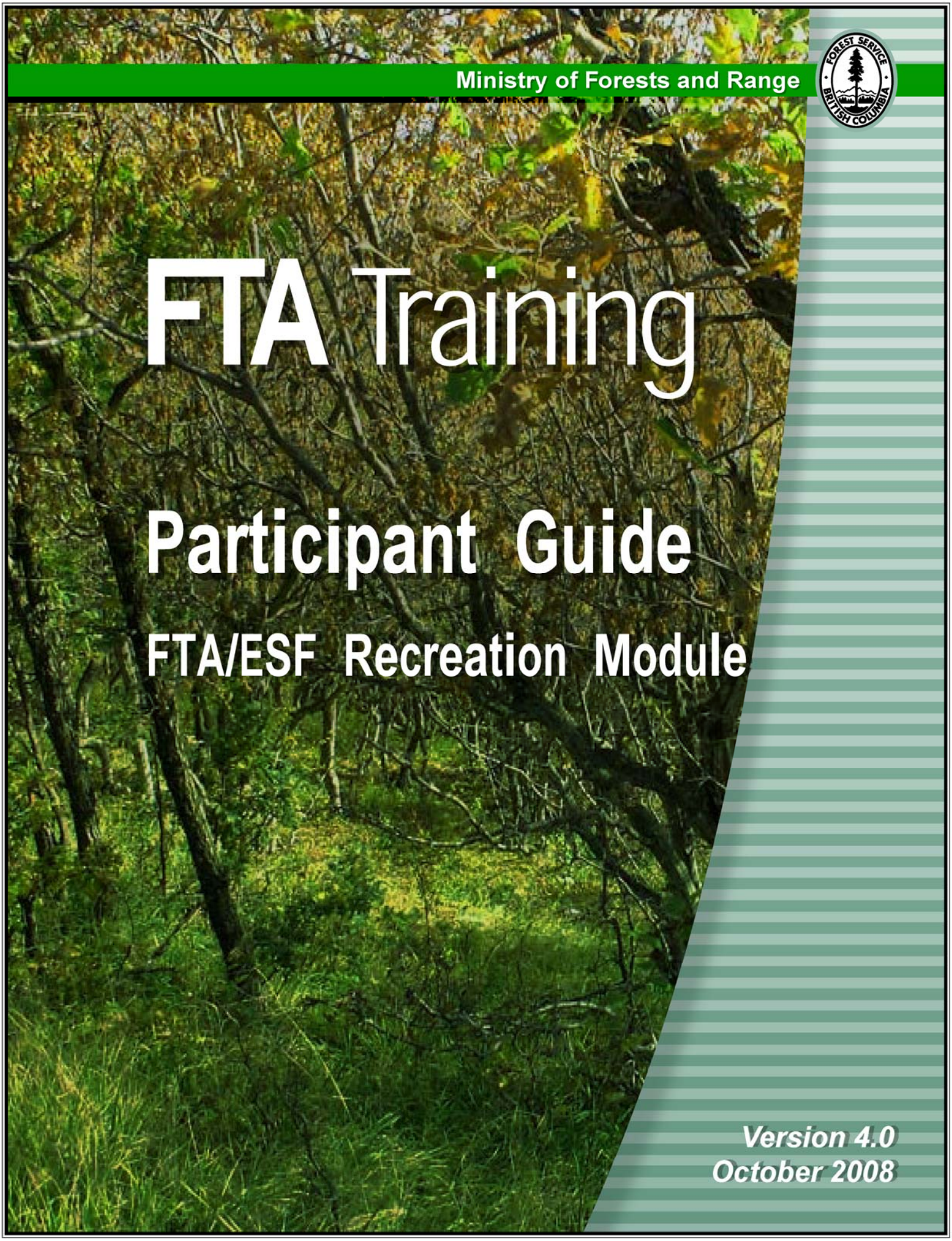
Ministry of Forests and Range
FOREST SERVICE
BRITISH COLUMBIA
FTA Training
Participant Guide
FTA/ESF Recreation Module
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- John Crooks – Provincial Forest Recreation Officer

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FTA Participant Guide –

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

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 Recreation functions in FTA.

How is this guide structured?

The guide 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.

Topics	Learning Objectives
Topic 1: Understanding the Recreation Tenure Process	In this topic, you will understand: • Recreation Tenure Types; and, • The Recreation Tenure Issuance Process.
Topic 2: Clearing and Approving the Tenure	In this topic, you will understand how to: • Clear a Recreation Tenure in FTA; • Approve/Reject a Recreation Tenure in FTA; • Explore the Tenure Application List page; and, • Explore the Tenure page.
Topic 3: Working with Recreation Projects	In this topic, you will learn: • What Recreation Project Types may be entered; and, • How to enter Recreation Project Details in FTA.
Topic 4: Adding Project Agreement Holders	In this topic, you will learn: • About Agreement Holders; and, • How to view, enter, modify and delete Agreement Holders in FTA.
Topic 5: Working with Structures	In this topic, you will learn: • About Recreation Project Structures; • How to enter, modify, delete and view Recreation Project Structures in FTA; and, • How to examine Structure Rollup details in FTA.
Topic 6: Working with Recreation Project Activities	In this topic, you will learn: • About Recreation Project Activities; • How to select Recreation Project Activities in FTA; and,

Topics	Learning Objectives
	• How to Rank Recreation Project Activities in FTA.
Topic 7: Adding Trail Segments and Repair Details	In this topic, you will learn: • About trails and trail segments; and, • How to add trail repair details to FTA.
Topic 8: Adding Project Objectives	In this topic, you will learn: • About Recreation Project Objectives; and, • How to add, modify, cancel and delete an Objective using FTA.
Topic 9: Adding Project Defined Campsites	In this topic, you will learn: • About Defined Campsites and Remedial Repairs; • How to track Remedial Repairs on Campsites using FTA.
Topic 10: Adding Comments	In this topic, you will learn: • The benefits of adding comments; and, • How to add comments to a Recreation Project in FTA.
Topic 11: Associating Files and Notes	In this topic, you will learn: • The benefits of Associating Files; • How to Associate Files in FTA; • The benefits of Adding Notes; and, • How to Add Notes in FTA.
Topic 12: Using the Recreation Search	In this topic, you will learn: • How to perform a Recreation Search.
Topic 13: Amending and Archiving a Recreation Tenure	In this topic, you will learn how to: • Amend a Recreation Tenure; and, • Archive a Recreation Tenure.
Topic 14: Wrap-Up	In this topic, you will understand: • 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 instructions and screen prints detailing how to perform various tasks using the Recreation 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.

FTA Participant Guide –

Recreation Module

Topic 1: Understanding the Recreation Tenure Process

In this topic, you will understand:

- Recreation Tenure Types; and,
- The Recreation Tenure Issuance Process.

Understanding Recreation Tenures

What is a Recreation Tenure?

Forest Recreation is the management of the recreational use of Crown Land in B.C. outside of parks and settled areas. Historically, this function has been performed by the Ministry of Forests and Range (MoFR). Recently, the Ministry of Tourism, Culture and the Arts has taken over the responsibility for this program.

The transfer of the Ministry of Forests and Range's recreation program to the Ministry of Tourism, Culture and the Arts integrates the various tourism and recreation programs in the province, and takes a more holistic approach to tourism and recreation management on Crown land. Public recreation management on Crown lands outside of parks and settled areas occurs on over 80% of the provincial land base.

A service agreement between the Ministry of Forests and Range (MoFR) and the Ministry of Tourism, Culture and the Arts ensures a continuing relationship, between MoFR and the Forest Recreation Sites and Trails Program.

Which Recreation Tenures are recorded in FTA?

Management of recreational areas of use is done through the **F05—Recreation Tenure Type**.

The following Tenure Types are **no** longer used to enter Recreation Tenures in FTA:

- F01—Wilderness Area
- F02—Untenured Area
- F03—UREP OIC Reserve
- F04—UREP Map Reserve

These display in FTA for historical reference only. Recreation files which were transferred from FTAS (legacy system) to FTA were archived and replaced by an **F05** file.

You may search and view these historic tenures (F01-F04), but you may **not** modify them. Once you locate a historical tenure, click the **Tenure** tab to examine the tenure details. A message will display which will provide you with the **new Recreation Tenure ID** for the file. A sample is shown in the screen print below:

If the file being converted did **not** contain a spatial component then the **Tenure Application** tab will display a "No Records Found" message.

For more details about the **Tenure** and **Tenure Appl.** tabs please refer to **Topic 2: Clearing and Approving the Tenure** in this guide.

A Tenure type is then further defined by a **project**. A project can be one of the following:

- Recreation Reserve
- Recreation Site
- Interpretive Forest
- Recreation Trail

Who Issues & Manages Recreation Tenures?

Recreation Tenures are usually managed at the district level. Currently, each district is responsible for creating and managing its own Tenures. Staff in each region or at headquarters may also assist in the creation and management of these Tenures.

Recreation District Staff

Districts are responsible for completing the necessary documentation for a Tenure. This documentation becomes critical to the Geomatics Technicians who must ensure they are correctly creating the Exhibit A Map of the Tenure.

District Recreation Staff will provide Geomatics Technicians a map of the proposed or amended Recreation Site, Trail, or Interpretive Forest.

Geomatics Technicians

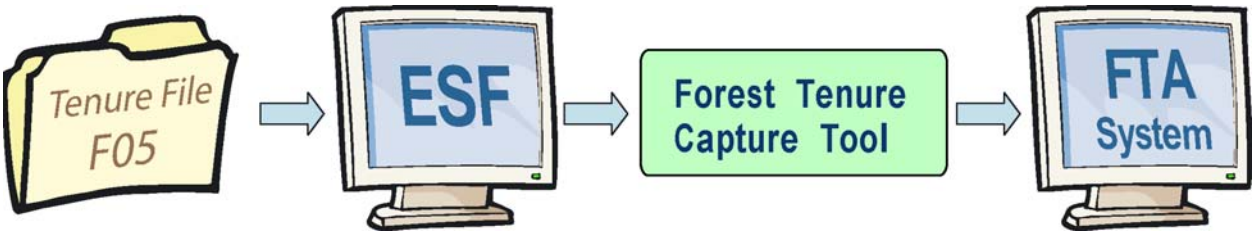
The role of District Geomatics Technicians varies from district to district. Geomatics Technicians responsibilities may include the following:

- Creating the Exhibit A and submitting the Tenure Application to FTA.
- Map Reporting tasks for the Recreation Tenure in FTA and resolution of any map conflicts.
- Clearing the Recreation Tenure.
- Approving/Rejecting the Recreation Tenure.
- Liaising with District Recreation Staff.

How is a Recreation Tenure Created?

Data for a Recreation Tenure is uploaded to FTA via the Electronic Submission Framework (ESF). Recall that this process was discussed during the **Overview Module**.

A Recreation Tenure can **not** be added directly to FTA. It must be submitted via ESF. Upon submission, the tenure is created in FTA via a tool known as Forest Tenure Capture. Once cleared and approved, details may then be added to the Tenure using FTA.



The following table outlines the data requirements and associated responsibilities.

Data Requirements	Responsibility
Telephone Number	District Rec Staff (provide to Geomatics Technicians)
Email	District Rec Staff (provide to Geomatics Technicians)
Administrative District	District Rec Staff (provide to Geomatics Technicians)
Validate Only Flag	District Rec Staff (provide to Geomatics Technicians)
Forest File ID (i.e. Tenure) • Only included if amending existing feature.	District Rec Staff (provide to Geomatics Technicians)
Recreation Feature Type • Only included if submitting a new feature. • See the topic "**How is a Recreation Feature Type Selected?"** below	District Rec Staff (provide to Geomatics Technicians)
Application Purpose • N = New File • A = Amendment	District Rec Staff (provide to Geomatics Technicians)
Section ID (Mandatory if geometry is linear)	District Rec Staff (provide to Geomatics Technicians)
Geometry	Geomatics Technicians
Legal Description • Mandatory = Point of Commencement • Optional = Point of Termination	Geomatics Technicians

All Recreation Tenures have a unique File ID. This is automatically generated the first time a Recreation File is processed via ESF. The format may be REC#### or REC ######

How is a Recreation Feature Type Selected?

A Recreation Feature Type, also known as a Project Type, may be one of the following four choices:

- Recreation Site;
- Recreation Trail;
- Interpretive Forest Site; or,
- Recreation Reserve.

District Recreation Staff must ensure they select the correct Feature Type prior to forwarding the file information to District Geomatics Technicians. There are a number of definitions which should be used to assist staff in making the correct selection. These definitions are outlined in **Appendix A: Definitions for Recreation Sites, Recreation Trails and Interpretive Forest Sites**. If the file does **not** meet any of these definitions, then the Project Type is a **Recreation Reserve**.

It is important to note that you can **not** mix polygonal and linear spatial data in FTA. They must be separated into two separate files.

For example, if a Recreation Reserve now has a Trail, originating from the Reserve, you must complete the following:

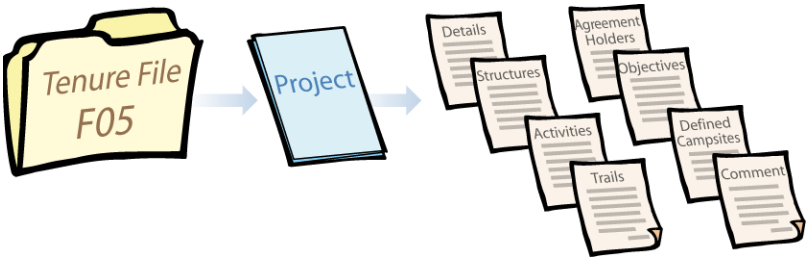
- Keep the tenure which is the Reserve in FTA as it is.
- Create a new tenure which is the Trail. Ensure that the Trail begins at the end of the Reserve so that there is not an overlap in their geography.
- Use the Associate Files function to record the tenure association between these two tenures. Associating Files is discussed in **Topic 11** of this guide.

How is a Recreation Tenure Managed in FTA?

A Recreation Tenure Submission, which passes validation via ESF, will reside in the FTA Inbox. This file must then be cleared and approved prior to further action. If approved, the file becomes known as a **Recreation Tenure**. Management of the Tenure may include adding and modifying the following:

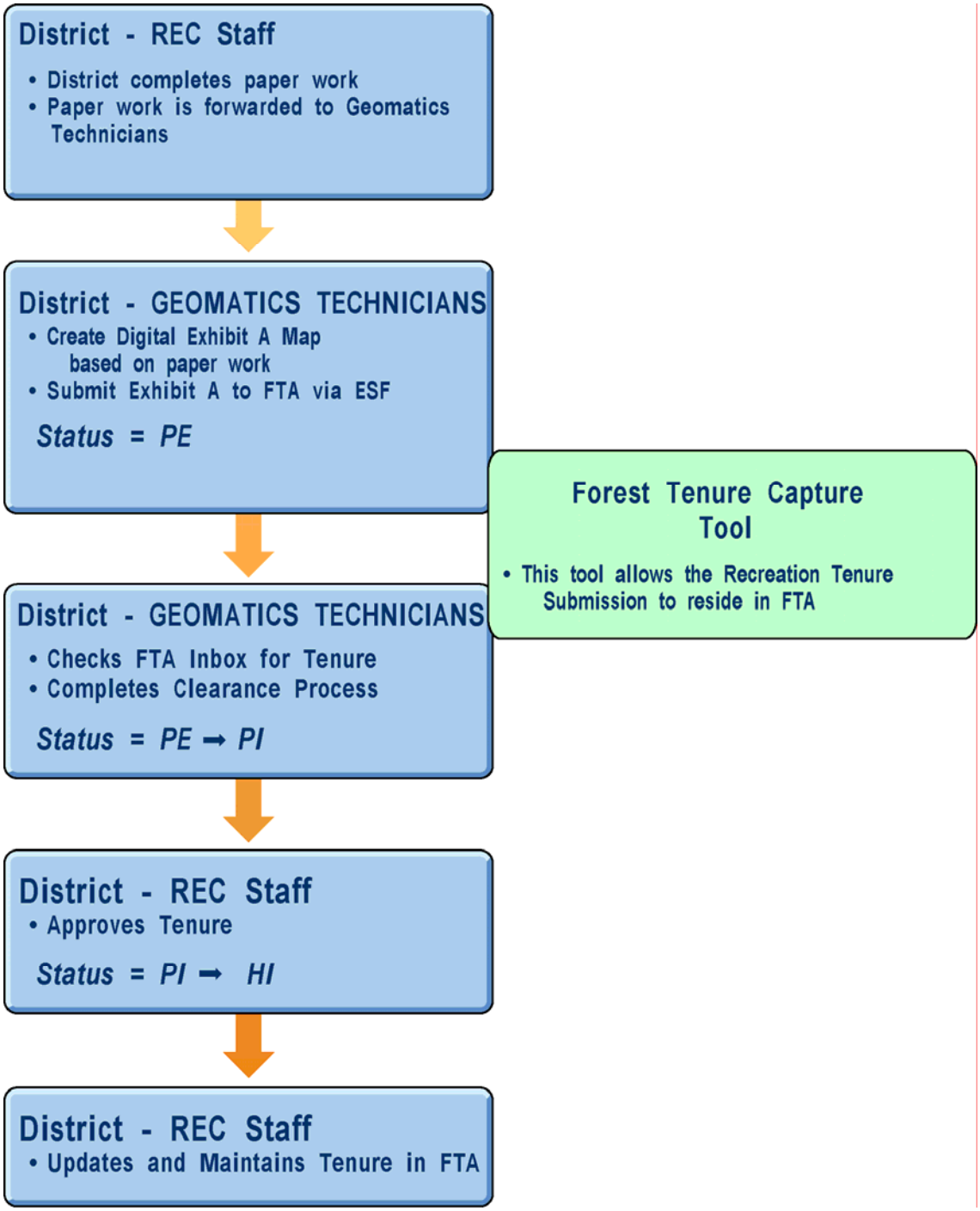
- Project Details;
- Agreement Holders;
- Structures;
- Activities;
- Objectives;
- Defined Campsites;
- Trails; and/or,
- Comments.

Additional files and notes may also be associated with the Tenure. Management of the Tenure is discussed in the remaining topics of this guide.



The Recreation Tenure Issuance Process

The following flow chart demonstrates the Recreation Tenure issuance process and the various statuses of the Tenure. See the next topic, **"Understanding Tenure Status"** for additional information on Tenure statuses.



Understanding Tenure Status

A Recreation Tenure always has a status assigned to it in FTA. The status of a Tenure reflects its state in FTA and its progression through the business cycle. Some status changes are automatic, while others must be manually completed by the user.

You will notice that the status of a Recreation Tenure is discussed throughout this guide. The following table will help you understand each status:

Status Code	Code Meaning	Important Notes
PE	Pending Electronic	Submission of Recreation Tenure via ESF has been successful and the Tenure number is generated via ESF. The Recreation Tenures is in the Inbox or still being processed. If the Tenure is **not** in the Inbox, the status will be "Lobby" on the Tenure Appl Tab.
PI	Pending Issuance	Application has been cleared in the FTA Inbox.
HI	Issued	Application is approved and removed from the FTA Inbox.
DD	Disallowed by District	Application has been rejected and is removed from the FTA Inbox.
AR	Archived	Recreation Tenure has been archived in FTA.

You may notice that some Recreation Tenures in FTA have these following additional status codes. These are historical codes which may be associated with files which have been imported into FTA from FTAS. These are no longer used for new files in FTA.

- CL – Clearance
- DE – Designation
- EE – Entered in Error
- HX – Cancelled
- NC – No Clearance or Designation

Old status codes require a data fix if you wish to change them. You can **not** edit or modify these via FTA.

FTA Participant Guide –

Recreation Module

Topic 2: Clearing and Approving the Tenure

In this topic, you will understand how to:

- Clear a Recreation Tenure in FTA;
- Approve/Reject a Recreation Tenure in FTA;
- Explore the Tenure Application List Page; and,
- Explore the Tenure Page.

Clearing the Tenure in FTA

A Recreation Tenure Application must pass validation via ESF prior to residing in FTA. Once in FTA, Geomatics Technicians examine the Tenure for any conflicts of feature types on the land base. Once all conflicts are resolved, Geomatics Technicians use the **FTA300-Inbox** page to **clear** the Tenure.

Recall that the submission of a file via ESF and the FTA Inbox functions were discussed extensively during the **FTA & ESF Overview Module** (Module 1.1 of this Training Program). **If you have not completed this module, it is highly recommended that you do so now.**

Each Recreation Tenure will display as a separate row in the Inbox. In addition to new submissions, the **FTA300-Inbox** page also displays amendments to existing Recreation Tenures.

The **Application Purpose** field can help you determine if the submission is for a new submission or an amendment to an existing submission. This field will display either:

- New; or,
- Amend.

Steps to Follow: Clear Submission and Create Exhibit A

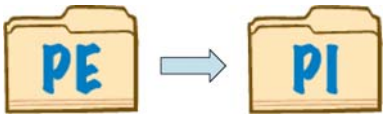
There are certain steps you should follow to use the Inbox when working with an application for a Recreation Tenure. District and Headquarters Recreation Staff may access and view information in the Inbox. Only District Staff have the ability to Approve or Reject a submission.

The following steps are usually completed by Geomatics Technicians.

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. Click the **Go** button. Files matching your filters are displayed in the bottom portion of the page.
4. Examine the **Currently Assigned** field. Recall that you may only work with files assigned to MoFR. This is shown by an active **FOR** button.
5. Verify if the file has been **cleared** already. If the **Clear** button is no longer active, the file has been cleared.
6. Verify that the **Exhibit A** exists. There must be a **Y** in the **Map** field.
   - You may click the **Y** to examine the Map.
7. Review any **Job Memos**. There will be a yes or a no in the **Job Memo** field indicating whether or not any Job Memos exist.

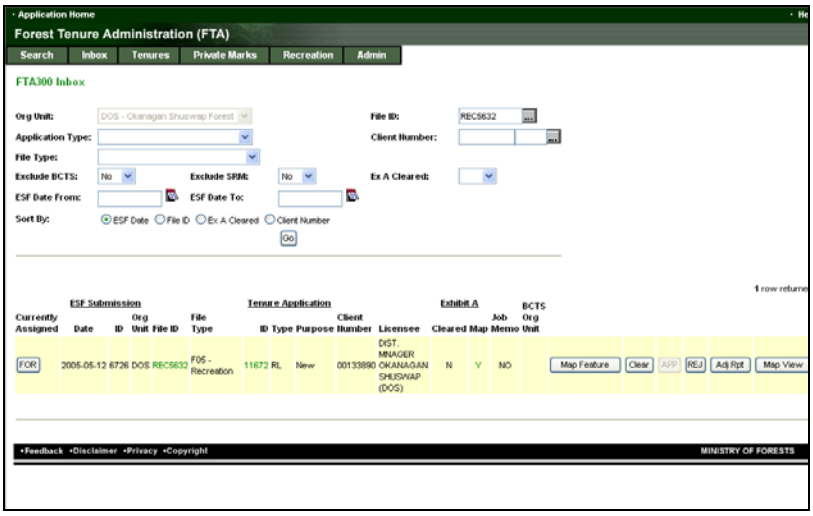
8. Generate a **Map Report** and determine whether spatial conflicts exist. Complete this by clicking the **Adj Rpt** button.
   - Spatial components may be viewed using Map View. Click the **Map View** button to open Map View.
   - If a complex conflict exists and you require assistance with the review, assign the application to MoAL. Monitor the Inbox for the assignment to be returned to **FOR** and then perform Step 9.
9. If **no** conflicts are present, **Clear** the file by clicking the **Clear** button.
10. 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.
      - 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.

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

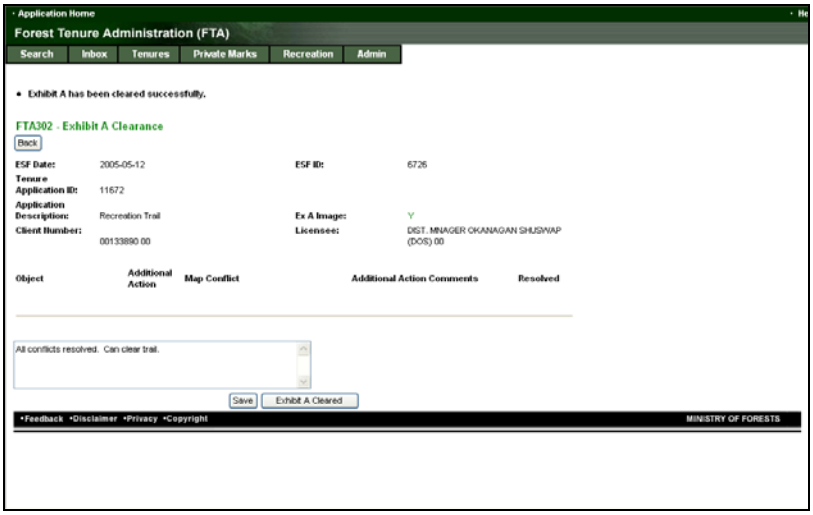


Once the Exhibit A has been Cleared, the **FTA300-Inbox** page will display an **Unclear** button in place of the **Clear** button. Do **not** click this button unless you wish to reverse the Clear.

Sample Data – FTA Inbox: Recreation Tenure



Sample Data – Exhibit A Clearance: Recreation Tenure



Approving the Tenure in FTA

Once the submission has been successfully cleared, it is ready for approval. A submission may also be rejected if required. These tasks are also performed on the **FTA300-Inbox** page.

Steps to Follow: Approve or Reject Submission

The steps to follow to either Approve or Reject a submission are fairly simple. Each of these processes is explained below. This function is performed by **District Recreation Staff**.

Approve Submission - The following steps are completed by District Recreation Staff.

1. Return to the **Inbox** and navigate to the submission which corresponds to the Exhibit A which was 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 submission.
   - 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 submission in the Inbox.

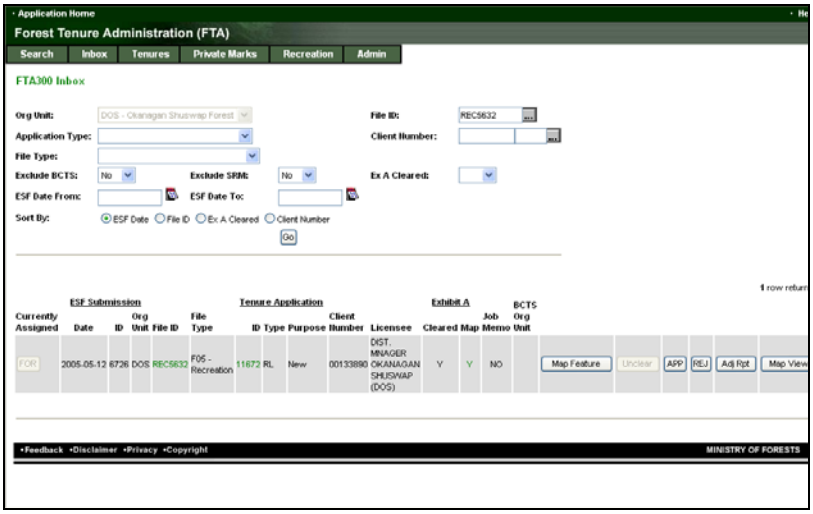
   Approving the submission automatically changes the status from **PI (Pending Issuance)** to **HI (Issued)** in FTA.

Reject Submission - The following steps are completed by District Recreation Staff.

1. Return to the **Inbox** and navigate to the submission which corresponds to the Exhibit A which was cleared.
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 submission.
   - 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 submission in the Inbox.

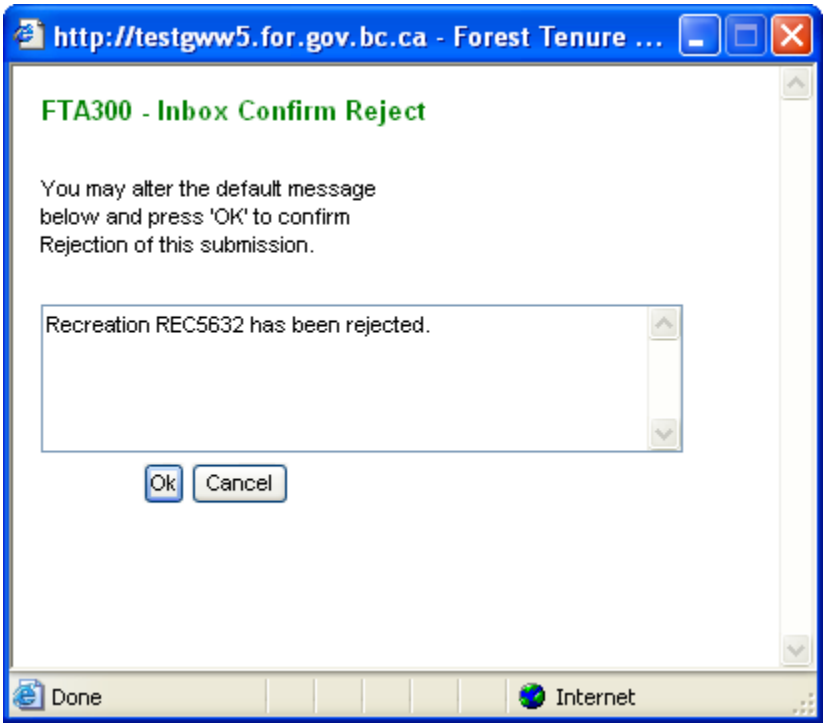
Rejecting the submission modifies the status to **DD (Disallowed by District).**

Sample Data – FTA Inbox: Cleared Exhibit A



Sample Data – FTA Inbox: Approve Recreation Submission

Sample Data – FTA Inbox: Reject Recreation Submission



Examining the Tenure in FTA

District and Headquarter Recreation Staff can explore the Recreation Tenure details in FTA by visiting the following tabs:

- **FTA950-Tenure Application** page: this page contains details associated with the Tenure Submission (application).
- **FTA100-Tenure Details** page: this page can be used to review the details of the Tenure once it has been approved. District users will notice that all the mandatory fields are automatically populated with data based on their User Logon ID. Headquarter Users will be able to select the district they are working with.

Exploring the Tenure Application List Page

Navigating to the Tenure Application Tab

The **FTA950-Tenure Application List** page allows users to view the attribute and spatial data that was electronically submitted into FTA.

A single electronic submission can contain multiple applications. This page allows you to view the submission and application details.

Click the **Tenure Appl.** tab to navigate to the **FTA950-Tenure Application List** 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.

Helpful Hints:

The tabs shown at the top of the page allow you to efficiently navigate to other pages associated with the Tenure. The tab you are on is always shown in white.

Understanding the Tenure Application List Page Layout

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

- View Tenure Application attributes.
- View Tenure Application spatial data.
- Access Map View for the web.
- Examine the Adjudication Status Report.

Section 1 – Find the Recreation Tenure

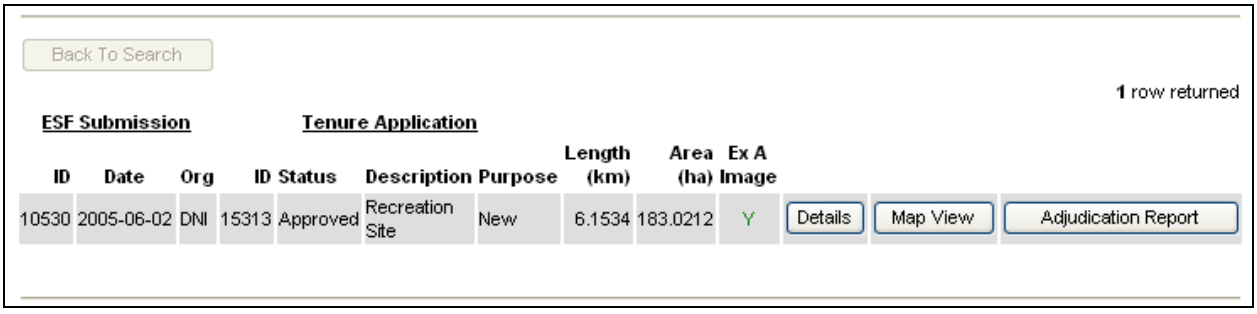
The first section of the **FTA950-Tenure Application List** page is used to display the Tenure Number of the application that you wish to work with.

- 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 Tenure Number.
- If you navigate directly to this page, you must enter the Tenure Number in the **File** field and click the **Go** button.

Section 2 – Recreation Tenure Details

The next section of the **FTA950-Tenure Application List** page allows you to:

- Examine the Exhibit A Image associated with the Tenure Submission.
- Explore the Details of the Tenure Submission.
- Access Map View to examine other features, layers and management information.
- Generate a Map Report (also known as an Adjudication Report) pertaining to the submission. This report highlights any areas of conflict and associated resolutions.



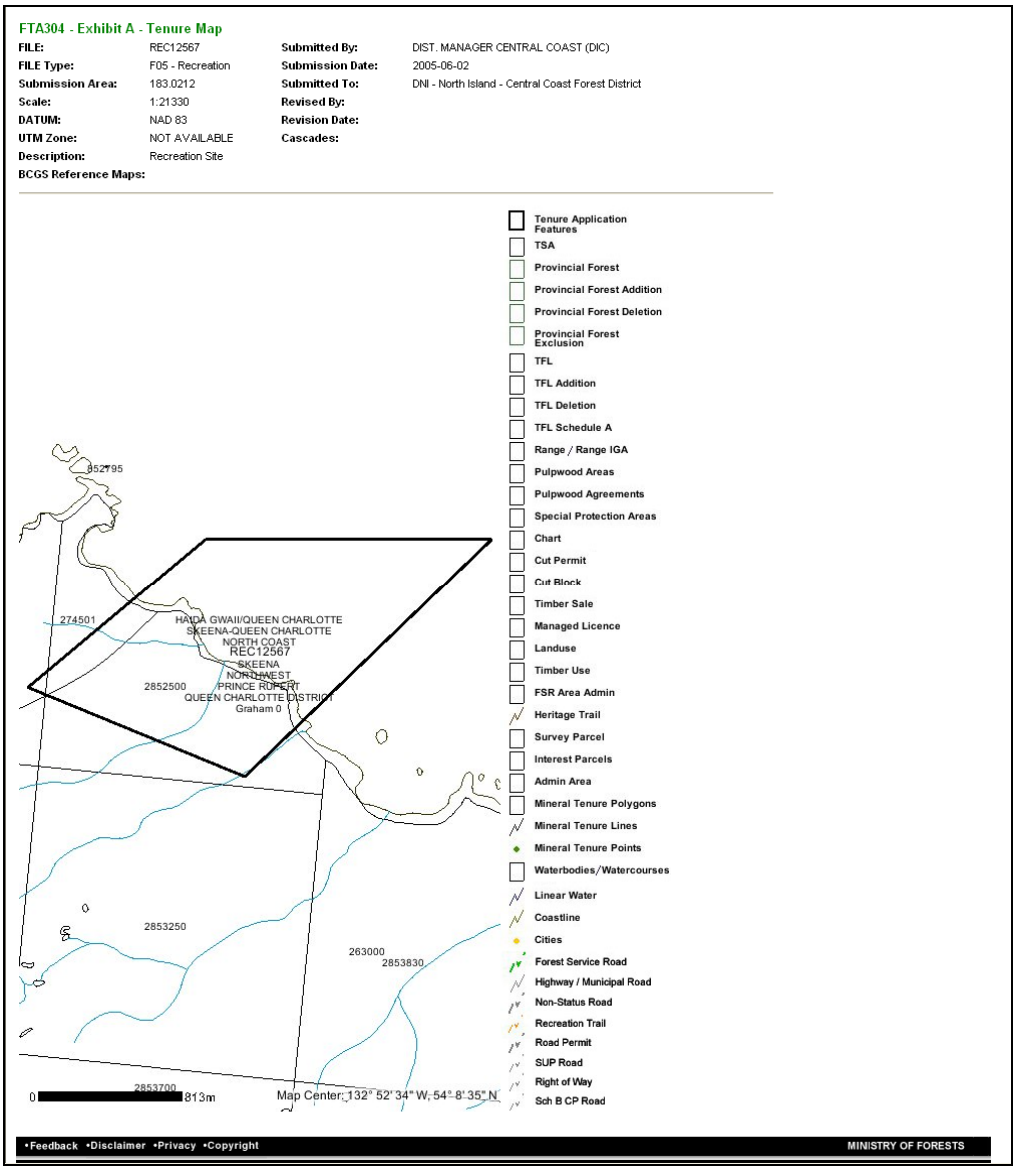
Steps to Follow

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

1. Enter the **Recreation Tenure Number** in the **File** field.
2. Click the **Go** button.
   - Section 2 of the **FTA950-Tenure Application List** page displays the ESF Submission details.
3. If you wish to examine:
   - The **Exhibit A,** click the **Y** in the Exhibit A column. This will display the **FTA304-Exhibit A-Tenure Map** page in a new browser window.
   - Additional details, click the **Details** button. The **FTA952-Tenure Application Detail** page is displayed. This page is explained further below.
   - A map of the Tenure, click the **Map View** button. The Map View for the web application is launched in a new browser window. The Tenure is displayed.
   - The Map Report, click the **Adjudication Report** button. The report opens in Adobe Acrobat PDF format.

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

Sample FTA304-Exhibit A – Tenure Map Page



Understanding the Tenure Application Detail Page Layout

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.

This page is in a "read only" format and is accessible to both Recreation District and Headquarter Staff. Use this page to examine a list of all the features submitted for a Tenure.

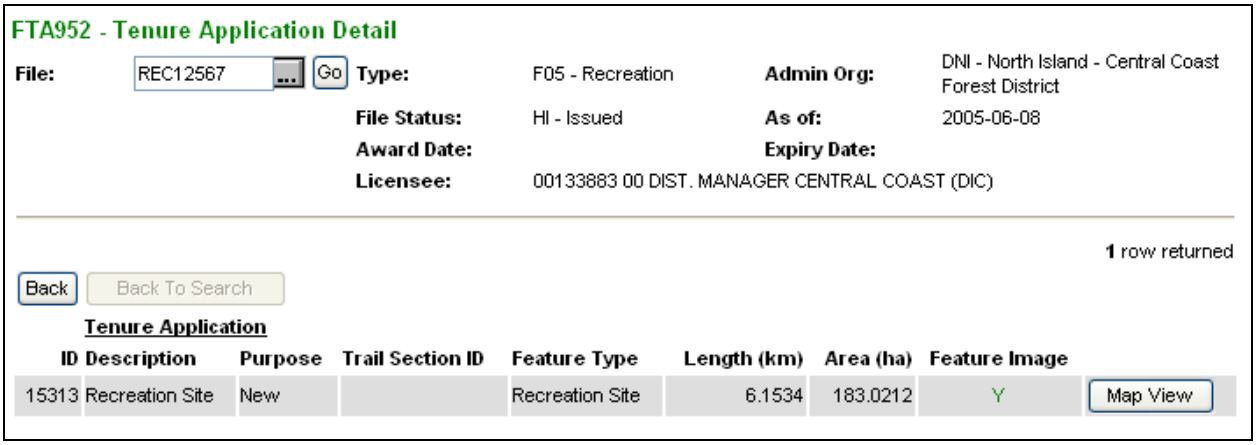
You can examine the following fields:

- **Tenure Application ID** – this uniquely identifies a Recreation Tenure Submission.
- **Description** – this name is provided by the ESF User whom made the submission.
- **Purpose** – this indicates whether the submission is **New** or an **Amendment**.
- **Trail Section ID** – these indicate sections/paths associated with the main trail. This field is only used for a feature type = trail.
  - In **Topic 5** of this guide (Working with Structures) you will learn about adding structures to your project. If you are adding structures which are paths then you should enter the name of the paths to match the Trail Section IDs listed here.
- **Feature Type** – the type of feature is displayed as Recreation Site, Trail, Reserve or Interpretive Forest.
- **Length** – the length of the feature is displayed (if applicable).
- **Area** – the area of the feature is displayed (if applicable)

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. You are navigated to **FTA305-Feature Image** page. Both Headquarter and District Staff may access this page.
- **Map View** – use this button to examine this feature in the Map View Application.

Sample FTA952-Tenure Application Detail Page



FTA952 - Tenure Application Detail

File: REC12567 ... Go | Type: F05 - Recreation | Admin Org: DNI - North Island - Central Coast Forest District

File Status: HI - Issued | As of: 2005-06-08

Award Date: | Expiry Date:

Licensee: 00133883 00 DIST. MANAGER CENTRAL COAST (DIC)

1 row returned

Back | Back To Search

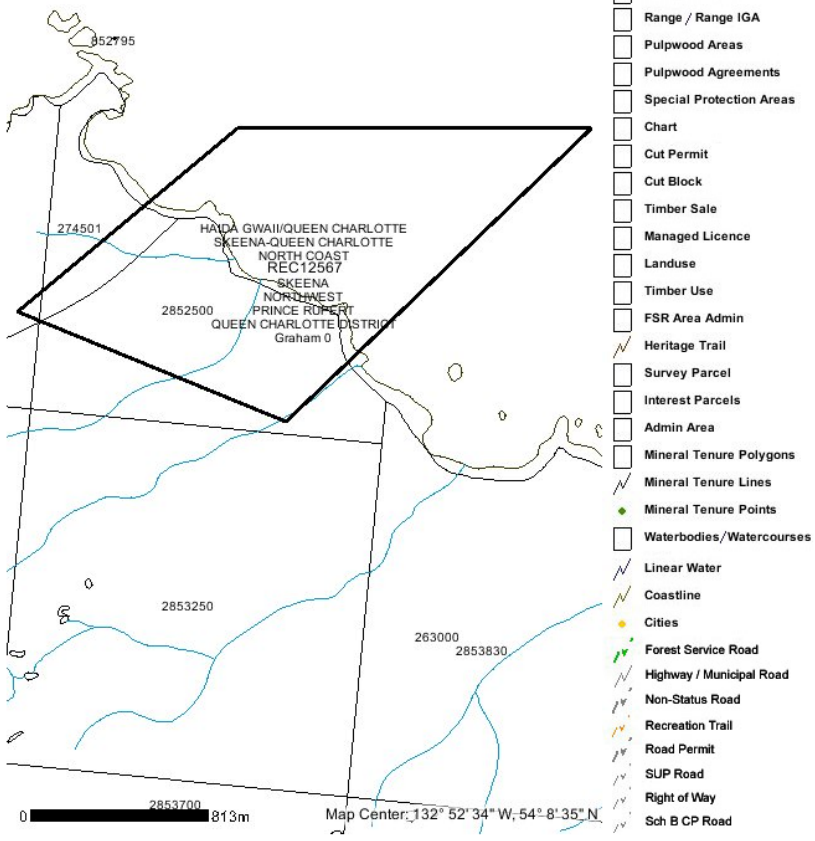
Tenure Application

ID	Description	Purpose	Trail Section ID	Feature Type	Length (km)	Area (ha)	Feature Image	
15313	Recreation Site	New		Recreation Site	6.1534	183.0212	Y	Map View

Sample FTA305-Feature Image Page

FTA305 - Feature Image

File:	REC12567	**Submitted By:**	DIST. MANAGER CENTRAL COAST (DIC)
File Type:	F05 - Recreation	**Submission Date:**	2005-06-02
Submission Area:	183.0212	**Submitted To:**	DNI - North Island - Central Coast Forest District
Scale:	1:21330	**Revised By:**	
DATUM:	NAD 83	**Revision Date:**	
UTM Zone:	NOT AVAILABLE	**Cascades:**	
Description:	Recreation Site		
BCGS Reference Maps:			



- Tenure Application Features
- TSA
- Provincial Forest
- Provincial Forest Addition
- Provincial Forest Deletion
- Provincial Forest Exclusion
- TFL
- TFL Addition
- TFL Deletion
- TFL Schedule A
- Range / Range IGA
- Pulpwood Areas
- Pulpwood Agreements
- Special Protection Areas
- Chart
- Cut Permit
- Cut Block
- Timber Sale
- Managed Licence
- Landuse
- Timber Use
- FSR Area Admin
- Heritage Trail
- Survey Parcel
- Interest Parcels
- Admin Area
- Mineral Tenure Polygons
- Mineral Tenure Lines
- Mineral Tenure Points
- Waterbodies/Watercourses
- Linear Water
- Coastline
- Cities
- Forest Service Road
- Highway / Municipal Road
- Non-Status Road
- Recreation Trail
- Road Permit
- SUP Road
- Right of Way
- Sch B CP Road

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Exploring the Tenure Page

Navigating to the Tenure Page

The **FTA100-Tenure** page allows District and Headquarters' Recreation Staff to view high level details of the Recreation Tenure including file type and status information.

Click the **Tenure** tab to navigate to the **FTA100-Tenure** 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.

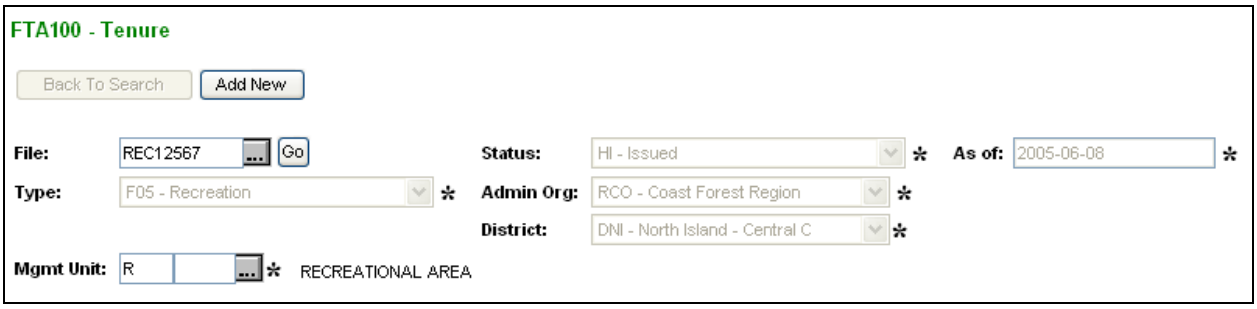
Understanding the Tenure Page Layout

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

Section 1 – Find the Recreation Tenure

The first section of the **FTA100-Tenure** page is used to display the 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 Tenure Number.
- If you navigate directly to this page, you must enter the Tenure Number in the **File** field and click the **Go** button.



Section 2 – Project Details

The next section of the **FTA100-Tenure** page varies depending on the Tenure type. In the case of Recreation Tenures, this section displays project details for the Tenure.

Steps to Follow

There are certain steps staff should follow to use the **FTA100-Tenure** page. These are outlined below:

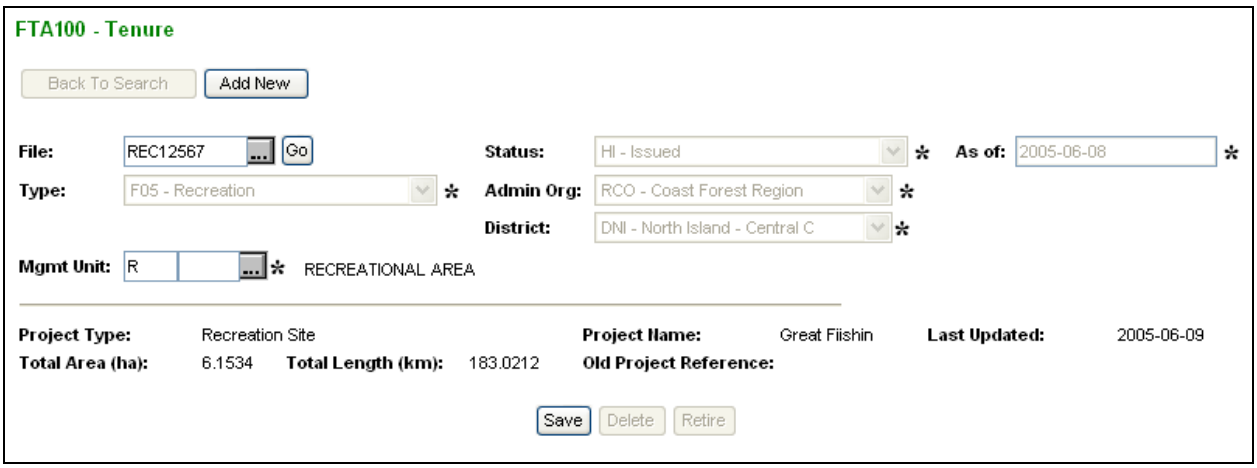
1. Enter the **Recreation Tenure Number** in the **File** field.
2. Click the **Go** button.
   - Data associated with the Recreation Tenure Number is displayed.
3. If the Recreation Tenure is within your administrative organizational unit then you may add to or modify the data as follows:
   - Status: This field will display the status of the file. See the tip below.
   - As of: This field will display the date the status shown was set for the file.
   - Type: This field will display the type of Recreation Tenure (i.e. F01, F02, F03, F04, or F05).
   - Admin Org: This field displays the Region responsible for the file.
   - District: This field displays the District responsible for the file.
   - Management Unit: Use this field to enter a Management Unit for the file.
   - Project Type: The type of project is displayed (i.e. Recreation Reserve, Site, Trail, or Interpretive Forest).
   - Project Name: The project name is displayed. The project name may be updated once a spatial submission has been approved. However, this must be done on the **FTA701-Project Details** page. This page is explained in the next topic.
   - Last Updated: The date the record was last modified using the **FTA701-Project Details** page.
   - Total Area: The total area for the Recreation Feature.
     - This data is provided via the electronic submission.
   - Total Length: The total length of the Recreation Feature.
     - This data is provided via the electronic submission.
   - Old Project Reference: The project number used to reference this project prior to its existence in FTA. Note: You can enter this number in the File ID field and search for the corresponding project.
4. Click the **Save** button to save any changes.

You will not be able to modify any data for the Tenure until the associated spatial submission has been approved.

If the status of the file is:

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

Sample FTA100–Tenure Page



FTA Participant Guide –

Recreation Module

Topic 3: Working with Recreation Projects

In this topic, you will learn:

- What Recreation Project Types may be entered; and,
- How to enter Recreation Project Details in FTA.

Understanding Recreation Projects

Each Recreation Tenure in FTA is associated with a single project. The project may be one of the following:

- Recreation Reserve
- Recreation Trail
- Recreation Site
- Interpretive Forest

A Project Type of Trail, Site, or Interpretive Forest is set for the duration of the tenure. A tenure which is a project type of Recreation Reserve may be modified to one of the other 3 project types based on the definitions provided in Appendix A.

The terms **Feature Type** and **Project Type** can be used interchangeably when discussing Recreation Tenures.

FTA can be used to record various details about a project. These details include:

- Agreement Holders;
- Structures;
- Activities;
- Trail Segments;
- Objectives;
- Defined Campsites; and,
- Comments.

The following matrix can help you determine which information should be recorded in FTA for each Project Type.

	FTA701-Project	FTA702-Agreement Holders	FTA703-Structures	FTA704-Activities	FTA705-Trail Segments	FTA706-Objectives	FTA707-Defined Campsites	FTA708-Comments
Reserve	✓					✓		✓
Site	✓	✓	✓	✓	✓	✓	✓	✓
Interpretive Forest	✓	✓	✓	✓	✓	✓	✓	✓
Trail	✓	✓	✓	✓	✓	✓	✓	✓

The remainder of this topic will be used to discuss adding details to the **Project** tab in FTA. To learn how to enter additional information for a Project Type visit the following topics:

Topic 4: Adding Project Agreement Holders
Topic 5: Working with Structures
Topic 6: Working with Recreation Project Activities
Topic 7: Adding Trail Segments and Repair Detail
Topic 8: Adding Project Objectives
Topic 9: Adding Project Defined Campsites
Topic 10: Adding Comments

Navigating to the Recreation Project Details Page

The **FTA701-Recreation Project Details** page is accessed by clicking on the **Recreation Project** tab. The **Project** tab is then automatically selected. You may also access this page by using the **Recreation Menu** and selecting **Recreation Project**. This page is available to both District and Headquarters' Recreation Staff.

OR

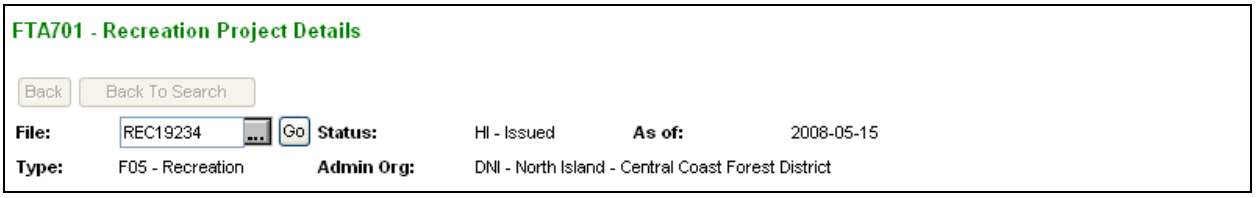
Understanding the Recreation Project Details Page

The **FTA701-Recreation Project Details** page consists of the following sections:

- Tenure Information;
- Project;
- Recreation Districts;
- Fees;
- Access; and,
- Establishment Order.

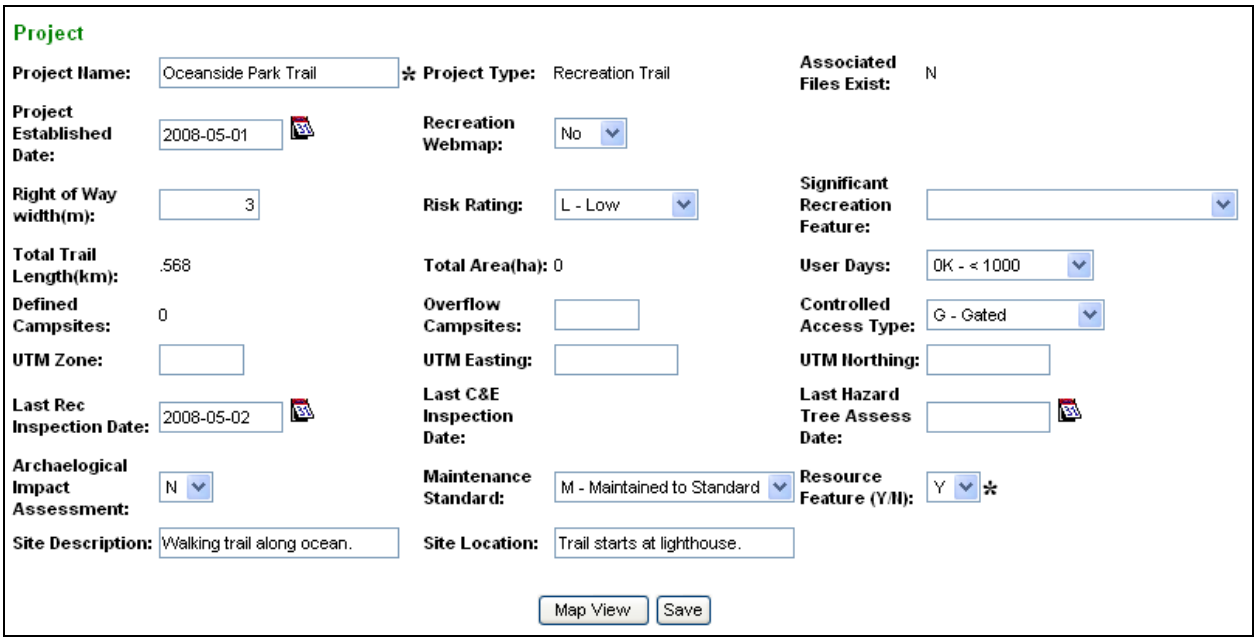
Section 1 – Tenure Information

The first section displays details about the Tenure. These same details are displayed on each of the other Recreation pages in FTA.



Section 2 – Project Section

This section allows the entry of project related information and the ability to access the project in **Map View**.

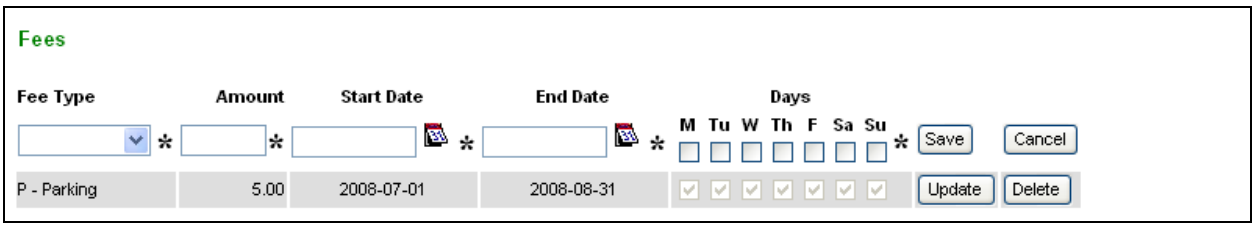


Section 3 – Recreation Districts

Use this section to indicate the Recreation District which is responsible for this Recreation Tenure.

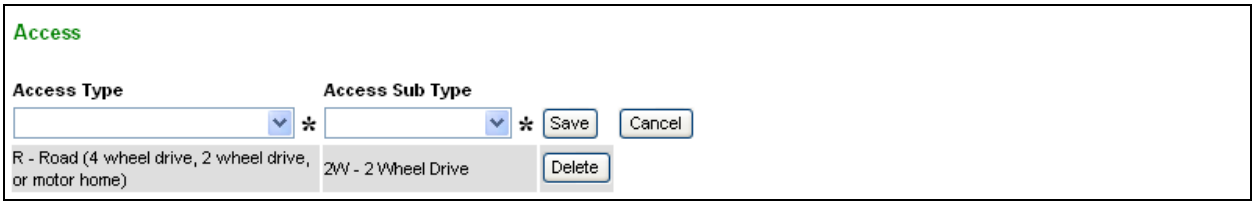
Section 4 – Fee Section

Use this section to enter fees.



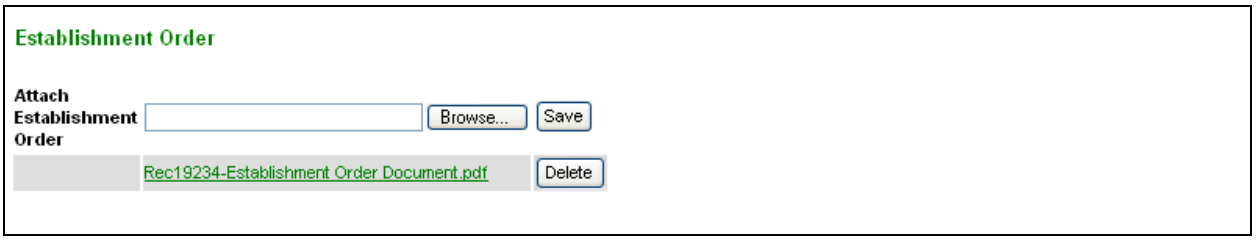
Section 5 – Access Section

This section allows the entry of details pertaining to the access to the area.



Section 6 – Establishment Order

This section allows the upload and viewing of up to four **Establishment Order** documents for a project.



Steps to Follow

The **FTA701-Project Details** page allows you to record as many, or as few, details about the project as you wish. To use this page, follow the steps below:

Enter Project Information

1. Enter the File Number in the **File** field and click the **Go** button. The following fields will be automatically displayed:
   - Project Type: Displays the Project Type as Interpretive Forest, Recreation Reserve, Recreation Site, or Recreation Trail.
   - Status: Displays the status of the Tenure.
   - Admin Org: Displays the Administrative Organizational Unit of the Tenure.
   - As of Date: Enter the date the project is effective.
   - Total Length: Displays the length for the Project (e.g. Length of trail for Recreation Trail Projects).
   - Total Area: Displays the Total Area of the Project (e.g. Area of campsite).
   - Resource Feature (Y/N): Indicate **Y** if a Recreation Tenure has been identified as a Resource Feature under the Government Actions Regulation.
2. Enter a unique name for the project in the **Project Name** field.
3. Enter any additional details relevant to your project. These fields are explained in the **Optional Fields** table below.
4. Click the **Save** button to save the project information entered.
5. To examine the project spatially, click the **Map View** button. The **Map View** application will open in a separate window with your project displayed. Map View allows you to view tenure and geomatics related information. You may return to your FTA session by closing, or minimizing, the Map View application.

   To learn more about **Map View** use the Tutorial or Help feature in the Map View application.

Warning—No Spatial Data

Older Recreation Projects may **not** have spatial data attached. These files will not display in Map View.

The **Associated Files Exist** field will display a **Y** if there have been other files associated with this Recreation Project. To examine these files, click the **Y** hyperlink. You will be navigated to the **FTA910-Associated Files** page. Associated Files are discussed in more detail in **Topic 11: Associating Files and Notes** of this guide.

Enter Recreation District

1. Use the **Recreation District** drop list to select the district that is responsible for this Recreation Tenure.
2. Click the **Add District** button. The Recreation District displays below the drop list field. If you selected a Recreation District in error then click the **Remove District** button.

Enter Fees

1. Select the **Fee Type** as:
   - C – Camping
   - D – Day Use
   - H – Hut
   - P – Parking
   - T – Trail Use
2. Enter the **Amount**.
3. Enter the **Start Date** and **End Date** that the fee applies to.
4. Select the **Days** of the week the fee applies to.
   - The days selected for a given fee must be valid within the specified date range.
   - Days for the same fee type with overlapping date ranges cannot contain entries for the same fee days for a project.
5. Click the **Save** button. The fee entered displays below the data entry fields. You may click the:
   - **Update** button to modify the fee data. Once clicked, the corresponding row of fee data displays in the editable fields.
   - **Delete** button to remove the fee data. Once clicked, the row of fees is removed from FTA.

Facts about Fees:

A project may have multiple fee types. For example, a user may create two camping fee records for the same project. The fee might be higher in the summer months and lower in the fall months. This would result in two entries:

- C-Camping, $10, May 01 2006 to Aug 31 006, Seven days per week.
- C-Camping, $5, Sep 01 2006 to Oct 31 2006, Seven days per week.

Access

1. Select the mode of access to the Recreation Project by using the **Access Type** drop list. The following Access Types are available for selection:
   - B-Boat In
   - F-Fly In
   - R-Road
   - T-Trail
2. Use the **Access Sub Type** drop list to further define the access to the area. This list will vary depending on the selection above.
   - Boat In may be:
     - BM-Motorized
     - BN-Non Motorized
   - Fly In may be:
     - FI-Fly In
   - Road may be:
     - 2W-2 Wheel Drive
     - 4W-4 Wheel Drive
     - MH-Motorhome
   - Trail may be:

- TM-Multi Use
- TN-Non Motorized

3. Click the **Save** button. The access information displays below the data entry fields.
   - Use the **Delete** button if you enter incorrect access information. Clicking this button removes the row of access information from FTA.

There are times when you may wish to add more than one access type. FTA will allow you to enter multiple Access Types.

Upload and/or View Establishment Order Documents

1. Click the **Browse** button to locate an Establishment Order document, for this project, on your local drive. The Establishment Order document must be in PDF Format and may not exceed 2MB in size.
2. Click the **Save** button to upload the Establishment Order document to FTA. Only Headquarters' Users (e.g. Branch) may upload this document. All other users may view this document.

Understanding Establishment Order Documents

The Establishment Order document is a legal document which identifies the following:

- legal establishment date; and,
- geographical location

of the site, trail, or interpretive forest for a Recreation Project.

Once the Establishment Order document has been uploaded, the document cannot be modified or deleted; however, FTA will allow the upload of up to three more versions of the document for each Recreation Project.

Warning—No LRDW Replication

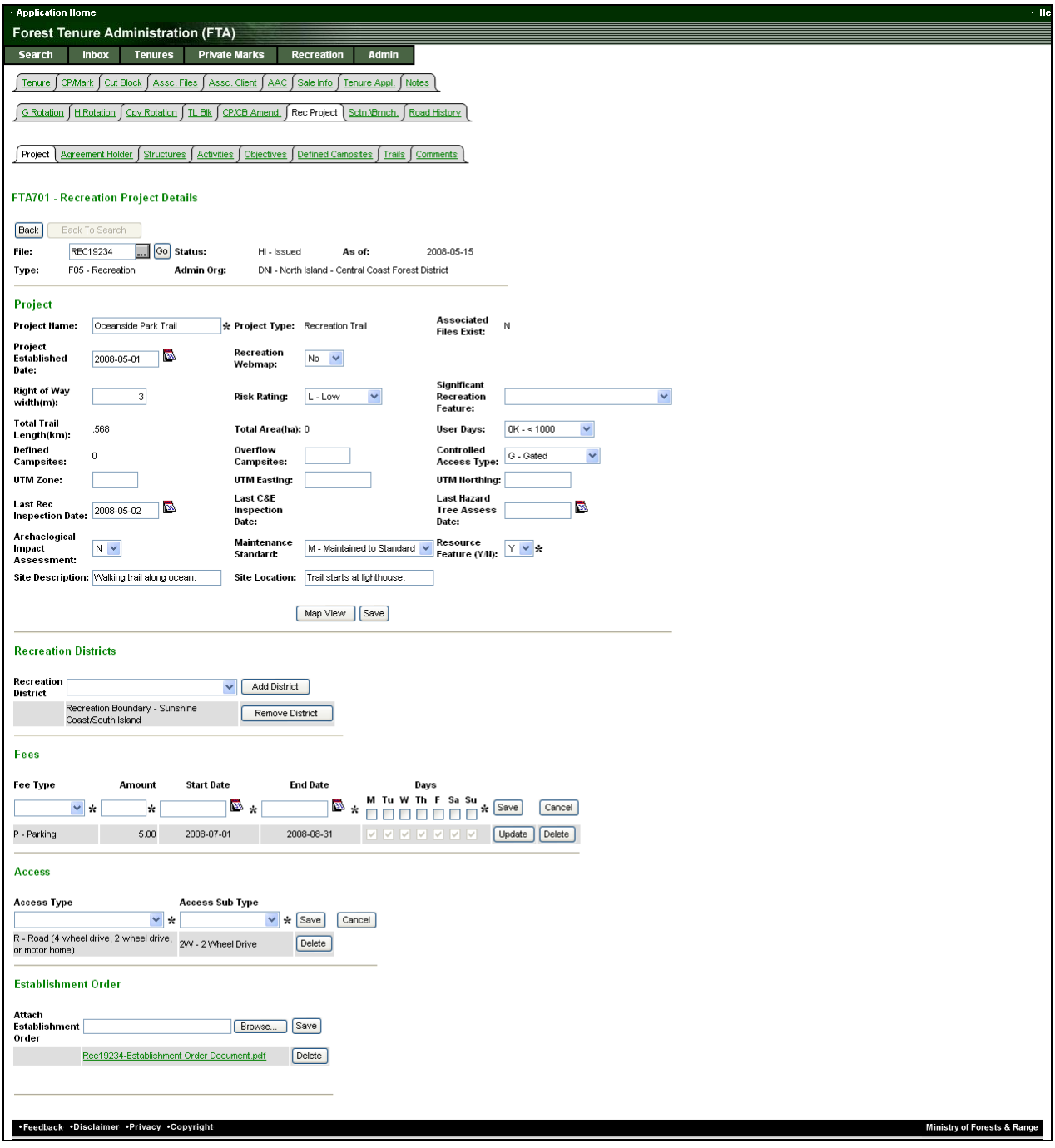
Establishment Order documents are **NOT** replicated to the Land and Resource Data Warehouse.

Project Tab: Optional Fields

Field	Description
Project Established Date	This is the legal date on which the recreation site, trail, or interpretive forest is established. Only Headquarters' Users (e.g. Branch) may enter or modify this date. If you are not able to enter or modify this date in FTA, contact Headquarters to request this information be added or modified for your project.
Recreation WebMap	Use this drop list to indicate whether or not the Recreation Project should be displayed spatially in Recreation WebMap. If this field is set to Yes, then UTM coordinate data and a spatial record must exist. The following will also be displayed on the Recreation WebMap if this field is set to yes: • Site Location entered on this page (**FTA701-Recreation Project Details** page); • Comments entered on the **FTA708-Recreation Comments** page; and, • Agreement Holder Name and Telephone Number entered on the **FTA702-Recreation Project Agreement Holders** page.
	Recreation WebMap is a mapping application that uses data from the Land and Resource Data Warehouse to provide maps and information about Recreation Sites to the general public. Recreation WebMap is available at: http://www.tsa.gov.bc.ca/sites_trails/finding/launch_interactive_map.htm The LRDW will only replicate Recreation Projects from FTA that have this indicator on.
Right of Way	This field is only applicable to Trails. Use it to enter the width of the trail clearance as measured in meters.
Risk Rating	Select the applicable Risk Rating as: • VH-Very High • H-High • M-Moderate • L-Low Please use the **Recreation Site Risk Rating Form Excel Spreadsheet** to calculate the Risk Rating. If you do not have a copy of this, please contact your manager. A screen print of this form can be found in **Appendix E** of this guide.
Significant Recreation Features	These may be entered for Reserve Projects only. This field is intended to track significant recreation related resource features.
User Days	Select the annual number of days this Project is utilized as: • Less than 1000 • 1000-5000 • Greater than 5000
Defined Campsites	This field will be automatically populated based on the information entered on the **FTA707-Defined Campsites** page. See **Topic 9** of this guide **(Adding Project Defined Campsites)** for additional information.
Overflow Campsites	Enter the number of Overflow Campsites available.
Controlled	Select the type of access to this Project as:

Field	Description
Access Type	• G-Gated • R-Restricted Use
UTM Zone	Enter the UTM Zone. For example, 10.
UTM Easting	Enter the UTM Easting. For example, 669000.
UTM Northing	Enter the UTM Northing. For example, 5908150.
	Note: All UTM data is validated to ensure it is within British Columbia. This data is replicated to the LRDW. A warning will display if the UTM coordinates entered do not fall within the boundary associated with the Recreation Project.
Last Rec Inspection Date	Enter the date that this Recreation Project was last inspected. • Enter the date in the format of: YYYY-MM-DD
Last C&E Inspection Date	This date is automatically displayed based on the last completed inspection recorded in the CIMS Application.
Last Hazard Tree Assess Date	Enter the date of the last Hazard Tree Assessment.
Archaeological Impact Assessment	Select whether or not an Archaeological Impact Assessment has been completed for this Project. Select either: • Y-Yes; or, • N-No.
Maintenance Standard	Select whether or not the Project is: • M-Maintained to Standard; or, • U-User Maintained.
Site Description	Enter a unique description for the site. This information will appear on Recreation WebMap.
Site Location	Enter the geographic name associated with the site location. This will assist users in searching for the project on the Recreation WebMap.

Sample Page – Recreation Project



FTA Participant Guide –

Recreation Module

Topic 4: Adding Project Agreement Holders

In this topic, you will learn:

- About Agreement Holders; and,
- How to view, enter, modify and delete Agreement Holders in FTA.

Understanding Agreement Holders

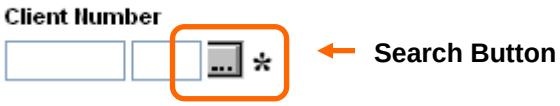
Recreation Projects may have one or more Agreement Holders. Agreement Holders are individuals who are working on behalf of the government to manage the Recreation Project. An Agreement Holder may be responsible for the Recreation Project for the duration of the project or for a set timeframe during the project.

There is no maximum number of Agreement Holders and many Agreement Holders may be responsible for a project at a given time. There are also situations where a project may not have an Agreement Holder.

Agreement Holder and the CLIENT System

An Agreement Holder must exist in the CLIENT System. You will need to know the Agreement Holder's Client Number.

If you do **not** know the Client Number you may access the **SIL21-Client Search** page by clicking the **Search** button adjacent to the **Client Number** field on the **FTA702-Recreation Project Agreement Holders** page.



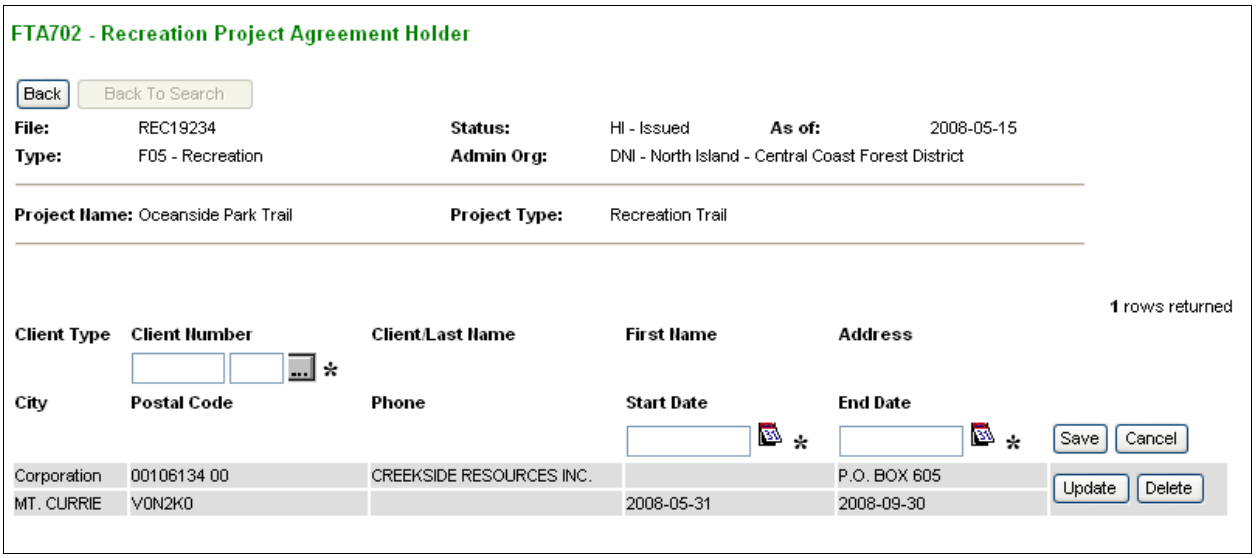
To learn more about how to effectively complete a search, please re-visit **Module 1.1 Overview of FTA/ESF** of this training program.

Navigating to the Recreation Project Agreement Holders Page

Navigate to the **FTA702-Recreation Project Agreement Holders** page by clicking the **Recreation Project** tab and then the **Agreement Holder** tab. This page is available to both District and Headquarters' Recreation Staff.

Understanding the Recreation Project Agreement Holders Page

The **FTA702-Recreation Project Agreement Holder** page contains a single section which allows you to enter and examine Agreement Holder details.



Steps to Follow

You may begin using the **FTA702-Recreation Project Agreement Holder** page by following the steps below:

Enter Agreement Holders

1. Enter the **Client Number** of the Agreement Holder you wish to associate with the Recreation Project. The following fields will be automatically displayed:
   - Client Type
   - Client/Last Name
   - First Name
   - Address
   - City
   - Postal Code
   - Phone Number
2. Enter the **Start Date** for the Agreement Holder. This is the date the client began managing the Recreation Project.
3. Enter the **End Date** for the Agreement Holder. This is the date the client will finish managing the Recreation Project.
4. Click the **Save** button. The Agreement Holder details are displayed below the data entry fields.
   - The details for each Agreement Holder take up two rows of data to match the data entry fields above.

Activated vs. Deactivated Clients

If you select a Deactivated Client as an Agreement Holder, you will receive a warning message. It is highly recommended that you do **NOT** select a Deactivated Client as an Agreement Holder.

Agreement Holder Data Displayed on Recreation WebMap

The Agreement Holder Name and Telephone Number will be displayed on the Recreation WebMap if the **Recreation WebMap** field is set to **Yes** on the **FTA701-Recreation Project Details** page.

Modifying Agreement Holders

1. You may return to the tab to modify the Agreement Holders associated with your project. Select the **Agreement Holder** you wish to modify by clicking the associated **Update** button.
   - The Agreement Holder is displayed in the data entry section of the page.
2. Modify the details as you wish. You may modify the:
   - Client Number;
   - Start Date; and/or,
   - End Date.
3. Click the **Save** button.
   - The Agreement Holder details are updated and displayed below the data entry fields.

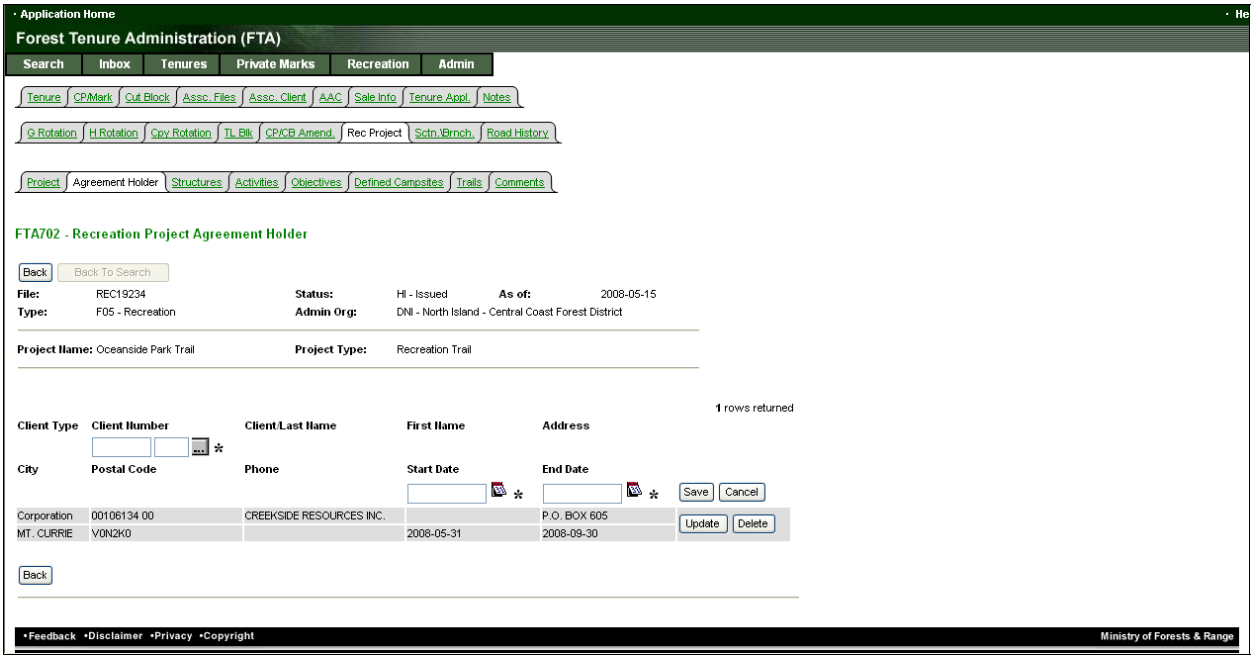
You may **not** modify the following details in FTA. These must be modified in the CLIENT System:

- Client Type;
- Last Name;
- First Name;
- Address;
- City;
- Postal Code; and,
- Phone Number.

Delete Agreement Holders

1. You may delete an Agreement Holder from a Recreation Project by selecting the associated **Delete** button. Note that you are only deleting the association of the Agreement Holder with the Recreation Project. You are **not** deleting the Agreement Holder from the CLIENT System.
2. The Agreement Holder is removed from FTA.

Sample Page – Recreation Project Agreement Holder



FTA Participant Guide –

Recreation Module

Topic 5: Working with Structures

In this topic, you will learn:

- About Recreation Project Structures;
- How to enter, modify, delete and view Recreation Project Structures in FTA; and,
- How to examine Structure Rollup details in FTA.

Understanding Recreation Structures

Recreation Structures are the physical structures that are found within a Recreation Tenure. There are a number of common structures found on Tenures throughout the province. For example:

- Boat Launches;
- Boardwalks;
- Litter Barrels;
- Tables; and,
- Signs.

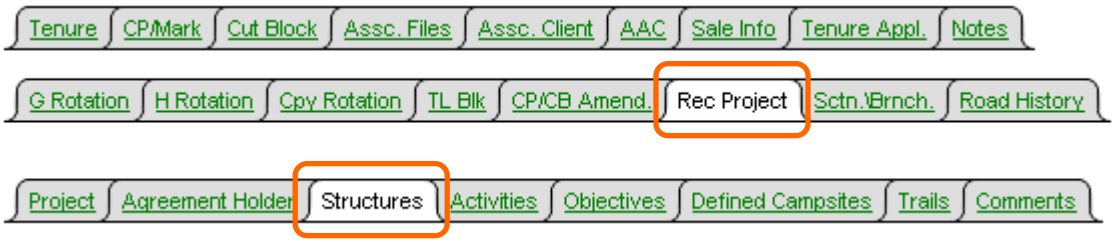
The **FTA703-Recreation Project Structures** page allows users to track applicable attributes (e.g. quantity, length, width, and area) and repair costs for each structure. A complete listing of structures and their attributes is available in Appendix B.

Recreation Trails and Segments

Recreation Trail, Trail Segment(s), and their associated repair details are tracked on the **FTA705-Recreation Trail Segments** page. To learn more about this page, refer to **Topic 7: Adding Trail Segments and Repair Details** in this guide.

Navigating to the Recreation Project Structures Page

The **FTA703-Recreation Project Structures** page can be accessed by clicking the **Recreation Project** tab and then the **Structures** tab. This page is available to both District and Headquarters' Recreation Staff.



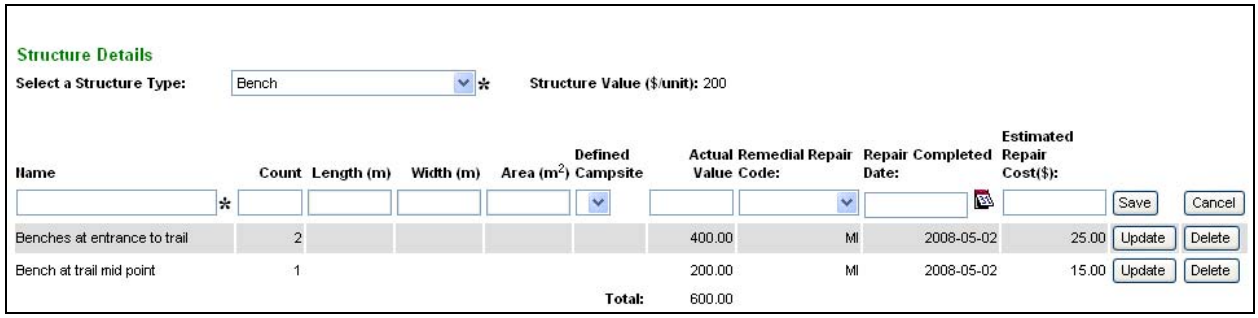
Understanding the Recreation Project Structures Page

The **FTA703-Recreation Project Structures** page consists of two distinct sections.

- Structure Details; and
- Structure Rollup.

Section 1 – Structure Details

This section is used to select the structure and enter applicable attributes and repair costs.



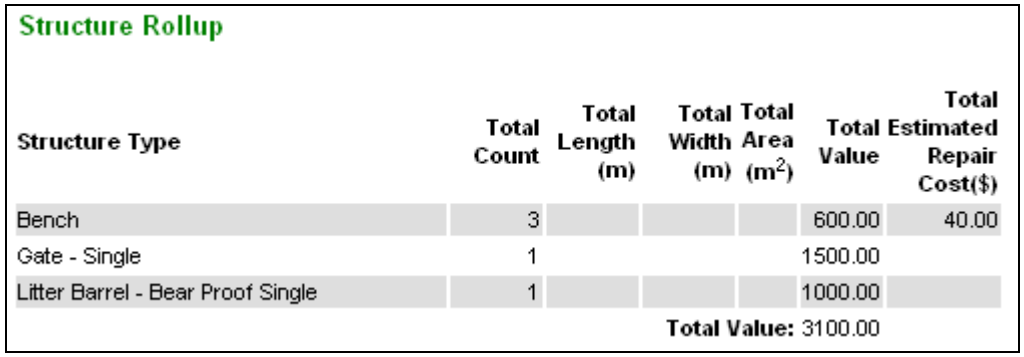
Structure Details

Select a Structure Type: Bench * Structure Value ($/unit): 200

Name	Count	Length (m)	Width (m)	Area (m^2)	Defined Campsite	Actual Value	Remedial Repair Code:	Repair Completed Date:	Estimated Repair Cost($):		
*										Save	Cancel
Benches at entrance to trail	2					400.00	MI	2008-05-02	25.00	Update	Delete
Bench at trail mid point	1					200.00	MI	2008-05-02	15.00	Update	Delete
					Total:	600.00					

Section 2 – Structure Rollup

Use this section to view a summary of the details entered for each structure type. For example, you can find out how many benches are associated with the project.



Structure Rollup

Structure Type	Total Count	Total Length (m)	Total Width (m)	Total Area (m^2)	Total Value	Total Estimated Repair Cost($)
Bench	3				600.00	40.00
Gate - Single	1				1500.00	
Litter Barrel - Bear Proof Single	1				1000.00	
				Total Value:	3100.00	

Steps to Follow

The **FTA703-Recreation Project Structures** page allows you to add, modify, delete and view Recreation Project structure information. Follow the steps below to enter a structure. Note the following:

- You will only be able to enter the attributes applicable to the structure you are entering. For example, if you are entering a Dock then FTA will allow the entry of the count, length and width attributes; however, if you are entering a Litter Barrel then FTA will only allow the entry of the count attribute.
- You may enter repair details if these are applicable.

Enter Structure Details

1. Select a **Structure Type** from the drop list.
   - If this **Structure Type** has previously been entered for this **Recreation Project** then the previous entry will display underneath the data entry fields.
   - An * denotes Structure Types which are expired. You will **not** be able to add Structure Types which are expired to your Recreation Project.
2. Enter a unique **Name** for the structure.
   - This field is particularly useful when you are entering the same Structure Type more than once. For example, perhaps you are entering a Structure Type of Gate-Single. You may want to enter two Gate-Single structures.
     - The first gate might be named “North East Gate”.
     - The second gate might be named “South West Gate”.
     - These distinct names will help you (and others) easily understand the Structures associated with this Recreation Project.
3. Enter the **Count** for the structure. This is the sum of this specific Structure Type on the site.
   - For example, if there are seven toilets for this Recreation Project, enter 7 in this field.
4. Enter the **Length** of the structure. This is measured in meters.
   - For example, if there is a Foot Bridge of ten meters, you would enter 10 in this field.
5. Enter the **Width** of the structure. This is measured in meters.
   - For example, if there is a Boardwalk that is three meters wide, you would enter a 3 in this field.
6. Enter the **Area** of the structure. This is measured in m^2.
   - This field is unique to parking areas and is automatically generated when the length and width fields are entered.
7. Select the **Defined Campsite**, if applicable, from the drop list. This field is only used if the **Structure Type** being entered is found on a specific campsite.

About Defined Campsites

The **Defined Campsite** drop list is populated by the campsites entered on the **FTA707-Defined Campsites** page. If the drop list is blank then you can navigate to the **FTA707-Defined Campsites** page and enter the campsite(s) you wish to track structures for. Refer to **Topic 9: Adding Project Defined Campsites** for additional information.

8. Enter the **Actual Value** of any repairs to this structure if the value differs from the default value. If you leave this field blank, the default value will be automatically calculated when you save the data.
9. Enter the **Remedial Repair Code**. This is the code which identifies the type of repair that is required for the structure. Use the following descriptions to select the code:
   - BR-Brushing: Remove brush/vegetation adjacent to facility/structure.
   - CL-Clean: Needs to be cleaned in order to bring it up to standard. Power washing required.
   - MA-Major Repair: Those repairs that take longer than one half-hour to complete and involve significant inputs of time and labour.
   - MI-Minor Repairs: Those repairs that take less than one half-hour to complete with minimal inputs of labour and materials.
   - RE-Remove: The site has too many facilities/structures or the facility/structure is damaged beyond repair and requires removal.
   - RR-Relocate: Is not located in the most effective place and could be relocated without compromising environmental or aesthetic qualities.

10. Enter the **Repair Completed Date**. This is the date on which the structure repair was completed.
11. Enter the **Estimated Repair Cost ($)**. This is the estimated cost of repairing the structure.
12. Click the **Save** button.
    - An entry will display beneath the data entry fields.
    - An entry for the Structure Type will also display in the **Structure Rollup** section of the page. If this **Structure Type** already exists in the **Structure Rollup** section, then the **Total Count** field and all other applicable fields are increased to reflect the additional structure.

Warning – Structure Type Fields

The attribute fields of Count, Length, Width and Area are **not** applicable to all Structure Types. Refer to Appendix B for additional information.

Modify Structure Details

1. The details associated with a specific Structure Type may be easily modified. Select the **Structure Type** using the drop list.
2. The details for the Structure Type selected are displayed below the Structure Details data entry fields. Select the row of details you wish to update by clicking the corresponding **Update** button.
3. The details now appear in the data entry fields. Modify the fields as per your requirements.
4. Click the **Save** button to save your changes.

Delete Structure Details

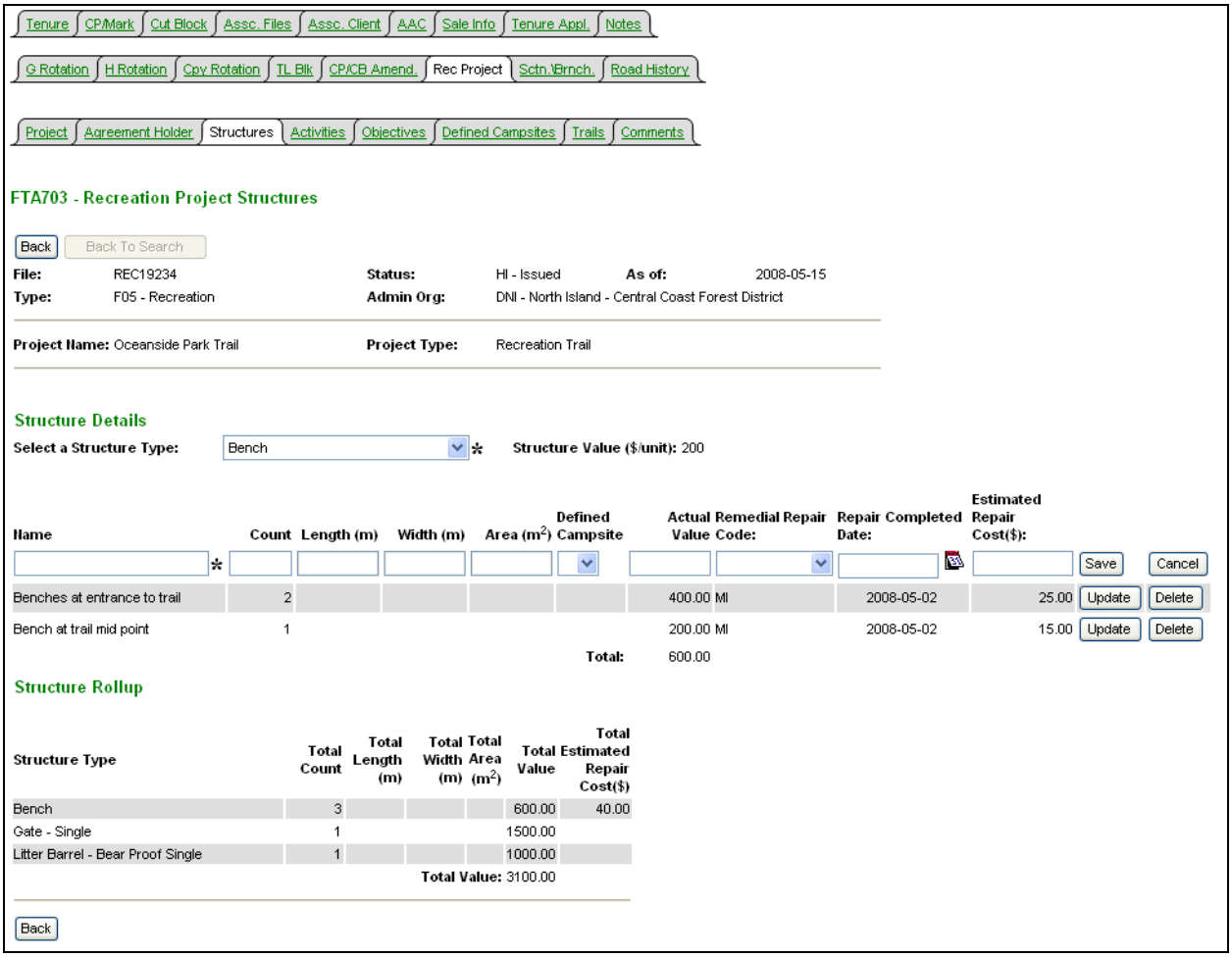
1. You may delete details associated with a specific Structure Type. Select the **Structure Type** using the drop list.
2. The details for the Structure Type selected are displayed below the Structure Details data entry fields. Select the row of details you wish to remove by clicking the corresponding **Delete** button.
3. The row of data is now removed from FTA.

Examine Structure Rollup

1. The **Structure Type** column lists each structure associated with the Recreation Project.
2. The **Total Count** field displays the sum of the total number of that Structure Type associated with the Recreation Project.
    - For example, if there were three boardwalks associated with the Recreation Project, then this field would display 3.
3. The **Total Length** displays the sum of the length of that Structure Type associated with the Recreation Project.
    - For example, if there were three boardwalks, each with a length of 20 meters, the Total Length would be 60 meters.

4. The **Total Width** displays the sum of the widths of that Structure Type associated with the Recreation Project.
   - For example, if there were three Boardwalks, each with a width of 2 meters, the **Total Width** would be 6 meters.
5. The **Total Area** is the sum of the area of that Structure Type associated with the Recreation Project.
   - For example, if you have two parking spaces which are each 5m^2 then the sum is 10m^2.
6. The **Total Value** displays both the sum of the values for a single structure type and the sum of the values for all structure types.
7. The **Total Estimated Repair Cost ($)** is the sum of the estimated repair costs for that structure type associated with the Recreation Project.

Sample Page – Recreation Project Structure



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

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

Project | Agreement Holder | Structures | Activities | Objectives | Defined Campsites | Trails | Comments

FTA703 - Recreation Project Structures

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File: REC19234 **Status:** HI - Issued **As of:** 2008-05-15

Type: F05 - Recreation **Admin Org:** DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail **Project Type:** Recreation Trail

Structure Details

Select a Structure Type: Bench * **Structure Value ($/unit):** 200

Name	Count	Length (m)	Width (m)	Area (m^2)	Defined Campsite	Actual Value	Remedial Repair Code:	Repair Completed Date:	Estimated Repair Cost($):		
*										Save	Cancel
Benches at entrance to trail	2					400.00	MI	2008-05-02	25.00	Update	Delete
Bench at trail mid point	1					200.00	MI	2008-05-02	15.00	Update	Delete
					Total:	600.00					

Structure Rollup

Structure Type	Total Count	Total Length (m)	Total Width (m)	Total Area (m^2)	Total Value	Total Estimated Repair Cost($)
Bench	3				600.00	40.00
Gate - Single	1				1500.00	
Litter Barrel - Bear Proof Single	1				1000.00	
			Total Value:		3100.00	

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FTA Participant Guide –

Recreation Module

Topic 6: Working with Recreation Project Activities

In this topic, you will learn:

- About Recreation Project Activities;
- How to select Recreation Project Activities in FTA; and,
- How to Rank Recreation Project Activities in FTA.

Understanding Recreation Project Activities

A Recreation Project may have one or more activities associated with it. Activities define the use for the geographic area of the Recreation Project. Some examples of activities include:

- Angling;
- Swimming & Bathing;
- Canoeing;
- Ski Touring; and/or
- Mountain Biking.

Activities within a Recreation Project will need to be ranked. For example, the primary activity might be angling, while the secondary activity might be canoeing. There may be a third activity of swimming & bathing occurring. The ranks would be as follows:

- 1-Angling
- 2-Canoeing
- 3-Swimming & Bathing

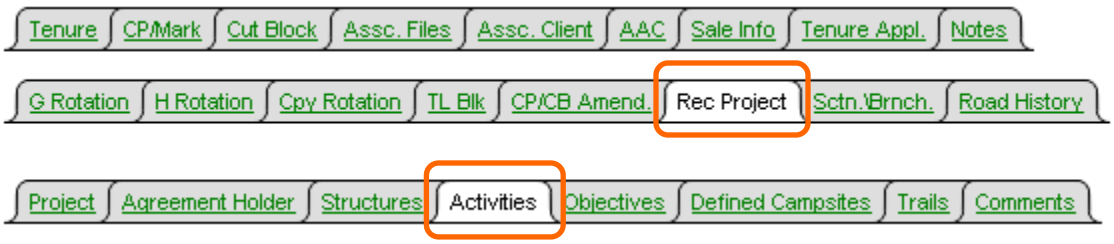
Ranking Activities

You must rank activities 1, 2, and 3. If you enter:

- One Activity: it must have a rank of 1.
- Two Activities: they must be ranked 1 and 2.
- Three Activities: they must be ranked 1, 2 and 3.
- Four Activities or more: it is optional if you wish to rank these beyond the first three.

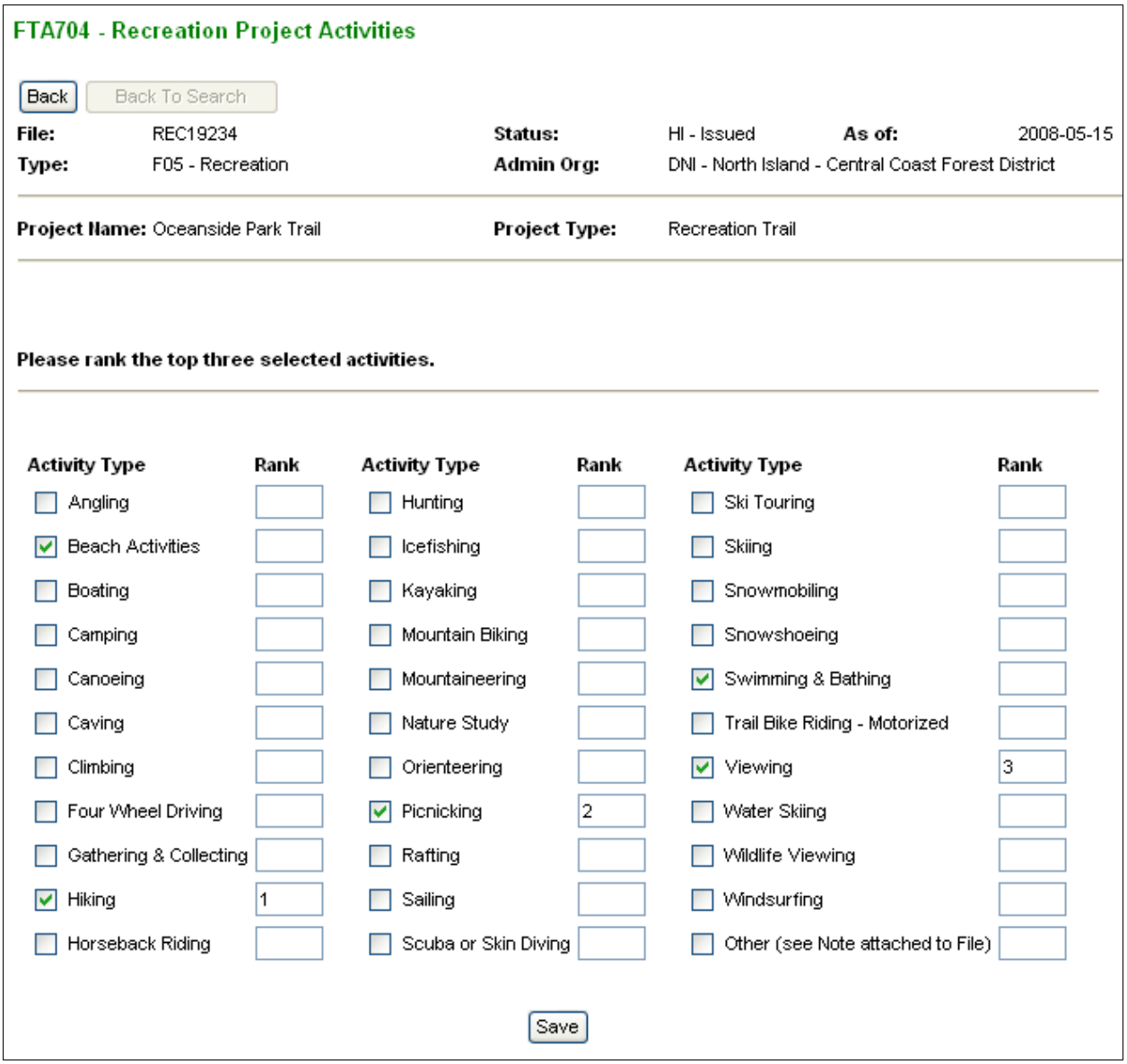
Navigating to the Recreation Project Activities Page

You will use the **FTA704-Recreation Project Activities** page to select and rank the activities associated with the Recreation Project. Navigate to this page by clicking the **Recreation Project** tab and then the **Activities** tab. This page is available to both District and Headquarters' Recreation Staff.



Understanding the Recreation Project Activities Page

The **FTA704-Recreation Project Activities** page consists of a single section which lists all activities you may select for a Recreation Project.



FTA704 - Recreation Project Activities

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File: REC19234 **Status:** HI - Issued **As of:** 2008-05-15

Type: F05 - Recreation **Admin Org:** DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail **Project Type:** Recreation Trail

Please rank the top three selected activities.

Activity Type	Rank	Activity Type	Rank	Activity Type	Rank
☐ Angling		☐ Hunting		☐ Ski Touring	
☑ Beach Activities		☐ Icefishing		☐ Skiing	
☐ Boating		☐ Kayaking		☐ Snowmobiling	
☐ Camping		☐ Mountain Biking		☐ Snowshoeing	
☐ Canoeing		☐ Mountaineering		☑ Swimming & Bathing	
☐ Caving		☐ Nature Study		☐ Trail Bike Riding - Motorized	
☐ Climbing		☐ Orienteering		☑ Viewing	3
☐ Four Wheel Driving		☑ Picnicking	2	☐ Water Skiing	
☐ Gathering & Collecting		☐ Rafting		☐ Wildlife Viewing	
☑ Hiking	1	☐ Sailing		☐ Windsurfing	
☐ Horseback Riding		☐ Scuba or Skin Diving		☐ Other (see Note attached to File)	

Save

Steps to Follow

The **FTA704-Recreation Project Activities** page can be used by following these steps:

Enter Project Activities

1. Select each **Activity Type** that applies to the Recreation Project by clicking the box adjacent to the Activity Type.
   - A check mark will appear in the box.
   - To unselect a box, click the box again. The check mark will be removed from the box.
2. Rank the top activities, according to their importance to the Recreation Project, by placing a number in the **Rank** field adjacent to the Activity Type.
   - If you enter between one and three activities, you must rank these.
   - Ranking of additional activities, beyond three, is optional.
3. Click the **Save** button.

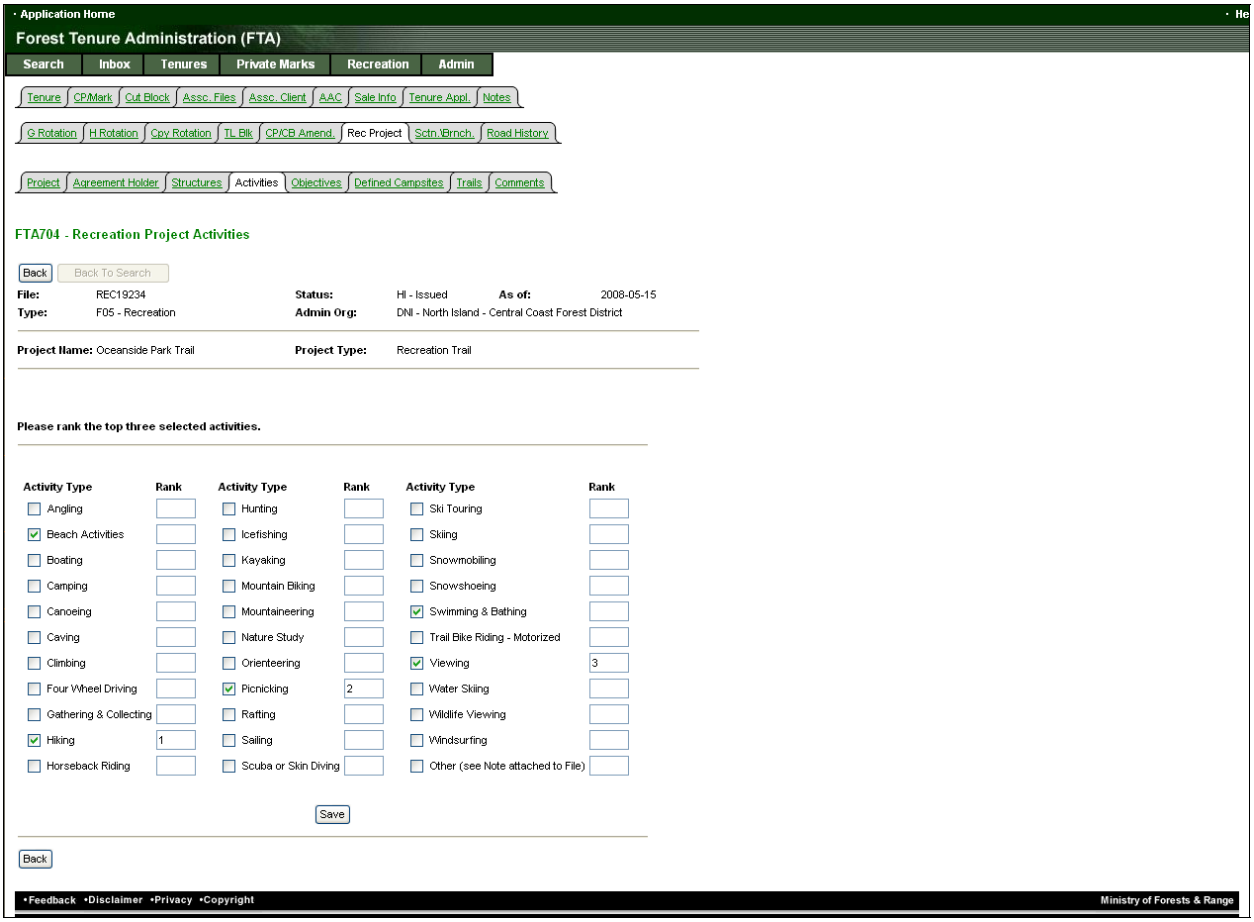
Modify Project Activities

1. You may return to the tab to modify the activities associated with your project.
   - To select an additional activity, click the box adjacent to the **Activity Type**.
   - To de-select an activity, click the checked box which is adjacent to the **Activity Type**. The check mark will be removed.
2. You may also change the ranking of activities associated with your project. Navigate to the rank you wish to modify and either:
   - Remove the rank number; or,
   - Modify the rank number.

Warning – Ranking Activities

Remember that you must rank the first three activities. It is optional to rank additional activities. Activities can **not** have duplicate rank numbers.

Sample Page – Recreation Project Activities



FTA Participant Guide –

Recreation Module

Topic 7: Adding Trail Segments and Repair Details

In this topic, you will learn:

- About trails and trail segments; and,
- How to add trail repair details to FTA.

Understanding Trails and Trail Segments

A recreation trail is one of the Recreation Project Types that is tracked in FTA. Often, within a recreation trail, site, or interpretive forest project there are smaller trails known as trail segments. The **FTA705-Recreation Trail Segments** page can be used to record either:

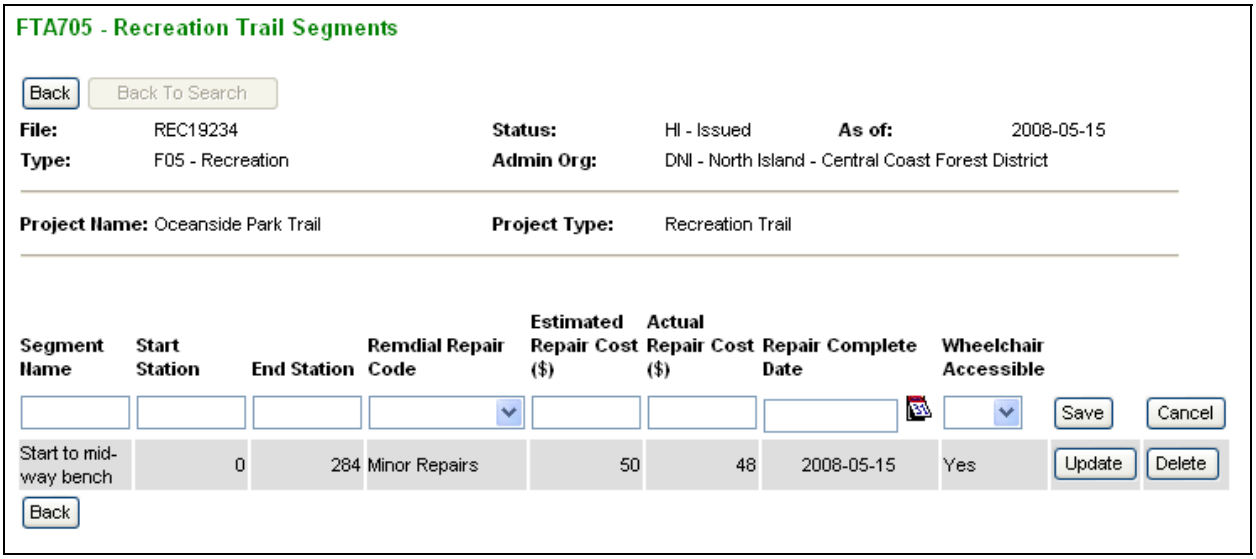
- Trail repairs to the whole project trail; or,
- Trail repairs to trail segments within a recreation trail, site, or interpretive forest project.

Navigating to the Recreation Trail Segments Page

All trail repairs are entered on the **FTA705-Recreation Trail Segments** page. This page is accessed by selecting the **Recreation Project** tab and then the **Trails** tab. This page is available to both District and Headquarters' Recreation Staff.

Understanding the Recreation Trail Segments Page

The **FTA705-Recreation Trail Segments** page contains a single section which allows you to enter and examine trail repair details.



Steps to Follow

You may begin using the **FTA705-Recreation Trail Segments** page by following the steps below:

Enter Trail Segments and Repair Details

1. Use the **Segment Name** field to enter a name for the trail segment.
2. Enter the **Start Station** of the trail segment.
   - Note: Segments are measured in meters.
   - FTA allows the overlapping of start stations for the same trail.
3. Enter the **End Station** of the trail segment.
   - Note: Segments are measured in meters.
   - FTA allows the overlapping of end stations for the same trail.
4. Select the **Remedial Repair Code** for the repair to this trail segment from the drop list.
   - BR-Brushing: Remove brush/vegetation adjacent to facility/structure.
   - CL-Clean: Needs to be cleaned in order to bring it up to standard. Power washing required.
   - MA-Major Repair: Those repairs that take longer than one half-hour to complete and involve significant inputs of time and labour.
   - MI-Minor Repairs: Those repairs that take less than one half-hour to complete with minimal inputs of labour and materials.
   - RE-Remove: The site has too many facilities/structures or the facility/structure is damaged beyond repair and requires removal.
   - RR-Relocate: Is not located in the most effective place and could be relocated without compromising environmental or aesthetic qualities.
5. Enter the **Estimated Repair Cost ($)**. This is the estimated cost of repairing the trail segment.
6. Enter the **Actual Repair Cost ($)**. This is the actual cost of repairing the trail segment.
7. Enter the **Repair Complete Date**. This is the date the repair was completed for the trail segment.
8. Using the **Wheelchair Accessible** drop list, indicate whether or not the trail is accessible by wheelchair.
9. Click the **Save** button. The trail segment details are displayed below the data entry fields.

Modify Trail Segments and Repair Details

1. You may return to the tab to modify the trail segments associated with your project. Select the **trail segment** you wish to modify by clicking the associated **Update** button.
   - The trail segment is displayed in the data entry section of the page.
2. You may modify any of the details associated with the trail segment.
3. Click the **Save** button to save the revised trail segment details.
   - The trail segment is updated and displayed below the data entry fields.

Cancel Trail Segments and Repair Details

The cancel function is useful if you are in the process of entering details for a segment and decide that you no longer need these details and wish to clear all fields.

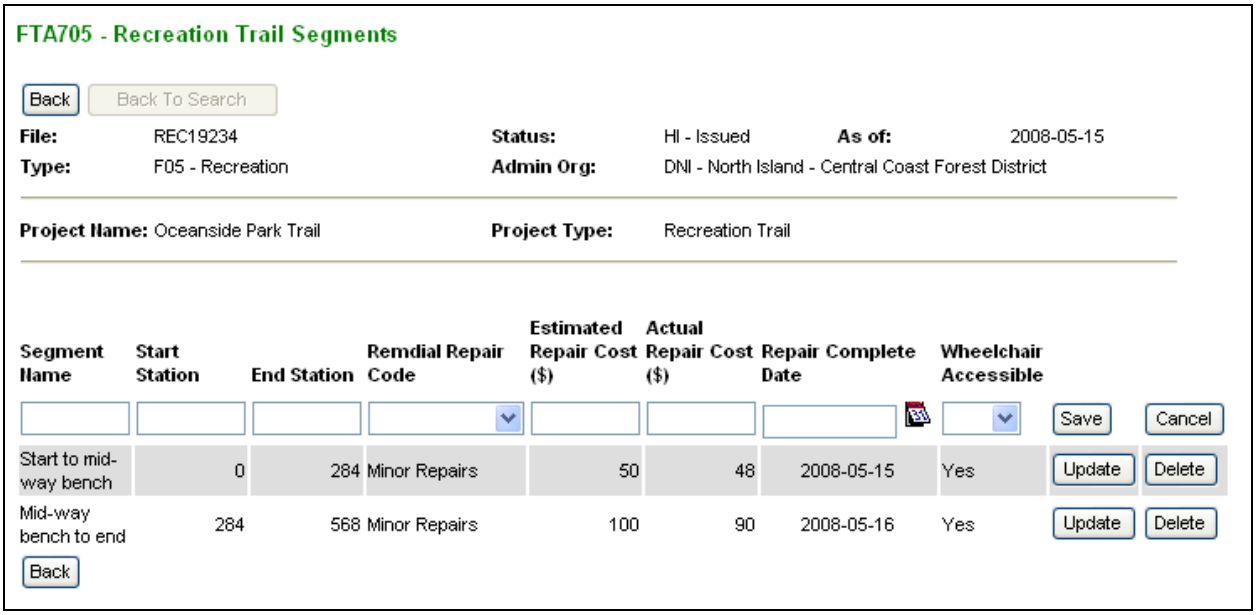
1. Click the **Cancel** button for the row of data that you are entering. Note: the **Cancel** button is only used when you have not yet saved your data.
   - The trail segment is cancelled. The data entry fields are blank.

Delete Trail Segments and Repair Details

Use the delete function to remove the segment details from FTA.

1. You may delete a trail segment from a Recreation Project by selecting the associated **Delete** button. You will receive a pop-up warning window. Click the **OK** button to delete the record.
2. The record is removed from FTA.

Sample Page – Recreation Trail Segments



FTA705 - Recreation Trail Segments

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File: REC19234 **Status:** HI - Issued **As of:** 2008-05-15

Type: F05 - Recreation **Admin Org:** DNI - North Island - Central Coast Forest District

Project Name: Oceanside Park Trail **Project Type:** Recreation Trail

Segment Name	Start Station	End Station	Remdial Repair Code	Estimated Repair Cost ($)	Actual Repair Cost ($)	Repair Complete Date	Wheelchair Accessible		
								Save	Cancel
Start to mid-way bench	0	284	Minor Repairs	50	48	2008-05-15	Yes	Update	Delete
Mid-way bench to end	284	568	Minor Repairs	100	90	2008-05-16	Yes	Update	Delete

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Topic 8: Adding Project Objectives

In this topic, you will learn:

- About Recreation Project Objectives; and,
- How to add, modify, cancel and delete an Objective using FTA.

Understanding Project Objectives

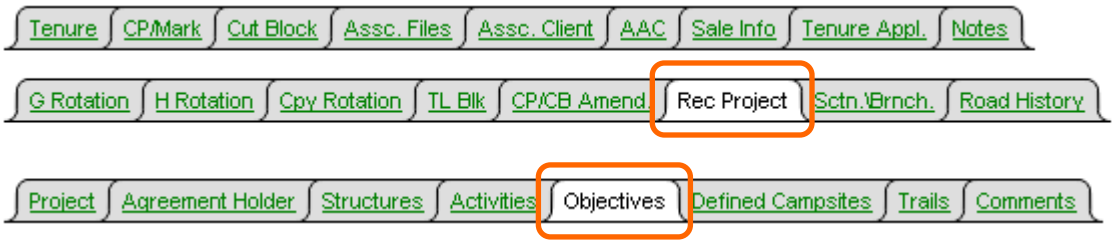
A Recreation Project may have one or many Project Objectives associated with it. These objectives help the Agreement Holders understand the purpose of the Recreation Project. Objectives may change over time. It is important to understand that Project Objectives may also be amended or cancelled.

Navigating to the Recreation Project Objectives Page

Project Objectives are tracked on the **FTA706-Recreation Project Objectives** page. This page is accessible by clicking the **Recreation Project** tab and then the **Objectives** tab. This page is available to both District and Headquarters' Recreation Staff.

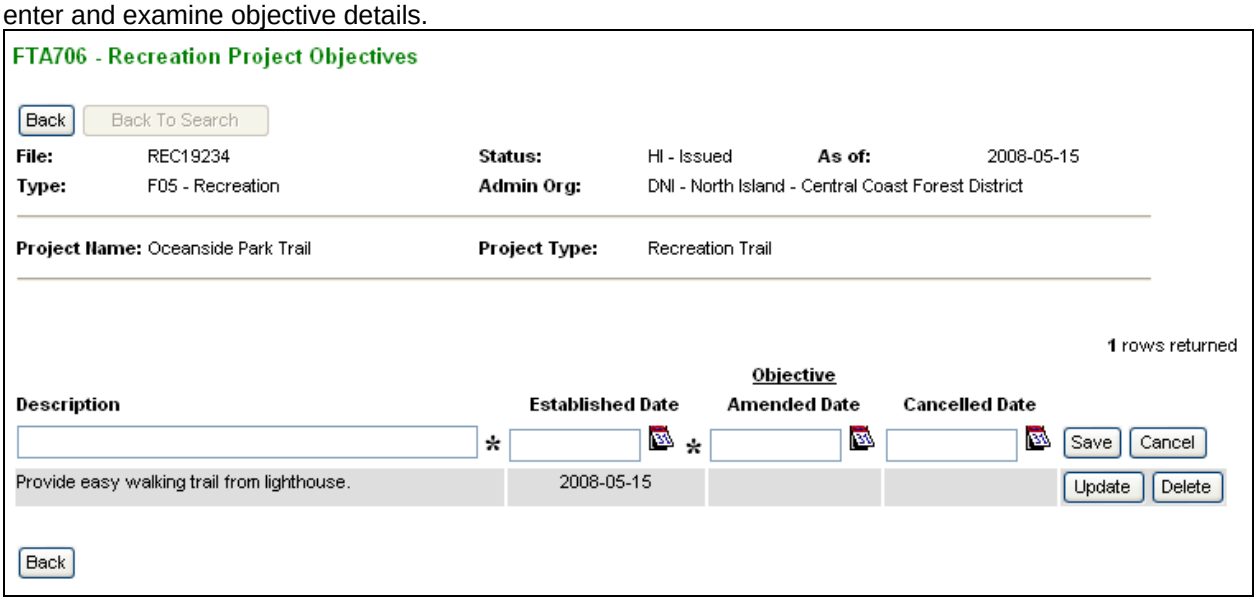
Recreation Project Details vs. Project Objective Details

All data entered on this page applies to the objective(s) for the Recreation Project. If you wish to enter information for the Recreation Project (e.g. Project Established Date), you must visit the **FTA701-Recreation Project Details** page. Please refer to **Topic 3: Working with Recreation Projects**, of this guide, for additional information about the **FTA701-Recreation Project Details** page.



Understanding the Recreation Project Objectives Page

The **FTA706-Recreation Project Objectives** page contains a single section which allows you to enter and examine objective details.



Steps to Follow

You may begin using the **FTA706-Recreation Project Objectives** page by following the steps below:

Enter Objectives

1. Use the **Description** field to enter an objective for this Recreation Project.
2. Enter the date the **objective** comes into effect using the **Objective Established Date** field.
   - You may enter a future date in this field if you wish.
3. Click the **Save** button. The objective is displayed below the data entry fields.

Modify Objectives

1. You may return to the tab to modify the **objectives** associated with your project. Select the **objective** you wish to modify by clicking the associated **Update** button.
   - The objective is displayed in the data entry section of the page.
2. You may modify the **Description** associated with the objective.
3. Enter the date of the modification of the **objective** in the **Objective Amended Date** field.
   - The **Amended Date** must always be greater than the **Established Date**.
4. Click the **Save** button to save the revised objective.
   - The objective is updated and displayed below the data entry fields.

Cancel Objectives

1. You may return to the tab to cancel the **objective(s)** associated with your project. Select the **objective** you wish to cancel by clicking the associated **Update** button.
   The objective is displayed in the data entry section of the page.
2. Enter the date of cancellation of the objective in the **Objective Cancelled Date** field.
   - You may enter a future date in this field if you wish.
   - The **Cancelled Date** must be greater than the **Amended Date**. If an **Amended Date** does not exist, then the **Cancelled Date** must be greater than the **Established Date**.
3. Click the **Cancel** button.
   - The objective is cancelled. A record of it is still displayed below the data entry fields.

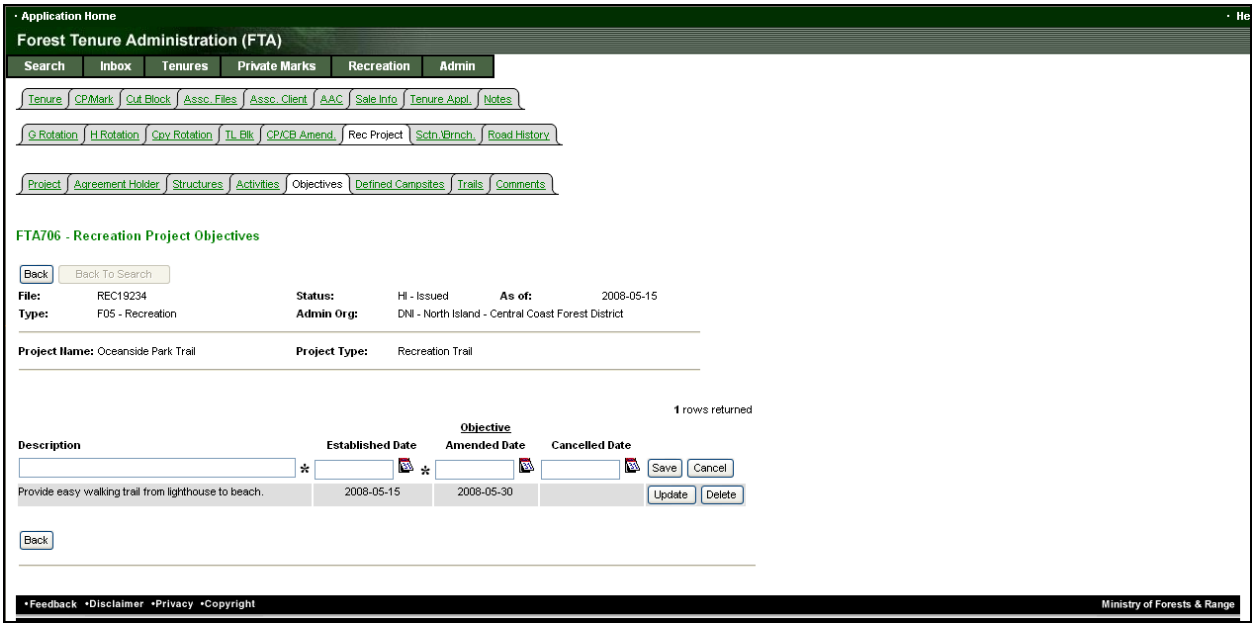
Delete Objectives

1. You may delete an objective from a Recreation Project by selecting the associated **Delete** button.
2. The objective is removed from FTA.

Cancel vs. Delete

If you wish to keep a copy of the record (for historical purposes) then you should use the **Cancel** option; otherwise, use the **Delete** option to permanently remove the objective from this project.

Sample Page – Recreation Project Objectives



FTA Participant Guide –

Recreation Module

Topic 9: Adding Project Defined Campsites

In this topic, you will learn:

- About Defined Campsites and Remedial Repairs;
- How to track Remedial Repairs on Campsites using FTA.

Understanding Defined Campsites

A Recreation Project may include a Campsite. To be considered a defined campsite, the campsite must meet the criteria for an Excellent or Good rated campsite. See **Appendix C: Defined Campsite Criteria** for definitions.

It is useful to track each Defined Campsite and any remedial repairs associated with the Campsite(s). Remedial Repairs are defined later in this topic.

Navigating to Defined Campsites

Defined Campsites are entered on the **FTA707-Defined Campsites** page. This page is accessed by selecting the **Recreation Project** tab and then the **Defined Campsites** tab. This page is available to both District and Headquarters' Recreation Staff.

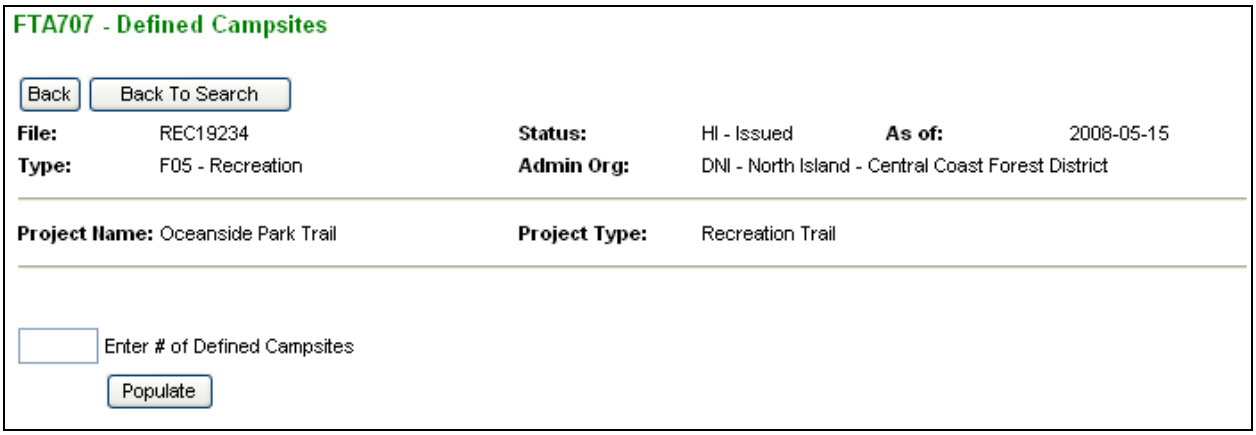
Understanding the Defined Campsites Page

The **FTA707-Defined Campsites** page consists of the following sections:

- Populate;
- Campsite Details; and,
- Campsite Repair History.

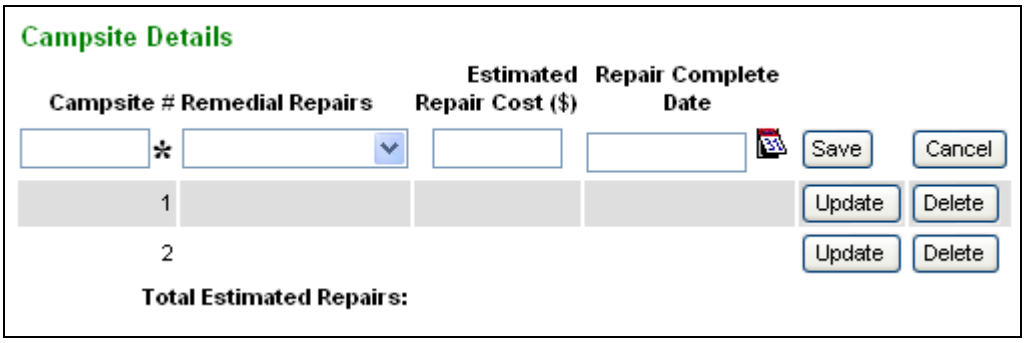
Section 1 – Populate

This section of the page is only visible the first time you visit this page. It is used to enter the total number of Defined Campsites associated with the Recreation Project. Once you have entered this information, you will not see this field again for this project.



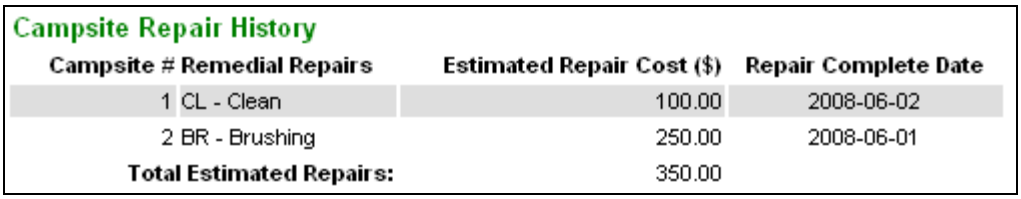
Section 2 – Campsite Details

The **Campsite Details** section allows the capture of the remedial repair information for each campsite including the repair code, cost, and completed date.



Section 3 – Campsite Repair History

The **Campsite Repair History** section displays campsite repair details for those repairs which have been completed. The repairs must have a **Repair Completed Date** entered in the **Campsite Details** section before they will appear in the **Campsite Repair History** section.



Steps to Follow

To begin using the **FTA707-Defined Campsites** page, follow the instructions below:

Enter Total Number of Campsites

1. Using the **Enter # of Defined Campsites** field, enter the total number of campsites associated with this project.
2. Click the **Populate** button.
3. Examine the **Campsite Details** section of the page. The total number of rows in this section matches the number you entered in Step #1 above. Each row is numbered sequentially.

Tip–Page Layout

The **Enter # of Defined Campsites** and **Populate** button will no longer appear on this page once you have completed Steps 1 and 2 above.

Enter Additional Campsites

1. If you wish to add an additional Campsite, enter a unique Campsite Number in the Campsite Number data entry field.
   - It is highly recommended that you enter the next sequential number as the Campsite Number.
2. Using the drop list, select the **Remedial Repairs** for the Campsite.
   - BR-Brushing: Remove brush/vegetation adjacent to facility/structure.
   - CL-Clean: Needs to be cleaned in order to bring it up to standard. Power washing required.
   - MA-Major Repair: Those repairs that take longer than one half-hour to complete and involve significant inputs of time and labour.
   - MI-Minor Repairs: Those repairs that take less than one half-hour to complete with minimal inputs of labour and materials.
   - RE-Remove: The site has too many facilities/structures or the facility/structure is damaged beyond repair and requires removal.
   - RR-Relocate: Is not located in the most effective place and could be relocated without compromising environmental or aesthetic qualities.
3. Enter any costs, in the **Estimated Repair Cost** field, associated with the remedial repair selected.
4. If the repair has been completed, enter the date of completion in the **Repair Complete Date.**
5. Click the **Save** button. The new campsite number and the associated repair details are displayed in the **Campsite Details** section. If you entered a **Repair Completed Date** then the campsite number and the associated repair details are displayed in the **Campsite Repair History** section.

Tip–Clear Fields

If you have entered a Campsite in error and do not wish to save it, you may click the **Cancel** button to clear the data entry fields.

Enter or Update Remedial Repair Information

1. Navigate to the row containing the Campsite you wish to enter or update repair information for. Click the corresponding **Update** button.
2. The **Campsite Number** will display in the top data entry row.
3. Using the drop list, select the **Remedial Repairs** for the Campsite.
4. Enter any costs, in the **Estimated Repair Cost** field, associated with the remedial repair selected.
5. If the repair has been completed, enter the date of completion in the **Repair Complete Date.**
6. Click the **Save** button. The campsite number and the associated repair details are displayed in the **Campsite Details** section. If you entered a **Repair Completed Date** then the campsite number and the associated repair details are displayed in the **Campsite Repair History** section.

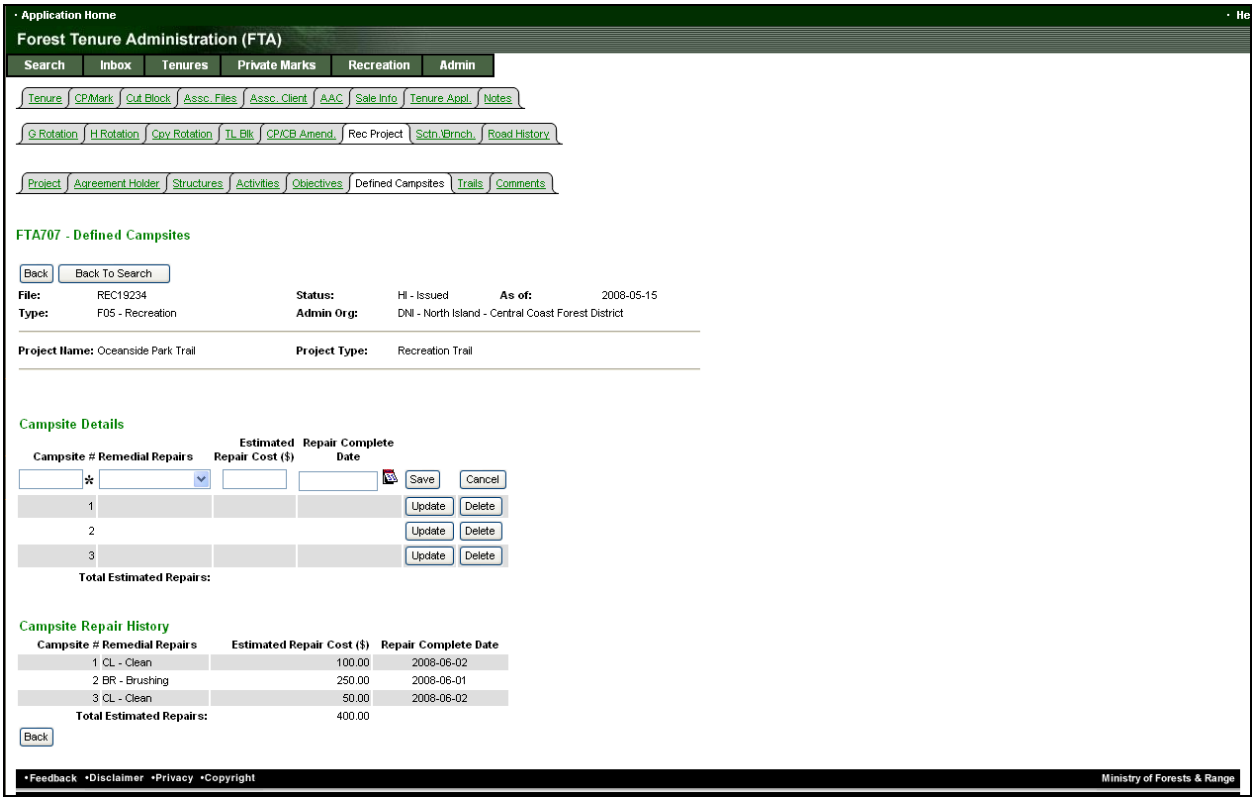
Warning–Save vs. Cancel Button

If you made an error and do **not** wish to keep these modifications do **not** click the **Save** button. Instead, click the **Cancel** button to clear the fields.

Delete a Campsite

1. Navigate to the row containing the Campsite you wish to delete. Click the corresponding **Delete** button.
2. The Campsite no longer exists in FTA.

Sample Page – Defined Campsites



FTA Participant Guide –

Recreation Module

Topic 10: Adding Comments

In this topic, you will learn:

- The benefits of adding comments; and,
- How to add comments to a Recreation Project in FTA.

Understanding Comments

There may be circumstances in which you wish to track comments about a Recreation Project in FTA. These may record information about your project which would be useful to yourself or others. Comments may include general project details, driving directions, and/or project closure information.

The **FTA708-Recreation Comments** page allows comments to be tracked. Comments entered on this page will be available on the **Recreation WebMap** (http://www.tsa.gov.bc.ca/sites_trails/finding/launch_interactive_map.htm) if you have set the **Recreation WebMap** field to **Yes** on the **FTA701-Recreation Project** page. Remember, Recreation WebMap is accessed by the public; therefore, always ensure that comments are entered accurately and professionally.

Navigating to the Recreation Comments Page

Comments are entered on the **FTA708-Recreation Comments** page. This page is accessed by selecting the **Recreation Project** tab and then the **Comments** tab. This page is available to both District and Headquarters' Recreation Staff.

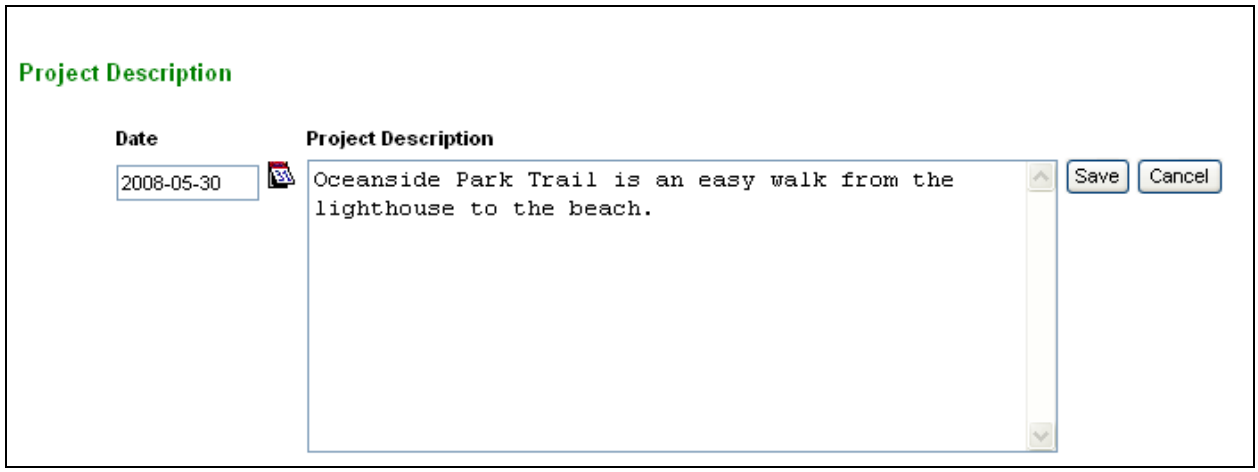
Understanding the Recreation Comments Page

The **FTA708-Recreation Comments** page consists of three sections which each allow the entry of comments and dates:

- Project Description;
- Driving Directions; and,
- Closure.

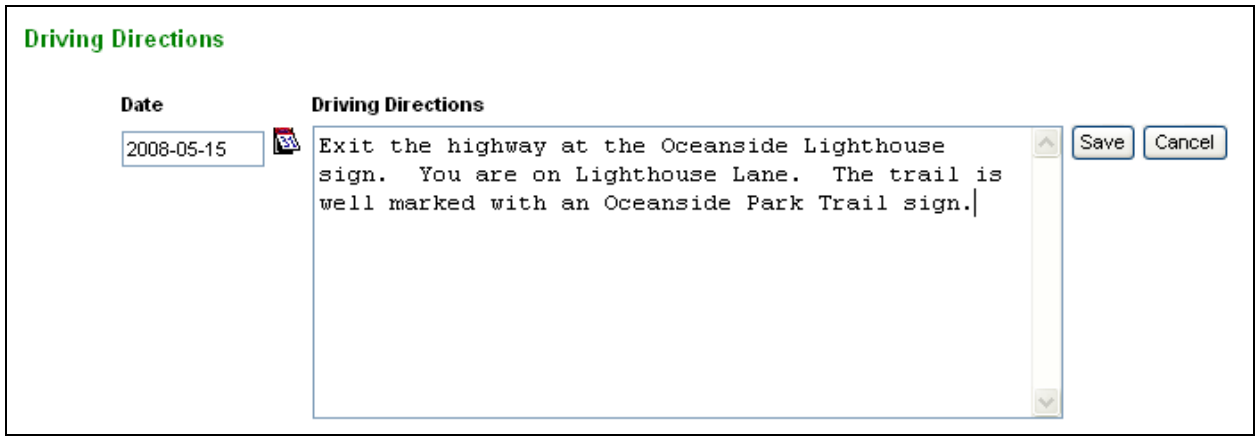
Section 1 – Project Description

This section of the page is used to enter a description of the project and the date the description was entered.



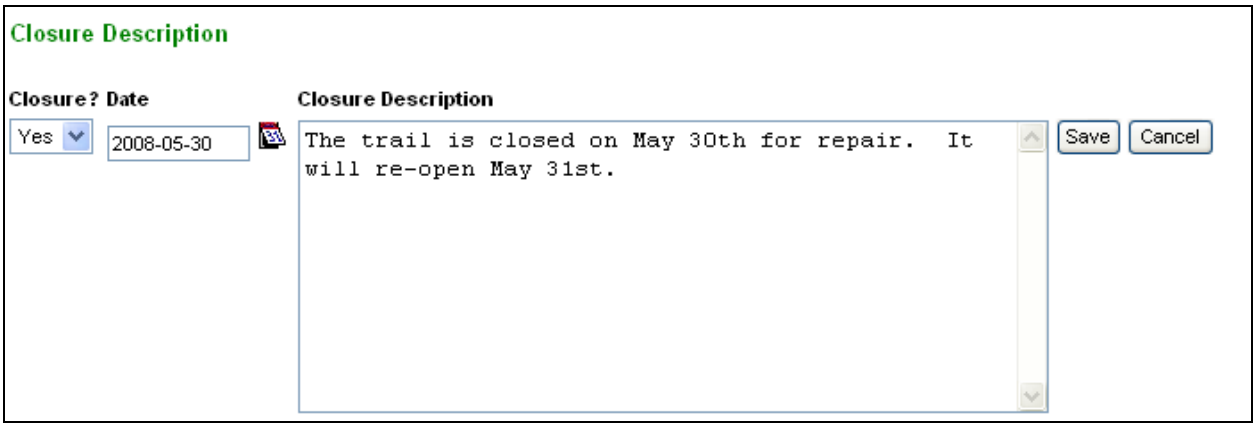
Section 2 – Driving Directions

This section of the page is used to enter a description of the driving directions to the location of the project and the date the directions were entered.



Section 3 – Closure

This section of the page is used to indicate whether or not the project has been closed, a description of the closure and the date of the actual closure.



Steps to Follow

To begin using the **FTA708-Recreation Comments** page, follow the instructions below:

Enter Comments

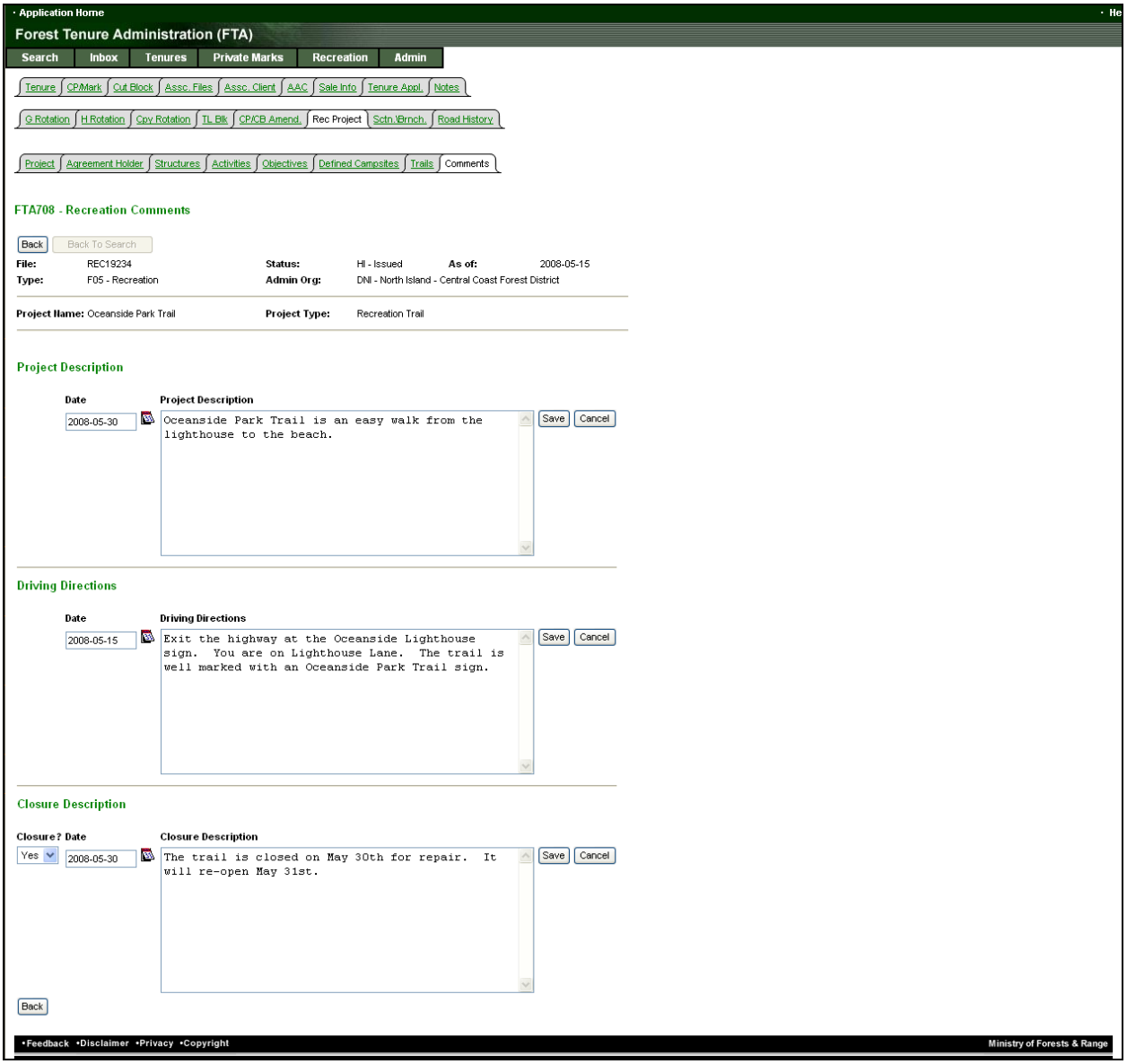
1. Use the **Date** fields to enter the date:
   - that you are recording the comment in FTA for the Project Description and Driving Directions.
   - that the closure takes effect for the Closure Description.
2. Enter relevant comments in each of the following fields:
   - **Project Description**
   - **Driving Directions**
   - **Closure Description**
3. Set the **Closure Indicator** to Yes or No if you are entering a comment related to closure.
   - Note: If the **Closure Indicator** is set to **Yes** then you must enter a **Closure Description**.
4. Click the corresponding **Save** button.

Warning – Saving Data

There is a **Save** and **Cancel** button for each section of the page. You must remember to save or cancel each section as you complete it; otherwise you will lose your data.

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

Sample Page – Recreation Comments



FTA Participant Guide –

Recreation Module

Topic 11: Associating Files and Notes

In this topic, you will learn:

- The benefits of Associating Files;
- How to Associate Files in FTA;
- The benefits of Adding Notes; and,
- How to Add Notes in FTA.

Understanding File Association

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

- A single Agreement Holder may have more than one Tenure and you may wish to associate these.
- Two Tenures may overlap and you may wish to associate these.
  - You may also examine the spatial fields to determine if Tenures overlap; therefore, your district may not use the Associated Files feature for the recording of overlapping tenures.

Associated files may be:

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

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

Navigating to the 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. This page is available to both District and Headquarters' Recreation Staff.

Understanding the Associated Files Page

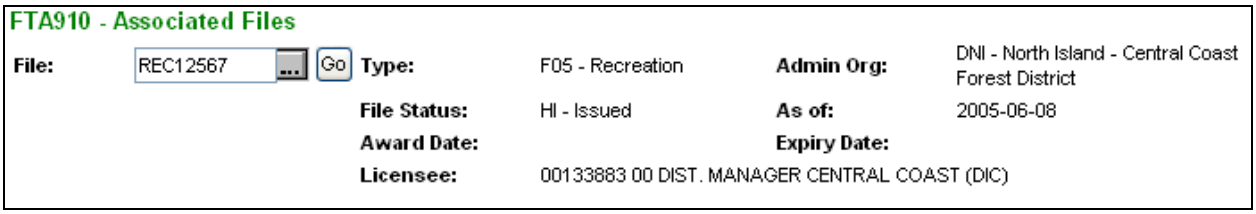
The **FTA910-Associated Files** page is made up of two sections which are completed by district staff.

Section 1 – Find the Recreation Tenure

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

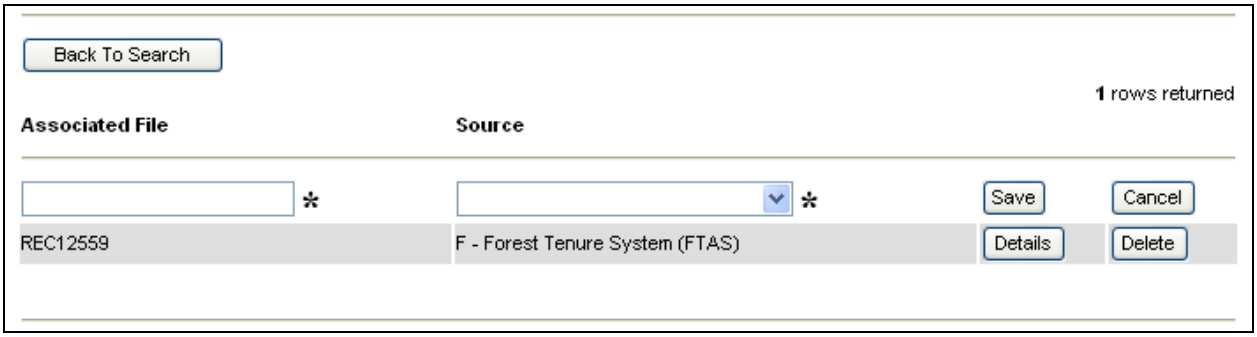
- If you are navigating to this tab from another Tenure tab, where you have been working with the Recreation Tenure, this section will already be populated with the Recreation Tenure Number.

  If you navigate directly to this page, you must enter the Recreation Tenure Number in the **File** field and click the **Go** button.



Section 2 – Associate Files

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



Steps to Follow

To add or modify a file association follow the instructions below:

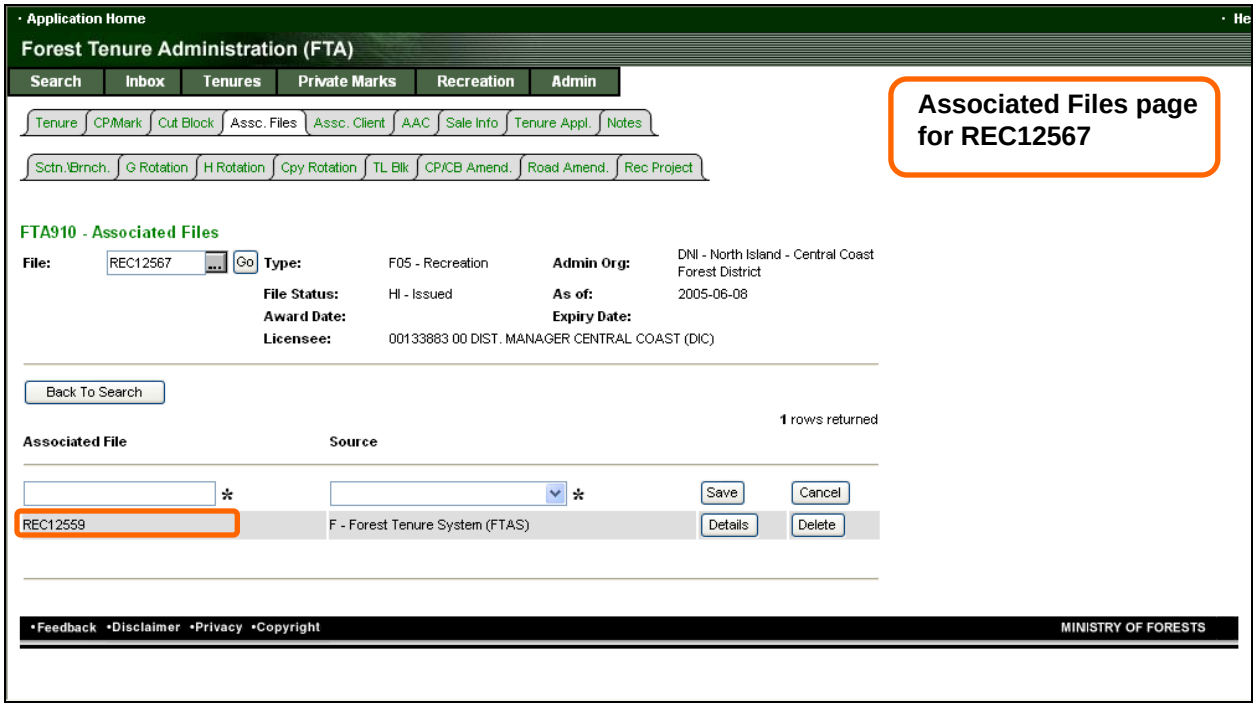
1. Enter the Recreation Tenure Number in the **File** field.
   - Note that if you have authority to update the Tenure information, you will also have authority to add/update/delete information on the **FTA910-Associated Files** page.
2. Click the **Go** button.
   - A list of files associated with the Recreation 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.
5. If you associated another FTA file (i.e. source equals F) with your Recreation 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.

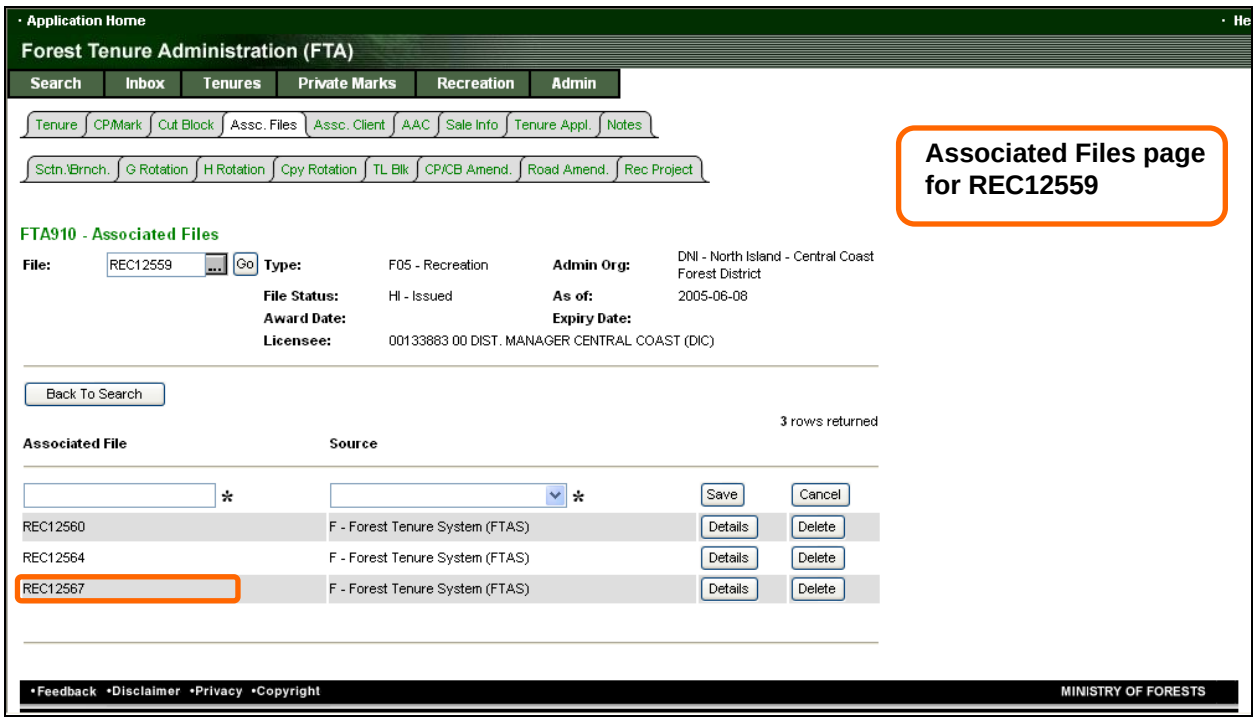
Deleting a File Association

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 associate a Recreation Tenure with **another file in FTA**, that file will now also show an association to your Recreation Tenure. This is shown in the following screen prints.





Understanding Notes

The notes function allows you to attach a note to your Recreation Tenure. This note can contain information that you wish to remind yourself or others about. 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 Protection of Privacy Act*. Therefore, ensure the information you enter in the note is appropriate.

Navigating to the 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. This page is available to both District and Headquarters' Recreation Staff.

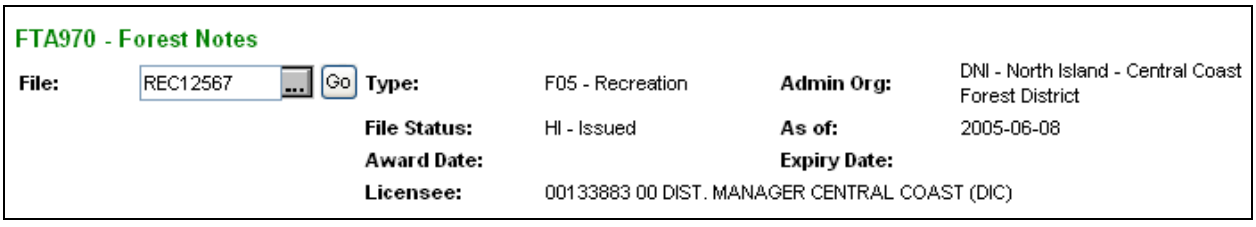
Understanding the Notes Page

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

Section 1 – Find the Recreation Tenure

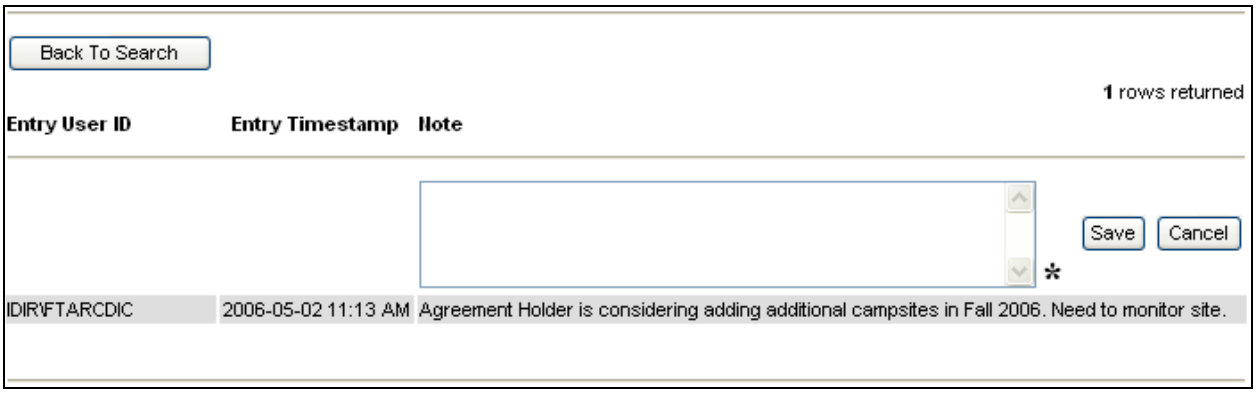
The first section is used to display the Tenure Number that you wish to associate a note to.

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



Section 2 – Associate Note

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



Steps to Follow

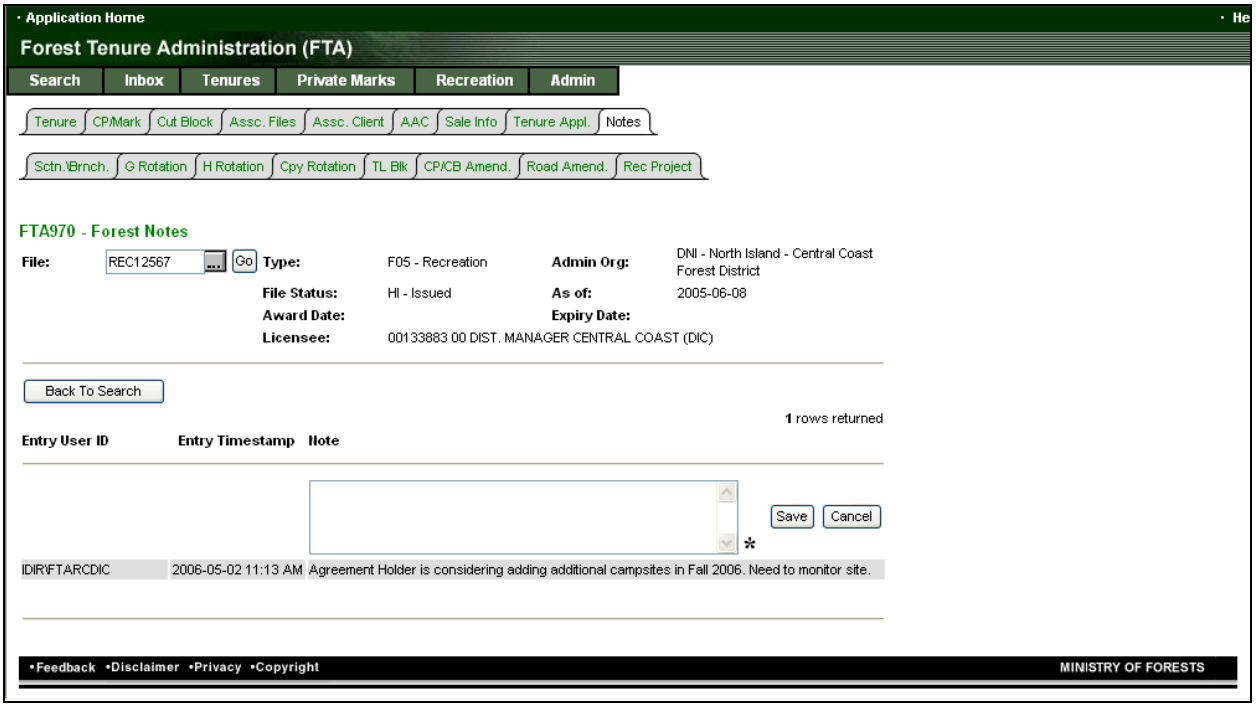
Follow the steps below to add a note to the Recreation Tenure.

1. Enter the **Recreation Tenure Number** in the **File** field.
2. Click the **Go** button.
   - A list of notes associated with the Recreation 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 Recreation Tenure.

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

Sample Data – Notes



FTA Participant Guide –

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Topic 12: Using the Recreation Search

In this topic, you will learn:

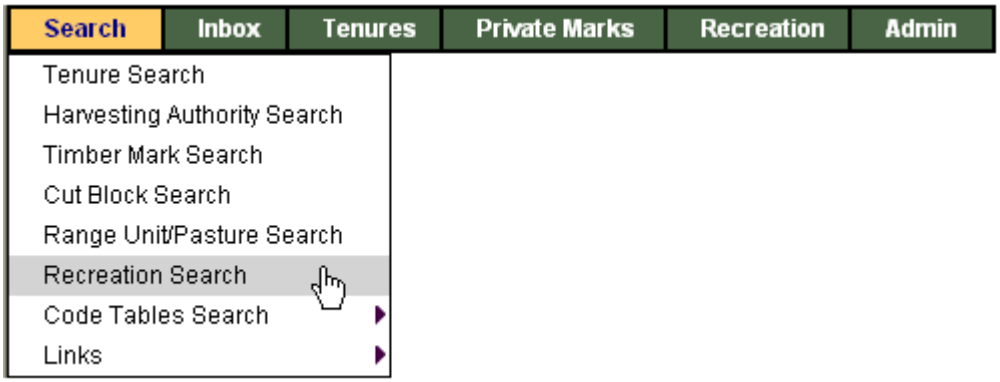
- How to perform a Recreation Search.

Searching for Recreation Tenures

The **FTA007-Recreation Search** page allows you to efficiently navigate to a search function. This function is intended to allow you to quickly find the Recreation Tenure (i.e. Project) that you are seeking.

Navigating to the Recreation Search Page

To navigate to the **FTA007-Recreation Search** page, navigate to the **Search** menu and select **Recreation Search**. This page is available to both District and Headquarters' Recreation Staff.



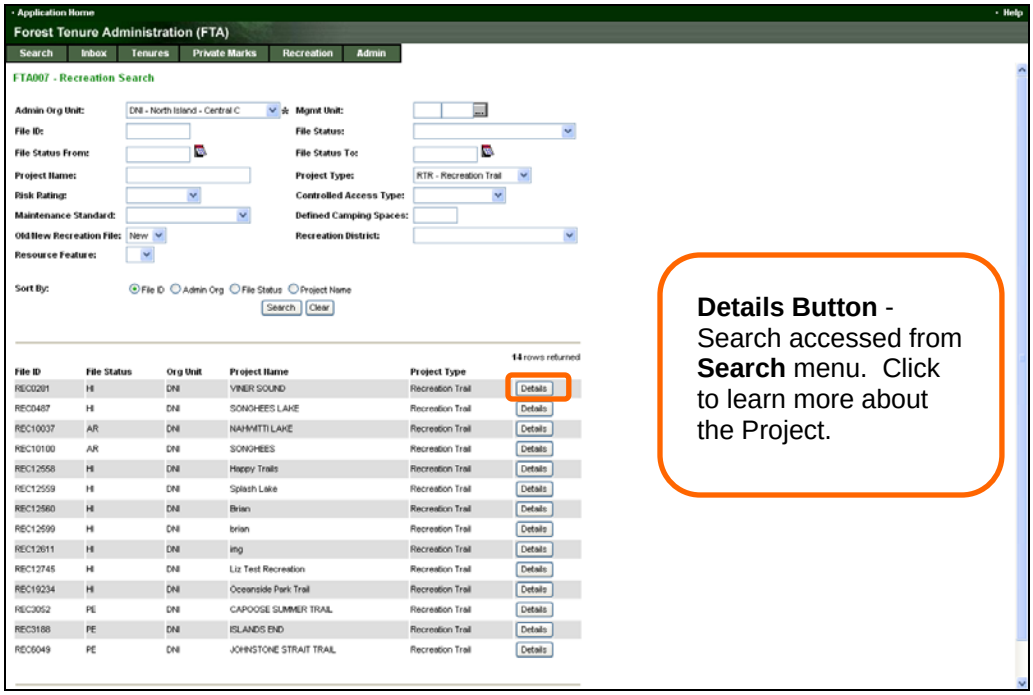
The **FTA007-Recreation Search** page can also be accessed by clicking the **Search** button adjacent to the **File** field on the **FTA701-Recreation Project Details** page

Understanding the Recreation Search Page

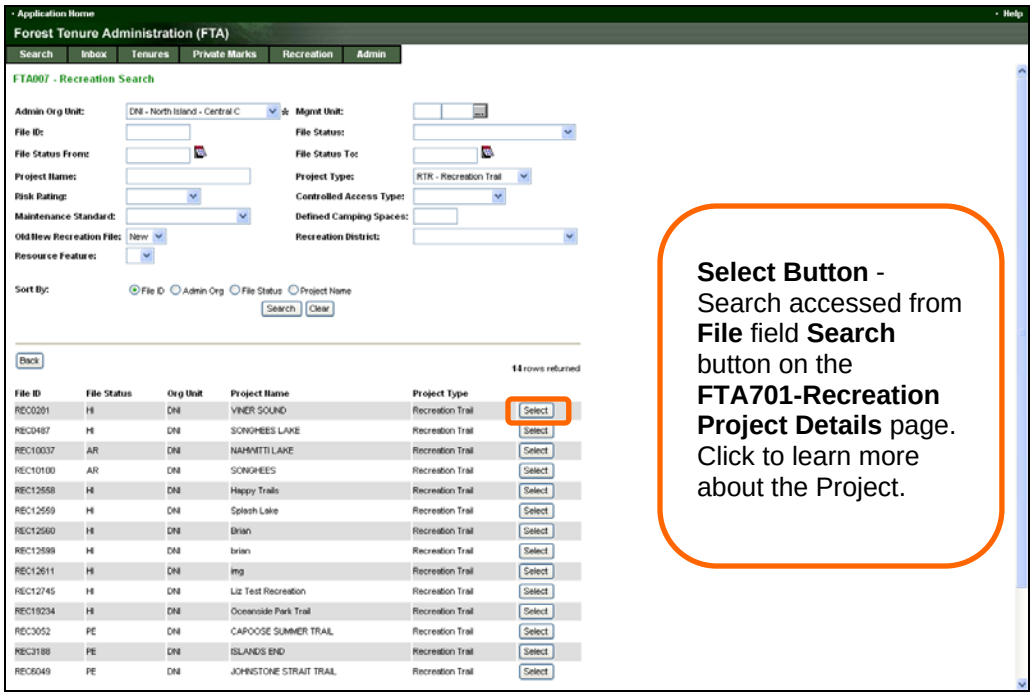
The **FTA007-Recreation Search** page allows you to **Search & View** existing Recreation Tenures in FTA. You are able to view data for both your own district and other districts and organizational units.

Recall that understanding how to perform a search was reviewed in **Module 1.1 Overview of FTA/ESF**. If you are unsure of how to perform a search, you should review this module.

The top section of the **FTA007-Recreation Search** page allows for the entry of search parameters. Results of the search are displayed in the bottom section of the page. Recall that the more parameters you enter the more specific your results will be.



Details Button - Search accessed from **Search** menu. Click to learn more about the Project.



Select Button - Search accessed from **File** field **Search** button on the **FTA701-Recreation Project Details** page. Click to learn more about the Project.

Notice the **Select** button on the above screen print. Clicking this button selects the corresponding Recreation Tenure (i.e. Project) and automatically displays it on the **FTA701-Recreation Project Details** page. If you access this search from the main Search menu, the select button will be replaced with a **Details** button. However, they both perform the same function.

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Topic 13: Amending and Archiving a Recreation Tenure

In this topic, you will learn how to:

- Amend a Recreation Tenure; and,
- Archive a Recreation Tenure.

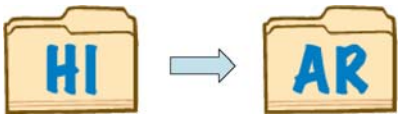
Amending a Recreation Tenure

An amendment to a Recreation Tenure is defined as a change in the feature geometry. An amendment can only be completed by an ESF Submission. Recreation District and/or Headquarters' Staff must coordinate an amendment with Geomatics Technicians.

An amended submission 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 submission. This process is outlined in **Topic 2: Clearing and Approving the Tenure** of this guide. Please refer to this topic for additional information.

Archiving a Recreation Tenure

Archiving a Recreation Tenure changes the status of the tenure from **HI-Issued** to **AR-Archived**.



Much like an amendment, archiving of Recreation Tenures can only be completed by an ESF Submission. The ESF Submission retires the tenure. This sets a tenure retire date which removes the potential for that feature to conflict against another submission on the same geographic area. Recreation District and/or Headquarters' Staff must coordinate the archiving of a tenure with Geomatics Technicians.

Helpful Hints:

Once a tenure is archived, the spatial information still exists in the database (for historical purposes); however, it will not conflict with any new submissions in the same geographic area.

If you wish to remove a tenure completely from FTA, then you must request a data fix. This task can only be performed by APPHELP. Geomatics Technicians are not able to delete a file.

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Topic 14: Wrap-Up

In this topic, you will understand;

- The learning objectives achieved;
- The data flow; and,
- Where to go for additional assistance.

The Learning Objectives Achieved

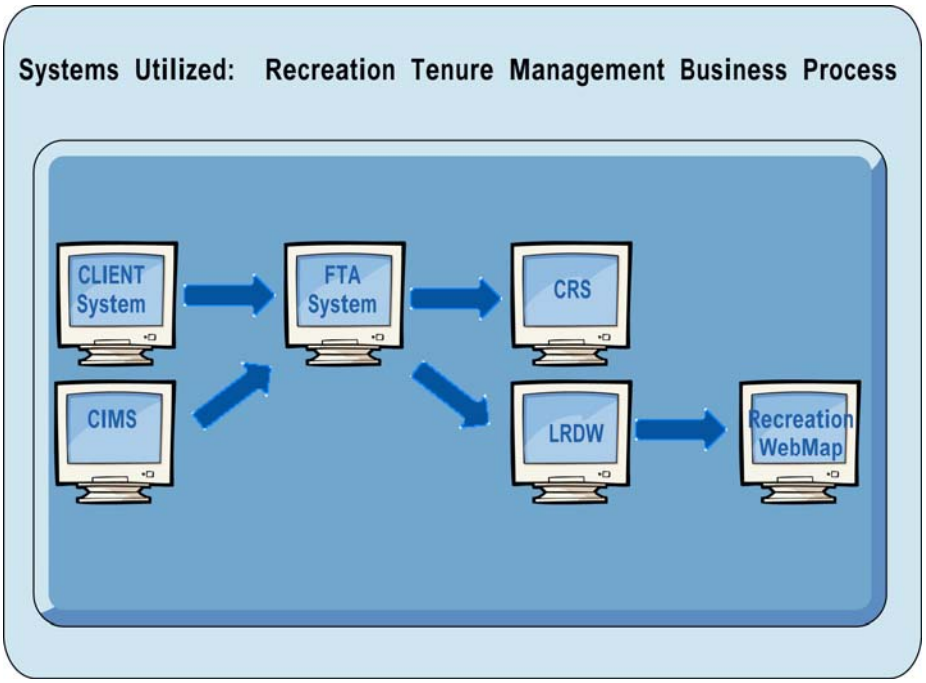
You have completed the **FTA/ESF Reference Guide – Recreation Module**. You should now have an understanding of the business process used to administer Recreation Tenures within MoFR including the roles of District and Geomatics Technicians. The flow of paperwork and the administration of a Recreation Tenure within FTA should be clear. In addition, you should be able to complete the following tasks in FTA:

- Clear (Geomatics Technicians) and Approve (District Staff) the Tenure;
- Work with Recreation Projects;
- Work with Structures;
- Work with Recreation Project Activities;
- Add Project Agreement Holders;
- Add Project Objectives;
- Add Project Defined Campsites;
- Add Trail Segments and Repair Details;
- Add Comments;
- Associate Files and Notes to the Recreation Tenure;
- Search for Recreation Tenures; and,
- Amend and Archive a Recreation Tenure.

The Data Flow

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

- Agreement Holders must exist in the **CLIENT System**.
- The last C&E Inspection Date displayed on the Project tab is imported from the **Compliance and Enforcement Management System** (CIMS).
- FTA feeds data to the **Corporate Reporting System** (CRS) to allow reports to be run on recreation related data. To learn more about Recreation Reports please refer to **Appendix D: Recreation Reports**.
- Select Recreation Project data is replicated from FTA to the **LRDW**.
- The LRDW will replicate Recreation Projects from FTA to the **Recreation WebMap** if the Recreation WebMap indicator is set to Yes in 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 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://gww.for.gov.bc.ca/his/fta/
- **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.
  - If you have the Table of Contents open for the On-Line Help Guide, click the book icon next to **Recreation** to explore all Recreation help pages.
- **Business Application Support Center** – available by calling 250-387-8888.
- If you require assistance using the CLIENT System, CIMS, CRS, LRDW, and/or Recreation WebMap then you should discuss this with your supervisor.

FTA Participant Guide –

Recreation Module

Appendices

- Appendix A: Definitions for Recreation Sites, Recreation Trails and Interpretive Forest Sites
- Appendix B: Structure Dimension Combinations
- Appendix C: Defined Campsite Criteria
- Appendix D: Recreation Reports
- Appendix E: Recreation Site Risk Rating Form

Appendix A: Definitions for Recreation Sites, Recreation Trails and Interpretive Forest Sites

The following are definitions of a Recreation Site, a Recreation Trail and an Interpretive Forest Site. Generally, these are sites and trails that are shown in brochures or on our web-site and are risk rated for C&E inspections. Each has a 4-digit project, or file number that is unique. Sites and trails authorized under the ***Forest and Range Practices Act***, Sect 57 are **not** to be included.

Recreation Site

- Must be mapped, cleared and established as a Recreation Site;
- Must be officially signed as an FS Recreation Site;
- Must have an outhouse as a minimum facility;
- Must be inspected at least once a year;
- Must be listed on our website, i.e., we invite people to the site; and
- May have objectives (not legally required).

Recreation Trail

- Must be mapped, cleared, and established as a Recreation Trail;
- Must be officially signed as an FS Recreation Trail;
- Must be inspected at least once a year;
- Must have a defined tread unless the trail is winter focussed;
- May have objectives; and
- It currently is **not** a requirement to list trails on our website.

Interpretive Forest Site

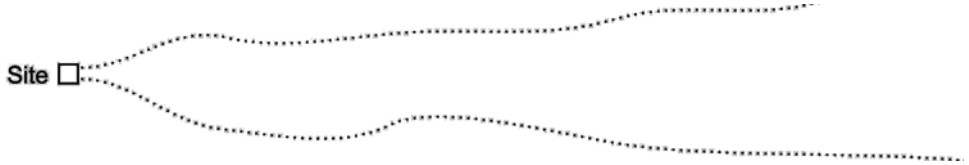
- Must be mapped, cleared, and established as an Interpretive Forest Site (IFS);
- Must be officially signed as an FS IFS;
- Must be inspected at least once a year;
- Must have active interpretative signage;
- May have objectives;
- It currently is **not** a requirement to list IFSs on our website; and
- As there currently is no IPM or CPM specific for IFSs, all IFSs will be indicated as a 'Recreation Site' IPM.

There may be some 'sites' and 'trails' that do not meet these definitions, yet are presently being maintained by the ministry or are managed under partnership agreements. These sites and trails clearly will not be counted as IPM targets.

If there is a site or trail that doesn't qualify as an IPM under these definitions, yet there is good reasoning that it be identified as such, the Regional BA3 Manager must review it and make a decision on whether to accept it as an IPM or not.

When deciding the proper designation, there are many site-trail combinations and 'one-of' situations that must be assessed. The primary use or management focus of the site/trail must be assessed. If the combination is managed or maintained as a single unit with similar management objectives, then the site/trail should be counted as one unit. To be considered a site, a site must have, as a minimum, an outhouse. If there is any question as to whether a site/trail combination should be referred to as a site or a trail, if there is no outhouse on site, it is to be designated as one unit, i.e., as a trail. Some examples follow.

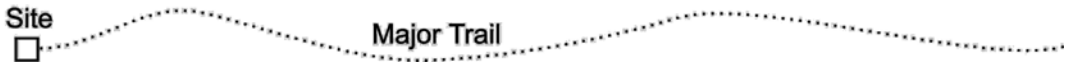
1. A destination recreation site with full facilities has short trails leading from it. The primary reason why people visit the site is to camp and use the trails as a 'camp' activity. The site and all associated trails would be considered a site.



2. A trail leads to a recreation site by a lake. The rec site has an outhouse, a tent pad and a fire ring. Many visitors stay overnight. The site and trail will be considered a **site**.

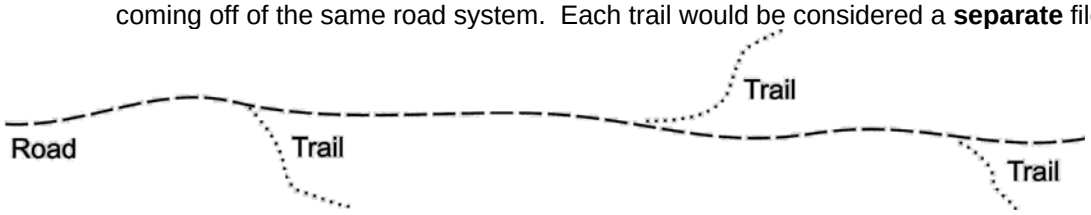
3. A trail leads to a rec site by a lake. The rec site has a tent pad, a picnic table and a fire-ring but no outhouse. The majority of visitors do not stay overnight; it is essentially a day use site. The campsite and trail will be considered as one management unit, i.e., a **trail**.

4. An established rec site is also the trailhead for a significant trail. If the two were managed with different objectives, they would be considered as a site and a trail (i.e. – two separate projects).

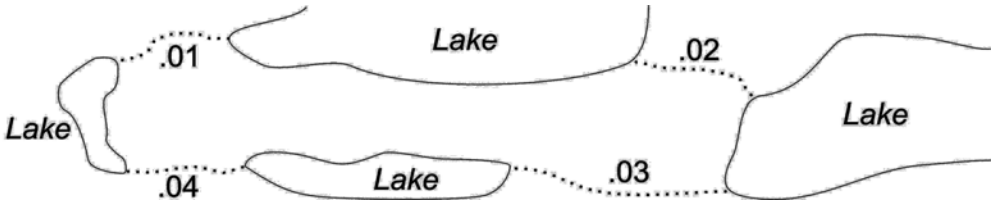


5. There are a number of trails, all connected to a main trail - treat as a **single trail** with numbered branches, not as multiple trails

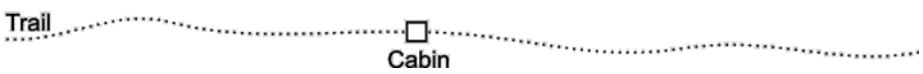
6. There are a series of trails, none of them connected, in the same vicinity of each other or coming off of the same road system. Each trail would be considered a **separate** file.



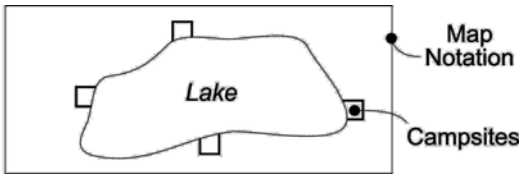
7. A series of trails not physically connected but part of the same trail system - i.e. a series of portages on a canoe route - treat as a **single trail** with branches. In this case, all of the trails are managed with the same objective, or purpose. Maintenance is done under one contract or the trails are managed by one agreement holder.



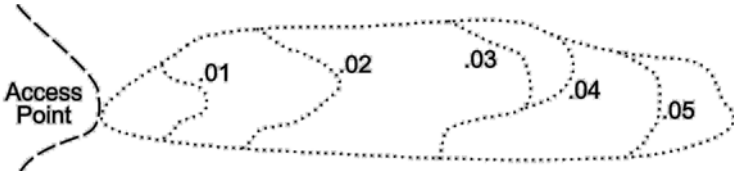
8. A long trail accesses an alpine lake at which is a cabin or primitive campsite, which has toilet facilities. The reason that visitors access the area is primarily for the hiking experience. This will be considered a **Trail**.



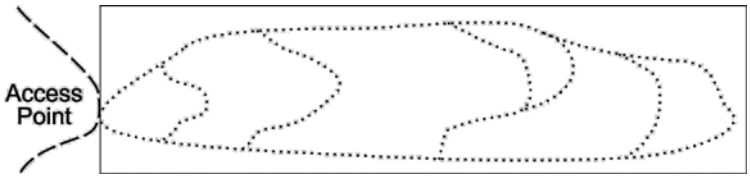
9. Sites in the same locale and those within the same map notation – these are to be treated as a **single site**. For example, if there are sites that have the same management focus and are within 1000 metres of each other on the same lake, they will be considered as one site, even if they have separate access roads.



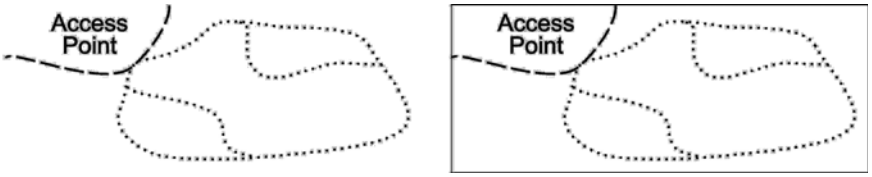
10. A cluster of interconnected trails, such as those used for tracked cross-country skiing. Primarily day-use. One **Trail.** The Exhibit A may show these trails as linear based. Linear based trails are usually traversed or GPSd, with the exact location, including lengths and widths of the trails marked on the map.



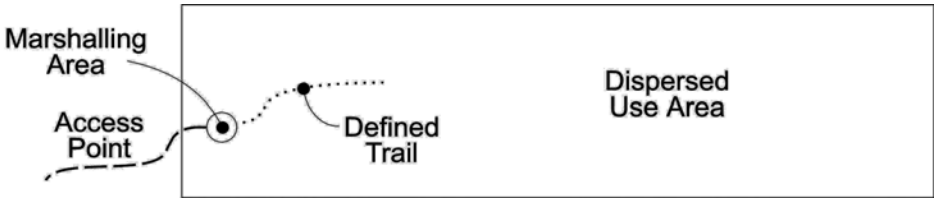
11. A cluster of interconnected trails, such as those used for tracked cross-country skiing. Primarily day-use. One **Trail.** Similar to the previous description (#10), the Exhibit A may show these trails as area based rather than linear based. Trails within area based Exhibit As may be marked on the map but may not be traversed or GPSd. Their precise location is uncertain. A description of the trail(s) is usually written on the Exhibit A as: "The trail area is described as 10 metres on either side of the centre of the defined, maintained trail tread as marked on the ground."



12. An Interpretive Forest Site commonly is a trail or a cluster of trails under one map notation. It may have an outhouse. It has active interpretive signage. The main focus of the site is forest interpretation. The Exhibit A can be drawn as shown in examples 10 and 11.



13. Backcountry snowmobile and ski trails. Many of these trails will have a defined trail leading from a marshalling area up to the alpine or otherwise open areas, where the defined trail disappears as the users disperse. The Exhibit A will be area based but may also show the defined part of the trail. The wording on the Exhibit A will be: "The total width of the recreation trail right of way shall be 10 metres on either side of the centre line of the trail, or to the boundary of the trail area, whichever is greater".



Appendix B: Structure Dimension Combinations

The following table lists the attributes applicable to each recreation structure type. This table can also be found in the Site Inspection Report in the Corporate Reporting System.

An:

- X = field enabled for this structure type
- * = field disabled for this structure type

Note: All unit values are 'per unit' prices, unless '/m' follows the price. In these cases, prices are 'per meter'. All Structure Types will default to 'per unit' in FTA unless they have been defined as 'per meter'.

Structure Type	Expired?	Count	Length (m)	Width (m)	Area (m^2)	Unit Value
Barrel Shelter		X	*	*	*	300
Barrier - Lock Block		X	X	*	*	110
Barrier - No Post		X	X	*	*	130
Barrier - Rock		X	X	*	*	30
Barrier - Wood		X	X	*	*	None
Bear Cache		X	*	*	*	None
Bench		X	*	*	*	200
Boardwalk		X	X	X	*	50/m
Boat Launch - Cartop (Unimproved)		X	X	*	*	1000
Boat Launch - Concrete		X	X	*	*	20,000
Boat Launch - Gravel		X	X	*	*	5000
Bridge - Foot		X	X	*	*	1500/m
Bridge - Foot (<6M)	Yes	n/a	n/a	n/a	n/a	n/a
Bridge - Foot (>6M)	Yes	n/a	n/a	n/a	n/a	n/a
Bridge - Foot (Suspension)		X	X	*	*	None
Bridge - Vehicle		X	X	*	*	5000/m
Bridge - Wheelchair Accessible		X	X	*	*	None
Cable Car		X	X	*	*	None
Corral - Firewood		X	*	*	*	600
Corral - Firewood - Wheelchair Accessible	Yes	n/a	n/a	n/a	n/a	n/a
Corral - Horse		X	*	*	*	3000
Culvert		X	X	X	*	105/m
Dock - Floating		X	X	X	*	None

Structure Type	Expired?	Count	Length (m)	Width (m)	Area (m^2)	Unit Value
Dock - Pier		X	X	X	*	None
Dock - Wharf		X	X	X	*	250/m
Dock - Wharf - Wheelchair Accessible	Yes	n/a	n/a	n/a	*	None
Fencing - Barb Wire		X	X	*	*	10,000/m
Fencing - Chain Link		X	X	*	*	45/m
Fencing - Log		X	X	*	*	5000/m
Fencing - Strand		X	X	*	*	5000/m
Fire Ring		X	*	*	*	300
Fish Cleaning Station		X	*	*	*	None
Gate - Double		X	*	*	*	40000
Gate - Single		X	*	*	*	1500
Helipad		X	*	*	*	None
Hitching Rail		X	X	*	*	None
In-Site Road		X	X	X	*	None
Litter Barrel - 45 Gallon		X	*	*	*	75
Litter Barrel - Bear Proof Double		X	*	*	*	1300
Litter Barrel - Bear Proof Single		X	*	*	*	1000
Log Boom		X	*	*	*	None
Mooring Buoy		X	*	*	*	5000
Observation Tower		X	*	*	*	None
Parking - Spaces Gravel		X	X	X	X	None
Parking - Spaces Pavement		X	X	X	X	None
Parking - Unimproved		X	X	X	X	None
Parking - Unsurfaced		X	X	X	X	None
Parking - Wheelchair Accessible		X	X	X	X	None
Pools and Tubs - Hot Springs		X	*	*	*	None
Registration Box		X	*	*	*	100
Registration Post		X	*	*	*	None
Shelter - Cabin, Warming Hut		X	X	X	*	None
Shelter - Wheelchair Accessible		X	X	X	*	None
Sign - 3 Blade		X	*	*	*	300
Sign - Directional (Facility)		X	*	*	*	100
Sign - Stop		X	*	*	*	200

Structure Type	Expired?	Count	Length (m)	Width (m)	Area (m^2)	Unit Value
Sign Shelter - Large		X	*	*	*	3000
Sign Shelter - Small		X	*	*	*	1000
Stairs		X	*	*	*	50/m
Table - Concrete		X	*	*	*	9002
Table - Log		X	*	*	*	400
Table - Metal		X	*	*	*	None
Table - Wheelchair Accessible		X	*	*	*	450
Tent Pad		X	X	X	*	500
Toilet - Concrete		X	*	*	*	3000
Toilet - Metal		X	*	*	*	None
Toilet - Solar Composting		X	*	*	*	None
Toilet - Wheelchair Accessible		X	*	*	*	2700
Toilet - Wood		X	*	*	*	2200
Traffic Counter		X	*	*	*	None
Trail	Yes	n/a	n/a	n/a	n/a	n/a
Trail - Wheelchair Accessible	Yes	n/a	n/a	n/a	n/a	n/a
Vehicle Spaces	Yes	n/a	n/a	n/a	n/a	n/a
Viewing Blinds		X	*	*	*	None
Viewing Platform		X	*	*	*	None

Appendix C: Defined Campsite Criteria

The following table outlines criteria for Defined Campsites:

Code	Rating	Definition
E	Excellent	• The campsite is designed to standard which takes into account the terrain and vegetation of the area and blends in with the natural environment. • Ideally, the centre of the campsite should be 30m from the centre of the adjacent campsite if terrain, vegetation, and size of the recreation site permit it. • The campsite has an 8m diameter and is designed to provide sufficient space to park a vehicle and either set up a tent or park a medium-sized trailer. The campsite is level and flat.
G	Good	• One of the conditions mentioned above is **not** met.
M	Moderate	• Two of the conditions above are **not** met.
P	Poor	• **None** of the conditions above are met.

Appendix D: Recreation Reports

Report Summary

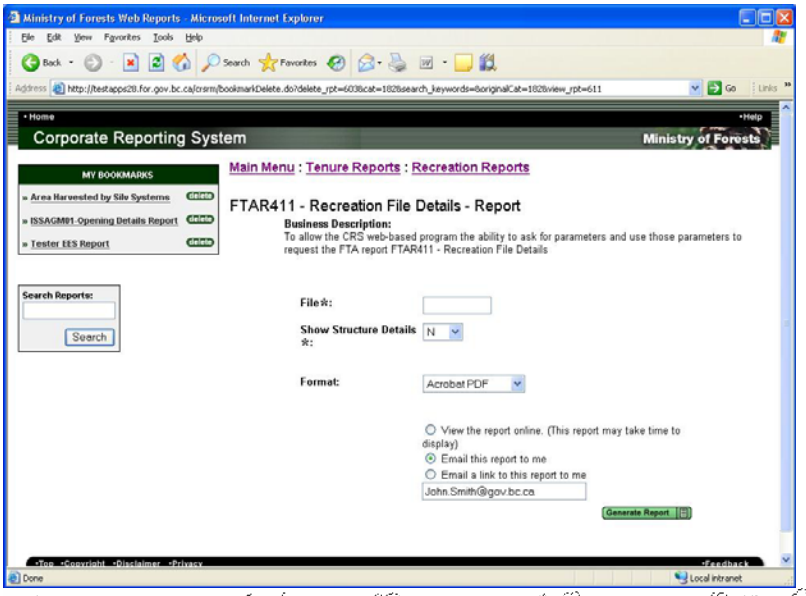
The following reports are available for recreation users via the Corporate Reporting System (CRS) for MoFR. Reports are not available directly from FTA. The web address for CRS is: http://extranet3.for.gov.bc.ca/crsrm/

Report Name	Use to…	Format
Recreation File Details	…lists the details of a specific Recreation Project.	• PDF • MS Word • Rich Text Format • MS Excel Data • MS Excel • CSV
Recreation File List	…list all Recreation Projects matching the search criteria.	• Acrobat PDF • MS Word • Rich Text Format • MS Excel Data • MS Excel • CSV
Objectives List	…generate a summary of objectives for one or more Recreation Projects.	• PDF • CSV
Structure List	…generate a summary of the structures for one or more Recreation Projects.	• PDF • CSV
Agreement List	…generate a summary of agreement holders for one or more Recreation Projects.	• PDF • CSV
Campsite List – Details & History	…lists two sections: • Campsite Details: displays campsites for one or more Recreation Projects, where the campsite is currently under repair • Campsite History: displays campsites for a Recreation Project, where the campsite has had repairs completed. Note: The history section of this report will only be displayed if a specific Recreation Project is selected in the report parameters.	• PDF • CSV
Fee List	…list fee details for one or more Recreation Projects.	• PDF • CSV
Site Inspection	…lists all site information for a specific Recreation Project. This report is useful as a form when collecting field data. Note: This report also includes a table of the structure attributes and remedial repair codes for field reference.	• PDF • CSV

Sample Screens

The following are sample report parameter screens and reports.

Recreation File Details Report



Recreation File Details - Report

Page: 1 of 3
Date Printed: 2008-06-13
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR411
File:

File: REC19246 **Structure Details Ind:** Y

Region:	RSI - Southern Interior Forest Region				
District:	DOS - Okanagan Shuswap Forest District				
Project Name:	a2345678901234567890123456789012345678901234567890123456789012345678901234567890123456789a				
File:	REC19246	Associated Files Exist:	Y	Project Type:	RR - Recreation Reserve
Right of Way width (m):	57.00	Risk Rating:	M - Moderate	Significant Recreation Feature:	A4 - Edible Aquatic Foods
Total Trail Length (km):	0.3800	Total Area (ha):	0.25	User Days:	1000 - 5000
Defined Campsites:	4	Overflow Campsites:	88	Controlled Access Type:	G - Gated
UTM Zone:	457	UTM Easting:	573	UTM Northing:	678
Last Rec Inspection Date:	0001-01-01	Last C&E Inspection Date:		Maintenance Standard:	M - Maintained to Standard
		Spatial Exists:	Y	Archaeological Impact Assessment:	N

Fees

Fee Type	Fee Amount	Fee Start Date	Fee End Date	Days M T W T F S S
C - Camping	7.58	2004-05-01	9999-12-31	☐ ☑ ☐ ☑ ☐ ☑ ☐

Access

Access Type	Access Sub Type
B - Boat-in (Motor or Canoe/Kayak)	BM - Motorized

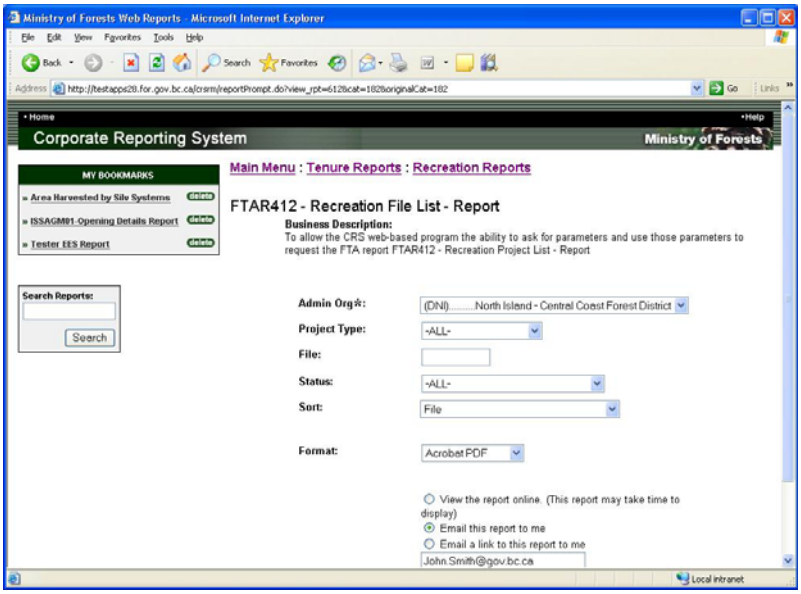
Objective

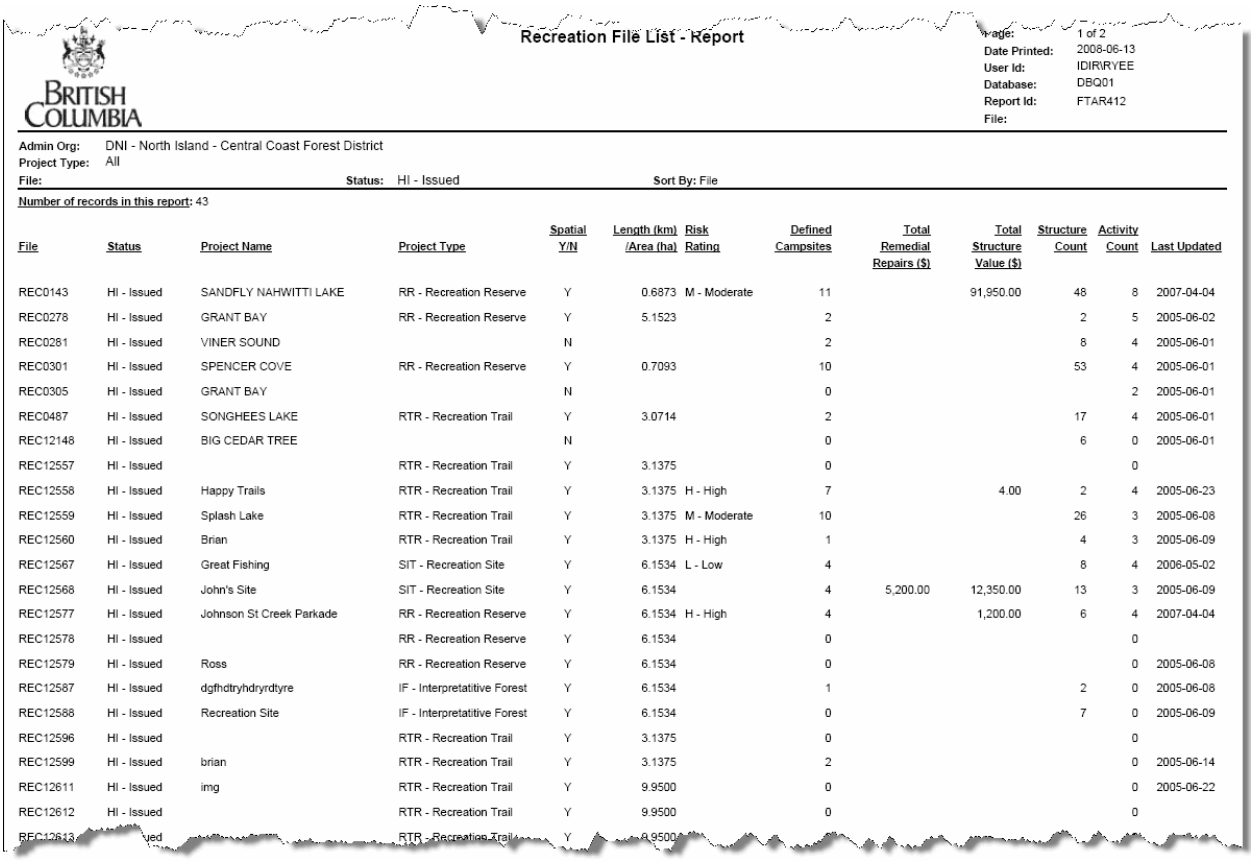
Description	Established Date	Amended Date	Cancelled Date
dgrergher	2008-06-09		
ergerger444	2008-06-03	2008-06-04	2008-07-01

Agreement Holder

Client Type / Client / Last Name	Client Number / First Name	Start Date / Phone	End Date / Fax	Postal Code
C - Corporation INTERNATIONAL FOREST PRODUCTS	00002176 00	2004-04-01 (360) 687 - 6635	2008-03-31 (604) 681 - 6892	73611
C - Corporation CANADIAN FOREST PRODUCTS LTD.	00001271 00	0001-01-01 (250) 281 - 2485	9999-01-01	V0N3P0

Recreation File List Report





Recreation File List - Report

BRITISH COLUMBIA

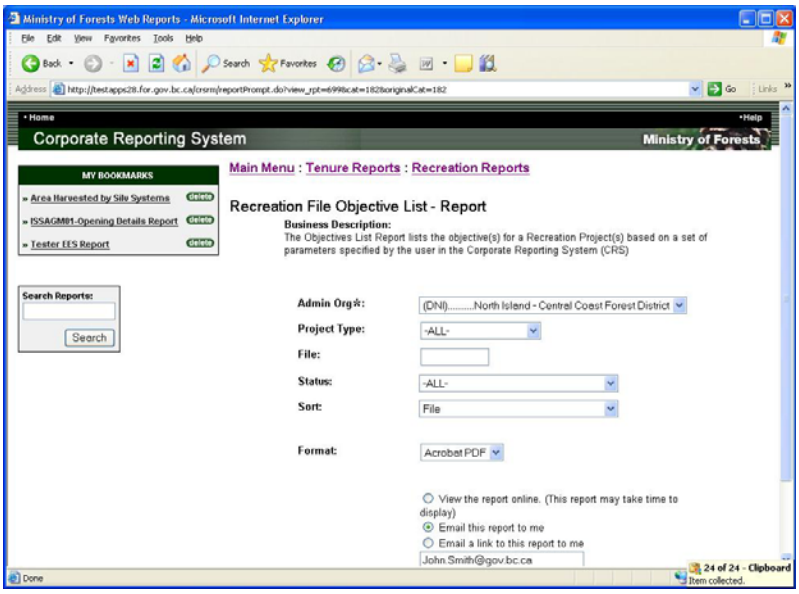
Page: 1 of 2
Date Printed: 2008-06-13
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR412
File:

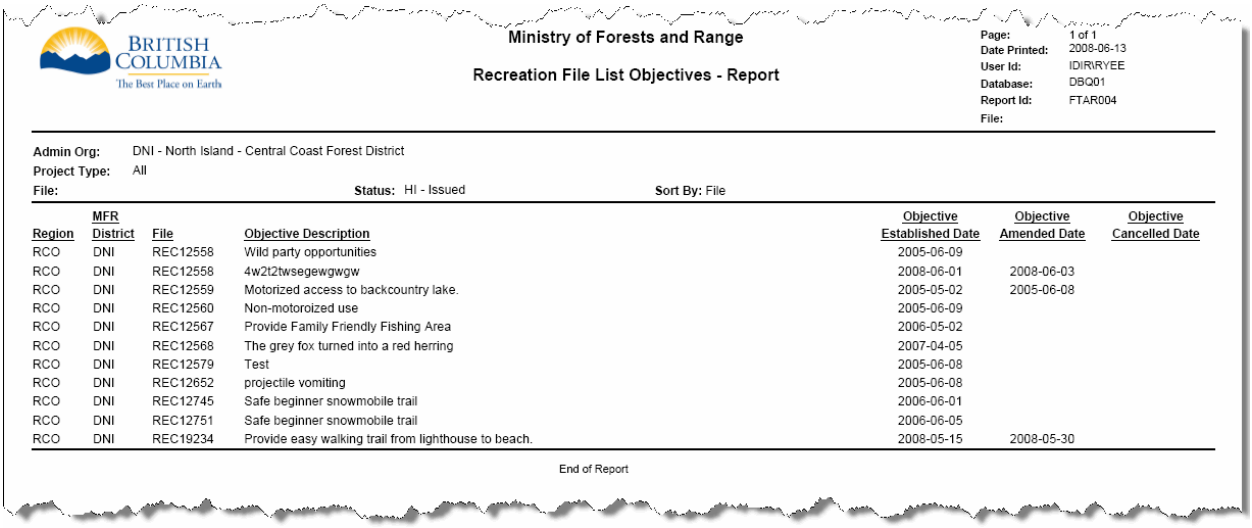
Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: Status: HI - Issued Sort By: File

Number of records in this report: 43

File	Status	Project Name	Project Type	Spatial Y/N	Length (km) /Area (ha)	Risk Rating	Defined Campsites	Total Remedial Repairs ($)	Total Structure Value ($)	Structure Count	Activity Count	Last Updated
REC0143	HI - Issued	SANDFLY NAHWITTI LAKE	RR - Recreation Reserve	Y	0.6873	M - Moderate	11		91,950.00	48	8	2007-04-04
REC0278	HI - Issued	GRANT BAY	RR - Recreation Reserve	Y	5.1523		2			2	5	2005-06-02
REC0281	HI - Issued	VINER SOUND		N			2			8	4	2005-06-01
REC0301	HI - Issued	SPENCER COVE	RR - Recreation Reserve	Y	0.7093		10			53	4	2005-06-01
REC0305	HI - Issued	GRANT BAY		N			0				2	2005-06-01
REC0487	HI - Issued	SONGHEES LAKE	RTR - Recreation Trail	Y	3.0714		2			17	4	2005-06-01
REC12148	HI - Issued	BIG CEDAR TREE		N			0			6	0	2005-06-01
REC12557	HI - Issued		RTR - Recreation Trail	Y	3.1375		0				0	
REC12558	HI - Issued	Happy Trails	RTR - Recreation Trail	Y	3.1375	H - High	7		4.00	2	4	2005-06-23
REC12559	HI - Issued	Splash Lake	RTR - Recreation Trail	Y	3.1375	M - Moderate	10			26	3	2005-06-08
REC12560	HI - Issued	Brian	RTR - Recreation Trail	Y	3.1375	H - High	1			4	3	2005-06-09
REC12567	HI - Issued	Great Fishing	SIT - Recreation Site	Y	6.1534	L - Low	4			8	4	2006-05-02
REC12568	HI - Issued	John's Site	SIT - Recreation Site	Y	6.1534		4	5,200.00	12,350.00	13	3	2005-06-09
REC12577	HI - Issued	Johnson St Creek Parkade	RR - Recreation Reserve	Y	6.1534	H - High	4		1,200.00	6	4	2007-04-04
REC12578	HI - Issued		RR - Recreation Reserve	Y	6.1534		0				0	
REC12579	HI - Issued	Ross	RR - Recreation Reserve	Y	6.1534		0				0	2005-06-08
REC12587	HI - Issued	dgfhdtryhdryrdtyre	IF - Interpretative Forest	Y	6.1534		1			2	0	2005-06-08
REC12588	HI - Issued	Recreation Site	IF - Interpretative Forest	Y	6.1534		0			7	0	2005-06-09
REC12596	HI - Issued		RTR - Recreation Trail	Y	3.1375		0				0	
REC12599	HI - Issued	brian	RTR - Recreation Trail	Y	3.1375		2				0	2005-06-14
REC12611	HI - Issued	img	RTR - Recreation Trail	Y	9.9500		0				0	2005-06-22
REC12612	HI - Issued		RTR - Recreation Trail	Y	9.9500		0				0	
REC12613	HI - Issued		RTR - Recreation Trail	Y	9.9500							

Objectives List Report





BRITISH COLUMBIA
The Best Place on Earth

Ministry of Forests and Range

Recreation File List Objectives - Report

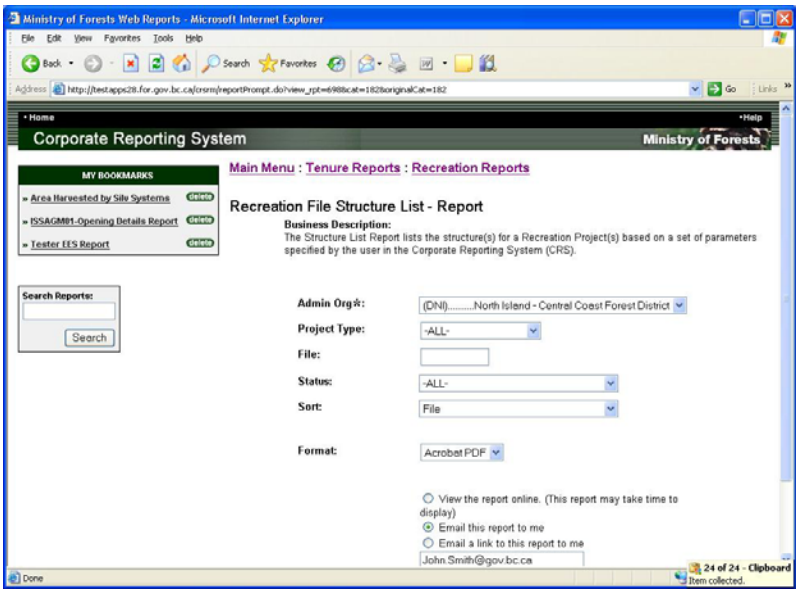
Page: 1 of 1
Date Printed: 2008-06-13
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR004
File:

Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: **Status:** HI - Issued **Sort By:** File

Region	MFR District	File	Objective Description	Objective Established Date	Objective Amended Date	Objective Cancelled Date
RCO	DNI	REC12558	Wild party opportunities	2005-06-09		
RCO	DNI	REC12558	4w2t2twsegewgwgw	2008-06-01	2008-06-03	
RCO	DNI	REC12559	Motorized access to backcountry lake.	2005-05-02	2005-06-08	
RCO	DNI	REC12560	Non-motoroized use	2005-06-09		
RCO	DNI	REC12567	Provide Family Friendly Fishing Area	2006-05-02		
RCO	DNI	REC12568	The grey fox turned into a red herring	2007-04-05		
RCO	DNI	REC12579	Test	2005-06-08		
RCO	DNI	REC12652	projectile vomiting	2005-06-08		
RCO	DNI	REC12745	Safe beginner snowmobile trail	2006-06-01		
RCO	DNI	REC12751	Safe beginner snowmobile trail	2006-06-05		
RCO	DNI	REC19234	Provide easy walking trail from lighthouse to beach.	2008-05-15	2008-05-30	

End of Report

Structure List Report



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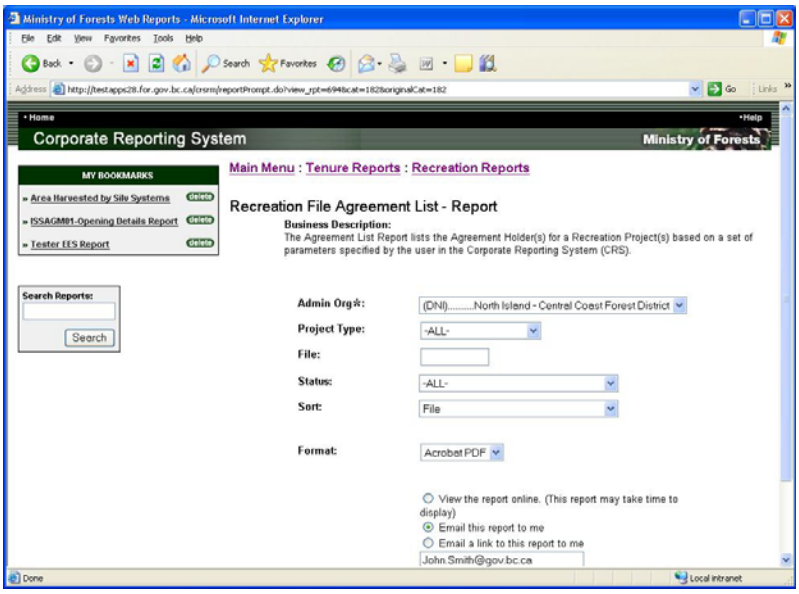
Recreation File List Structure - Report

Page: 1 of 4
Date Printed: 2008-06-13
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR005
File:

Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: **Status:** HI - Issued **Sort By:** File

Region	MFR District	File	Structure Type	Count	Length (m)	Width (m)	Area (m2)	Remedial Repair Code	Est. Repair Cost	Actual Value	Repair Complete Date
RCO	DNI	REC0143	Bench	1						150.00	
RCO	DNI	REC0143	Bench	1						200.00	
RCO	DNI	REC0143	Boardwalk	1	100.00					1,000.00	
RCO	DNI	REC0143	Boat Launch - Cartop (Unimproved)	1						1,500.00	
RCO	DNI	REC0143	Boat Launch - Concrete	1						3,000.00	
RCO	DNI	REC0143	Boat Launch - Concrete	1						20,000.00	
RCO	DNI	REC0143	Bridge - Foot (<6M)	1	20.00					5,000.00	
RCO	DNI	REC0143	Cable Car							5,000.00	
RCO	DNI	REC0143	Dock Wharf	1	2.00					0.00	
RCO	DNI	REC0143	Dock Wharf	1	5.00					0.00	
RCO	DNI	REC0143	Entrance Kiosk	1						1,000.00	
RCO	DNI	REC0143	Entrance Kiosk	1						1,000.00	
RCO	DNI	REC0143	Fencing - Log							10,000.00	
RCO	DNI	REC0143	Fire Ring	1						300.00	
RCO	DNI	REC0143	Fire Ring	1						100.00	
RCO	DNI	REC0143	Fire Ring	1						200.00	
RCO	DNI	REC0143	Fire Ring	1						200.00	
RCO	DNI	REC0143	Fire Ring	1						50.00	
RCO	DNI	REC0143	Fire Ring	1						300.00	
RCO	DNI	REC0143	Fire Ring	1						300.00	
RCO	DNI	REC0143	Fire Ring	1						300.00	
RCO	DNI	REC0143	Fire Ring	1						200.00	
RCO	DNI	REC0143	Hitching Rail	4	2.00					50.00	
RCO	DNI	REC0143	Litter Barrel - 45 Gallon	2						150.00	
RCO	DNI	REC0143	Litter Barrel - Bear Proof Double	1						1,000.00	
RCO	DNI	REC0143	Litter Barrel - Bear Proof Double	1						1,000.00	
RCO	DNI	REC0143	Litter Barrel - Bear Proof Double	1						1,300.00	
RCO	DNI	REC0143	Sign - 3 Blade							300.00	
RCO	DNI	REC0143	Sign - 3 Blade							300.00	
RCO	DNI	REC0143	Sign - Highway							500.00	

Agreement List Report



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Recreation File List Agreement - Report

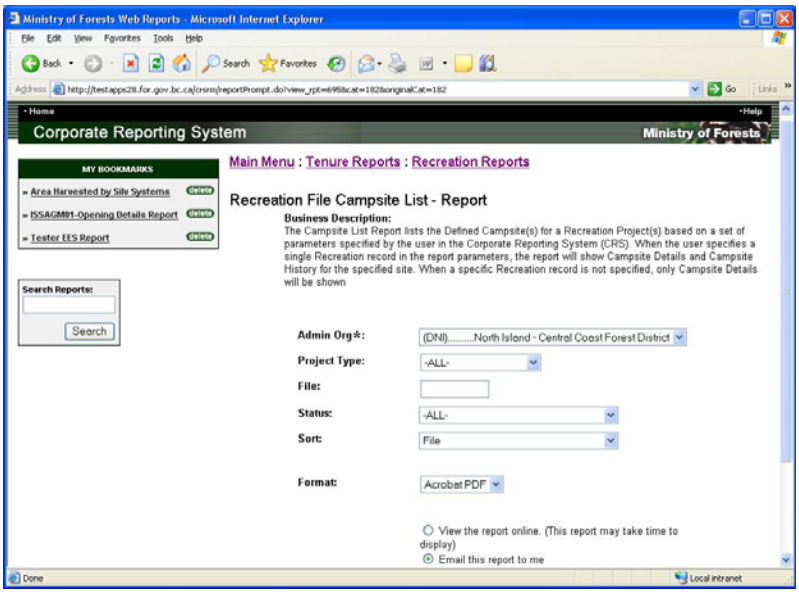
Page:	1 of 1
Date Printed:	2008-06-13
User Id:	IDIR\RYEE
Database:	DBQ01
Report Id:	FTAR001
File:	

Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: **Status:** HI - Issued **Sort By:** File

Region	MFR District	File	Client Name	Project Name	Client Number	Client Type	Phone	Start Date	End Date
RCO	DNI	REC0143	JENSEN, KNUD	SANDFLY NAHWITTI LAKE	00012700	I - Individual		2005-06-01	2005-06-23
RCO	DNI	REC12558	MANAGEMENT ABEYANCE	Happy Trails	00000001	C - Corporation		2008-01-01	2008-02-01
RCO	DNI	REC12558	BROWN, WILLIAM CHARLES	Happy Trails	00007987	I - Individual		2005-05-30	2005-06-28
RCO	DNI	REC12558	WHITE, BARBARA	Happy Trails	00143491	I - Individual	(250) 349 - 5748	2005-06-09	2005-06-30
RCO	DNI	REC12559	BLUMHAGEN, MARGARET	Splash Lake	00041863	I - Individual	(250) 423 - 6772	2005-10-01	2005-12-31
RCO	DNI	REC12559	MCKINNON, COLIN VINCENT	Splash Lake	00143492	I - Individual	(250) 423 - 7779	2005-05-02	2005-09-30
RCO	DNI	REC12560	SMITH, ALBERT	Brian	00040944	I - Individual		2005-06-09	2005-06-30
RCO	DNI	REC12567	CREEKSIDE RESOURCES INC.	Great Fishing	00106134	C - Corporation		2005-05-31	2005-07-01
RCO	DNI	REC12579	PRICE, A.L.	Ross	00012701	I - Individual		2005-06-08	2005-06-17
RCO	DNI	REC12652	VILLAGE OF ZEBALLOS	wanker pond	00114427	G - Government		2005-05-31	2005-07-09
RCO	DNI	REC12745	SMITH, BLANCHE MARIE	Liz Test Recreation	00086089	I - Individual	(250) 547 - 6741	2006-06-11	2006-07-02
RCO	DNI	REC12751	SMITH, BLANCHE MARIE	Liz Recreation 2	00086089	I - Individual	(250) 547 - 6741	2006-03-01	2008-03-01
RCO	DNI	REC19234	CREEKSIDE RESOURCES INC.	Oceanside Park Trail	00106134	C - Corporation		2008-05-31	2008-09-30

End of Report

Campsite List Report



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Recreation File List Campsite - Report

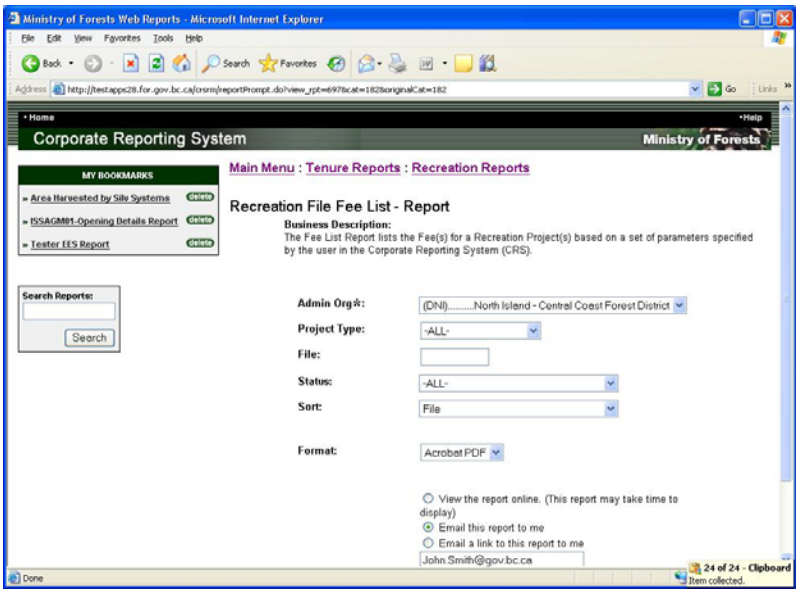
Page:	1 of 4
Date Printed:	2008-06-13
User Id:	IDIR\RYEE
Database:	DBQ01
Report Id:	FTAR002
File:	

Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: Status: HI - Issued Sort By: File

Campsite Details

Region	MFR District	File	Campsite Number	Remedial Repair Code	Estimated Repair Cost ($)
RCO	DNI	REC0143	1	BR - Brushing	
RCO	DNI	REC0143	2	MA - Major Repair	
RCO	DNI	REC0143	3	MI - Minor Repairs	
RCO	DNI	REC0143	4		
RCO	DNI	REC0143	5		
RCO	DNI	REC0143	6	BR - Brushing	
RCO	DNI	REC0143	7		
RCO	DNI	REC0143	8		
RCO	DNI	REC0143	9		
RCO	DNI	REC0143	10		
RCO	DNI	REC0143	11		
RCO	DNI	REC0278	1		
RCO	DNI	REC0278	2		
RCO	DNI	REC0281	1		
RCO	DNI	REC0281	2		
RCO	DNI	REC0301	1		
RCO	DNI	REC0301	2		
RCO	DNI	REC0301	3		
RCO	DNI	REC0301	4		
RCO	DNI	REC0301	5		
RCO	DNI	REC0301	6		
RCO	DNI	REC0301	7		
RCO	DNI	REC0301	8		
RCO	DNI	REC0301	9		
RCO	DNI	REC0301	10		
RCO	DNI	REC0487	1		
RCO	DNI	REC0487	2		
RCO	DNI	REC12569	1		

Fee Report



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Recreation File List Fees - Report

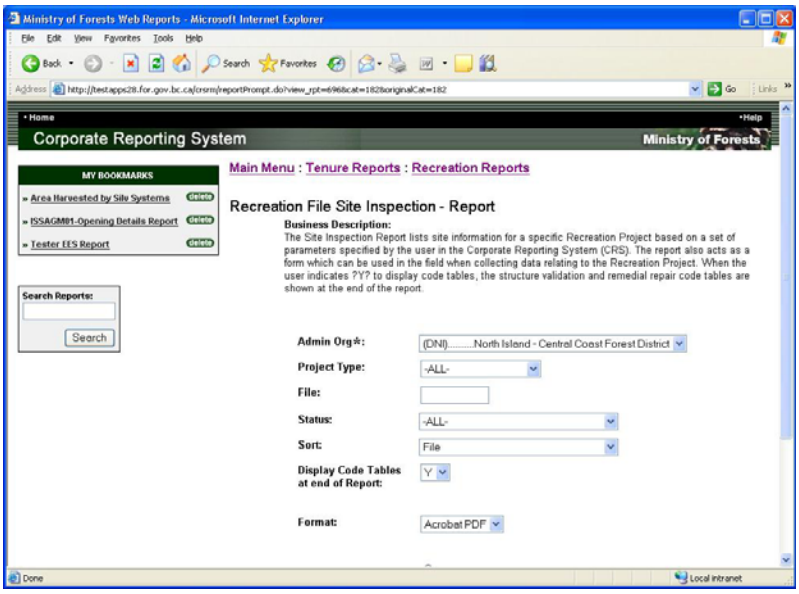
Page: 1 of 1
Date Printed: 2008-06-13
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR003
File:

Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: **Status:** HI - Issued **Sort By:** File

Region	MFR District	File	Fee Type	Fee Amount ($)	Fee Start Date	Fee End Date	Days M	T	W	T	F	S	S
RCO	DNI	REC0143	C - Camping	1.00	2005-06-05	2005-06-29	☑	☑	☑	☐	☐	☑	☑
RCO	DNI	REC0143	C - Camping	10.00	2005-06-06	2005-06-28	☐	☐	☐	☐	☑	☐	☐
RCO	DNI	REC12558	C - Camping	10.50	2005-06-14	2005-06-30	☑	☑	☑	☐	☐	☐	☐
RCO	DNI	REC12558	D - Day Use	4.00	2008-06-01	2008-06-03	☑	☑	☐	☐	☐	☐	☐
RCO	DNI	REC12559	C - Camping	1.00	2003-05-01	2003-05-30	☑	☑	☑	☑	☑	☑	☑
RCO	DNI	REC12559	C - Camping	1.00	2003-05-02	2003-05-04	☐	☐	☐	☐	☐	☑	☐
RCO	DNI	REC12567	C - Camping	10.00	2006-03-01	2008-03-01	☐	☐	☐	☐	☑	☑	☑
RCO	DNI	REC12567	C - Camping	5.00	2006-03-01	2008-03-01	☑	☑	☑	☑	☐	☐	☐
RCO	DNI	REC12567	D - Day Use	5.00	2006-03-01	2008-03-01	☑	☑	☑	☑	☑	☑	☑
RCO	DNI	REC12577	C - Camping	10.00	2007-03-29	2007-04-02	☐	☐	☐	☐	☑	☐	☐
RCO	DNI	REC12577	C - Camping	10.00	2007-03-29	2007-04-01	☐	☐	☐	☐	☐	☑	☐
RCO	DNI	REC12579	D - Day Use	1.00	2005-06-08	2005-06-16	☑	☑	☑	☑	☑	☑	☑
RCO	DNI	REC12587	C - Camping	12.00	2006-05-26	2008-05-16	☐	☑	☐	☑	☐	☑	☐
RCO	DNI	REC12599	C - Camping	1.00	2005-06-11	2005-06-24	☑	☑	☑	☑	☑	☑	☑
RCO	DNI	REC12642	C - Camping	1.00	2005-05-31	2005-06-16	☑	☐	☐	☐	☐	☐	☐
RCO	DNI	REC12642	C - Camping	1.00	2005-05-31	2005-06-16	☐	☑	☐	☐	☐	☐	☐
RCO	DNI	REC12642	C - Camping	1.00	2005-06-01	2005-06-15	☐	☐	☑	☐	☐	☐	☐
RCO	DNI	REC12745	C - Camping	10.00	2006-03-01	2008-03-01	☐	☐	☐	☐	☑	☑	☑
RCO	DNI	REC12751	C - Camping	10.00	2006-03-01	2008-03-01	☐	☐	☐	☐	☑	☑	☑
RCO	DNI	REC19234	P - Parking	5.00	2008-07-01	2008-08-31	☑	☑	☑	☑	☑	☑	☑

End of Report

Site Inspection Report



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Recreation File Site Inspection- Report

Page: 1 of 403
Date Printed: 2008-06-20
User Id: IDIR\RYEE
Database: DBQ01
Report Id: FTAR006
File:

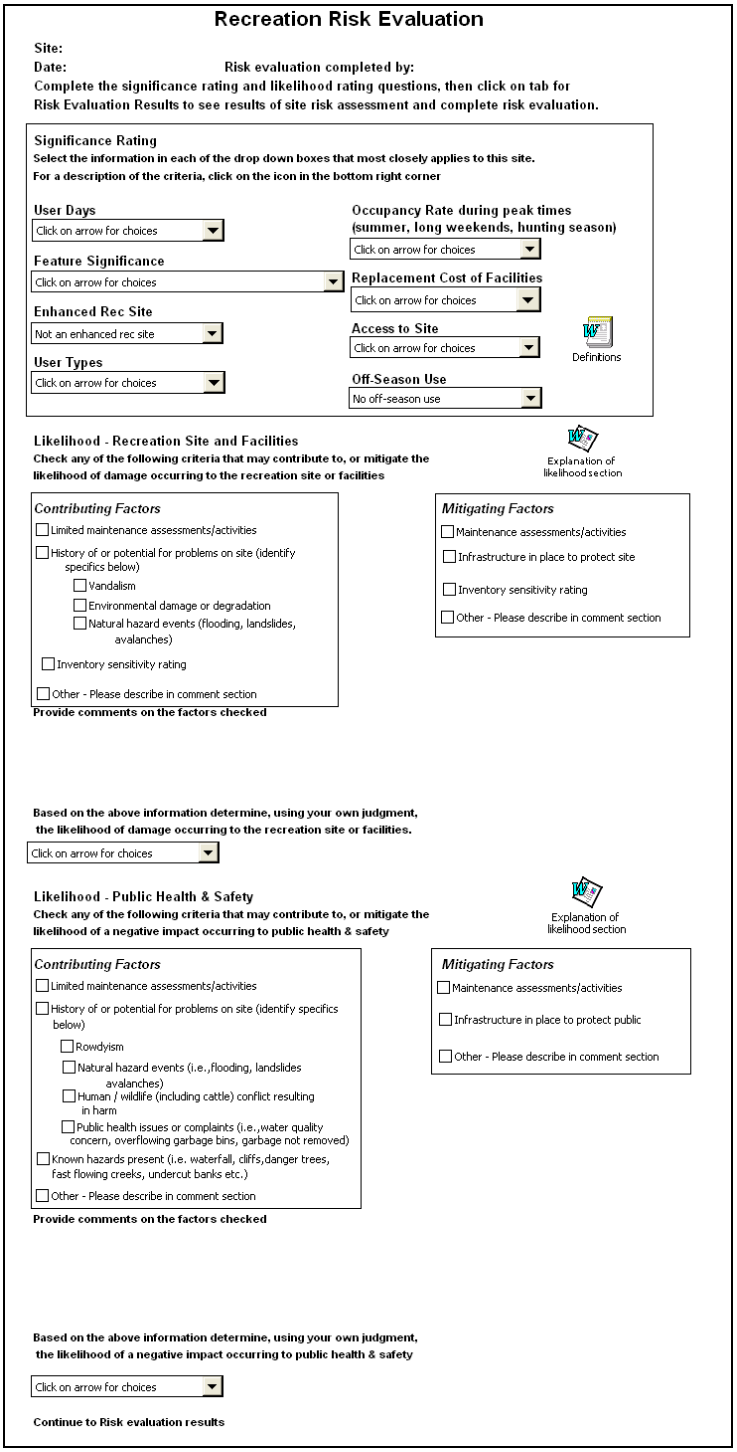
Admin Org: DNI - North Island - Central Coast Forest District
Project Type: All
File: **Status:** All **Sort By:** File

REC0125

Region:	RCO				
MFR District:	DNI				
Project Name:	HELPER CREEK				
File:	REC0125	**Associated Files Exist:**	No	**Project Type:**	RR - Recreation Reserve
Right of Way width (m):		**Risk Rating:**		**Significant Recreation Feature:**	A1 - Sport Fish
Total Trail Length (km):	2.85	**Total Area (ha):**	13.92	**User Days:**	0K - < 1000
Defined Campsites:	12	**Overflow Campsites:**	0	**Controlled Access Type:**	
UTM Zone:	9	**UTM Easting:**	580000	**UTM Northing:**	5617300
Last Rec Inspection Date:		**Last C&E Inspection Date:**		**Maintenance Standard:**	
Project Established Date:		**Spatial Exists:**	No	**Archaeological Impact Assessment:**	
Exhibit A:	No	**# of Comments:**	2	**# of Attachments:**	2
Recreation Webmap:	No	**Objectives Exist:**	No	**Remedial Repairs Required:**	Yes
Resource Feature:	A1 - Sport Fish	**Recreation District:**			
Site Decription:		**Site Location:**			

Appendix E: Recreation Site Risk Rating Form

Site Risk Information



Recreation Risk Evaluation

Site:

Date: **Risk evaluation completed by:**

Complete the significance rating and likelihood rating questions, then click on tab for Risk Evaluation Results to see results of site risk assessment and complete risk evaluation.

Significance Rating

Select the information in each of the drop down boxes that most closely applies to this site.
For a description of the criteria, click on the icon in the bottom right corner

User Days
Click on arrow for choices

Feature Significance
Click on arrow for choices

Enhanced Rec Site
Not an enhanced rec site

User Types
Click on arrow for choices

Occupancy Rate during peak times (summer, long weekends, hunting season)
Click on arrow for choices

Replacement Cost of Facilities
Click on arrow for choices

Access to Site
Click on arrow for choices

Off-Season Use
No off-season use

Definitions

Likelihood - Recreation Site and Facilities

Check any of the following criteria that may contribute to, or mitigate the likelihood of damage occurring to the recreation site or facilities

Explanation of likelihood section

Contributing Factors
- Limited maintenance assessments/activities
- History of or potential for problems on site (identify specifics below)
  - Vandalism
  - Environmental damage or degradation
  - Natural hazard events (flooding, landslides, avalanches)
- Inventory sensitivity rating
- Other - Please describe in comment section

Mitigating Factors
- Maintenance assessments/activities
- Infrastructure in place to protect site
- Inventory sensitivity rating
- Other - Please describe in comment section

Provide comments on the factors checked

Based on the above information determine, using your own judgment, the likelihood of damage occurring to the recreation site or facilities.
Click on arrow for choices

Likelihood - Public Health & Safety

Check any of the following criteria that may contribute to, or mitigate the likelihood of a negative impact occurring to public health & safety

Explanation of likelihood section

Contributing Factors
- Limited maintenance assessments/activities
- History of or potential for problems on site (identify specifics below)
  - Rowdyism
  - Natural hazard events (i.e.,flooding, landslides avalanches)
  - Human / wildlife (including cattle) conflict resulting in harm
  - Public health issues or complaints (i.e.,water quality concern, overflowing garbage bins, garbage not removed)
- Known hazards present (i.e. waterfall, cliffs,danger trees, fast flowing creeks, undercut banks etc.)
- Other - Please describe in comment section

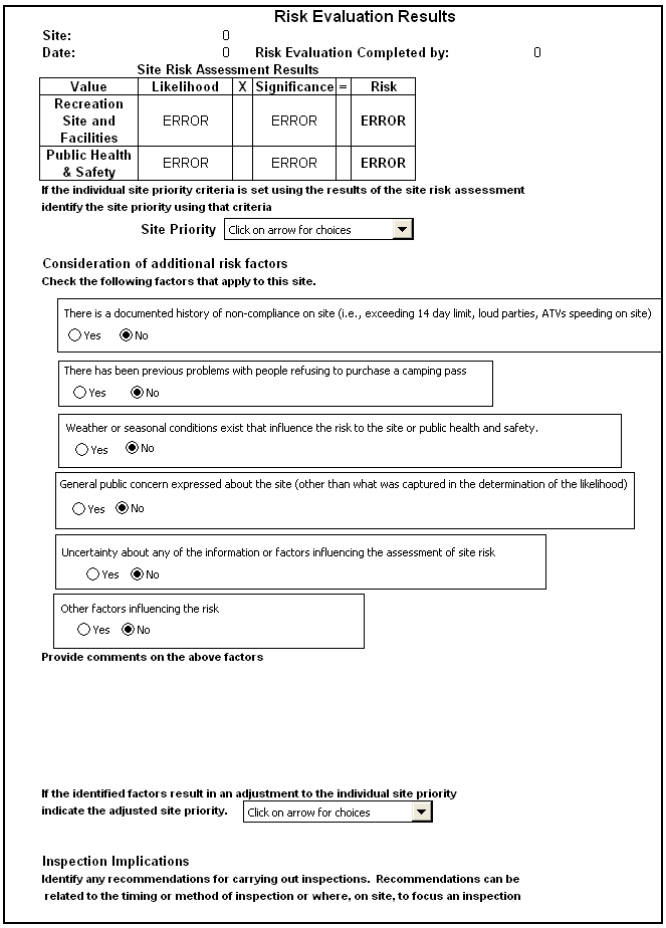
Mitigating Factors
- Maintenance assessments/activities
- Infrastructure in place to protect public
- Other - Please describe in comment section

Provide comments on the factors checked

Based on the above information determine, using your own judgment, the likelihood of a negative impact occurring to public health & safety
Click on arrow for choices

Continue to Risk evaluation results

Risk Evaluation Results



Risk Evaluation Results

Site: 0

Date: 0 Risk Evaluation Completed by: 0

Site Risk Assessment Results

Value	Likelihood	X	Significance	=	Risk
Recreation Site and Facilities	ERROR		ERROR		ERROR
Public Health & Safety	ERROR		ERROR		ERROR

If the individual site priority criteria is set using the results of the site risk assessment identify the site priority using that criteria

Site Priority Click on arrow for choices

Consideration of additional risk factors

Check the following factors that apply to this site.

There is a documented history of non-compliance on site (i.e., exceeding 14 day limit, loud parties, ATVs speeding on site)
○ Yes ◉ No

There has been previous problems with people refusing to purchase a camping pass
○ Yes ◉ No

Weather or seasonal conditions exist that influence the risk to the site or public health and safety.
○ Yes ◉ No

General public concern expressed about the site (other than what was captured in the determination of the likelihood)
○ Yes ◉ No

Uncertainty about any of the information or factors influencing the assessment of site risk
○ Yes ◉ No

Other factors influencing the risk
○ Yes ◉ No

Provide comments on the above factors

If the identified factors result in an adjustment to the individual site priority indicate the adjusted site priority. Click on arrow for choices

Inspection Implications

Identify any recommendations for carrying out inspections. Recommendations can be related to the timing or method of inspection or where, on site, to focus an inspection