section of the **FTA906-Road Tenure History** page is used to display the Road Tenure Number and Administrative Organizational Unit of the Tenure that you wish to examine amendments for. If you know either the Section ID or Amendment ID you may narrow the results of the page by entering these.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Tenure, this section will already be populated with the Road Tenure Number.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button.

FTA906 - Road Tenure History

File:	<input type="text" value="R15576"/>	...	Go	Type:	B01 - Road Permit	Admin Org:	DCK - Chilliwack Forest District
Section ID:	<input type="text" value="1"/>			File Status:	HI - Issued	As of:	2007-01-08
Amendment ID:	<input type="text"/>			Award Date:	2007-01-08	Expiry Date:	
				Licensee:	00001271 00 CANADIAN FOREST PRODUCTS LTD.		
Current Road Length (km): 8.0262				Initial Road Length (km): 8.0262			

Section 2 – Examine Amendment Details

The second section of the **FTA906-Road Tenure History** page displays the amendment details.

2 rows returned

Back
Back To Search

Amendment								Station			Amended	
Application ID	Approved Date	Status	Type	ExA Sec. ID	Retirement Date	Section Name	Timber Mark	Start (km)	End (km)	Length (km)	Feature	Image
ORIG	2007-01-05	2007-01-08	APP	1		LEPT MAIN	19/0R1	0.0000	8.0262	8.0262	N	
1	2007-01-08	2007-01-08	PND	ADD	1	LEPT MAIN	19/0R1	8.0260	8.3660	0.3400	Y	

Save Cancel Update Update

Steps to Follow

There are certain steps staff should follow to use the **FTA906-Road Tenure History** page. These are outlined below:

- 1 Enter the **Road Tenure Number** in the **File** field. If you wish to work with a specific section or amendment, enter this in the **Section, Branch, or Amendment ID** field.
 - Note: You may only enter **either** the **Section/Branch** or the **Amendment ID**.
- 2 Click the **Go** button.
 - Data associated with the Road Tenure Number is displayed. The original file is listed at the top of this section and each row below is an amendment.
 - If you entered a Section, Branch, or Amendment ID then data which corresponds to the ID is displayed.
- 3 The following fields are displayed:
 - **ID** – displays the Amendment ID as a hyperlink. Clicking this link navigates you to the **FTA952-Application Details** page. Refer to **Topic 4** for additional information about this page.
 - o All new Road Tenures will display with an Amendment ID = ORIG (i.e. Original Submission).
 - **Application Date** – displays the date of the amended application. This is the date the amendment was submitted via ESF.
 - **Approved Date** – displays the date the amended application was approved in FTA.
 - **Status** – displays the status of the amendment. This can be Approved, Pending, or Disallowed.
 - **Type** – displays the type of amendment. This can be Add, Reengineer or Remove.
 - **Exhibit A Sec./Br. ID** – displays the Section ID or Branch ID which has been amended. This field is displayed as a hyperlink. Clicking this link navigates you to the **FTA131-Road Section/Branch** page.
 - **Retirement Date** – date the section was retired (if applicable).
 - **Section/Branch Name** – displays the name of the section/branch. Note: This is the name of the section/branch not the legal id.
 - **Timber Mark** – displays the Timber Mark for the Road Tenure.
 - o For sections with a previously approved application with segments, this field will show a list of comma-separated distinct Timber Marks assigned to the given section's segments. If there are too many Timber Marks to display, “...” will appear.
 - **Start (km)** – displays the amended starting point of the section/branch.
 - **End (km)** – displays the amended ending point of the section/branch.
 - **Amended Length (km)** – displays the amended length of the section/branch.
 - **Amended Width (m)** – displays the amended width of the section/branch.
 - **Feature Image** – This field displays as a hyperlink if it is set to Y. Clicking this link navigates you to a PDF of the Feature Image. Note: If the Feature Image was generated prior to FTA V4.0, you will be navigated to the **FTA305-Feature Map** page.
 - **Update button** - used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Amended Data tip** below.
 - **Save button** – click to save any changes.
 - **Cancel button** – click to cancel any changes which have not yet been saved.
 - **Segment button** – navigates to the **FTA907-Road Segments** page. This is discussed next.



Updating Amended Data

To update a section/branch, select the **Update** button next to the section/branch you wish to modify. The only data you may modify is the section or branch name.

Sample Data – FTA906-Road Tenure History Page

Application Home He

Forest Tenure Administration (FTA)

[Search](#) [Inbox](#) [Tenures](#) [Private Marks](#) [Recreation](#) [Admin](#)

[Tenure](#) [CP/Mark](#) [Cut Block](#) [Assoc. Files](#) [Assoc. Client](#) [AAC](#) [Sale Info](#) [Tenure Appl.](#) [Notes](#)

[G Rotation](#) [H Rotation](#) [Cpy Rotation](#) [TL Blk](#) [CP/CB Amend.](#) [Rec Project](#) [Sctn\Branch](#) [Road History](#)

FTA906 - Road Tenure History

File:

Section ID:

Amendment ID:

Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District

File Status: HI - Issued As of: 2007-01-08

Award Date: 2007-01-08 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Current Road Length (km): 8.0262

Initial Road Length (km): 8.0262

2 rows returned

Amendment				Station				Amended				
Application ID	Date	Approved Date	Status	ExA Sec ID	Retirement Date	Section Name	Timber Mark	Start (km)	End (km)	Length (km)	Feature Image	
ORIG	2007-01-05	2007-01-08	APP	1		LEPT MAIN	19/DR1	0.0000	8.0262	8.0262	N	<input type="button" value="Update"/>
1	2007-01-08	2007-01-08	PND	ADD	1	LEPT MAIN	19/DR1	8.0260	8.3660	0.3400	Y	<input type="button" value="Update"/>

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

Review Road Segments

Once you have completed an amendment, you may wish to review the road segments. Recall that segments can be modified and must be confirmed prior to the Road Tenure approval process in FTA.

Segments can be reviewed on the **FTA907-Road Segments** page.

The following modifications **cannot** be made on this page:

- Inserting of segments.
- Deleting of segments.
- Modification to segment's start or end station lengths.

Modifications can be made to update the Timber Mark associated with a segment if the corresponding section has been approved.

Topic 7: Amending a Tenure & Reviewing Segments



Inserting, deleting or otherwise modifying a segment must occur prior to the tenure approval process. These actions must be completed on the **FTA319-Confirm Segments** page. This page is discussed in **Topic 5** of this guide.

Navigating to the FTA907-Road Segments Page

To navigate to this page, select **Tenure** from the **Tenure** menu. Next, select the **Road Sctn/Branch** tab. You may now select the **Segments** button next to the section or branch which you wish to examine the associated segments for.



Application Home Forest Tenure Administration (FTA)

Search Inbox Tenures Private Marks Recreation Admin

Tenure CP/Mark Cut Block Assoc. Files Assoc. Client AAC Sale Info Tenure Appl. Notes

G Rotation H Rotation Cpy Rotation TL Blk CP/CB Amend. Rec Project Sctn/Branch Road History

FTA131 - Road Section

File: R15576 Go Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District

Section ID: File Status: HI - Issued As of: 2007-01-08

Award Date: 2007-01-08 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Note: To do a wildcard search for Section ID enter % at the beginning or end and the system will look for all sections ending or starting with the characters entered (eg. MAIN%, M%, %A%).

Current Road Length (km): 8.0300 Initial Road Length (km): 8.0300

1 row returned

Back Back To Search Transfer Section(s) Retire Section(s) Re-label Section(s) Delete Section(s)

Exhibit A	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1						19/OR1	LEPT MAIN	8.0262	8.0262	75	☐

Save Cancel Update Segments

Feedback Disclaimer Privacy Copyright Ministry of Forests & Range

Understanding the FTA907-Road Segments Page

Section 1 – Find the Road Tenure

The first section of the **FTA907-Road Segments** page is used to locate the tenure and section/branch you wish to work with. If you wish to work with a specific amendment, you may use the **Amendment ID** field to enter the number which represents the amendment and then click the **Go** button. If you leave the **Amendment ID** field blank, all amendments will be displayed.

Topic 7: Amending a Tenure & Reviewing Segments

FTA907 - Road Segments

File: Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District

Section ID: * File Status: HI - Issued As of: 2007-01-08

Amendment ID: Award Date: 2007-01-08 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Exhibit A Section ID: 1 Zone: Status:

Section Name: LEPT MAIN Curr Length (km): 8.0300 Init Length (km): 8.0300 Feature Image: Y

Section 2 – Segments Displayed

The second section of the **FTA907-Road Segments** page displays the segments associated with the section/branch of the tenure entered in Section 1.

7 rows returned

Amendment ID	Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee		
ORIG	N	0	1.4326				<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
ORIG	Y	1.4326	1.6677	19/0R1		WFP WESTERN LUMBER LTD.	<input type="button" value="Update"/>	
ORIG	N	1.6677	2.0652				<input type="button" value="Update"/>	
ORIG	Y	2.0652	2.1579	19/0R1		WFP WESTERN LUMBER LTD.	<input type="button" value="Update"/>	
ORIG	N	2.1579	7.4376				<input type="button" value="Update"/>	
ORIG	Y	7.4376	7.6604	19/0R1		WFP WESTERN LUMBER LTD.	<input type="button" value="Update"/>	
ORIG	N	7.6604	8.0262				<input type="button" value="Update"/>	

Steps to Follow: Review Segments

The **FTA907-Road Segments** page varies depending on the type of Road Tenure you are working with. The steps to follow are indicated below for each Road Tenure type.

Road Permit (B01)

- 1 Examine the data in the top portion of the page to verify that the file you are working with matches your needs.
- 2 Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:
 - **Amendment ID** – displays a numeric indicator denoting an amendment to the segment.
 - o If this segment's section was submitted via ESF, then this field will display as a hyperlink. Clicking this link will navigate you to the **FTA952-Tenure Application List** page (discussed in Topic 4 of this guide).
 - **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured.
 - **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.

Topic 7: Amending a Tenure & Reviewing Segments

- **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.
- **Timber Mark** – displays the Timber Mark associated with this segment.
- **Other Timber Mark** – displays a Timber Mark which has been associated with the segment via a manual update. For example, this field is used if you wish to assign a Timber Mark which does not appear in the drop list associated with the "Timber Mark" field noted above.
- **Licensee** – displays the Licensee name associated with the Timber Mark.
- **Update button** – used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Segments (Road Permit) Tip** below.
- **Save button** – select this button if you make changes to a segment.
- **Cancel button** – select this button if you make changes to a segment (which you have **not** saved), but do **not** wish to keep.



Updating Segments (Road Permit) Tip

Selecting the **Update** button next to a segment allows you to modify details for the segment. The segment details are populated in the editable fields at the top of the segment list.

You may only modify:

- **Timber Mark.** This drop list contains all distinct Timber Marks for segments assigned to the Road Tenure that have been either formally approved in a previous application, or are currently in a pending application status.
 - Does **not** include expired Timber Marks or those that have only been assigned to retired section segments.
- **Other Timber Mark.** This field allows you to enter any valid mark. The mark must exist in FTA and the harvesting authority for which the mark is assigned must be in an **HI** status.



If you are adding a Timber Mark which does **not** exist in the paper Tenure Document then you must amend the Tenure Document.

Forest Service Road (B40)

1

Examine the data in the top portion of the page to verify that the file you are working with matches your needs.

2

Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:

- **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured.
- **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.
- **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.
- **Responsible** – indicates who is responsible for the segment (i.e. Operations or BCTS).
- **Update button** - used to display the corresponding row of data in the editable fields. You may then modify the data and click the **Save** button to save your changes. See the **Updating Segments (FSR) tip** below.
- **Save button** – select this button if you make changes to a segment.
- **Cancel button** – select this button if you make changes to a segment (which you have **not** saved), but do **not** wish to keep.



Updating Segments (FSR) Tip

Selecting the **Update** button next to a segment allows you to modify details for the segment. You may update the responsibility fields for the segment.

Unlike other road segments, when amending an FSR branch, the segments are not recreated. Rather, FTA will attempt to copy any of the previously approved branch segments, and then create or modify segments accordingly.

For example, if Branch 1 of FSR 12345 was amended to be 10km in length, from 8km, then the branch length would be increasing by 2km. In this scenario, FTA would;

- copy all segments for the original 8km of road; and,
- create new segment(s) to cover the additional 2km difference.

By doing this, FTA preserves any work done by operations to identify ownership (i.e. Operations or BCTS) along the original 8km of road.

Conversely, should a branch be shortened through the amendment process, FTA will trim-off segments from the last approved branch length. Note that FTA always assumes that a road is being lengthened or shortened relative to the Point of Termination of the road. If a branch is being lengthened from the start of the road - back, then operations would be required to re-evaluate all ownership segments for the given branch.

Special Use Permit (SO1 and SO2)

1

Examine the data in the top portion of the page to verify that the file you are working with matches your needs.

2

Examine the data in the bottom portion of the page. This data shows the segments which have been generated. The following information is displayed:

- **Amendment ID** – displays a numeric indicator denoting an amendment to the segment.
 - If this segment's section was submitted via ESF, then this field will display as a hyperlink. Clicking this link will navigate you to the **FTA952-Tenure Application List** page (discussed in Topic 5 of this guide).
- **Tenured** – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured.
- **Start Station** – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC.
- **End Station** – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC.



You may **not** update any of the data associated with Special Use Permit segments.

Topic 7: Amending a Tenure & Reviewing Segments

Sample Data – FTA907-Road Segments (Road Permit)

Application Home

Forest Tenure Administration (FTA)

Search | Inbox | Tenures | Private Marks | Recreation | Admin

Tenure | CPMark | Cut Block | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

Q.Rotation | H.Rotation | Coy.Rotation | TL File | CP/CD Amend. | Rec. Project | Scm. Branch | Road History

FTA907 - Road Segments

File: R15576 Go Type: B01 - Road Permit Admin Org: DCK - Chishwick Forest District

Section ID: 1 File Status: H - Issued As of: 2007-01-08

Amendment ID: Award Date: 2007-01-08 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Exhibit A Section ID: 1 Zone: Status: Feature Image: Y

Section Name: LEPT MAIN Cur Length (km): 0.0300 Init Length (km): 0.0300

Back Back To Search

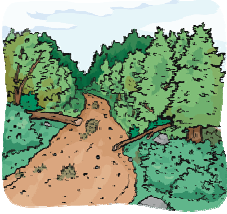
7 rows returned

Amendment ID	Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	Update
OBIG	N	0	1.4326				Update
OBIG	Y	1.4326	1.6677	19GR1		WFP WESTERN LUMBER LTD.	Update
OBIG	N	1.6677	2.0662				Update
OBIG	Y	2.0662	2.1579	19GR1		WFP WESTERN LUMBER LTD.	Update
OBIG	N	2.1579	7.4376				Update
OBIG	Y	7.4376	7.6604	19GR1		WFP WESTERN LUMBER LTD.	Update
OBIG	N	7.6604	8.0262				Update

Feedback | Disclosure | Privacy | Copyright

Ministry of Forests & Range

FTA Participant Guide –



Roads Module

Topic 8: Retire, Transfer, Delete, & Re-label a Road

In this topic, you will learn how to:

- Explore the FTA133-Road Tenure Section/Branch page;
- Retire a road tenure section or branch;
- Transfer a road tenure section or branch;
- Re-label a road tenure section or branch; and,
- Delete a road tenure section or branch.

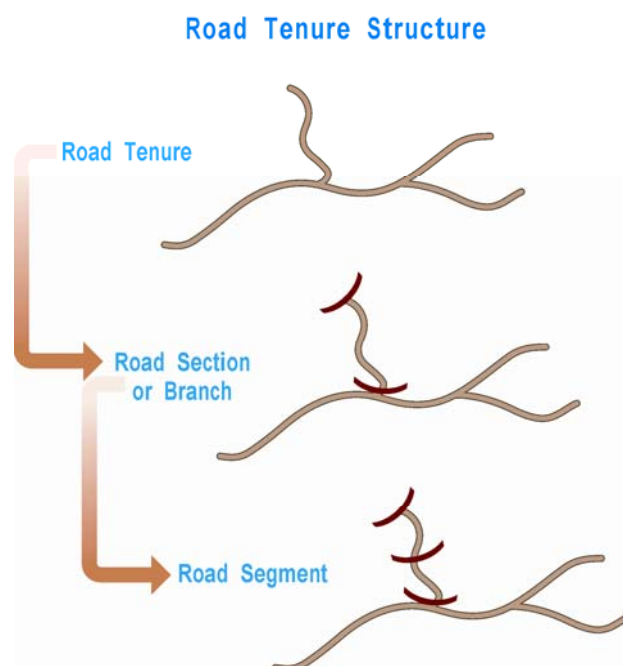
Understanding the FTA133-Road Tenure Section/Branch Page

The **FTA133-Road Tenure Section/Branch** page is dynamic. The content of this page varies depending on the action you are performing. The actions you may perform include:

- Retiring a section/branch of a Road Tenure. This is the act of moving road section(s)/branch(es) from active tenure to history. Retired map features will not show as conflicts against future applications. This sets a retirement date for spatial road sections.
 - Note that the retirement of a section/branch may also be accomplished via an ESF Submission.
- Transferring a section/branch from one Road Tenure to another. This is the act of moving an entire Road Tenure and its affiliated section(s)/branch(es) to another client, or moving individual section(s)/branch(es) from one tenure to another.
- Deleting a section/branch from a Road Tenure. This is the act of removing section(s)/branch(es) from the system entirely.
 - If a road is deactivated, the tenure must be retired. The delete function should only be used to remove data entered in error.
- Re-labeling a section/branch of a Road Tenure. This is the act of changing the section/branch legal id (i.e. business key identifier) for a road.



In FTA, you may only perform the above actions for a **section** or **branch** of a Road Tenure. You **cannot** retire, transfer, delete, or re-label the Road Tenure at the tenure level. You must perform these actions at the section or branch level.



Topic 8: Retire, Transfer, Delete & Re-label a Road



Recall that a road tenure **section** or **branch** in FTA is known as a **road** in GENUS.

This page is accessed by clicking one of these action buttons on the **FTA131-Road Tenure Section/Branch** page:

- Retire;
- Transfer;
- Delete; or
- Re-label.

Once you click one of these buttons, you are automatically navigated to the **FTA133-Road Tenure Section/Branch** page corresponding to the action you wish to perform. Note that these buttons are used for all Road Tenure types.



The **FTA131-Road Tenure Section/Branch** page is discussed in Topic 6 of this guide. Recall that on this page, you can display whichever **sections** or **branches** you wish to work with. These are displayed in the bottom portion of the page.

It is important to ensure that you have the appropriate sections or branches displayed on the **FTA131-Road Tenure Section/Branch** page and that you have selected those you wish to perform actions on **prior** to clicking any of the action buttons (i.e. Retire, Transfer, Delete, or Re-label Button). Note that you may select multiple sections/branches at one time.

Once an action button is clicked, it is these sections or branches that will appear on the **FTA133-Road Tenure Section/Branch** page.

FTA131-Road Tenure Section/Branch Page Sample:

Application Home
Forest Tenure Administration (FTA)

Search | Inbox | Tenures | Private Marks | Recreation | Admin

Tenure | CP/Mark | Cut/Block | Assoc. Files | Assoc. Client | AAC | Sale Info | Tenure Appl. | Notes

Rotation | H Rotation | Cx Rotation | TL Dlx | CP/CD Amend. | Rec. Project | Scn/Branch | Road History

FTA131 - Road Section

File: R15576 Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District

Section ID: 1 File Status: HI - Issued As of: 2007-01-08

Award Date: 2007-01-08 Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Note: To do a wildcard search for Section ID enter % at the beginning or end and the system will look for all sections ending or starting with the characters entered (eg. MAIN%, M%, %A%).

Current Road Length (km): 8.0300 Initial Road Length (km): 8.0300

1 row returned

Back Back To Search

Transfer Section(s) Retire Section(s) Re-label Section(s) Delete Section(s)

Exhibit A

Section From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1					19/OR1	LEPT MAIN	8.0262	8.0262	75	☐

Update Segments

Feedback Disclaimer Privacy Copyright

Ministry of Forests & Range

FTA133-Road Tenure Section/Branch Page Samples:

FTA133 - Road Section Retire

The road retirement function will create a new tenure application and generate new exhibit A maps for both the source and target road tenures for the specified road sections. These applications will not appear in the inbox, but will be automatically approved and displayed on the FTA950 Tenure Application history screen.

Description:

Source Road Tenure: R15576

Section(s) to Retire

1

FTA133-Road
Tenure
Section/Branch
Retire Page

FTA133 - Road Section Transfer

The road transfer function will create new tenure applications and generate new exhibit A maps for both the source and target road tenures and specified sections. These applications will not appear in the inbox, but will be automatically approved and displayed on the FTA950 Tenure Application history screen.

Description:

Source Road Tenure: R15576

Target Road Tenure: ... *

Source Section

Target Section

1 *

FTA133-Road
Tenure
Section/Branch
Transfer Page

FTA133 - Road Section Re-label

Comment:

Source Road Tenure: R15576

Source Section	Re-label to
1	<input type="text"/> *

**FTA133-Road
Tenure
Section/Branch
Re-label Page**

FTA133 - Road Section Delete

Comment:

Source Road Tenure: R15576

Section(s) to Delete
1

**FTA133-Road
Tenure
Section/Branch
Delete Page**

Retire a Section/Branch

In FTA, you can retire each section or branch of a Road Tenure; however, the Road Tenure itself is not explicitly retired at that point. Once all sections or branches of the Road Tenure are retired, then the actual Road Tenure can also be closed. The Road Tenure's status does not change and cannot be manually changed to a status of closed until all sections/branches are retired/transferred or deleted out of a permit. Once there are no active sections under the tenure, the tenure itself can be closed. To close the tenure, navigate to the **FTA100-Tenure** page and change the status to **HC**.

Road tenure sections or branches are retired using the **FTA133-Road Tenure Section/Branch Retire** page.



You **cannot** retire sections for a Road Tenure if those sections have a status of PE.

Steps to Follow

There are certain steps staff should follow to use the **FTA133-Road Tenure Section/Branch Retire** page. These are outlined below:

- 1 Click the **Retire** button on the **FTA131-Road Tenure Section/Branch** page.
- 2 Examine the **Source Road Tenure** field. Ensure that it is referencing the Road Tenure which you wish to retire sections/branches from.
- 3 Verify that the **Sections/Branches to be retired** field displays the sections/branches you wish to retire for this Road Tenure.
- 4 Enter any **Comments**.
- 5 Click the **Retire** button. The sections/branches noted in #3 above have now been retired. Note: Retired map features will **not** show as conflicts against future FTA applications. The status associated with these sections/branches is **not** changed.



The road retirement function automatically creates an amended tenure application (complete with amendment number) and generates a new Exhibit A map for the Road Tenure. The new map will mark the sections which have been retired by putting the symbol "XXXX" over top. This new application will **not** appear in the **FTA300-Inbox** page. The application will automatically be approved and displayed on the **FTA950-Tenure Application List** page. The status will be **Approved**.

For additional information about the **FTA950-Tenure Application List** page refer to Topic 5 of this guide.

Transfer Road Tenure Sections/Branches

In FTA, you may transfer geometry for a section or branch of a Road Tenure to another Road Tenure. Road tenure section or branch geometry is transferred using the **FTA133-Road Tenure Section/Branch Transfer** page.



Transfer scenarios specific to BCTS were discussed in **Topic 3: Understanding Road Tenure Administration** of this guide.

Topic 8: Retire, Transfer, Delete & Re-label a Road

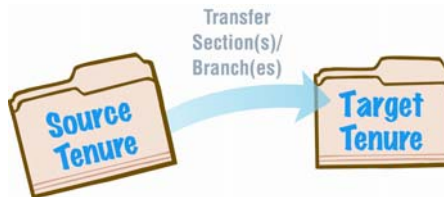
It is important to note that the Road Tenure itself is not explicitly transferred. If all section/branches of a Road Tenure are transferred, the Road Tenure's status does not change and can only be manually changed after all sections/branches are transferred/retired or deleted out of the tenure. To close the tenure, navigate to the **FTA100-Tenure** page and change the status to **HC**.

There are always two Road Tenures involved when you perform a Road Tenure geometry transfer:

- **Source Tenure** – this is the tenure that you are transferring the section or branch geometry **from**. The section/branch for the Source Tenure is retired once the geometry is successfully transferred.
- **Target Tenure** – this is the tenure that you are transferring the section or branch geometry **to**. The section/branch is created with the geometry transferred.



You may **not** transfer geometry for a segment of a road. The Source Tenure must be amended to reflect the portion of the section/branch you wish to keep. There should be a new submission to reflect the remaining portion of the section/branch.



The tenures must meet the following status rules for a transfer to occur.

- **Source Tenure** – must have a status of HI.
- **Target Tenure** – must have a status of HI.



You may transfer sections or branches between various Road Tenure types. Both tenures do **not** have to be the same tenure type. However; they both must be Road Tenures (i.e. B01, B40, S01, and S02). For example the source tenure can be B01 and the target tenure can be B40.

Remember, you are transferring the **spatial geometry** of sections / branches.

Important Note:

If you are transferring an S01 or S02 to a B01 or B40 the widths must be equal (i.e. 75m) otherwise you will be required to complete the clearance process.

Steps to Follow

There are certain steps staff should follow to use the **FTA133-Road Tenure Section/Branch Transfer** page to transfer spatial geometry for sections/branches. These are outlined below:

- 1 Click the **Transfer** button on the **FTA131-Road Tenure Section/Branch** page.
- 2 Examine the **Source Road Tenure** field. Ensure that it is referencing the Road Tenure which you wish to transfer sections/branches for.
- 3 Enter any comments you wish to record for this transfer in the **Description** field.
- 4 Enter the Road Tenure that you wish to transfer the Source Tenure Sections/Branches to in the **Target Road Tenure** field.
- 5 Enter the Target Section/Branch you wish to transfer each Source Section/Branch to in the corresponding **Target Section/Branch** fields.
 - Note: The Target Section/Branch that you enter **cannot** already exist for the Target Road Tenure.
- 6 Click the **Transfer** button.
 - Note: Upon successful transfer, any map report conflicts that existed for the source section will be transferred to the target section.
- 7 If you have transferred a B40 or S01/S02 branch to a B01 section, then you will receive a warning indicating that you must update the Timber Mark associated with the section segments.
If you have transferred a B01 section to a B40 branch, then you will need to enter the responsibility for the associated segments.
Remember that Timber Mark assignment and Responsibility indicators are set on the **FTA907-Road Segments** page. (Refer to Topic 7 of this guide for additional information about this page.)



The road transfer function automatically creates an amended tenure application (complete with amendment number) and generates a new Exhibit A map for each tenure.

- **Source Tenure** - the new map will reflect those sections/branches which have been removed (i.e. retired).
- **Target Tenure** – the new map will reflect those sections/branches which have been added.

These new applications will **not** appear in the **FTA300-Inbox** page. The application will automatically be approved and displayed on the **FTA950-Tenure Application List** page. For additional information about the **FTA950-Tenure Application List** page refer to Topic 4 of this guide.



If you are transferring a S01 or S02 section, you will need to clear the new tenure application unless the width of the road is equal to 75 meters.



Only users with the FTA Feature Admin role will have access to the Transfer function in FTA.

Delete Road Tenure Sections/Branches

In FTA, you may delete a road tenure section or branch using the **FTA133-Road Tenure Section/Branch Delete** page. Deletion removes the data from the Land and Resource Data Warehouse (LRDW). Upon deletion of a section/branch you will receive a message in FTA reminding you that you must create the Exhibit A and upload this to FTA and send it to the licensee.

It is important to note that the Road Tenure itself is **not** explicitly deleted in FTA. If all sections/branches of the road tenure are deleted, the Road Tenure's status does **not** change automatically. Once there are no active sections/branches under the tenure, the tenure itself can be closed. To close the tenure, navigate to the **FTA100-Tenure** page and change the status to **HC**.

If you wish to permanently remove the Road Tenure from FTA, you may change the status to **EE** and click the **Delete** button on the **FTA100-Tenure** page.



Road Tenure sections/branches should **only** be deleted if they were put in as a mistake. Removal of sections/branches because they have been deactivated on the ground should be done via the retirement function. Removal of sections/branches because they have been reassigned to another tenure should be done via the transfer function.



A Road Tenure Section/Branch **cannot** be deleted if it:

- Has a status of PE.
- Is retired.
- Will affect foreign keys to other systems (at present, this is CIMS).
 - o You will receive a warning message if foreign keys will be affected.

Steps to Follow

There are certain steps staff should follow to use the **FTA133-Road Tenure Section/Branch Delete** page. These are outlined below:

- 1 Click the **Delete** button on the **FTA131-Road Tenure Section/Branch** page.
- 2 Examine the **Source Road Tenure** field. Ensure that it is referencing the Road Tenure which you wish to delete sections/branches for.
- 3 Verify that the **Sections/Branches to be deleted** field displays the sections/branches you wish to delete for this Road Tenure.
- 4 Enter any **Comments**.
- 5 Click the **Delete** button. The section(s)/branch(es), any amendments, and any associated spatial data will be deleted. The status for the section(s)/branch(es) does **not** change.
- 6 You will receive a confirmation message for the deletion. Click the **OK** button to continue with the deletion; otherwise, click the **Cancel** button.
- 7 You will receive a message reminding you that you must create the Exhibit A and send it to the licensee.

The Exhibit A must be created using the **Tenure Update Tool**. The re-generate function in FTA will **not** be available as the application is **not** in the Inbox. No

changes will be made to the Tenure Application or Tenure Application Map Feature.

Re-label Road Tenure Sections/Branches

In FTA, you may re-label a road tenure section or branch using the **FTA133-Road Tenure Section/Branch Re-label** page. This is useful if you need to correct or rename the road section or branch id to match the proper road section or branch identifier. Recall that the legal id can be up to 30 alphanumeric characters. Spaces or special characters should not be used.

Upon a successful re-label, you will receive a message in FTA that indicates that you must create a new Exhibit A and upload this via FTA and provide a copy to the licensee.

It is important to note that this page is used to re-label a specific section or branch id, **not** the Road Tenure itself. You **cannot** re-label a Road Tenure in FTA.



You **cannot** re-label a road tenure section or branch that:

- has a status of PE;
- is retired; or
- will affect foreign keys to other systems (at present, this is CIMS).
 - o You will receive a warning message if foreign keys will be affected.



Only users with the FTA Feature Admin role will have access to the Re-label function in FTA.

Steps to Follow

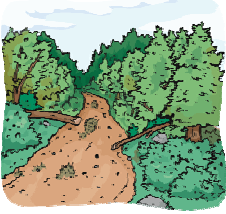
There are certain steps staff should follow to use the **FTA133-Road Tenure Section/Branch Re-label** page. These are outlined below:

- 1 Click the **Re-label** button on the **FTA131-Road Tenure Section/Branch** page.
- 2 Examine the **Source Road Tenure** field. Ensure that it is referencing the Road Tenure which you wish to re-label sections/branches for.
- 3 Verify that the **Sections/Branches to be re-labeled** section displays the sections/branches you wish to re-label for this Road Tenure.
- 4 Enter new labels for each section/branch using the corresponding **Re-label To** fields.
- 5 Enter any comments pertaining to the re-label in the **Comments** field.
- 6 Click the **Re-label** button.



Upon a successful re-label, you will receive a message that indicates that you must create a new Exhibit A and upload this via FTA and provide a copy to the licensee.

FTA Participant Guide –



Roads Module

Topic 9: Associating Files, Clients & Notes

In this topic, you will learn how to:

- Associate files;
- Associate clients; and
- Associate notes.

This topic discusses how to associate Files, Clients, and Notes with a Road Tenure.

Associating Files

There may be circumstances in which you wish to associate the Road Tenure in FTA with one or more files. For example:

- A single client may have more than one tenure and you may wish to associate these.
- Two related tenures (i.e. Occupant Licence to Cut overtop of a Special Use Permit).
- A joint venture.



BCTS
BC Timber Sales

BCTS Users will often use the **FTA910-Associated Files** page for Road Permits (B01 files). Recall that Road Permits have timber marks associated with their segments. This page allows the Road Permit to be associated with the source file of the timber mark (i.e. Timber Sale Licence).

These files may be:

- **Within FTA.** For example, you may wish to associate one Road Tenure with another one.
- **Outside of FTA.** For example, Road Tenures can be associated with Tenures from a different ministry. Often these associations may be made with the following ministry tenures:
 - o Ministry of Lands and Parks;
 - o Ministry of Environment; and,
 - o BC Assessment Authority.

The **FTA910-Associated Files** page allows this information to be tracked.

Navigating to the FTA910-Associated Files Page

Click the **Assc. Files** tab to navigate to the **FTA910-Associated Files** page. This tab is visible when you are on any of the other Tenure tabs. If you are **not** on a Tenure tab, you must first select Tenure from the **Tenure** menu.



Understanding the FTA910-Associated Files Page Layout

The **FTA910-Associated Files** page is made up of two sections which are completed by district staff.

Section 1 – Find the Road Tenure

The first section is used to display the Road Tenure Number that you wish to associate a file(s) to.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Road Tenure, this section will already be populated with the Road Tenure Number.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button.

FTA910 - Associated Files

File:	<input type="text" value="R15452"/>	<input type="button" value="Go"/>	Type:	B01 - Road Permit	Admin Org:	DCK - Chilliwack Forest District
			File Status:	HI - Issued	As of:	2006-06-28
			Award Date:	2006-06-28	Expiry Date:	
			Licensee:	00001271 00 CANADIAN FOREST PRODUCTS LTD.		

Section 2 – Associate Files

The next section of the **FTA910-Associated Files** page allows you to associate or de-associate files with the Road Tenure.

Associated File	Source
<input type="text"/>	<input type="text"/>

Steps to Follow

Follow the steps below to associate a file with the Road Tenure.

- 1 Enter the **Road Tenure Number** in the **File** field.
 - Note that if you have authority to update the Tenure information, you will also have authority to add/update/delete information on the **FTA910-Associated Files** page.
- 2 Click the **Go** button.
 - A list of files associated with the Road Tenure is displayed.
 - If **no** files are displayed then this Tenure does **not** have any files associated with it.
- 3 To add a file, enter the following information in Section 2 of the page.
 - **Associated File.** The number corresponding to the file.
 - **Source.** Select the appropriate source from the drop-list.
- 4 Remember to click the **Save** button to save your work.
 - The file you have entered displays as a row in the bottom portion of the page.

Topic 9: Associating Files, Clients & Notes



If you associated another FTA file (i.e. source equals **F**) with your Road Tenure, you will notice that a **Details** button becomes active. Clicking this button will navigate you to the **FTA100-Tenure Details** page for that associated file.



Deleting a File Association

If you associate a file in error, you can delete the association by clicking the row's corresponding **Delete** button. Anyone who has authority to update the tenure will also have authority to delete the file association.

Understanding the Two Way Association

It is important to recognize that if you manually associate a Road Tenure with **another file in FTA**, that file will now also show an association to your Road Tenure. This is shown in the screen prints on the next page.

Sample FTA910-Associated Files Pages

FTA910 - Associated Files

File: Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District
File Status: HI - Issued As of: 2007-01-08
Award Date: 2007-01-08 Expiry Date:
Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

1 rows returned

Associated File	Source		
<input type="text" value="REC0002"/> *	<input type="text" value="F - Forest Tenure System (FTAS)"/> *	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Details"/>	<input type="button" value="Delete"/>		

This Road Tenure (R15576) has a Recreation Tenure (REC0002) associated with it.

FTA910 - Associated Files

File: Type: F05 - Recreation Admin Org: DCK - Chilliwack Forest District
File Status: HI - Issued As of: 2005-06-28
Award Date:
Licensee:

4 rows returned

Associated File	Source		
<input type="text" value="1-1-4-012"/> *	<input type="text" value="P - Ministry of Lands and Parks"/> *	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Details"/>	<input type="button" value="Delete"/>		
<input type="text" value="283250"/> *	<input type="text" value="L - Land Titles Office"/> *	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Details"/>	<input type="button" value="Delete"/>		
<input type="text" value="R15468"/> *	<input type="text" value="F - Forest Tenure System (FTAS)"/> *	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Details"/>	<input type="button" value="Delete"/>		
<input type="text" value="R15576"/> *	<input type="text" value="F - Forest Tenure System (FTAS)"/> *	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
<input type="button" value="Details"/>	<input type="button" value="Delete"/>		

Notice that when the **FTA910-Associated Files** page is displayed for the Recreation Tenure (REC0002) the Road Tenure (R15576) association is displayed.

Understanding Associated Files & Overarching Tenures

The **FTA910-Associated Files** page varies when you are examining Overarching Tenures. In this case, there is an additional section displayed titled “**Associated Road Files**”. This section automatically lists all Road Permits containing sections with segments that reference one or more of the Road Timber Marks associated with the Overarching Tenure. The following screen print illustrates this concept:

FTA910 - Associated Files
← **OVERARCHING TENURE**

File:

Type: A01 - Forest Licence

Admin Org: RSI - Southern Interior Forest Region

File Status: HI - Issued

As of: 1982-11-15

Award Date: 1982-11-15

Expiry Date: 2013-11-14

Licensee: 00001086 06 TOLKO INDUSTRIES

1 rows returned

Associated File	Source	
<input type="text"/> *	<input type="text"/> *	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
RAN071084	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/> <input type="button" value="Delete"/>

← **ASSOCIATED ROAD FILES**

Associated Road Files
8 rows returned

This section lists all road permits having segments that use a road timber mark for this file.

File	Status	Permittee	Award Date	Expiry Date
R13838	PE - Pending Electronic	00133890 00 DIST. MNAGER OKANAGAN SHUSWAP (DOS)		
R13882	HI - Issued	00001086 06 TOLKO INDUSTRIES	2007-04-02	



Warning:

This screen print shows that FTA automatically associates an Overarching Tenure to the Road Tenure based on the Road Timber Marks associated to the Road Tenure.

Note that the opposite file associate is **not** automatically created in FTA. That is, if you enter a Road Tenure in the File field of the **FTA910-Associated Files** page then the Overarching Tenure is **not** automatically displayed.

Associating Clients

The primary client associated with a Road Tenure is populated in FTA via the ESF application. This client displays on the **FTA920-Associated Clients** page.

- **Road Permits (B01)** – the primary client is the licensee.
- **Forest Service Roads (B40)** – the primary client is the initial submitter of the file.
 - Amendments by government are supported regardless of who is identified as the primary client. Note that you do not need to be added as a joint venture client in order to complete an amendment.
- **Special Use Permits (S01/S02)** – the primary client is the licensee.

When working with Road Tenures, you may encounter circumstances in which you need to perform one of the following activities:

- Modify client details.
- Add a client.
- Remove a client.



If you are a BCTS User you will need to use this page to change the client for a Road Permit (B01 File) from the Timber Sales Manager to the appropriate client prior to approval of a Road Tenure. You will **not** be able to approve the Road Tenure until this task is complete.



The client must exist in MoFR's **CLIENT System** before it can be added to FTA. The CLIENT System is another web-based computer system. This guide does **not** include information regarding how to use this system. If you require additional assistance, please contact your supervisor.

Navigating to the FTA920-Associated Clients Page

Click the **Assc. Client** tab to navigate to the **FTA920-Associated Clients** page. This tab is visible when you are on any of the other Tenure tabs. If you are **not** on a Tenure tab, you must first select **Tenure** from the Tenure menu.



Understanding the FTA920-Associated Clients Page Layout

The **FTA920-Associated Clients** page is made up of two sections which are completed by district staff.

Section 1 – Find the Road Tenure

The first section is used to display the Road Tenure Number that you wish to work with.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Road Tenure, this section will already be populated with the Road Tenure Number.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button.

FTA920 - Associated Clients

File:	<input type="text"/>	<input type="button" value="Go"/>	Type:		Admin Org:	
CP:	<input type="text"/>		File Status:		As of:	
Cut Block:	<input type="text"/>		Award Date:		Expiry Date:	
			Licensee:			

Section 2 – Associate Clients

The next section of the **FTA920-Associated Clients** page allows you to associate additional clients or modify existing clients for the Road Tenure.

CP	Block	Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps to Follow

There are certain steps staff should follow to use the **FTA920-Associated Clients** page. These are outlined below:

- 1 Enter the **Road Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - A list of clients associated with the Road Tenure is displayed.
- 3 To add a client, enter the following information in Section 2 of the **FTA920-Associated Clients** page.
 - **Client Number.** Note that you **cannot** enter the same client more than once.
 - **Client Type.** There must be one **A – Licensee** client. This is the primary client. This may be a licensee, Operations Division, or BCTS. The following additional Client Types are applicable for Road Tenures:
 - o B – Joint Venture/Partner
 - o C – Previous Main Licensee
 - o P – Previous Joint Venture/Partner

Topic 9: Associating Files, Clients & Notes

- **Licensee Start Date.** This is the date the licensee became associated with the Road Tenure.
- The **Licensee End Date** does **not** need to be entered at this time. This is the date the licensee is no longer associated with the Road Tenure.



Remember to click the **Save** button to save your work.

- The client you have entered displays as a row in the bottom portion of the page.
 - o If you wish to modify information about this client, click the corresponding row **Update** button. You may now edit the details.
 - o If you wish to delete the client, click the corresponding row **Delete** button. See the **Deleting a Client** tip below.



Helpful Hints:

- If you are retrieving an existing record which has a client type of "A" or "C" the client number and client type cannot be modified.
- If a **Main Licensee** is added and one already exists, the **Current Main Licensee** record will have its type set to "C". This record is now the **Previous Main Licensee**.

Deleting a Client:

A client may be deleted if it is a "C" Client (Previous Main Licensee). The user deleting the client must have "Senior Administration" authority. Note that you should only delete a client when you have made an error. You will want to keep the history of a tenure so it is not always appropriate to delete the client.



Warning – Multiple Clients Associated with an Agreement

If you have a Joint Venture client relationship, the **A (Licensee) Client** must have a location code other than "00". Note that the system will not enforce this rule, but it is correct business practice.

Recall that the Client Number is set in the CLIENT System. You can **not** modify the Client Number in FTA.

Sample Page – FTA920-Associated Clients

FTA920 - Associated Clients

File: Type: B01 - Road Permit Admin Org: DCK - Chilliwack Forest District
CP: File Status: HI - Issued As of: 2007-01-08
Cut Block: Award Date: 2007-01-08 Expiry Date:
Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
00001271 00	CANADIAN FOREST PRODUCTS LTD.	A - Licensee	2007-01-05		<input type="button" value="Update"/> <input type="button" value="Delete"/>

1 rows returned

Associating Notes

The notes function allows you to attach a note to your Road Tenure. This note can contain information that you wish to remind yourself or others about. Notes cannot be deleted. Once a note is entered and saved, a **Notes Attached** message displays on the **FTA100-Tenure Details** page. This is a quick notification to others examining the tenure that a note exists. Anyone with read access (District, Region and Headquarters Users) may read your note.



Remember that all files are subject to the *Freedom of Information and Privacy Act*. Therefore, ensure the information you enter in the note is appropriate.

Navigating to the FTA970-Forest Notes Page

Click the **Notes** tab to navigate to the **FTA970-Forest Notes** page. This tab is visible when you are on any of the other Tenure tabs. If you are **not** on a Tenure tab, you must first select Tenure from the **Tenure** menu.



Understanding the FTA970-Forest Notes Page

The **FTA970-Forest Notes** page is made up of two sections which are completed by District Staff.

Section 1 – Find the Road Tenure

The first section is used to display the Road Tenure Number that you wish to associate a note to.

- If you are navigating to this tab from another Tenure tab, where you have been working with the Road Tenure, this section will already be populated with the Road Tenure Number.
- If you navigate directly to this page, you must enter the Road Tenure Number in the **File** field and click the **Go** button.

FTA970 - Forest Notes			
File:	<input type="text" value="R15576"/>	<input type="button" value="Go"/>	Type: B01 - Road Permit
			Admin Org: DCK - Chilliwack Forest District
			File Status: HI - Issued
			As of: 2007-01-08
			Award Date: 2007-01-08
			Expiry Date:
			Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

Section 2 – Associate Note

The next section of the **FTA970-Forest Notes** page allows you to type a note which is associated with the Road Tenure.

The screenshot shows a web interface for associating notes with road tenures. At the top left is a button labeled 'Back To Search'. Below it is a table with three columns: 'Entry User ID', 'Entry Timestamp', and 'Note'. The table is currently empty. To the right of the table is a large text input field. To the right of the input field are two buttons: 'Save' and 'Cancel'.

Steps to Follow

Follow the steps below to add a note to the Road Tenure.

- 1 Enter the **Road Tenure Number** in the **File** field.
- 2 Click the **Go** button.
 - A list of notes associated with the Road Tenure is displayed.
 - If **no** notes are displayed then this Tenure does not have any notes associated with it.
- 3 To add a note, type the note details in the text box in Section 2 of the page.
- 4 Remember to click the **Save** button to save your work. The note now displays below the text box. Notice the following:
 - The User ID, of the individual logged onto FTA at the time the **Save** button was clicked, is displayed as the **Entry User ID**.
 - The date and time the note was saved in FTA is displayed as the **Entry Timestamp**. The format is YYYY-MM-DD HH:MM AM/PM.



You can **not** delete a note. Once you have entered it, it is always associated with the Road Tenure.



If the status of a Road Tenure is “**Entered in Error**” then clients, files, and notes can **no** longer be entered, updated or deleted for that Tenure.

Topic 9: Associating Files, Clients & Notes

Sample Page – FTA970-Forest Notes

FTA970 - Forest Notes

File: 

Type: B01 - Road Permit

Admin Org: DCK - Chilliwack Forest District

File Status: HI - Issued

As of: 2007-01-08

Award Date: 2007-01-08

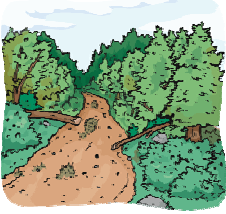
Expiry Date:

Licensee: 00001271 00 CANADIAN FOREST PRODUCTS LTD.

1 rows returned

Entry User ID	Entry Timestamp	Note
<div><div></div><div><input type="button" value="Save"/> <input type="button" value="Cancel"/></div></div>		
IDIR\FTAADMIN\DC	2007-01-08 01:51 PM	This Road Permit may require an amendment if the Cut Block is altered in the future.

FTA Participant Guide –



Roads Module

Topic 10: Wrap-Up

In this topic, you will understand:

- The learning objectives achieved;
- The data flow; and,
- Other resources available.

The Learning Objectives Achieved

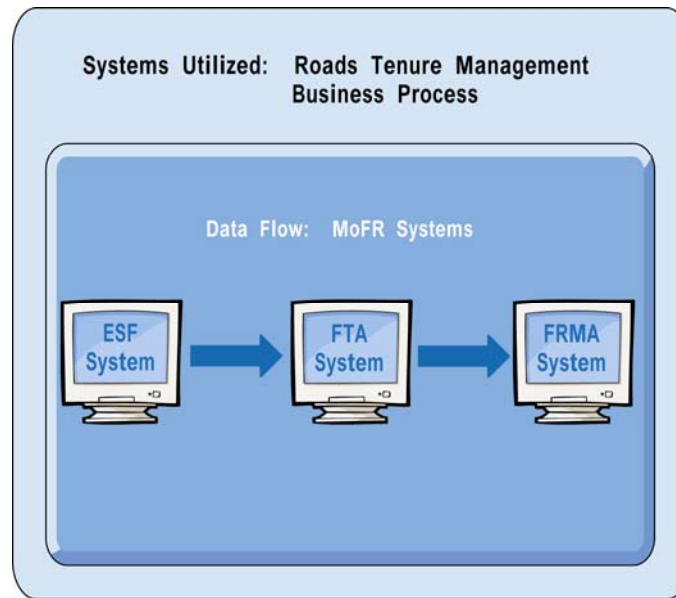
You have completed the **FTA/ESF Reference Guide – Roads Module**. You should now have an understanding of the business process used to administer Road Tenures within MoFR including the roles of District and Geomatics Technicians and the role of BCTS Staff. The streamlined approach to managing roads should be clear. You should understand the type of Road Tenures and their role within the province. You should understand the steps involved in administering each type of Road Tenure within FTA. In addition, you should be able to complete the following tasks in FTA:

- Submit a Road Tenure Application via ESF;
- Add a Road Tenure to FTA;
- Explore the Tenure Application List page;
- Explore the Inbox;
- Complete Pre-Clearance and Clearance activities;
- Confirm and review segments;
- Approve or reject a Road Tenure;
- Explore the Tenure page;
- Explore overarching tenures;
- Locate the tenure status;
- Explore sections/branches;
- Amend a Road Tenure and examine the amendment;
- Retire, transfer, re-label and delete a section/branch; and,
- Associate files, clients and notes.

The Data Flow

The following image explains the various systems utilized during road related activities:

- Tenure data for all Road Tenures is uploaded via the **ESF System**.
- Road Permit (B01) and Forest Service Road (B40) data is automatically populated into the Forest Roads Management Application (FRMA).
 - o FRMA is a system MoFR uses which spatially displays the roads and allows users to add, update and query attribute information on roads thereby facilitating the management of forest roads by Field Services Staff. For more information please visit: <http://gwww.for.gov.bc.ca/his/bic/System/frma.htm>



In working with BCTS Road Tenures, the GENUS Application also plays a key role. This application allows the XML/GML submission to be created and uploaded to the ESF System.

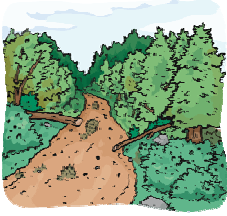
Management of approved Road Permits and Forest Service Roads is completed in both GENUS and FTA.

Other Resources Available

There are additional resources available to assist you with learning how to use other features and functions of FTA. These include:

- **FTA Training Materials FTP Website** – this site includes the Participant Guides & Training Sessions for other training modules as well as an FTA Question & Answer Forum. Visit the site at http://www.for.gov.bc.ca/ftp/his/external/!publish/OnLineClassroom/FTA_ESF/
- **On-Line Help** – available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA.
- **Business Application Support Center** – available by calling 250-387-8888 or emailing: FORHISP.APPHELP@gov.bc.ca
 - o Please place the text “FTA” in the subject line of the email.
- **Ministry of Forests and Range Learning Store:** <http://www.learningstore.com/bcmof>
- If you require assistance using FRMA then you should discuss this with your supervisor.

FTA Participant Guide –



Roads Module

Appendix A: Terms and Web Links

Terms & Codes

Terms & Codes:	Notes:
Road Codes	
B40	Forest Service Road
B01	Road Permit
S01	Special Use Permit – Forestry
S02	Special Use Permit –Non Forestry
B41	Road Use Permit. Not currently tracked in FTA.
Road Tenure Statuses	
PA	Pending Application. The road has been added manually in FTA but is awaiting ESF submission.
PE	Pending Electronic. The ESF submission is successful.
PI	Pending Issuance. The application has been cleared.
HI	Issued. The application has been approved.
Road Section/ Branch Statuses	
PE	Pending Electronic. If the road has not yet been approved, the section/branch status is Pending Electronic.
Actions	
Retire	<p>Retiring a section/branch of a Road Tenure.</p> <p>This is the act of moving road section(s)/branch(es) from active tenure to history. Retired map features will not show as conflicts against future applications. This sets a retirement date for spatial road sections.</p> <p>Note that the retirement of a section/branch may also be accomplished via an ESF Submission.</p>
Transfer	<p>Transferring a section/branch from one Road Tenure to another.</p> <p>This is the act of moving an entire Road Tenure and its affiliated section(s)/branch(es) to another client, or moving individual section(s)/branch(es) from one tenure to another.</p> <p>You must have the “Feature Admin Role” to access this function.</p>
Delete	<p>Deleting a section/branch from a Road Tenure.</p> <p>This is the act of removing section(s)/branch(es) from the system entirely. Note: Deletion removes the data from the Land and Resource Data Warehouse (LRDW).</p> <p>If a road is deactivated, the tenure must be retired. The delete function should only be used to remove data entered in error.</p>
Re-label	<p>Re-labeling a section/branch of a Road Tenure.</p> <p>This is the act of changing the section/branch legal id (i.e. business key identifier) for a road.</p> <p>You must have the “Feature Admin Role” to access this function.</p>
Additional Terms	
Exhibit A	The map used to locate the tenure on the ground. Once this map is attached to the document (i.e. contract, permit, etc.) it becomes known as

Terms & Codes:	Notes:
	the Exhibit A. The Exhibit A is a legal document.
Overarching Tenures	<p>The following tenures are known as “overarching tenures” and therefore have Road Timber Marks automatically established in FTA.</p> <ul style="list-style-type: none"> • A01 – Forest Licence • A02 – Tree Farm Licence • A03 – TSL Major with AAC • A04 – Woodlot Licence • A06 – Timber Licence • A18 – Forestry Licence to Cut with Cutting Permits • A41 – Forest Licence, Sec. 47.3 Forest Act • A44 – Woodlot Licence, Sec. 47.3 Forest Act • P01 – Pulpwood Agreement <p>Note: A01 – Forest Licence is a volume based tenure. All other tenures are area based.</p>
Road Timber Mark	The timber mark automatically created in FTA for each Overarching Tenure.
Section/Branch	<p>A road network that contains several roads (over Crown Land) is identified by sections or branches.</p> <p>Road Permits use the term “section”.</p> <p>Forest Service Roads use the term “branch”.</p>
Section/Branch ID	Legal ID for the Section or Branch.
Segment	The smallest business element of a road. Each section/branch is made up of at least one segment.
Timber Mark	The timber mark manually created in FTA via the FTA100-Tenure page.
Traverse Table	Table which lists all map coordinated submitted via ESF.

Web Links

Useful Links:	
BC Forest Service Learning Store	http://www.learningstore.com/bcmof
Cutting Permit and Road Tenure Administration Manual	http://www.for.gov.bc.ca/hth/documents/CPRT-Admin-Manual-v1-2_Sep7-2006.pdf
Declaration Form	http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs302info.htm
ESF Website	http://apps18.for.gov.bc.ca/esf/submissionWelcome.do
FTA Production	http://apps12.for.gov.bc.ca/fta/
FTA Training Materials FTP Site	http://www.for.gov.bc.ca/ftp/his/external/!publish/OnLineClassroom/FTA_ESF/
FTA Website	http://gww.for.gov.bc.ca/his/fta/
Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) V2.4	http://www.for.gov.bc.ca/his/FT/business.htm
Roads Related Forms (Government Forms Index)	http://www.for.gov.bc.ca/pscripts/isb/forms/forms.asp
Streamlining Website	http://www.for.gov.bc.ca/hfp/streamlining/index.htm