

Ministry of Forests and Range



FTA Training

Facilitator Guide

FTA Roads Module

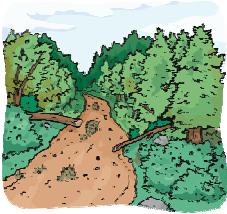
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FTA Facilitator Guide –



FTA Roads Module

About the Training Session

In this topic, you will learn:

- The purpose and structure of the Roads Training Session; and,
- How to effectively prepare for and deliver this session.

Purpose of this Training Session

The FTA/ESF Roads Training Session is intended to teach participants:

- the new streamlined business process for managing Roads; and,
- how to effectively enter, process, and manage Road Tenures within FTA.

This session focuses on the use of FTA as part of the overall business of managing Road Tenures.

Training Session Learning Objectives

The objectives of this session are to ensure participants understand the business process for managing roads in our province and how to effectively administer Road Tenures in FTA. Upon completion of this session, participants should be able to:

- Explain the role of each Road Tenure type;
- Understand why MoFR has shifted to the streamlined Road Tenure process and key benefits of this shift; and,
- Understand the Road Tenure Administration process.

Participants should also be able to complete the following tasks in FTA:

- Submit a Road Tenure Application;
- Clear, approve and review a Road Tenure;
- Work with Road Tenures;
- Amend Road Tenures and review segments;
- Retire, transfer, delete and re-label a Road Tenure;
- Associate clients, files and notes with a Road Tenure.

Training Session Pre-requisites

It is recommended that participants complete the following training prior to attending this session:

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

Training Session Audience

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

Training Session Structure

This training session may be delivered either as a:

- Two day instructor led classroom session; or,
- Online session. Note: Online classroom sessions will only include the material discussed in Day 2 of the instructor led classroom session.

All supporting material (Participant Guide and PowerPoint Overheads) will be available on the FTA Training Website <http://gwww.for.gov.bc.ca/his/fta/>. Please note that this site is currently under development.

The classroom session will include presentations, demonstrations, and activities for participants to complete. The online session will include presentations and demonstrations only.

Delivering the Training Session

The **classroom training session** will be 2 days in length and structured as follows:

- Day 1: Road Tenure Business. The focus will be on the new business process.
- Day 2: FTA Application. The focus will be on demonstrating and using FTA to meet the business needs discussed in Day 1.

The **online training session** will be four hours in length and will include the presentations and demonstrations shown during Day 2 of the classroom session.

The following agenda should be used to assist facilitators with determining the timing of each topic. The times noted are to be used as a guideline and can be modified to suit class requirements.

Agenda

Topic	Time
Day 1	
Introduction to the Session & Project Background	30 min
Topic 1: An Introduction to Road Tenures	45 min
Topic 2: Streamlining the Road Tenure Process	60 min
Break	15 min
Topic 3: Understanding Road Tenure Administration	60 min
Lunch	60 min
Topic 3: Understanding Road Tenure Administration (continued.)	150 min
Break	15 min
Discussion: Streamlining & You	75 min
Topic	Time
Day 2	
Topic 4: Adding a Road Tenure	30 min
Topic 5: Clearing, Approving & Reviewing a Road Tenure	30 min
Break	15 min
Exercise: Part A	75 min
Topic 6: Working with Road Tenures & FTA	30 min
Lunch	60 min
Exercise: Part B	30 min
Topic 7: Amending a Road Tenure & Reviewing Segments	30 min
Topic 8: Retire, Transfer, Delete and Re-label a Road Tenure	45 min
Break	15 min
Exercise: Part C	60 min
Topic 9: Associating Clients, Files and Notes	30 min
Exercise: Part D & Part E	30 min
Topic 10: Wrap-Up	30 min
Training Session Duration	2 Days

Preparing for the Training Session

How to Use this Facilitator Guide

This guide is to be used in conjunction with the PowerPoint Presentation file titled “**FTA-Roads-PPT-v3.0.ppt**”. A separate Participant Guide is available for participants of this session.

This Facilitator Guide contains a summary of information included in the Participant Guide as well as additional instructional points and training tips. **It is highly recommended that facilitators read this guide and the Participant Guide to ensure they are well prepared to deliver the session.**

Note: This Facilitator Guide does not include all of the information contained in the Participant Guide.

Handouts

Ensure you print and distribute the following handout to all participants attending the classroom training session:

- **FTA-Roads-Exercise-V3.0.doc**

This handout details the instructions participants will follow to complete the four part exercise.

Training Icons Used

The following training icons are used to indicate cross references to tips, warnings, overheads, demonstrations, question and answer sessions, and readings.

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.
	Warning – Items that you should not do or be very careful doing in FTA.
	Overhead – You should display the corresponding overhead noted.
	Demonstration – You should demonstrate the task to the participants.
	Exercise – Participants should complete the specified exercise.

Look for...	Denotes...
	Question/Answer Session – Ask participants if they have any questions about the material presented.
	Readings – You should remind participants to refer to the Participant Guide for additional topic details, information or a step by step summary.

Demonstration Data to Prepare

There are demonstrations throughout this session. Please ensure the proper data is prepared for these. Please use the district that corresponds to your training district when preparing and conducting demonstrations.

Please note that the demonstration instructions and sample screen prints are included throughout this guide. The screen prints are samples only and are meant as a guide. These screen prints do not represent the actual data used during the training.

Data requirements are:

Topic	Demonstration	Data
Topic 4: Submitting a Road Tenure	Demo A: Add a FSR	There is no data to prepare for this demo.
Topic 5: Clearing, Approving & Reviewing a Road Tenure	Demo B: Working with the Inbox <ul style="list-style-type: none"> Part I: Clear the Tenure Part II: Complete Mandatory Fields & Generate a Timber Mark Part III: Confirm Segments & Approve the Tenure 	<p>One Road Permit (B01) file is present in the Inbox (this file is cleared) for each session of training.</p> <ul style="list-style-type: none"> Road Permit #1 <p>The Road Permit must have four segments as follows:</p> <ul style="list-style-type: none"> Segment 1: Untenured Segment 2: Tenured Segment 3: Tenured (Overarching Tenure – Area based) Segment 4: Tenured (Overarching Tenure – Volume based) <p>The Road Permit must cross an Overarching Tenure which has a Road Timber Mark (already generated) in FTA. Overarching Tenure #1 (Area Based):</p> <ul style="list-style-type: none"> DOS: Overarching Tenure = W0370 & Road Timber Mark = WAK CR1 DIC: TBA DVA: TBA <p>The Road Permit must cross an Overarching Tenure which is</p>

Topic	Demonstration	Data
		<p>volume based. Overarching Tenure #2 (Volume Based):</p> <ul style="list-style-type: none"> DOS: Overarching Tenure = A18672 & Road Timber Mark = ER9 0R2 DIC: TBA DVA: TBA <p>Use the PDF File provided for the Upload of the Exhibit A.</p> <ul style="list-style-type: none"> DOS: TBA DIC: TBA DVA: TBA
	Demo C: Review the FTA Submission	There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B).
	Demo D: Show Road Timber Marks	There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B).
Topic 6: Working with Road Tenures & FTA	Demo E: Examine Road Tenure Sections	This demo uses Road Permit #1E .
Topic 7: Amending a Road Tenure & Reviewing Segments	Demo F: Examine Road Tenure History	<p>One Road Permit (B01) file for each session of training.</p> <ul style="list-style-type: none"> Road Permit #2 <p>The Road Permit must have one section and that section must have been amended.</p> <p>The amendment must have been cleared and approved.</p>
	Demo G: Review Road Segments	<p>There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B).</p> <p>The Road Permit must cross an Overarching Tenure which is volume based. Overarching Tenure #2 (Volume Based):</p> <ul style="list-style-type: none"> DOS: Overarching Tenure = A18672 & Road Timber Mark = ER9 0R2 DIC: TBA DVA: TBA <p>In the demo, Segment #3 of the Road Permit must be changed to</p>

Topic	Demonstration	Data
		<p>cross a different Overarching Tenure which is volume based.</p> <p>Overarching Tenure #3 (Volume Based):</p> <ul style="list-style-type: none"> DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3 DIC: TBA DVA: TBA
Topic 8: Retire, Transfer, Delete and Re-label a Road Tenure	Demo H: Retire a Road Section	There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B).
Topic 9: Associating Clients, Files and Notes	<p>Demo I: Associate a File, Client and Note</p> <ul style="list-style-type: none"> Part I: File Association Part II: Client Association Part III: Notes 	<p>This demo uses Road Permit #2 (prepared for Demo F) for the "Associating Clients" and "Associating Notes" portions of this demo.</p> <p>Each session of the training will also require an Overarching Tenure for the "File Association" part of this demonstration. Use Overarching Tenure #3.</p> <ul style="list-style-type: none"> DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3 DIC: TBA DVA: TBA

Exercise Data to Prepare

Day 2 of the Classroom Training Session includes a four part exercise for participants to complete. The parts of the exercise are:

- Part A: Add, Clear, & Approve Road Tenures
- Part B: Working with Road Tenures
- Part C: Amend, Review, Re-label, & Transfer a Road Tenure
- Part D: Add Clients, Files, & Notes

The data requirements for the exercise are outlined in the following file:

- FTA-Roads-Exercise-V3.0 Fac.xls**

The exercise instructions are outlined in the following file:

- FTA-Roads-Exercise-V3.0.doc**

Ensure you assign each workstation a district and workstation number to match the files that workstation will use.

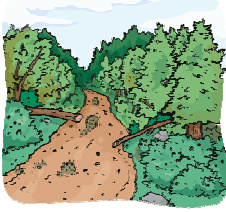
Preparation Checklist

The following checklist is intended to assist facilitators with the preparation for this session.

Facilitator User ID and Password for FTA	
☐	<ul style="list-style-type: none"> URL: http://trainapps12.for.gov.bc.ca/fta/
☐	User ID & Password <ul style="list-style-type: none"> Use the User ID & Password provided with each demo's instructions.
1-2 months prior to training	
☐	Book facility to conduct the training. <ul style="list-style-type: none"> Classroom to conduct In Person session or room to deliver Online session.
☐	Book set of laptops for the training. <ul style="list-style-type: none"> Only applicable to In Person session.
☐	Make any necessary travel arrangements. <ul style="list-style-type: none"> Only applicable to In Person session.
☐	Ensure the facilitator's computer contains: <ul style="list-style-type: none"> Access to FTA Training Environment PowerPoint software Access to LearnLinc (only applicable to Online session)
1 week prior to training	
☐	Review: <ul style="list-style-type: none"> this Facilitator Guide PowerPoint Presentation Participant Guide
☐	Ensure the data is ready for: <ul style="list-style-type: none"> Demos Exercises (only applicable to In Person session)
☐	Print out exercise handouts (1 per participant) <ul style="list-style-type: none"> FTA-Roads-Exercise-V3.0.doc
1-2 days prior to training	
☐	Load PowerPoint Presentation files onto the Facilitator's Computer <ul style="list-style-type: none"> PowerPoint File: "FTA-Roads-PPT-v3.0.ppt"
☐	Review the Participant List to determine class size <ul style="list-style-type: none"> Note: Participants may access materials from the Online Classroom Website.
☐	Test (only applicable to Online session): <ul style="list-style-type: none"> Signing in to LearnLinc Opening FTA in LearnLinc Opening the PowerPoint Presentation in LearnLinc

Day of training	
☐	Arrive early to ensure everything is running smoothly. <ul style="list-style-type: none">• Test all participant computers (only applicable to In Person session).
☐	Handout exercise instructions to each participant.
☐	Locate (only applicable to In Person session): <ul style="list-style-type: none">• Emergency Exits• Location of washrooms• Location of telephones
☐	If possible, designate another individual in the training room with you as the co-pilot. This person can help monitor text chats, etc. <ul style="list-style-type: none">• Only applicable to Online session.
☐	Record participant attendance and provide to MoFR FTA Project Manager.

FTA Facilitator Guide –



FTA Roads Module

Introduction to the Session



At the end of this lesson, participants will be able to:

- Explain the objectives of this session;
- Understand the format of the training; and,
- Effectively use their Participant Guides.



Overheads

- 6.1 – 6.8

Review Session Objectives

Actions	Key Points
OH 6.1	<p>Welcome participants to the Roads Tenure Management Training Session:</p> <p>Facilitator should introduce himself/herself and provide a brief explanation of their role and experience with FTA.</p> <ul style="list-style-type: none"> o If there are other co-facilitators, they should also introduce themselves. <p>Have each participant introduce himself/herself and include a brief explanation of their job, location, and experience with FTA.</p>
OH 6.2	<p>Review the objectives of the session:</p> <p>The objectives of this session are to ensure participants understand the business process for managing roads in our province and how to effectively administer Road Tenures in FTA.</p> <p>Upon completion of Day 1 of this session, participants should be able to:</p> <ul style="list-style-type: none"> • Explain the role of each Road Tenure type; • Understand why MoFR has shifted to the streamlined Road Tenure process and key benefits of this shift; and, • Understand the Road Tenure Administration process. <p>Participants should also be able to complete the following tasks in FTA after completion of Day 2 of this session:</p> <ul style="list-style-type: none"> • Submit a Road Tenure Application; • Clear, approve and review a Road Tenure; • Work with Road Tenures; • Amend Road Tenures and review segments; • Retire, transfer, delete and re-label a Road Tenure; • Associate clients, files and notes with a Road Tenure.
OH 6.3	<p>Emphasize pre-requisite training requirements:</p> <p>Participants should complete the following prior to participating in this session:</p> <ul style="list-style-type: none"> • An Orientation to MOF Business Applications • Module 1.1 Overview of FTA/ESF



Warning:

If participants have not completed the pre-requisite training they may find some sections of this training confusing.

Review Session Format

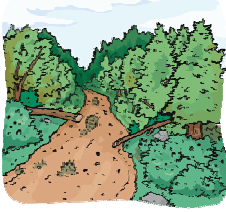
Actions	Key Points
OH 6.4 & OH 6.5	<p>Review the agenda with participants:</p> <ul style="list-style-type: none"> Walk through the agenda on the slide for each day of the Classroom session. <ul style="list-style-type: none"> Explain that whenever possible, tasks and functions will be demonstrated using a training environment of FTA. Explain that the training is a mix of presentations, discussions, demonstrations, and activities.
	<p>Highlight the Training Database:</p> <p>Explain to participants that the database you are using for today's demonstrations and exercises is a Training Database.</p> <ul style="list-style-type: none"> Therefore, none of the data you are entering or modifying will affect the actual business of the Ministry. In addition, this data may differ from the data in the Production Database.
	<p>Review Facilities:</p> <p>Review the following:</p> <ul style="list-style-type: none"> Location of washrooms. Location of telephones. Emergency Exits.
OH 6.6	<p>FTA Website:</p> <p>Review the FTA Website.</p> <ul style="list-style-type: none"> This site is used to store all communication, training, and links to the FTA Application.

Explore Effective Use of the Participant Guide

Actions	Key Points
OH 6.7	<p>Direct participants to their guides:</p> <p>Explain that this session will review and demonstrate concepts relevant to Road Tenure Management.</p> <ul style="list-style-type: none"> Concepts are explained in detail in the Participant Guide. Download the Participant Guide via the MoFR Learning Store or FTP Site.
	<p>Highlight FTA Modules:</p> <p>Explain to participants that the FTA/ESF Roads Module is one of many modules in FTA.</p> <p>Other modules include Range Tenure Management, Range Billing, Forest Tenures, Recreation, and Private Marks.</p>

Actions	Key Points
OH 6.8	<p>Topic Wrap-Up:</p> <p>Emphasize that the FTA Training Site will be a handy site to bookmark.</p> <ul style="list-style-type: none">• Ask participants to try to use the On-Line Help to find an answer to a question prior to calling the Help Desk. <p> Question and Answer:</p> <p>Ask participants if they have any questions about the session.</p>

FTA Facilitator Guide –



FTA Roads Module

Topic 1: An Introduction to Road Tenures



In this topic, participants will understand:

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

Overheads:

- 6.9 – 6.30

Types of Road Tenures

Actions	Key Points
OH 6.9	<p>Clarify the purpose of Topic 1:</p> <p>Emphasize that during this topic, participants will learn about the:</p> <ul style="list-style-type: none"> Types of Road Tenures; and, The role of Road Tenures
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 1 of their guides.</p>
OH 6.10	<p>Review the general description of Road Tenures:</p> <ul style="list-style-type: none"> A road tenure provides an agreement holder with the authority to use and maintain a road on Crown Land for industrial purposes. Under the <i>Forest Act</i>, all forest roads constructed on Crown Land must be tenured. Some Road Tenures can provide authority to construct and/or modify a road and cutting authority if trees must be cleared for the road. In B.C., any timber transported on Crown Land to a public road must be on tenured forest roads. If transportation of timber must cross private land, then this must be done in agreement with the land owner and remains the responsibility of the licensee.
OH 6.11	<p>Review the types of Forest Roads in BC:</p> <ul style="list-style-type: none"> Forest Service Road (FSR): is managed by the Forest Service. <ul style="list-style-type: none"> It is important to note that using this road for industrial purposes requires authorization under a Road Use Permit (RUP) or an exemption as specified under legislation. Industrial Forest Use Road: that accesses one or more cut blocks is actively managed by agreement holders. <ul style="list-style-type: none"> The agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a Road Permit (RP). Subsequent industrial users can use a road that is under a Road Permit to another licensee, but must give notice to the Road Permit holder and share maintenance costs as specified in legislation. A forestry use road that is not used for timber hauling and is actively managed by agreement holders. The

Actions	Key Points
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agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a **Special Use Permit (SUP)**.

- **Non Status Road:** is an older, abandoned road with no active tenure over it. Upgrading or using the road for industrial purposes must be authorized through a **Road Permit, Special Use Permit**, or an exemption as specified in legislation.
- **On-block Road:** that is wholly contained within a single cutting authority can be authorized by a **Cutting Permit (CP)** or **Timber Sale Licence (TSL)**.
 - o Cutting Permits are discussed in the Timber Tenure Module of the FTA Training Program
- **Industrial Use Road (Non Forest):** a non-forestry use road that is actively managed by agreement holders. The agreement holder that constructs the road, or is the first industrial user of an existing road (see Non Status Roads), must be authorized through a **Special Use Permit (SUP)**.

OH 6.12

Review the alphanumeric codes used in FTA:

- Forest Service Road = B40
- Road Permit = B01
- A forestry use Special Use Permit is a Tenure Type = S01
- A non-forestry use Special Use Permit is a Tenure Type = S02
- Road Use Permit = B41
 - o Note: FTA does not track B41 files at this time.



Tip:

Highlight that the processing of Road Tenures in FTA will be discussed and demonstrated in the second day of the classroom session.

OH 6.13

Review the Road Tenure example:

Explain that the following example can be used to assist in thinking about Road Tenures:

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

Emphasize: One Road Tenure may contain one or many Road Sections/Branches.

The Role of Road Tenures

Actions	Key Points
OH 6.14	<p>Review the Role of Road Tenures – Forest Service Road (B40):</p> <p>This tenure type authorizes occupation of the road by the Forest Service. A Forest Service Road is denoted as a B40 Tenure Type in FTA.</p>
OH 6.15	<p>Review the Role of Road Tenures – Road Use Permits (B41):</p> <p>Industrial use of a Forest Service Road must be authorized under a Road Use Permit or an exemption as specified under legislation. This will be denoted as a B41 tenure type in FTA.</p> <p>The following rules apply to licensees operating under a Road Use Permit:</p> <ul style="list-style-type: none"> • The user designated as having “surface maintenance obligations” must maintain those segments under the RUP as defined in regulation. • Subsequent users of the same road segments are not to be designated as having surface maintenance responsibilities; however, they are responsible to provide notice and pay a reasonable cost to the user having the surface maintenance obligations as specified in legislation. <p>Note that a Road Use Permit must be applied for via the appropriate District Office. This tenure type is not yet available for application via ESF or processing in FTA.</p>
OH 6.16	<p>Review the Role of Road Tenures – Road Permits (B01):</p> <ul style="list-style-type: none"> • A Road Permit is required if the access is not a: <ul style="list-style-type: none"> o Forest Service Road; or, o Under another tenure. • A Road Permit provides ongoing, non-exclusive authority for industrial use. • The public and other industrial users can use a road that is under a Road Permit. • Subsequent industrial users have specific legislated obligations to fulfill in order to use another licensee's Road Permit Road. • A Road Permit is denoted as a B01 tenure type in FTA.
OH 6.17	<p>Tip:</p> <p>Highlight that a Road Permit may include cutting authority.</p> <ul style="list-style-type: none"> • A Road Permit provides authority to construct and/or use roads that are not authorized under another Road Tenure or an active Cutting Permit/Timber Sale Licence. • If necessary, the Road Permit may include cutting authority for the timber within the road right of way. <ul style="list-style-type: none"> o Forest Service Roads (B40) and Road Permits (B01) have a right of way clearance width of 75 meters. Note that this is not equivalent to the harvest area. o Special Use Permits (S01 and S02) right of way clearance widths may be between 20 and 75 meters. • A Road Permit that includes cutting authority is always



Actions	Key Points
	<p>associated with at least one agreement and Timber Mark for cut control purposes, but technically is considered a stand-alone agreement under the <i>Forest Act</i>.</p> <ul style="list-style-type: none"> • A Road Permit authorizing construction can only be applied for after planning requirements of the applicable forest practices legislation have been met.
OH 6.18	<p>Review the Checklist of Road Permit Provisions:</p> <ul style="list-style-type: none"> • Define the legal area of interest. <ul style="list-style-type: none"> ◦ The permit area described on the Exhibit A Map. • Define the rights granted. <ul style="list-style-type: none"> ◦ Including, if necessary, the harvest of timber within the right of way. • Set the term. <ul style="list-style-type: none"> ◦ Beginning date and criteria for termination. ◦ Note: Road Permits (B01) and Timber Marks do not expire. • Establish that permit rights are non-exclusive. <ul style="list-style-type: none"> ◦ Other than timber authorized for harvesting within the right of way. • Link any timber harvesting under the permit with the cut control specifications and waste assessment requirements of specific licences. • Identify the Timber Mark(s) for any timber harvested from the clearing area.
OH 6.19	<p>Review the Role of Road Tenures – Special Use Permits (S01, S02):</p> <p>Special Use Permits (SUPs) are utilized to authorize the construction, maintenance and use of roads by the holder of a:</p> <ul style="list-style-type: none"> • claim; • lease; • permit; or, • other authorization <p>granted or issued under the <i>Coal Act</i>, the <i>Mineral Tenure Act</i>, the <i>Mines Act</i> or the <i>Mining Right of Way Act</i> or other relevant legislation.</p>
OH 6.20	<p>Review SUP Authorization:</p> <p>SUPs can authorize:</p> <ul style="list-style-type: none"> • a forestry-related use or occupation of Crown Land such as pits and quarries for forestry related roads, logging camps, and dry land sorts; • the roads needed to access the above; or, • a non forestry-related use or occupation of Crown Land such as accessing gas and oil outside of a claim area. <p>A Special Use Permit can be denoted by S01 (Forestry) or S02 (Non Forestry) in FTA.</p>

Actions	Key Points
<p>OH 6.21</p> 	<p>Warning:</p> <ul style="list-style-type: none"> SUPs are not an appropriate means of authorizing road construction. If harvest rights are required, the licensee is obligated to apply for the appropriate harvesting tenure. A SUP does not authorize the harvest and removal of timber.
<p>OH 6.22</p> 	<p>Tip:</p> <p>Additional information regarding the Road Tenure Administration tasks discussed in Part I of this guide can be found in the “Cutting Permit and Road Tenure Administration Manual”.</p> <p>(http://www.for.gov.bc.ca/hth/documents/CPRT-Admin-Manual-v1-2_Sep7-2006.pdf)</p>
<p>OH 6.23</p> 	<p>Review Road Tenure Types:</p> <p>Review the table on the slide which explains Tenure Type, Tenure Name, Whether or Not the Tenure is Tracked in FTA, and the Applicant.</p> <ul style="list-style-type: none"> Highlight that FTA does not track B41 files at this time. This is a planned enhancement to FTA. Currently these are tracked in the Forest Roads Management Application (FRMA). <ul style="list-style-type: none"> FRMA is a system MoFR uses which spatially displays the roads and allows users to add, update and query attribute information on roads thereby facilitating the management of forest roads by Field Services Staff. For more information please visit: http://qwww.for.gov.bc.ca/his/bic/System/frma.htm <p>Tip:</p> <p>Note that if a Special Use Permit is a Road, then the Purpose field on the FTA100-Tenure page will automatically be set to “19-Road, Right of Way”.</p>
<p>OH 6.24</p>	<p>Explain Multiple Special Use Permit Submissions:</p> <p>There are times when you may be required to submit multiple Special Use Permits. For example, if you have a road which leads into a gravel pit you would need to submit the following:</p> <ul style="list-style-type: none"> Submission #1: <ul style="list-style-type: none"> S01 with the purpose = Road, Right of Way. This submission would contain linear geometry. Submission #2: <ul style="list-style-type: none"> S01 with the purpose = Gravel Pit, Rock Quarry. This submission would contain polygonal geometry. Submission #3: <ul style="list-style-type: none"> B06 Occupant Licence to Cut. This submission would be required for the removal of the timber. This submission would contain polygonal geometry.

Actions	Key Points
	<p>The following graphic denotes these tenures.</p> <ul style="list-style-type: none">Note: The three submissions may be made at the same time or sequentially as indicated. The boundary of the Occupant Licence to Cut and the Special Use Permits is the same (i.e. the boundary of the Occupant Licence to Cut is equal to the combined width's of the Special Use Permits).
OH 6.25	<p>Explain Multiple Special Use Permit Submissions (cont.):</p> <p>The image on this slide shows the:</p> <ul style="list-style-type: none">S01 with the purpose = Road, Right of Way. This submission would contain linear geometry.
OH 6.26	<p>Explain Multiple Special Use Permit Submissions (cont.):</p> <p>The image on this slide shows the:</p> <ul style="list-style-type: none">S01 with the purpose = Gravel Pit, Rock Quarry. This submission would contain polygonal geometry.
OH 6.27	<p>Explain Multiple Special Use Permit Submissions (cont.):</p> <p>The image on this slide shows the:</p> <ul style="list-style-type: none">B06 Occupant Licence to Cut. This submission would be required for the removal of the timber.

Road Tenures and FTA

Actions	Key Points
OH 6.28	<p>Review the Types of Road Tenures Tracked in FTA</p> <p>The following Road Tenures are tracked in FTA:</p> <ul style="list-style-type: none">B01: Road PermitB40: Forest Service RoadS01: Special Use PermitS02: Special Use Permit
OH 6.29	<p>Review the High Level Creation of Road Tenures in FTA</p> <p>The creation of each Road Tenure will be discussed extensively on Day 2 of this training.</p> <ul style="list-style-type: none">In some cases, a Road Tenure Number may be created in FTA prior to the XML/GML upload of the data file.In other cases, the upload of the data file automatically creates the Road Tenure Number.Review the table on this slide which provides a high level summary of this process.

Topic Wrap-Up

Actions	Key Points
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OH 6.30

Topic Wrap-Up:

The following Road Tenure Types are tracked in FTA:

- Road Permit (B01) – Industrial Use
- Forest Service Road (B40) – Use by Forest Services
- Special Use Permit (S01, S02) – Use by holders of a claim, lease, permit, or other authorization

A Road Use Permit (B41) is not yet tracked in FTA.

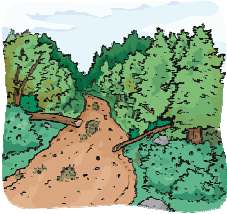


Question and Answer:

Ask participants if they have any questions about this topic. If no questions are asked, prompt discussion by posing the following questions:

- Are the types of Road Tenures clear?
- Is it clear which Road Tenures are tracked in FTA?
- Does everyone understand that a Road Tenure may contain one or many Road Sections/Branches?
- Did the example “Multiple Special Use Submissions” make sense to everyone?

FTA Facilitator Guide –



FTA Roads Module

Topic 2: Streamlining the Road Tenure Process



In this topic, participants will understand:

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



Overheads:

- 6.31 – 6.45



Break:

Advise participants that there is a 15 minute break at the end of this topic. Note that the break time is in addition to the time allocated for this topic.

Why Shift

Actions	Key Points
OH 6.31	<p>Clarify the purpose of Topic 2:</p> <p>Emphasize that during this topic, participants will learn:</p> <ul style="list-style-type: none"> • Why MoFR has embraced the shift; • Key benefits; and, • Key Exhibit A revisions.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 2 of their guides.</p>
OH 6.32	<p>Review Historic Business Practice Challenges:</p> <p>MoFR operates in a dynamic environment. The process of managing B.C.'s forestry resources must meet the demands of today's global economy, diversity of stakeholders, and environmental standards for sustainability.</p> <p>In the past, the MoFR provided direction to district's in the management of roads.</p> <ul style="list-style-type: none"> • Each district operated independently with respect to day to day administration. <ul style="list-style-type: none"> o While this process served stakeholders basic needs, it did not provide a consistent level of service to all stakeholders throughout the province. o Licensees whom operated in multiple districts found this management style both confusing and frustrating. • Inconsistent Information – Information required from the licensee for road permitting and appraisal varied between districts and systems. This caused confusion for licensees who operate in multiple districts. • Confusion Among Road Names - Road naming standards varied among licensees, and at the MoFR. This caused significant administrative difficulties. • Technical Gaps - The information technology put in place to track the data involved in the administration of roads did not support the business process of road permitting. • Lack of Standards - The move to electronic submissions implies a need for clear standards for the submission and distribution of information.
OH 6.33	<p>Emphasize the Transition from Paper to Practice:</p> <p>Explain that the streamlining initiative was launched. Review the vision:</p> <ul style="list-style-type: none"> • “providing a provincially-consistent, integrated road administration business process with streamlined information requirements”

Topic 2: Streamlining the Road Tenure Process

Actions	Key Points
	<p>Explain that the streamlining initiative developed a number of proposals for improvement with respect to road administration.</p> <p>Highlight those proposals which are reflected in FTA:</p> <ul style="list-style-type: none">• Implement corporately consistent road permitting process flows.• Separate the Road Tenure from the Timber Mark.• Allow the tenure for a Road Permit to cross boundaries of overarching licences for a single licensee.
	<p>Tip:</p> <p>Additional information about the streamlining initiative and the proposals above, can be found at: http://www.for.gov.bc.ca/hfp/streamlining/index.htm</p>

Key Benefits

Actions	Key Points
OH 6.34	<p>Review the Key Benefits from the Streamlined Process:</p> <ul style="list-style-type: none">• Flexible road naming convention.<ul style="list-style-type: none">◦ This eliminates the need for both a legal and local name. In addition to reducing confusion, this provides effective information flow between systems.• Effective performance measure calculations.<ul style="list-style-type: none">◦ Comparison of planned activities to actual accomplishments is possible via other MoFR applications.• Ease of administration.<ul style="list-style-type: none">◦ Identification of a single authority to build or maintain a road on crown land will make administration easier for both districts and licensees.• An on the ground focus.<ul style="list-style-type: none">◦ Technical systems such as FTA, will better support day-to-day appraisal and permit processing.• FSR's are identified as a government responsibility. Responsibility for FSR segments is designated to BCTS or Operations Division.

Understanding Road Naming

Actions	Key Points
OH 6.35	Review the concept of Roads Exhibit A Section/Branch ID: <ul style="list-style-type: none">• In FTA, Roads have legal identifier on an Exhibit A.• This id is established via the ESF submission<ul style="list-style-type: none">◦ May be changed via the Re-label function (discussed in Part II of this guide).• Do not use spaces or special characters.
OH 6.36	Review how the ID Format is established: <p>In FTA, a Road Permit has the following:</p> <ul style="list-style-type: none">• Road Permit Tenure Number – this is automatically generated by FTA.• Section ID – this is a 30 alphanumeric identifier which should not use spaces or special characters. This is populated via the ESF Submission and can only be modified by using the Relabel function. Districts and Licensees work together to establish these prior to ESF Submission.• Section Name – this is populated via the ESF Submission but may be modified in FTA <p>In FTA, a Forest Service Road has the following:</p> <ul style="list-style-type: none">• FSR Tenure Number – this is manually entered in FTA prior to the ESF Submission. This is the Project Number obtained from RTEB.• Branch ID – this is 2 or 3 numeric entry. This is populated via the ESF Submission and can only be modified via the Relabel function. Do not use alpha characters during a Relabel.• Project Name – This is populated via the first ESF Submission and is “locked”. It cannot be modified via a subsequent submission or via FTA.• Branch Name – This is populated via the ESF Submission but may be modified in FTA.• Note: The Exhibit A for a branch will be labelled with all of the above elements (Project number + Branch ID + Project Name + Branch Name). Therefore, if you modify the Branch ID or Branch Name then you must create a new Exhibit A.

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

Key Exhibit A Revisions

Actions	Key Points
OH 6.37	<p>Review the Exhibit A Purpose:</p> <ul style="list-style-type: none">• The Exhibit A is the map used to locate the tenure on the ground and identify conflicts and adjacent tenures.• Once this map is attached to the document (i.e. contract, permit, etc.) it becomes known as the Exhibit A.• The Exhibit A is a legal document.
OH 6.38	<p>Review the Revisions to the Exhibit A under FTA 4.0:</p> <p>Explain that key revisions have been made to the Exhibit A under FTA 4.0.</p> <ul style="list-style-type: none">• These revisions are intended to ensure a high quality and useful map is available to all MoFR staff.• Revisions to the Exhibit A and the ability to generate a Traverse Report are based on recommendations in the “Report on Project to Investigate and Make Recommendations with Respect to Descriptions of Forest Act Tenures”. This report was developed in response to a need to create standards for effective Exhibit A documents.<ul style="list-style-type: none">o Please note that this report is not available online. <p>Highlight the following revisions:</p> <ul style="list-style-type: none">• Generation of a standardized, high quality, useful map.• Ability to generate a Traverse Report.• Ability to re-generate the Exhibit A in FTA.• Ability to upload high risk tenure Exhibit A via the PDF produced from the Tenure Update Tool (TUT).<ul style="list-style-type: none">o Note: An example of a high risk tenure is a woodlot which is close to the boundary of Private Land or another tenure.
OH 6.39	<p>Compare and Contrast “Regenerate” vs. “Upload” Functionality</p> <p>Explain that FTA 4.0 provides both a “Regenerate” and “Upload” Exhibit A function.</p> <ul style="list-style-type: none">• These functions can only be used once conflicts have been cleared for the Road Tenure.• Regenerate should be used in the following cases:<ul style="list-style-type: none">o There was a technical error during the ESF submission. For example, the Spatial Database Engine was down at the time of submission.o You have made changes to segments (i.e. you have changed the tenure indicator from No to Yes).o You require a new format for the Exhibit A (i.e. you wish to change the layout, size, or scale.)• Upload should be used in the following case:<ul style="list-style-type: none">o The Road Tenure is considered high risk, therefore, you have generated a PDF file via TUT which you wish to upload to FTA.

Topic 2: Streamlining the Road Tenure Process

Actions	Key Points
	<ul style="list-style-type: none">o You have used FTA's re-label function to change the legal id of a section or branch.
	<p>Explain that during Day 2 of the classroom training, participants will learn how to upload and re-generate the Exhibit A in FTA.</p>
OH 6.40	<p>Explain the Contents of the Map:</p> <p>Explain that the Exhibit A includes the following information:</p> <ul style="list-style-type: none">• The tenured segments are identified in bold black.• The Point of Commencement and Point of Termination for each road is marked and labeled with the UTM Coordinates.• Clear labels are marked on the map. Large administrative boundaries will be labeled in the header of the map. <div data-bbox="289 737 422 867"></div> <p>Tip:</p> <p>A Traverse Table may also be generated as a report in FTA. This lists all map coordinates as submitted via ESF. This will assist you in locating a tenure on the ground. Note that all coordinates are rounded to the nearest meter.</p>
OH 6.41	<p>Explain the Display of the Map:</p> <p>Explain that the map will be generated and printed as a PDF.</p> <ul style="list-style-type: none">• A single map is generated per application with a scale of 1:20000.• The tenured portion of the road section(s) will display as a bold black line.• Road Sections which are retired are displayed with the symbol "XXXX" over top.
OH 6.42	<p>Explain the Views of the Map:</p> <p>There are three map views relevant to a Road Tenure. These are:</p> <ul style="list-style-type: none">• Map of the application or amendment. This is the Exhibit A.• Map of a feature image. This is the road in the current submission.• Map of the entire Road Tenure. Note: This map is not currently supported in FTA.
OH 6.43	<p>Review Map Sizes:</p> <p>The map can be generated as: A, B, C, D, or E size output as either landscape or portrait.</p> <ul style="list-style-type: none">• The default will be selected based on the size of the area in the map. The defaults are:<ul style="list-style-type: none">o A = 8.5 X 11 (Letter)o B = 11 X 17 (Ledger)o C = 17 X 22o D = 22 X 34o E = 34 X 44• The default may be overridden using the regeneration of Exhibit

Topic 2: Streamlining the Road Tenure Process

Actions	Key Points
	<p>A functionality.</p> <ul style="list-style-type: none">You may also select a scale other than 1:20 000 as desired. <p>A sample Exhibit A map for a Road Permit may be found in the section “Understanding the Exhibit A” in Topic 5 of the Participant Guide</p>
OH 6.44	<p>Emphasize that pre FTA 4.0 Exhibit A can NOT be Regenerated:</p> <p>You will not be able to re-generate the Exhibit A for these pre-existing tenures.</p> <ul style="list-style-type: none">It is highly recommended that you use the Tenure Update Tool (TUT) to draw the Exhibit A and upload this as a PDF map.

Topic Wrap-Up

Actions	Key Points
OH 6.45	<p>Topic Wrap-Up:</p> <ul style="list-style-type: none">Streamlining initiative proposals included in FTA 4.0 are:<ul style="list-style-type: none">Corporately consistent road permitting process flowsAbility to separate the Road Tenure from the Timber MarkAbility for a tenure for a Road Permit to cross boundaries of overarching licences for a single licenseeKey Exhibit A Revisions include:<ul style="list-style-type: none">High quality mapTraverse reportRegenerate and Upload Exhibit A Functions



Question and Answer:

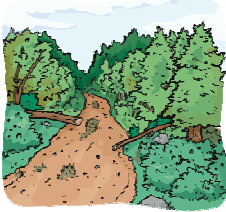
Ask participants if they have any questions about this topic.



Break:

Participants may now enjoy a 15 minute break.

FTA Facilitator Guide –



FTA Roads Module

Topic 3: Understanding Road Tenure Administration



In this topic, participants will understand:

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



Overheads:

- 6.46 – 6.100



Lunch:

Advise participants that there is a 60 minute lunch break during this topic. Note that the lunch time is in addition to the time allocated for this topic.



Break:

Advise participants that there is a 15 minute break at the end of this topic. Note that the break time is in addition to the time allocated for this topic. The break is followed by a "Streamlining & You" Discussion.



Streamlining & You Discussion:

- Day 1 will end with a Streamlining & You Discussion.

New Road Tenure Fundamentals

Actions	Key Points
OH 6.46	<p>Clarify the purpose of Topic 3:</p> <p>Emphasize that during this topic, participants will learn:</p> <ul style="list-style-type: none">• New Road Tenure fundamentals;• The Road Tenure issuance process;• How to administrate active Road Tenures; and,• How to manage special circumstances.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 3 of their guides.</p>

“The Rules”

Actions	Key Points
OH 6.47	<p>Review “The Rules”:</p> <p>Explain that the next 13 slides review “rules” which were created to assist learners with understanding the new Road Tenure process. Keeping these rules in mind should assist learners with their daily work tasks.</p>
OH 6.48	<p>Review “The Rules” – Obtain the Tenure First:</p> <p>There can be no forest road construction or associated timber harvesting without the appropriate issued Road Tenure.</p> <ul style="list-style-type: none">• Recall that FTA 4.0 includes the following Road Tenure Types outlined on the slide:<ul style="list-style-type: none">o Road Permit (B01)o Forest Service Road (B40)o Special Use Permit (S01-Forest, S02-Non Forest).• Review the format for each Road Tenure Number.• Review the generation process of each Road Tenure Number.
OH 6.49	<p>Review “The Rules” – Define the Area:</p> <p>The Road Tenure must clearly describe the permit area spatially. A text description may also be included (if required).</p> <p>Note the following:</p> <ul style="list-style-type: none">• The Point of Commencement and Point of Termination is auto

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
	<p>generated by the licensee application.</p> <ul style="list-style-type: none"> Improved Exhibit A Maps are now produced. <ul style="list-style-type: none"> These clearly illustrate the road and are in an easy to read format. Road tenure section identifiers will go from 10 to 30 alpha numeric characters. Timber Marks allow timber on each road to be uniquely identified for cut control by the tenures and crown land that the road passes over. Timber harvested for road construction can be tied back to the original Timber Mark. A tenure for a Road Permit can cross boundaries of overarching licences for a single licensee (i.e. a road is a road regardless of the boundaries it crosses). <ul style="list-style-type: none"> Therefore, roads can cross TFL and TL boundaries without a Road Tenure change. This reduces the amount of information that must be tracked and reduces confusion for all parties.
OH 6.50	<p>Review “The Rules” – Zero Tolerance of Conflicts:</p> <p>The permit area must be clear of non compatible land conflicts. Additional actions must be noted and dealt with accordingly.</p>
OH 6.51	<p>Review “The Rules” – Only ONE Road Tenure:</p> <p>A road under a Road Tenure cannot be under another Road Tenure or Cutting Permit or Timber Sale Licence.</p>
OH 6.52	<p>Review “The Rules” – Understanding Timber Marks</p> <p>Review Timber Marks as they relate to roads.</p> <ul style="list-style-type: none"> The Timber Mark allows you to separate the Road Tenure (identified by the Road Tenure Number) from the land base where the timber is being harvested. The land base where the timber is being harvested is identified by the Timber Mark associated with each road segment. Road Permits (B01) have Timber Marks associated with them at the segment level. Every road section which has a segment crossing Crown Land must have a Timber Mark associated with it.
OH 6.53	<p>Review “The Rules” – Understanding Timber Marks (cont.)</p> <p>A Timber Mark may be one of two types:</p> <ul style="list-style-type: none"> a Road Timber Mark associated with an overarching forest tenure; or a Timber Mark generated using FTA. Note: This Timber Mark is only used in special circumstances where the conventional marking method (noted above) cannot be used. This is rarely used. <p>Timber Marks are not applied to the Road Permit during those situations where the Statutory Decision Maker does not have the right to authorize the harvesting of timber. For example: private land, park land, etc.</p>

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
OH 6.54	<p>Review “The Rules” – Understanding Timber Marks (cont.)</p> <p>Review the table on the slide “About Road Timber Marks”.</p> <ul style="list-style-type: none">• Emphasize that the Road Timber Mark is the Designate + OR#.<ul style="list-style-type: none">o In the case of Woodlots, the 0 is not present.o In the case of Tree Farm Licences, there is a “/” after the Designate.
OH 6.55	<p>Review “The Rules” – Understanding Timber Marks (cont.)</p> <p>Review the table on the slide which lists the types of Overarching Tenures which will automatically have Road Timber Marks associated with them in FTA.</p>
OH 6.56	<p>Review “The Rules” – Understanding Timber Marks (cont.)</p> <p>Review the table on the slide “About Timber Marks”.</p>
OH 6.57	<p>Review “The Rules” – Understanding Timber Marks (cont.)</p> <p>The images on these slides illustrate some examples of how segmentation and timber marks are allocated by FTA.</p>

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

Emphasize the following:

- Licensee A holds a new Road Permit R12345 for a single new section.
- The image shows the road for Licensee A. This road passes through a Community Forest Licence held by Licensee B and Private Land.
- **Licensee A has no Forest Licence in this district.**
- Point out the Road Timber Mark applicable to each segment.
 - o Learners can find this graphic in **Topic 3: Understanding Road Tenure Administration** of their Participant Guide.



The district has the final discretion as to which Road Timber Mark to associate with each segment. If you are unsure of which Road Timber Mark to use, you are strongly encouraged to contact the Resource and Engineering Tenures Branch.

OH 6.58 Review “The Rules” – Understanding Timber Marks (cont.)

The graphic on this slide illustrates which Road Timber Marks would be applied to each segment of the road in FTA. Emphasize the following:

- Licensee A holds a new Road Permit R12345 for a single new section.
- The image shows the road for Licensee A. This road passes through a Community Forest Licence held by Licensee B and

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
	Private Land. <ul style="list-style-type: none">• Licensee A has a Forest Licence in this district which is A12345. Remember...a Forest Licence is volume based.• Point out the Road Timber Mark applicable to each segment.<ul style="list-style-type: none">o Learners can find this graphic in Topic 3: Understanding Road Tenure Administration of their Participant Guide.
OH 6.59	Review “The Rules” – Do NOT Restate the Law: The Road Tenure should not restate any provision that is already required in legislation.
OH 6.60	Review “The Rules” – Use Special Use Permits Properly: A Special Use Permit should not be utilized to authorize industrial road construction and maintenance by agreement holders. <ul style="list-style-type: none">• S01-Forestry• S02-Non Forestry
	Lunch Break: Allow participants to enjoy a 60 minute break.

Understanding Sections and Segments

Actions	Key Points
OH 6.61	Explain How Road Tenures are Defined: A Road Tenure should include the full, logical, geographic based road network unless part of the road is: <ul style="list-style-type: none">• a Forest Service Road; or,• under another agreement holder’s Road Tenure. The road can cross: <ul style="list-style-type: none">• multiple timber harvesting agreements and/or management units; and,• private land. The Road Tenure and accompanying Exhibit A map would describe which Timber Mark to use for each crown land base.
	Tip The Exhibit A for the authorization to build this road would only authorize the segments on the Crown Land . Recall that if the transportation of timber must cross Private Land , then this must be done in agreement with the land owner and remains the responsibility of the licensee.
OH 6.62	Review the terms “PoC” and “PoT”: Explain that the road has a single Point of Commencement (PoC) and

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
	<p>Point of Termination (PoT). The distance between the PoC and PoT does not break for administrative or ownership boundaries.</p> <ul style="list-style-type: none">Review the image on the slide.
OH 6.63	<p>Review Amendments & PoC/PoT Implications</p> <p>It is important to note that the PoC and PoT of a road may change with an amendment.</p> <ul style="list-style-type: none">Example 1 - Perhaps you have a road which is 100km long. This road is a single section. You want to extend your road by 10km. The PoT of the road tenure section would change from 100km to 110km. You would retain the original PoC and the same road tenure section identifier. The amendment to lengthen the road would include the spatial for the whole 110km. This is illustrated in the schematic on the slide.
OH 6.64	<p>Review Amendments & PoC/PoT Implications</p> <ul style="list-style-type: none">Example 2 – An environmental event has forced the realignment of the road at the PoC. The amendment to realign the road would include spatial for the whole road.Note: realignment may affect the length of the road from the PoC but would not change the location of the PoT
OH 6.65	<p>Review the Concept of a Road Tenure Section:</p> <p>Explain that a road network that contains several roads (over Crown Land) would be identified by sections.</p> <ul style="list-style-type: none">Each road would be equivalent to a section and have a unique road tenure section identifier (up to 30 alpha numeric characters submitted via ESF).A section has its own PoC and PoT.It is important to note that the term “branch” is used instead of “section” when discussing Forest Service Roads. You will notice this difference in terminology in Part II of your Participant Guide when discussing the FTA System.Review the image on the slide.
	<p>Tip</p> <p>A road tenure section describes continuous line geometry from a junction with a public road or other Road Tenure to its end.</p>
OH 6.66	<p>Review the Concept of a Road Tenure Segment:</p> <p>A road segment is the smallest business element of a road.</p> <ul style="list-style-type: none">A segment is used to describe a “tenure event” along a road section that identifies the portions of the road that must be tenured in FTA and those that portions that are not.Each road tenure section is made up of at least one road segment.At a business level road segments are used as partitions for attribution only. Segments are not stored spatially.Segments are system generated, created through an overlay

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
	<p>process that compares the road tenure application to underlying encumbrances on the land base. Encumbrances include other tenures and private land. The result of the overlay creates 'tenure' and 'non-tenure' segments for attribution based on the various encumbrances the road tenure application crosses.</p> <ul style="list-style-type: none">• Each segment of a Road Permit (on Crown Land) must have the appropriate Timber Mark assigned to it. This ensures the wood is associated with the correct land base.• Segments must be contiguous but can not overlap.• Review the image on the slide.<ul style="list-style-type: none">o Recall that this image was discussed previously but will refresh the concept of segments.
	<p>Tip:</p> <p>A road segment is a portion of a road tenure section described as distances from the section's PoC. The way a road tenure section is broken into segments has to do with land status and Timber Marks.</p>
	<p>Warning:</p> <p>FTA 4.0 maintains spatial geometry of each Road Tenure to the section level only. <u>Segments are not stored spatially.</u></p>
OH 6.67	<p>Review the Sample Exhibit A</p> <p>Review the sample Exhibit A on the slide.</p> <ul style="list-style-type: none">• The Exhibit A produced via FTA4.0 will display all sections. <u>Tenure segments appear bolded on the Exhibit A.</u>
	<p>Tip:</p> <p>The Exhibit A for the authorization to build a road would only authorize the segments on the Crown Land. Recall that if the transportation of timber must cross private land, then this must be done in agreement with the land owner and remains the responsibility of the licensee. Segments on Private Land are not tenured.</p>
OH 6.68	<p>Review Road Tenure Segments & Branches</p> <p>The schematic on this slide shows the three segments which make up Branch 01 of Road Tenure 8117 which is a Forest Service Road. This FSR has evolved over time and the image depicts current responsibility. For example, the road may have been built years ago by BCTS to access a block. After this, Operations Division extended the road to access the Recreation Site.</p> <ul style="list-style-type: none">• For FSR's tenure does not provide authority to harvest; therefore tenured road segments will not have timber marks. Segmentation is used to identify responsibility.

Understanding the Road Tenure Issuance Process

Actions	Key Points
OH 6.69	<p>Review the Road Tenure Issuance Process Flow:</p> <p>Explain that the Road Tenure Issuance Process is made up of a number of steps that must occur in sequence.</p> <ul style="list-style-type: none">• The image on the slide represents the process you are going to discuss.<ul style="list-style-type: none">◦ This flow is in the Participant Guide in Topic 3: Understanding Road Tenure Administration.• Explain that the step related to Stumpage Rate generation does not apply to Forest Service Roads.• Emphasize that roads authorized by a Cutting Permit are covered by the Cutting Permit Issuance Process.• The next 7 slides will discuss the process of adding a new Road Tenure to FTA and highlight the differences between Road Tenure types.
	<p>Tip</p> <p>The FTA specific tasks will be discussed further on Day 2 of this Classroom Session.</p>
OH 6.70	<p>BCTS or Operations Division – Creates Road Tenure Number (B01 or B40):</p> <p>Explain the creation of the Road Tenure Number (B01 or B40).</p> <ul style="list-style-type: none">• The district may require that the Road Tenure Number be added to FTA prior to the application being submitted via ESF.• This is a mandatory step for Forest Service Roads (B40). The Road Tenure Number (also known as the FSR Project Number) must be obtained from RTEB (Property Services Division).• This is an optional step for Road Permits (B01). FTA will automatically generate the Road Tenure Number.• This step is not applicable to Special Use Permits (S01 or S02).• The Road Tenure Number must then be referenced in the ESF data file.• Once a Road Tenure is added manually in FTA, the status of the tenure is set to Pending Application (PA). The status will remain at PA until the ESF submission is successful.
OH 6.71	<p>The Licensee, BCTS, or Operations Division – Submits Application via ESF:</p> <p>Explain that the next step is for the application for a Road Tenure to be submitted via ESF.</p> <ul style="list-style-type: none">• If the file is a Forest Service Road (B40) then this step is performed by the Operations Division or BCTS.• All other Road Tenures are submitted by the licensee or BCTS.• The application includes all the tenure application details in an XML/GML format.

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Actions

Key Points

Highlight the Relevant Legislation

- The ability to apply for a **Road Permit** or **Road Use Permit** is provided by Part 8 of the **Forest Act**. The conditions for making an application are established in the **Act**. Section 115 of the **Forest Act** lists the pre-requisites. It is up to the Statutory Decision Maker to set procedural requirements for the application.
- Recall that, at this time, Road Use Permits are **not** submitted via ESF nor are they tracked in FTA.

OH 6.72

The Licensee, BCTS, or Operations Division – Submits Application via ESF (continued):

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

- The Road Tenure Number for Road Permits (if not already established) or Special Use Permits.
- Segments for all Road Tenure types including timber mark assignment.
 - FTA automatically generates segments and assigns timber marks to these. However, it is important to note that FTA is performing a very rough first cut. Geomatics Technicians will need to analyze each segment against source documentation to ensure the segmentation is correct and the correct timber marks have been assigned.
- Electronic Exhibit A with the Road Tenure bolded for all Road **Tenured** Segments.
 - Road Tenure clearance width is equivalent to 75 meters for both Road Permits and FSRs. This is 37.5 meters on either side of the centerline.
 - Special Use Permit widths are specified at the section level.
- The status of the application is set to **Pending Electronic (PE)** in FTA.

OH 6.73

The District – Receives and Processes Application:

Explain that once the application is submitted successfully via ESF, the District staff receive and process successful applications in FTA. They frequently check the FTA Inbox for tenures which may require their attention. They are responsible for:

- Completing the status and clearance process. This involves resolving all conflicts on the land base and completing the adjudication process (as required).
- Confirming the segment and timber mark assignments are accurate.
- Regenerating or uploading the **Exhibit A** if there are any changes to the segments.

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

Topic 3: Understanding Road Tenure Administration

Actions	Key Points
OH 6.74	<p>The District – Approves the Application:</p> <p>Emphasize that the next step, after the application is cleared, is for the district staff to approve the application. The Statutory Decision Maker can sign the permit. Prior to signing the permit, the manager should be satisfied that:</p> <ul style="list-style-type: none">• The application is consistent with the applicant's rights and obligations;• There are no unresolved conflicts with other interests granted over the area;• First Nations interests on the area have been adequately addressed;• The application meets the standards necessary to produce the legal document and, where applicable, describes which Timber Mark to use for each land base. <p>Once the application is approved, it is removed from the Inbox and is ready to be maintained in FTA as a Road Tenure. In addition, official legal documentation must be forwarded to the licensee or BCTS.</p> <p>The status of the application is changed from Pending Issuance (PI) to Issued (HI) once the application is approved in FTA.</p> <p> Tip: Remember that an email is sent to the submitter of the ESF Application at various stages during the lifecycle of the tenure. For additional information, please refer to the FTA/ESF Overview Module.</p> <p>OH 6.75</p> <p> Tip: Once approved, the application is referred to as a Road Tenure in FTA. It is important to understand the distinction between a Road Tenure and a Timber Mark.</p> <ul style="list-style-type: none">• The Road Tenure is the authority to occupy the land and build or maintain the road.<ul style="list-style-type: none">◦ This is a long term arrangement.• The Timber Mark ensures the wood is returned to the right land base.<ul style="list-style-type: none">◦ This is a snapshot in time.• A Road Tenure can have multiple Timber Marks. <p>The permit document and map will identify which Timber Mark to apply to timber in each land base.</p> <p>OH 6.76</p> <p>The Region – Generates Stumpage Rate:</p> <p>Explain that the final step is for Regional staff to generate the Stumpage Rate. Note that this is not applicable to FSRs.</p> <p>The Stumpage Rate for timber from clearing on a Road Permit is not based on specific road data. Instead, this rate is:</p> <ul style="list-style-type: none">• the previous year's weighted average Stumpage Rate for all

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Actions	Key Points
	<p>active Cutting Permits/Timber Sale Licences in a district issued under that agreement; or,</p> <ul style="list-style-type: none"> based on a district wide average rate if there is no data for the previous year. <p>Tip:</p> <p>Always refer to the most recent applicable Appraisal Manual to confirm the current Stumpage Rate generation process.</p>
<p>OH 6.77</p> 	<p>The Paperwork:</p> <p>Highlight that the licensee must receive the signed original Road Permit document and Exhibit A map. Inclusion of a cover letter is optional.</p> <ul style="list-style-type: none"> Note: Stumpage Rate Letters are sent out by the Region. District Road Staff must retain a copy of each Road Tenure <p>Warning:</p> <p>If you choose to include a cover letter, it should only direct a permit to a specific individual in a company. The cover letter should not add conditions nor emphasize clauses in the permit or in legislation.</p>
<p>OH 6.78</p> 	<p>The Amendment Process – Amending a Road Tenure:</p> <p>A Road Tenure must be amended if the geometry of the road network requires a change.</p> <ul style="list-style-type: none"> Amendments can be done to add or remove entire road sections or to modify the geometry of an existing road section/branch of the tenure. <p>An amendment follows the process outlined above for a new Road Tenure with the following exceptions:</p> <ul style="list-style-type: none"> the step “BCTS or Operations Division – Creates Road Tenure Number (B01 or B40)” is omitted; and, the Road Tenure status remains at HI-Issued. The section(s)/branch(es) amended will have the appropriate status changes. <p>The ESF application for an amendment must reference the existing Road Tenure Number and section/branch (if applicable) which requires amendment.</p> <p>Tip:</p> <p>Additional information on processing amendments can be found in the Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) Version 2.4 (http://www.for.gov.bc.ca/his/FT/business.htm).</p>
<p>OH 6.79</p>	<p>Understanding Road Section Status:</p> <p>Explain that the business process of issuing a Road Tenure discussed the status of the tenure. Emphasize that a road section also has a status code associated with it.</p>

Actions	Key Points
	<ul style="list-style-type: none">• Prior to approval, the road section status is Pending Electronic (PE).

Administering Active Road Tenures

Actions	Key Points
OH 6.80	<p>Administrative Activities:</p> <p>Review the table on the slide which lists key administrative activities and the corresponding business area responsibility for managing each type of Road Tenure.</p>

Ending the Road Tenure

Actions	Key Points
OH 6.81	<p>Ending the Road Tenure:</p> <p>Explain that Road Permits, Forest Service Roads, and Special Use Permits do not contain a term.</p> <p>A Road Tenure section continues to be part of the tenure, until:</p> <ul style="list-style-type: none">• the licensee applies for and is relieved of obligations by the Statutory Decision Maker; OR,• the obligations are reassigned to another permittee; OR,• the road is declared a Forest Service Road. <p>Once the permittee has been relieved of obligations via the Statutory Decision Maker then the holder of the tenure section(s) may retire these section(s) via ESF.</p> <div><p>Warning:</p><p>It is not an option to create non-status roads by cancelling non-deactivated roads.</p></div>

OH 6.82	<p>Ending the Road Tenure & FTA:</p> <p>FTA allows staff to retire, relabel or delete road sections. These functions are discussed on Day 2 of this training.</p> <p>The following summarizes these functions:</p> <ul style="list-style-type: none">• Retire Roads – this function is used to retire entire section(s) of a road directly in FTA or via an ESF submission. Retirement is used to relieve the permit holder of obligations under the Road Permit Tenure, and deactivation is one of the reasons this might occur.<ul style="list-style-type: none">o Retirement does not remove the road section(s) from the Road Permit in FTA. Retirement sets a “retirement date” on the spatial information in LRDW and, thus, the retired section(s) no longer show up as active section(s) on the permit. The spatial information is kept for historical reasons. Once the Exhibit A is regenerated, the retired
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Actions	Key Points
	<p>section(s) will display with “XXXX” over top.</p> <ul style="list-style-type: none"> • Relabel – this function is used when there is no change to the spatial information but the road label (i.e. business key) must be changed. The re-label function allows this to be accomplished without the need for a new ESF Submission. • Delete – this function is only used if there is an error in the data entered into FTA.
OH 6.83	<p>When is a Road Tenure Deactivated?</p> <p>Explain the requirements for when a Road Tenure may be “deactivated”.</p> <p>District or Timber Sales Managers must ensure that the licensee deactivates a Road Tenure when that licensee no longer needs the road if:</p> <ul style="list-style-type: none"> • There is no apparent future industrial use for the road; • No other party is able or willing to assume responsibility for the road; and, • The Statutory Decision Maker determines that the road will not be required for ongoing public access.
OH 6.84	<p>Can the Requirement for Deactivation be Waived?</p> <p>Explain that the requirement for deactivation may be waived.</p> <p>For example:</p> <ul style="list-style-type: none"> • a major licensee may request the Statutory Decision Maker considers waiving the requirement to deactivate a Road Permit; or • a Timber Sales Manager advises the Statutory Decision Maker that BCTS wishes to deactivate an FSR; and, • there are no industrial users that will continue to use the road.
OH 6.85	<p>Can the Requirement for Deactivation be Waived (continued)?</p> <p>Explain that it is up to the Statutory Decision Maker to review each request to determine if the road would be needed for future commercial or public access.</p> <p>If such access is required, the Statutory Decision Maker may only relieve the licensee or BCTS of their obligation to deactivate the road after consultation with the Regional Executive Director.</p> <p>Consultation must include consideration of:</p> <ul style="list-style-type: none"> • type and extent of future use; • likelihood of future industrial use on the road; and, • approximate magnitude of cost to continue to maintain the road. <p>If the Statutory Decision Maker decides a Road Tenure will not be deactivated by the permittee, that manager must relieve the licensee in writing of the requirement to deactivate. The manager must then declare the road to be a Forest Service Road or pass the obligation to another user through a new Road Permit or Special Use Permit.</p>

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Actions	Key Points
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OH 6.86



Tip

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

OH 6.87

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

Emphasize that a Road Permit or Road Use Permit **cannot** be cancelled other than through the *Forest Act*.

If cancellation is considered via the *Forest Act*, the following must occur prior to cancellation:

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

Managing Special Circumstances

Actions	Key Points
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OH 6.88



Roads Under the Bark Beetle Regulation (BBR):

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

OH 6.89

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

Explain how an FSR is Declared.

- The Statutory Decision Maker (e.g. District Manager/Timber Sales Manager) and licensee must agree that the licensee no longer requires the road section(s) under the **Road Permit**.
- If the Statutory Decision Maker has consulted with the Regional Executive Director and the decision has been made that the road should **not** be deactivated he/she must:
 - o Retire the section(s) from the Road Permit/Special Use Permit; and,
 - o declare the road to be an FSR.

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

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Actions	Key Points
OH 6.90	<p>Converting Road Permit Roads/Special Use Permits to Forest Service Roads (cont.):</p> <p>Engineering staff must inspect the road tenure section(s) that will become an FSR to:</p> <ul style="list-style-type: none">• determine the present condition of the road and any structures;• identify potential risks; and,• obtain the necessary data for the Bridge Register and the Road Management System. <p>Once these activities are complete, the Declaration Form must be completed and an electronic version of the map/plan must be attached.</p> <ul style="list-style-type: none">• This form must be signed by the local Statutory Decision Maker.• Once this form is signed, the road is declared an FSR and the local office can proceed with operation activities as though the road is an FSR (even if the new map notations have not yet been completed).
OH 6.91	<p>Tip:</p> <p>The Declaration Form is available at: http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs302info.htm</p> <p>For additional information on the declaration of an FSR refer to the MoFR Engineering Manual 2006, Chapter 1: Road Administration (See the topic titled "Declaring FSRs").</p>
OH 6.92	<p>Discontinue and Close the FSR:</p> <p>Emphasize that local planning processes may determine that an FSR is no longer required.</p> <p>FSRs that are surplus to the requirement of Operations and BCTS must be permanently closed as an FSR by the Statutory Decision Maker.</p> <p>This may be done because:</p> <ul style="list-style-type: none">• the FSR is deactivated (as defined in legislation); or,• transferred to another user or agency.
OH 6.93	<p>Discontinue and Close the FSR (continued):</p> <p>Explain that the discontinue and closure process removes the responsibility for the operation of the road from MoFR.</p> <ul style="list-style-type: none">• Once the FSR is deactivated or transferred to another user/agency, the FSR Discontinue and Close Form must be completed and signed by the local office Statutory Decision Maker.• A map/plan must be attached to the form.• Another tenure cannot be established over the road until this form is signed.• Once the form is signed, the Statutory Decision Maker can

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Actions	Key Points
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- assume the decision to discontinue and close the road as an FSR has been made.
- o The local office can proceed with any operational activities as though the road was no longer an FSR even if the advertising and new map notations have **not** yet been completed.
 - o A copy of the **FSR Discontinue and Close Form** is forwarded to Real Estate Operations who will advertise the closure. A copy of the advertising notice will be forwarded to the originating office.

Highlight the Relevant Legislation

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

OH 6.94

Transferring Roads:

Review Transferring Roads.

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

During Day 2 of the Classroom Session, you will learn how to transfer sections/branches of a road.

- It is important to understand that FTA uses “Transfer” to retire the old section and create a new section rather than simply transferring a section.

Highlight the Relevant Legislation

- For additional information, refer to the **Forest Act** Section 54(1)(c).
http://www.qp.gov.bc.ca/statreg/stat/F/96157_04.htm#section54.1

OH 6.95

Transfer the FSR to Ministry of Transportation (MoT):

Explain that there are some cases in which a FSR may be transferred to the MoT.

- The MoFR Statutory Decision Maker and MoT Statutory Decision Maker must reach an agreement in principle.
- Next, the Statutory Decision Maker (MoFR) must complete the **Transfer of Forest Service Road to MoT Form** and attach an electronic map/plan.
- A copy of the **Transfer of Forest Service Road to MoT Form** is forwarded to Real Estate Operations who will notify the MoT Properties Branch.
- The Executive Director, Properties Branch (MoT) must accept the transfer. A copy of the signed form is then sent by Real Estate Operations to the originating MoFR office and local MoT office.

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Actions	Key Points
OH 6.96	<p>Transfer the FSR to another Agency/User:</p> <p>Emphasize that in some cases, the FSR may be transferred to another agency or user.</p> <p>The Statutory Decision Maker must:</p> <ul style="list-style-type: none">• discontinue and close the FSR using the FSR Discontinue and Close Form; and,• issue a new tenure; or,• ensure that another agency assumes responsibility for continuing use of the road, as applicable. <p> Tip</p> <p>For additional information refer to the July 29 2005 memo: “New Administrative Responsibilities for Forest Service Roads (FSRs)”.</p>
OH 6.97	<p>Subdivision or Consolidation of Licences:</p> <p>Explain how the subdivision or consolidation of licences works.</p> <p>Subdivision or consolidation of licences (i.e. Forest Licences or Tree Farm Licences) may require existing issued Road Permits to be associated with a different licence.</p> <p>The following process should be followed to make appropriate administrative changes:</p> <ul style="list-style-type: none">• In conjunction with the subdivision/consolidation process, the licensee should identify in writing which Road Permits are proposed for changing their association from the source licence to the target licence.• After the subdivision or consolidation is complete, the MoFR should:<ul style="list-style-type: none">o amend the appropriate provisions of Part 1 of the Road Permit documents (licence number);o change the file (harvest tenure) association in FTA; and,o notify the licensee of the changes and include a new Exhibit A map.
OH 6.98	<p>On Block Roads Extending Beyond the Block Boundary:</p> <p>Emphasize that in a situation where an on-block road needs to go outside the cut block (e.g. to facilitate a switchback loop), an application to amend either the Road Permit (RP) or the Cutting Permit (CP) is required.</p> <ul style="list-style-type: none">• The CP holder would have to apply for a CP amendment to ensure the road is wholly contained within the cutting authority area; or,• The RP holder would have to apply for an RP amendment to ensure the entire road section would be tenured under the Road Permit up to the point where the road enters the last cut block for the final time. <p>A tenured road passing through multiple blocks must be a contiguous Road Permit section from the start of the road to the boundary of the last</p>

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Actions	Key Points
	<p>block.</p> <p>Roads that provide access to future wood must be tenured under a Road Permit.</p>
<p>OH 6.99</p> 	<p>Tips:</p> <p>Refer to the Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) Version 2.4 (http://www.for.gov.bc.ca/his/FT/business.htm), for additional information regarding On Block Roads extending beyond block boundaries.</p> <p>If you require any type of form related to roads, you may search for this using the following website: http://www.for.gov.bc.ca/pscripts/isb/forms/forms.asp</p>

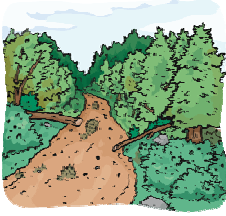
Topic Wrap-Up

Actions	Key Points
<p>OH 6.100</p>	<p>Topic Wrap-Up:</p> <ul style="list-style-type: none">• Always keep “The Rules” in mind when managing Road Tenures.• Road Tenures are issued via a number of steps which result in important Road Tenure status changes.• Road Permits, Forest Service Roads, and Special Use Permits do not have terms.<ul style="list-style-type: none">◦ These must meet requirements for deactivation.• Road Permits and Special Use Permits may be converted to Forest Service Roads.• Follow the normal legal process for a transfer.• In some cases, Forest Service Roads may be transferred to MoT or to another agency or user.
	<p>Question and Answer:</p> <p>Ask participants if they have any questions about this topic. Explain that after the break there will be additional time to review additional questions about:</p> <ul style="list-style-type: none">• Any of the concepts presented today.• Any district specific questions/concerns.
	<p>Break:</p> <p>Allow participants to enjoy a 15 minute break.</p>

Discussion: Streamlining & You

Actions	Key Points
 	<p>Discussion: Streamlining & You</p> <p>Explain to participants that Day 1 will wrap-up with a 75 minute Question & Answer session. Participants are welcome to ask any questions they have about the material covered today.</p> <p>Lead participants through a discussion of how the streamlined business process may affect their district's operations.</p> <ul style="list-style-type: none">• What challenges will the streamlining process solve in your district?• Are there any uncertainties you have about this process and its impact on your district? <p>Explain that Day 2 will focus on using FTA to apply the business process of managing Roads.</p>

FTA Facilitator Guide –



FTA Roads Module

Topic 4: Adding a Road Tenure



In this topic, participants will learn how to:

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

Overheads:

- 6.101 – 6.109



Adding a Road Tenure to FTA

Actions	Key Points
OH 6.101	<p>Welcome participants:</p> <p>Welcome participants to Day #2 of the Classroom Session.</p> <ul style="list-style-type: none"> Facilitators, not present at Day #1 of the training, should introduce themselves and provide a brief explanation of their role and experience with FTA. Review the Day #2 Agenda on the slide.
OH 6.102	<p>Provide an Overview of the FTA 4.0 Features</p> <p>Review the slide which highlights an overview of FTA 4.0 Features. These are the new features from FTA 3.0 to FTA 4.0.</p> <ul style="list-style-type: none"> Explain that Day 2 will consist of reviewing concepts, showing learners the features in a Training Environment of FTA 4.0, and allowing learners an opportunity to practice using these features through hands on exercises.
OH 6.103	<p>Emphasize Security in FTA 4.0</p> <p>Explain the following and review the table on the slide which illustrates which functions are specific to the “Feature Admin” authority:</p> <ul style="list-style-type: none"> Demonstrations and exercises will be completed using the “Senior Administrator” security role in FTA4.0. <ul style="list-style-type: none"> The Senior Administrator Role has been granted “Feature Admin” authority; therefore, allowing us to demonstrate all functions and features. Once learners are back on the job, they may find the role and/or authorities they have been granted to access FTA4.0 does not allow them to access each and every function. If there is a function learners require, they are encouraged to contact the Application Help Desk.
OH 6.104	<p>Clarify the purpose of Topic 4:</p> <p>Emphasize that during this topic, participants will learn how to:</p> <ul style="list-style-type: none"> Add a Road Tenure to FTA; and, Submit a Road Tenure Application via ESF.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 4 of their guides.</p>
	<p>Tip:</p> <p>Remind learners that the following two courses are pre-requisites to this training. If learners have not taken these, they may have difficulties with this part of the training:</p> <ul style="list-style-type: none"> An Orientation to MOF Business Applications (Web-based Tutorial)

Actions	Key Points
<p>OH 6.105</p>	<p>Review Generating a Road Tenure Number:</p> <p>Remind learners that during Day 1 of the training, the process of issuing a new Road Tenure was discussed.</p> <ul style="list-style-type: none"> Review the images on the slide which depict the 2 methods of generating a Road Tenure Number <p>Recap the following:</p> <ul style="list-style-type: none"> FSRs must be created in FTA prior to the ESF Submission. Road Permits may be created in FTA only by MoFR Staff prior to the ESF Submission. Special User Permits cannot be created in FTA by any user group. These may only be created via the ESF Submission
<p>OH 6.106</p>	<p>Review Road Tenure Number Formats</p> <p>Remind learners that the format of a Road Tenure Number varies based on the Road Tenure Type.</p> <ul style="list-style-type: none"> Review the table on the slide.
<p>OH 6.107</p>	<p>Review the ESF Website:</p> <p>The licensee/BCTS Staff/Operations Staff must log onto the ESF Website to upload the data file containing the tenure application information.</p> <ul style="list-style-type: none"> This data file is an XML/GML file which must meet the specifications outlined in the Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) Version 2.4 (http://www.for.gov.bc.ca/his/FT/business.htm). <p>Once the file is uploaded, ESF will validate the file. The file will display in FTA if:</p> <ul style="list-style-type: none"> It has been submitted in the correct format via ESF; and, It passes all validation applied via ESF processing. Note: A message is passed back to the submitter via email to at the following stages: <ul style="list-style-type: none"> A submission moves from “submitted” to “in progress” – these are ESF Statuses, not FTA Statuses. A submission is rejected by ESF due to schema validation errors. A submission is approved by FTA. A submission is rejected by FTA. <div style="display: flex; align-items: flex-start;"> <div data-bbox="285 1690 417 1820" style="margin-right: 10px;">  </div> <div> <p>Warning:</p> <p>Note that Road Use Permits (B41) will not be discussed in today's session. The functionality does not yet exist in FTA to support this tenure type.</p> </div> </div>

Actions	Key Points
	<p>Tip:</p> <p>A data file may contain one or many road sections/branches.</p> <p>The spatial data required for a new Road Tenure must include the centerline of all sections being applied for from the PoC to the PoT. Each section in the application must be defined spatially as one single contiguous section.</p>
<p>OH 6.108</p>	<p>Review Demonstration A-Add an FSR:</p> <p>The following demonstration will highlight the FTA pages used during the creation of a new Road Tenure. These include:</p> <ul style="list-style-type: none">• FTA010-Add New Tenure page<ul style="list-style-type: none">o This page is used to enter the Project Number for a Forest Service Road (Operations or BCTS Users), or generate a Road Tenure Number for a Road Permit (MoFR Users only). Remember, Special Use Permits can only be generated via an ESF submission.• FTA100-Tenure page. Explain that the FTA100-Tenure page is dynamic in nature. Fields displayed on this page vary based on:<ul style="list-style-type: none">o The Road Tenure type;o Your User ID; and,o The status of the Road Tenure.• Emphasize that this demonstration will show how to add a Forest Service Road (B40 File Type); however, the process for adding a Road Permit (B01 File Type) via the FTA010-Add Tenure page is similar.

Demonstration A: Add a FSR

Actions

Key Points



Demonstration - Adding a Road Tenure to FTA

[Path: Tenure>Add Tenure](#)

Data:

- There is no data to prepare for this demo.

Page:

- FTA010-Add New Tenure page.

Explain:

- You will demonstrate how to create a new FSR (B40) in FTA prior to the ESF Submission.

Highlight:

- Select one of the following ID's:
 - FTASADOS
 - FTASADIC
 - FTASADVA

Steps:

- Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.
- Use the password: FTA6fta6.
- Follow the numbers on the screen prints below.

Application Home

Forest Tenure Administration (FTA)

Search	Inbox	Tenures	Private Marks	Recreation	Admin
<div> Add Tenure (1) </div>			<div> <div> <div>UserName:</div> <div>IDIR\FTAFADMIN\CK</div> </div> <div> <div>Version:</div> <div>04.00.00</div> </div> <div> <div>Production Date:</div> <div>2005-05-20</div> </div> </div> <div> <div>Environment:</div> <div>DEV</div> </div> <div> <div>Server:</div> <div>null</div> </div>		

[FTA Home](#)

FTA010 - Add New Tenure

File Type: 2 3

Topic 4: Adding a Road Tenure

FTA100 - Tenure

Back To Search Add New

File: 24689  Go

Status: PA - Pending Application * As of: 2007-01-08 *

Type: B40 - Forest Service Road * Admin Org: RCO - Coast Forest Region *

Permittee: DISTRICT MANAGER CHILLIWACK (DCK) District: DCK - Chilliwack Forest Distri * Sec. Licensee?

Mgmt Unit: U 30 *

Project Name: Training FSR Road 

Current (km):

Save Delete Retire 

Demonstration Notes:

	Navigate to the FTA010-Add New Tenure page.
	Select the File Type = B40 from the drop list on the FTA010-Add Tenure page.
	Click the Add New button. <ul style="list-style-type: none"> The FTA100-Tenure page displays. The District is automatically populated based on your User ID. Regional and Headquarter Users will need to select the district they are working with.
	Enter the Project Number [Unique 5 Digit Number] in the File field. <ul style="list-style-type: none"> Explain to learners that this is the Project Number obtained from RTEB (Property Services Division). Emphasize that existing numbers in FTA may be 3 or 4 digits.
	Enter a name for the FSR in the Project Name [Unique Text Name] field. <ul style="list-style-type: none"> Please note that there is an issue in FTA that causes this name to disappear once saved. This is in the process of being corrected.
	Click the Save button to save the data you have entered. <ul style="list-style-type: none"> You will receive a message confirming that the save was successful. Note that the status will be PA. Explain that the user could now upload this Road Tenure using ESF. The ESF Submission would need to reference the Project Number entered in Step #4. Once this submission had been successfully loaded, the file would need to be cleared and approved using FTA. The clearance and approval process is discussed in the next topic.
	If you wish to add an additional Forest Service Road, you can click the Add New button on this page or you can navigate back to the FTA010-Add Tenure page from the Tenures Menu.

Topic Wrap-Up

Actions	Key Points
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OH 6.109

Topic Wrap-Up:

Review the following points:

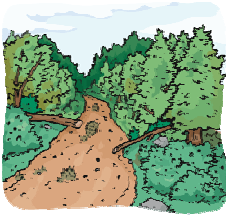
- In some cases, Road Tenures are added manually to FTA via the **FTA010-Add Tenure** page.
 - For B40 files, the user must enter the Project Number which becomes the Tenure Number.
 - For B01 files, FTA generates the Tenure Number.
- All Road Tenures must have a corresponding ESF Submission.
- ESF Submissions are XML/GML data files.
- FTA displays the Road Tenure if:
 - The format is correct; and,
 - The file passes ESF validation.
- The **FTA100-Tenure** page is dynamic.



Question and Answer:

Ask participants if they have any questions about this topic.

FTA Facilitator Guide –



FTA Roads Module

Topic 5: Clearing, Approving & Reviewing a Road Tenure



In this topic, participants will learn how to:

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

Overheads:

- 6.110 – 6.127



Break:

- Allow participants to enjoy a 15 minute break.



Exercise:

- Participants should complete Part A of the Exercise.
- Allow participants 75 minutes to complete the Exercise.



Working with the Inbox

Actions	Key Points
OH 6.110	<p>Clarify the purpose of Topic 5:</p> <p>Emphasize that during this topic, participants will learn how to:</p> <ul style="list-style-type: none"> • Clear the Road Tenure; • Confirm segments; • Approve or reject a Road Tenure; • Explore the Tenure and Tenure Application pages; and, • Explore overarching tenures.
 <p>OH 6.111</p>	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 5 of their guides.</p> <p>Review Clearing & Approval Process:</p> <p>Review the image of the slide which was presented in Day #1 of the training.</p> <p>Explain that you will walk through some slides which explain the clearance and approval process in FTA and then you will demonstrate these tasks in FTA.</p>
OH 6.112	<p>Explain Clearing the Application:</p> <p>Explain that all Road Tenures are initially displayed in FTA in the Inbox.</p> <ul style="list-style-type: none"> • Each Road Tenure has been submitted to the FTA Inbox via the Electronic Submission Framework (ESF). • Each Road Tenure application will display as a separate row in the Inbox.
OH 6.113	<p>Explain Confirming Segments:</p> <p>Segments must be confirmed prior to approving the tenure. Recall the following details about segments:</p> <ul style="list-style-type: none"> • FTA automatically determines segmentation. This is a very rough first cut which the user must confirm. • A Road Tenure is made up of sections or branches, which are made up of segments. • The total length of all segments must always equal the total length of the corresponding section/branch. • Segments are used to identify the tenured portions of a road. <ul style="list-style-type: none"> o The segments are listed with an indicator that denotes whether the segment is within crown or private land. o FTA will automatically associate Timber Marks with segments for Road Permits (B01) where appropriate. This was discussed on Day 1 of this training.

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Actions	Key Points
OH 6.114	<p>Explain Segment Responsibility and Timber Marks:</p> <p>Explain that the information associated with a segment differs depending on whether the segment is associated with a Road Permit, Forest Service Road, or Special Use Permit.</p> <ul style="list-style-type: none">• Road Permit (B01):<ul style="list-style-type: none">o Timber Mark is required. Segments that are tenured must be assigned a Timber Mark or Road Timber Mark to authorize hauling of the timber.o Responsibility is not indicated.• Forest Service Road (B40):<ul style="list-style-type: none">o Tenure does not provide authority to harvest; therefore, these segments do not have a Timber Mark.o Responsibility is indicated. Liability is either Operational Division or BCTS.• Special Use Permits (S01/S02)<ul style="list-style-type: none">o Tenure does not provide authority to harvest; therefore, these segments do not have a Timber Mark.o Responsibility is not indicated.
OH 6.115	<p>Explain Segment Consolidation:</p> <p>Review the Consolidation Function (Note: this will be shown in the upcoming demo.)</p> <p>The consolidation function allows you to merge two contiguous tenure segments for a road tenure. This function is:</p> <ul style="list-style-type: none">• Applicable to Road Permits (B01), Forest Service Roads (B40), and Special Use Permits (S01, S02).• Performed on segments which have the same Tenured Indicator (either all segments are indicated as Yes or all segments are indicated as No). <p>Consolidation is used to manage your road sections/branches in FTA.</p> <p>For example, if you have a road which has two contiguous segments, and both of these segments are indicated as “non tenured” (i.e. perhaps they pass through private land), then you may wish to consolidate these segments. These segments will never be tenured and consolidation will make data management easier.</p>
OH 6.116	<p>Explain Approving or Rejecting the Application:</p> <p>Emphasize that once the following activities have been complete, a user may approve the Road Tenure:</p> <ul style="list-style-type: none">• The application has been cleared;• Segments have been confirmed; and• All additional mandatory data has been added to the FTA100-Tenure List page. <p>A user may reject an application at any time while it is in the Inbox.</p>

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Actions	Key Points
OH 6.117	<p>Working with Exhibit A's:</p> <p>Explain that the Exhibit A must reflect the latest segments in order to successfully approve the application.</p> <p>For example, should segments be modified subsequent to the last time the application Exhibit A was generated, then users will be requested to regenerate or upload the Exhibit A before being allowed to approve the application in the inbox.</p>
OH 6.118	<p>Working with Timber Marks:</p> <p>Explain that the Timber Mark allows you to separate the Road Tenure (now identified by the Road Tenure Number) from the land base where the timber is being harvested.</p> <ul style="list-style-type: none">• The land base where the timber is being harvested is identified by the Timber Mark associated with each segment.• Road Permits (B01) have Timber Marks associated with them at the segment level.• Recall that we discussed Road Timber Marks during Day 1 of this training.
OH 6.119	<p>Explain the methods of generating a Timber Mark:</p> <p>Emphasize that in the majority of situations, the Road Timber Mark (associated with the Overarching Tenure) is used. However, a Timber Mark can be manually generated in FTA if required.</p> <p>The method you may use to manually generate a Timber Mark varies based on the status of the Road Permit.</p> <ul style="list-style-type: none">• If the Road Permit has a status of Pending Electronic (PE), Pending Issuance (PI) or Issued (HI) you may generate a Timber Mark by using the Generate Timber Mark button.• If the Road Permit has a status of issued (HI), then you may also generate a Timber Mark by using the Mark Issued field.
	<p>Warning:</p> <p>Note that rejection of a new Road Permit in the Inbox will delete the previously created Timber Mark. However, if an amendment application is made for a Road Tenure, the Timber Mark will not be removed (as it may have been previously generated and assigned to other segments).</p>
OH 6.120	<p>Working with the FTA100-Tenure Page:</p> <p>Explain to learners that they may need to return to the FTA100-Tenure page prior to approving the tenure if all the mandatory fields have:</p> <ul style="list-style-type: none">• Not yet been completed; or,• Were not submitted in the ESF submission.

Actions	Key Points
OH 6.121	<p>Review Demonstration B-Working with the Inbox:</p> <p>The following demonstration will highlight the FTA pages used during work with the Inbox to complete the clearance and approval process. This demo is conducted in three parts:</p> <ul style="list-style-type: none">• Part I: Clear the Tenure<ul style="list-style-type: none">◦ FTA300-Inbox page◦ FTA302-Exhibit A Clearance page• Part II: Complete Mandatory Fields & Generate a Timber Mark<ul style="list-style-type: none">◦ FTA100-Tenure page• Part III: Confirm Segments & Approve the Tenure<ul style="list-style-type: none">◦ FTA319-Confirm Segments page
OH 6.122	<p>Review Demonstration B-Working with the Inbox (cont.):</p> <p>Explain that the image on the slide denotes the road this demonstration will be working with. Read the following description of this road:</p> <p>The current TRAIN and TEST FTA V4.0 environments only contain a subset of forest tenures data and as a result not all area based tenures can be identified when viewing an Exhibit A.</p> <p>The following image (of the road used for Demo B) was generated in Mapview using relevant area based tenures to illustrate the encumbrances on the land base that are used to create the road segmentation. The road in FTA is segmented across the area based tenures the road passes through.</p> <ul style="list-style-type: none">• In this example the data sources between the private and the woodlot used to segment the road overlap causing a sliver area which has generated a short road segment.• To correct this overlap, the user would need to research the boundaries and make a decision on which area the short segment resides in. In this case, private land or woodlot.• Depending on the circumstances, the short segment may be consolidated with segment 1, segment 3 or left alone if correct. <p>In our demo we have concluded, through research, that the woodlot is positioned incorrectly and have chosen to consolidate segment 1 and segment 2 into a single non tenured segment.</p>

Demonstration B: Working with the Inbox

Actions

Key Points



Demonstration - Working with the Inbox

[Path: Inbox>Inbox](#)

Data:

- One Road Permit (B01) file is present in the Inbox (this file is cleared) for each session of training.
 - **Road Permit #1**
- The Road Permit must have three segments as follows:
 - Segment 1: Untenured
 - Segment 2: Tenured
 - Segment 3: Tenured (Overarching Road Timber Mark – area based)
 - Segment 4: Tenured (Overarching Road Timber Mark – volume based)
- The Road Permit must cross an Overarching Tenure which has a Road Timber Mark (already generated) in FTA. **Overarching Tenure #1 (Area Based):**
 - DOS: Overarching Tenure = W0370 & Road Timber Mark = WAK CR1
 - DIC: TBA
 - DVA: TBA
- The Road Permit must cross an Overarching Tenure which is volume based. **Overarching Tenure #2 (Volume Based):**
 - DOS: Overarching Tenure = A18672 & Road Timber Mark = ER9 0R2
 - DIC: TBA
 - DVA: TBA
-
- Use the PDF File provided for the Upload of the Exhibit A.
 - DOS: TBA
 - DIC: TBA
 - DVA: TBA

Page:

- **FTA300-Inbox** page.
- **FTA100-Tenure** page.
- **FTA319-Confirm Segments** page.

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Actions Key Points

Explain:

- This demonstration is made up of three parts:
 - o Part I: Examine the Tenure in the Inbox
 - o Part II: Complete Mandatory Fields & Generate a Timber Mark
 - o Part III: Confirm Segments & Approve the Tenure

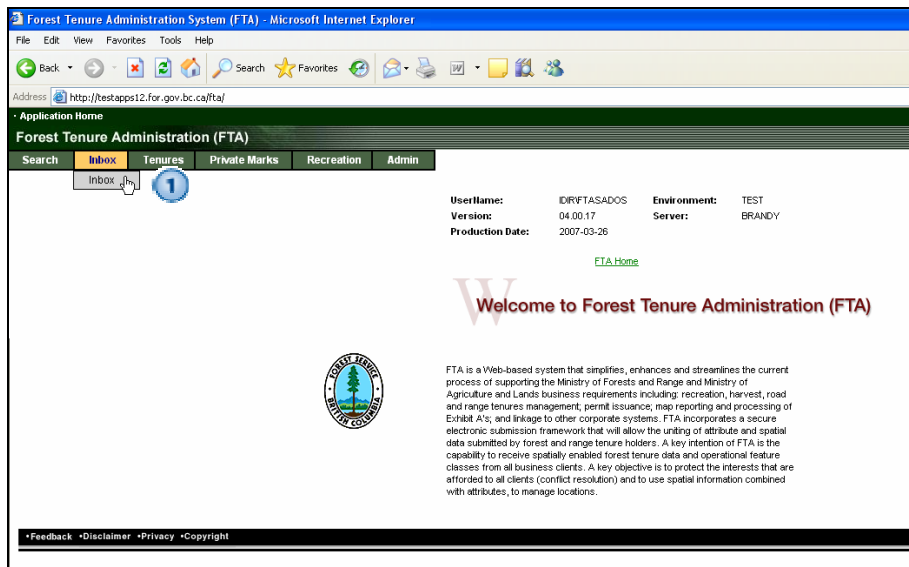
Highlight:

- You must be logged on with one of the following IDs:
 - o FTASADOS
 - o FTASADIC
 - o FTASADVA

Steps:

- Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.
- Use the password: FTA6fta6.
- Follow the numbers on the screen prints below.

Part I: Examine the Tenure in the Inbox



Topic 5: Clearing, Approving & Reviewing a Road Tenure

FTA300 Inbox

Org Unit: File ID: 2

Application Type: Client Number:

File Type:

Exclude BCTS: Exclude SRM: Ex A Cleared:

ESF Date From: ESF Date To: Harvest Type Code:

Sort By: ☒ ESF Date ☐ File ID ☐ Ex A Cleared ☐ Client Number

ESF Submission				Tenure Application				Exhibit A			BCTS				
Currently Assigned	Date	ID	Org Unit	File ID	File Type	ID	Type	Purpose	Client Number	Licensee	Cleared	Map	Job Memo	Org Unit	Regen in Progress
<div>FOR</div>	2007-04-23	35117	DOS	R14033	B01 - Road Permit	59460	RP	New	00001086	TOLKO INDUSTRIES	Y	Y	NO		N
				6							4	5	3		

Demonstration Notes:

Part I: Clear the Tenure

1	<p>Select Inbox from the Inbox menu. The FTA300-Inbox page displays. Note the following:</p> <ul style="list-style-type: none"> The Org Unit defaults to your Organizational Unit for Operations Division. If you are a BCTS User, you must select this.
2	<p>Use the filters in the top portion of the page to filter the Inbox data to meet your needs.</p> <ul style="list-style-type: none"> For this demo, enter {Road Permit #1} that corresponds with your session. Remember to click the Go button.
3	<p>Examine the Regen in Progress column. Ensure that there is an N (No) displayed. You will not be able to clear the application if there is a Y (Yes) displayed.</p>
4	<p>Examine the Cleared column, the column is set to Y (Yes) indicating that this submission has been cleared.</p>
5	<p>Show the Exhibit A Map by clicking the Y in the Exhibit A Map column. Emphasize the following:</p>

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:

	<ul style="list-style-type: none"> The Exhibit A Map matches the new format discussed in Day 1 of this training. Note that the Woodlot will not display on the Exhibit A Map because the training environment is only a subset of data.
	Click the File ID to navigate to the FTA100-Tenure page. Emphasize the status is displayed as Pending Issuance (PI) .
	Once the Exhibit A has been Cleared, the Inbox page will display an Unclear button in place of the Clear button. Do not click this button unless you wish to reverse the Clear.

Part II: Complete Mandatory Fields & Generate a Timber Mark

Application Home

Forest Tenure Administration (FTA)

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

Tenure | CPMark | Q4 Block | Asso. Files | Asso. Client | AAC | Sale Info | Tenure Appl. | Notes

G Rotation | H Rotation | Cev Rotation | TL Bk | CP/CA Amend | Rec Project | Scm VBrch | Road History

FTA100 - Tenure

Back | Back To Search | Add New

File: R14033  Go

Status: PI - Pending Issuance * As of: 2007-04-23 *

Type: B01 - Road Permit * Admin Org: RSI - Southern Interior Forest *

Permittee: 00001086 06 TOLKO INDUSTRIES District: DOS - Okanagan Shuswap Forest * Sec. Licensee? N

Mgmt Unit: U 37 * Strathcona TSA Zone: 02 * 

Award Date: 2007-04-23  Expires: 

Location: Windmill Creek

Security Deposit Type:  Amount: 

Other Deposit Type:  Amount: 

Ownership: N

Current (km): 

BCTS Fund: N * BCTS Org: 

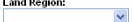
Mark: R14033 Mark Issued: Y * 

Issue Date: 2007-04-23  Expires: 2008-04-23 

Ext. Count: 0 Extend Date:  Reason: 

Quota Type: 

Catastrophic: N Deciduous: N Cruise Based: N

Compliance Method: 1 - 100% One End Instrument: H - Hammer Land Region: 

  Save   

Harvest History 

Feedback | Disclaimer | Privacy | Copyright

Ministry of Forests & Range

Demonstration Notes:

Part II: Complete Mandatory Fields & Generate a Timber Mark

1	<p>The Road Tenure you are working with is displayed on the FTA100-Tenure page. Complete all mandatory fields with data of your choice.</p> <ul style="list-style-type: none"> • Mgmt Unit {i.e. U 37}. • Zone {i.e. 02}. • Award Date {i.e. current date} • Location {i.e. geographic location or local identifier} • You do not have to enter data into the Compliance Method or Instrument data fields. These are not mandatory. These will be entered in Step #5. <ul style="list-style-type: none"> o If the Mark Issued field is set to “Y” then any data you enter in these fields will be saved; otherwise, any data entered in these fields will not be saved.
2	Click the Save button to save the data entered.
3	<p>Generate a Timber Mark for the tenure by clicking the Generate Timber Mark button. The following automatically occur:</p> <ul style="list-style-type: none"> • A Timber Mark is created; and, • The Mark Issued field is set to Y (Yes). <p>Note:</p> <ul style="list-style-type: none"> • Emphasize that you are showing this functionality because it is present in FTA 4.0. • Explain that, as per the discussion on Day 1 of this training, this functionality is seldom used. • Highlight that this is not a pre-requisite task that needs to be completed prior to tenure approval.
4	<p>Enter additional fields associated with the Timber Mark:</p> <ul style="list-style-type: none"> • Mark Issued Date {enter the current date} • Mark Expiry Date {enter five years past the current date}. <ul style="list-style-type: none"> o Note: This field is useful for BCTS Staff. • Compliance Method {select 1-100% One End}. • Instrument {select H-Hammer}.
5	<p>Click the Save button.</p> <ul style="list-style-type: none"> • The Timber Mark will now appear in the Mark field and will be an exact match of the Road Tenure Number.

Part III: Confirm Segments & Approve the Tenure

FTA319 - Confirm Segments

ESF Date: 2007-04-23 Tenure Application ID: 59460 Application Description: Road Demo B DOS 5 Client Number: 00001086 06	ESF ID: 35117 Ex A Image: Y Licensee: TOLKO INDUSTRIES 06
--	---

Map Feature Type: RD - Road Application Purpose: New Provincial Forest Conflict: Area is totally inside of the Provincial Forest Point of Commencement:	Feature: R14033 SEC 1 Refer to: Length(km): 1.6435 Segments Confirmed: N
--	---

Back

Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	Consolidate		
<input type="button" value="v"/> *	<input type="text"/> *	<input type="text"/> *	<input type="button" value="v"/>	<input type="text"/>			<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
N	0.0000	0.5427				☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Y	0.5427	0.5429				☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Y	0.5429	0.8974	WAKCR1			☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Y	0.8974	1.6435				☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="button" value="Confirm Segments"/>				<input type="button" value="Consolidate Segments"/>				

Back

Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	Consolidate		
<input type="button" value="v"/> *	<input type="text"/> *	<input type="text"/> *	<input type="button" value="v"/>	<input type="text"/>			<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
N	0.0000	0.5427				☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
N	0.5427	0.5429				☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Y	0.5429	0.8974	WAKCR1			☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
Y	0.8974	1.6435	ER90R2		LAVINGTON PLANER DIVISION	☐	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="button" value="Confirm Segments"/>				<input type="button" value="Consolidate Segments"/>				

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Back

	Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	Consolidate		
5	<div><div></div><div>*</div></div>	<div><div></div><div>*</div></div>	<div><div></div><div>*</div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>		☐	Save	Cancel
	N	0.0000	0.5429				☐	Update	Delete
	Y	0.5429	0.8974	WAKCR1			☐	Update	Delete
	Y	0.8974	1.6435	ER90R2		LAVINGTON PLANER DIVISION	☐	Update	Delete

Confirm Segment6

Consolidate Segments

Map Feature

Unclear

9APP

REJ

Adj Rpt

Upload Exhibit A8

Regenerate Exhibit A7

Map View

Forest Tenure Administration System (FTA) - Mi...

FTA300 - Inbox Confirm Approve

You may alter the default message below and press 'OK' to confirm Approval of this submission.

Road Permit R14033 is in the process of completion. Contact the District Office if you have questions or special processing requirements.

10Ok

Cancel

Demonstration Notes:

Part III: Confirm Segments & Approve the Tenure

1	<p>Return to the FTA300-Inbox page and navigate to the FTA319-Confirm Road Segments page for the Tenure you have been working with in Part I & II of this demonstration.</p> <ul style="list-style-type: none"> You must select the Map Feature button, then the Segments button corresponding to your application section/branch on the FTA300-Inbox List page.
2	<p>Examine the data in the top portion of the page to verify that the file you are working with matches your needs.</p>
3	<p>Examine the data in the bottom portion of the page. This data shows the segments which have been generated. Explain the following information which is displayed:</p> <ul style="list-style-type: none"> Tenured – displays a Y (Yes) or N (No) to indicate whether or not the segment is over land which is tenured. Start Station – displays the point at which the segment starts as measured in kilometers. This distance is measured from the section's PoC. End Station – displays the point at which the segment ends as measured in kilometers. This distance is measured from the section's PoC. Timber Mark – displays the Timber Mark associated with this segment. <ul style="list-style-type: none"> This field will only contain Timber Marks and Road Timber Marks that have been previously assigned to a section of the Road Permit. FTA will try to automatically assign Road Timber Marks from <u>area based</u> overarching tenures to each segment. <u>Volume based</u> tenures have no spatial area; therefore, no automatic assignment can be made by FTA. The <u>volume based</u> overarching tenure Road Timber Marks must be manually entered using the "Other Timber Mark" field explained below. If the road passes through an area of untenured Crown Land, or where the system is unable to identify a Timber Mark, the system will not allocate a Timber Mark. Note that the following Timber Marks display in the drop list: (a) Road Timber Marks from area based overarching tenures; and (b) the Timber Mark you created on the FTA100-Tenure page. Other Timber Mark – displays a Timber Mark which has been associated with the segment via a manual update. For example, this field is used if you wish to assign a Timber Mark which does not appear in the drop list associated with the "Timber Mark" field noted above. <ul style="list-style-type: none"> Volume based overarching tenure Road Timber Marks must be entered using this field. Licensee – displays the Licensee for the Timber Mark.

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:	
	<ul style="list-style-type: none"> • Consolidate – used to consolidate segments. <ul style="list-style-type: none"> o Note: There is no button to “un-consolidate” segments. If you use this button in error, you will need to manually re-create these segments. • Update button – used to display the corresponding row of data in the editable fields. You may then modify the data and click the Save button to save your changes. • Delete button – used to delete the corresponding row of data.
4	<p>Review Segments</p> <p>Update Segment 2:</p> <ul style="list-style-type: none"> • Click the Update button next to the second segment of the tenure. Make the following modifications to the segment: <ul style="list-style-type: none"> o Change the Tenured Indicator to N. Explain that this segment is very small. In the overlay, there is a sliver between the woodlot and private land (notice the length of the road is .5427 to .5499). Therefore, we are changing the tenured indicator to No to clean up this “sliver”. o Click the Save button to save these changes. <p>Review Segment 3:</p> <ul style="list-style-type: none"> • Highlight that this segment passes through the Woodlot (the area based Overarching Tenure); therefore, FTA has automatically assigned a Road Timber Mark [WAK CR1]. • Note to learners that you will explore the Overarching Tenure in Demo D. <p>Update Segment 4:</p> <ul style="list-style-type: none"> • Click the Update button next to the fourth segment of the tenure. • Explain that this segment is within a volume based Overarching Tenure; therefore, you need to manually enter the Road Timber Mark. <ul style="list-style-type: none"> o Using the Timber Mark Other field, enter the Road Timber Mark which corresponds to the volume based Overarching Tenure provided to you. This is Overarching Tenure #2's Road Timber Mark [ER9 OR2]. o Click the Save button to save these changes.
	<p>Explain that users may also add a segment for a Road Permit, FSR, or SUP. Enter the details in the empty fields at the top of the segment list and click the Save button.</p> <p>Segments may be added (or removed) to the section providing the total length of all tenure segments remains equal to the length the corresponding section.</p>
5	<p>Consolidate Segment 1 & 2:</p> <ul style="list-style-type: none"> • Select the checkbox adjacent to each segment you would like to

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:	
	<p>consolidate. Highlight that these segments both have an indicator of tenured = N; therefore, you are consolidating these.</p> <ul style="list-style-type: none"> Click the Consolidate Segments button.
6	<p>Once you are satisfied that the segments are accurate, click the Confirm Segments button.</p> <ul style="list-style-type: none"> Click the Back button to return to the FTA316-Map Feature List page. Click the Back button again to return to the FTA300-Inbox page.
7	<p>Do not regenerate the Exhibit A. However, click the Regenerate Exhibit A button to show learners that this function exists and allows for various formats and sizes.</p>
8	<p>Explain to learners that you have made changes to the segments (i.e. you changed the tenured indicator and consolidate segments); therefore, you must upload a new Exhibit A. Emphasize the following:</p> <ul style="list-style-type: none"> This is a training environment and due to environmental constraints regenerating the Exhibit A will not show enough detail; therefore, you will be uploading the Exhibit A. The Exhibit A you will upload will show all the land encumbrances (i.e. the Woodlot). In the production environment, learners would be able to simply regenerate the Exhibit A for this scenario. However, now learners will see both buttons. <p>Upload the Exhibit A by clicking the Upload Exhibit A button and using the Browse button to locate the PDF of the Exhibit A provided for this demonstration. Click the Upload button. Note: The upload may take a minute.</p>
9	<p>Approve the Road Tenure by clicking the APP button.</p>
10	<p>The Inbox Confirm Approve page displays. Click the OK button. Explain that you could:</p> <ul style="list-style-type: none"> Click the Cancel button if you have made an error and do not wish to approve the application. Alter the default text message by editing the text.
11	<p>An Approve Successful message is displayed.</p> <ul style="list-style-type: none"> If you receive an error message, you may need to return to the FTA100-Tenure page and ensure all mandatory fields are entered. For example, you may need to enter the Award Date {enter the current date}. Once these are entered, return to the FTA300-Inbox page and click the APP button again. You can no longer examine the application in the Inbox. Emphasize to learners that the tenure will not display spatially in MapView while in the Inbox or immediately after approval. There is a 24 hour delay for the spatial component of approved tenures to be replicated to the Land and Resource Data Warehouse (LRDW).
	<p>Approving the application automatically changes the Road Tenure status from PI (Pending Issuance) to HI (Issued) in FTA. All Sections/Branches will have a status change from PE (Pending Electronic) to blank.</p>

Reviewing the FTA Submission

Actions	Key Points
OH 6.123	<p>Explain reviewing the FTA Submission:</p> <p>Once the tenure submission (also referred to as an application) has been validated by ESF, then it will display in FTA on the FTA950-Tenure Application List page.</p> <ul style="list-style-type: none">• This is true for all types of applications.• This page is useful if you wish to view both the attribute and spatial data associated with the application.
OH 6.124	<p>Review Demonstration C-Review the FTA Submission:</p> <p>Explain that the FTA950-Tenure Application List page will be shown in this demonstration. This page is made up of two sections which allow you to:</p> <ul style="list-style-type: none">• Locate the application you wish to explore.• Examine further details about the application including:<ul style="list-style-type: none">o attribute details about the tenure application;o spatial maps of the application; and,o conflicts with other features.• Regenerate or Upload the Exhibit A for the application.

Demonstration C: Review the FTA Submission

Actions	Key Points
	<p data-bbox="467 363 979 394">Demonstration - Working with the Inbox</p> <p data-bbox="561 401 1161 436"><u>Path: Tenure>Tenure>Tenure Appl. Tab</u></p> <p data-bbox="561 520 630 548">Data:</p> <ul data-bbox="634 567 1365 627" style="list-style-type: none">• There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B). <p data-bbox="561 659 634 686">Page:</p> <ul data-bbox="634 707 1149 735" style="list-style-type: none">• FTA950-Tenure Application List page. <p data-bbox="561 768 667 795">Explain:</p> <ul data-bbox="634 816 1325 877" style="list-style-type: none">• In this demonstration, you will walk participants through reviewing the details of the Tenure Application page. <p data-bbox="561 909 686 936">Highlight:</p> <ul data-bbox="634 957 1294 1102" style="list-style-type: none">• You must be logged on with one of the following IDs:<ul data-bbox="704 997 898 1102" style="list-style-type: none">o FTASADOSo FTASADICo FTASADVA <p data-bbox="561 1136 643 1163">Steps:</p> <ul data-bbox="634 1184 1344 1320" style="list-style-type: none">• Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.• Use the password: FTA6fta6.• Follow the numbers on the screen prints below.

Topic 5: Clearing, Approving & Reviewing a Road Tenure

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

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

FTA950 - Tenure Application List

File: **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District
CP: **File Status:** HI - Issued **As of:** 2007-04-23
Award Date: 2007-04-23 **Expiry Date:**
Licensee: 00001086 06 TOLKO INDUSTRIES

Back To Search

<u>ESF Submission</u>				<u>Tenure Application</u>					Ex A	Regen in
ID	Date	Org	ID	Status	Description Purpose	Location	PofC	Image	Progress	
35117	2007-04-23	DOS	59460	Approved	Road Demo B DOS 5	New		Y	N	

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

FTA952 - Tenure Application Detail

File: **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District
Section ID: **File Status:** HI - Issued **As of:** 2007-04-23
Award Date: 2007-04-23 **Expiry Date:**
Licensee: 00001086 06 TOLKO INDUSTRIES

1 row returned

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

<u>Tenure Application</u>				Section Amend	Section Feature	Length	Width	Start Station	End Station	Feature
ID	Description Purpose	ID	ID Name	Type	PofC	(km)	(m)	(km)	(km)	Image
59460	Road Demo B DOS 5	New	1	ORIG FLY MAIN	Road	1.6435	75			Y

[Segments](#) [Map View](#)

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:	
1	Navigate to the FTA950-Tenure Application List page.
2	Enter the Road Tenure number {Road Permit #1} in the File field and click the Go button.
3	Click the Y in the Exhibit A column and examine the Exhibit A. <ul style="list-style-type: none"> The Exhibit A displays the spatial image of the feature. A description of the feature is provided in the header section. The road tenure section(s) are denoted on the map by a bold black line. The PoC and PoT are also marked.
4	Return to the FTA950-Tenure Application List page and highlight the following buttons: <ul style="list-style-type: none"> Details button: navigates you to the FTA952-Tenure Application Details page which will be shown momentarily.
5	<ul style="list-style-type: none"> Upload Exhibit A button: allows you to upload a new Exhibit A. Used to upload an Exhibit A in a high risk situation. <ul style="list-style-type: none"> For example, circumstances in which the quality of the existing spatial data is not sufficient for the automatically generated Exhibit A (i.e. there are many encumbrances on the land.) The upload function allows you to upload your own Exhibit A as a PDF file. It is highly recommended that you ensure your file size is between 200 – 500KB.
	<p>Once the upload function is in progress, you cannot:</p> <ul style="list-style-type: none"> Clear; Approve; or, Reject <p>the application until the upload process is complete.</p>
6	<p>Regenerate Exhibit A button: use this button to have FTA regenerate the Exhibit A according to your specifications. If a change is made to the Road Tenure segments prior to approval then the Exhibit A must be regenerated.</p> <ul style="list-style-type: none"> This page can be used to regenerate the Exhibit A and its feature images via the automatic generation process. <ul style="list-style-type: none"> If a change is made to the Exhibit A and/or Feature Images then the Exhibit A must be regenerated. Highlight to users that regenerating the Exhibit A after uploading an Exhibit A will overwrite the uploaded file.
	<p>Once the regeneration function is in progress, you cannot:</p> <ul style="list-style-type: none"> Clear; Approve; or,

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:	
	<ul style="list-style-type: none"> Reject the application until the regeneration process is complete.
7	<ul style="list-style-type: none"> Traverse Report button: generates a Traverse Report detailing the coordinates for all features. Click this button to show learners the report. <ul style="list-style-type: none"> It is recommended that you save the report to your local drive prior to opening it.
8	<ul style="list-style-type: none"> MapView button: explain that clicking the MapView application launches MapView to the geographic location of your tenure. <ul style="list-style-type: none"> MapView is launched in a separate browser.
9	<ul style="list-style-type: none"> Adjudication Report button: will display the Adjudication Report as a PDF file. This report displays any resource feature conflicts. Click this button to show learners the report. <ul style="list-style-type: none"> The report opens in a separate browser.
10	<p>Navigate to the FTA952-Tenure Application Details page by clicking the Details button. Review the information displayed on this page:</p> <p>You can examine the following fields:</p> <ul style="list-style-type: none"> Tenure Application ID – this uniquely identifies the application. Description – this name is provided by the ESF User whom made the application. Purpose – this indicates whether the application is New or an Amendment. Section ID or Branch ID – this indicates the road tenure section (B01) or branch (B40). Each road must have at least one section or branch. Amend ID – this identifies if the road has been amended. This id is system generated. Section Name or Branch Name – this identifies the unique name provided for a road tenure section (B01) or branch (B40). Feature Type – the type of feature is displayed as Road. PoC – this indicates the Point of Commencement for the section. This is a UTM coordinate. Length – the length of the section is displayed. This is displayed in kilometers. Width – the width of the feature is displayed. This is displayed in meters. <ul style="list-style-type: none"> Road Permit (B01) and FSR (B40) files must have a width of 75 meters. Special Use Permits (S01 and S02) files have a width supplied via the ESF Submission. Start Station – the road station where the amendment starts (in km) of the road section/branch being amended. End Station – the road station where the amendment ends (in km) of the road section/branch being amended.

Demonstration Notes:

You can access additional information by using these functions:

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

Exploring Overarching Tenures

Actions	Key Points
OH 6.125	<p>Explain Overarching Tenures:</p> <p>Explain that each Overarching Tenure in FTA may have one Road Timber Mark assigned to it, per district.</p> <ul style="list-style-type: none">• These are then assigned to the Road Tenure at the segment level.• FTA automatically generates the Road Timber Marks for the Overarching Tenures.<ul style="list-style-type: none">o Format: <designate> + <0Rn>. Note: 0 = zero, and N = a number from 1 to 9.o In the case of Woodlots, the 0 is not present.o In the case of TFL's, there is a "/" after the designate.• Road Timber Marks are displayed on the FTA902-Cutting Permit List page. <p>When a new Overarching Timber Harvesting Tenure is created in FTA, it will also receive an automatically generated Road Timber Mark for each appropriate district.</p>
OH 6.126	<p>Review Demonstration D-Show Road Timber Marks:</p> <p>Explain that the FTA902-Cutting Permit List page will be shown in this demonstration.</p> <p>This page allows you to examine the Road Timber Marks associated with the Overarching Tenure.</p>

Demonstration D: Show Road Timber Marks

Actions

Key Points



Demonstration - Working with the Inbox

[Path: Tenure>Tenure>CP/Mark Tab](#)

Data:

- There is no data to prepare for this demo. This demo uses **Road Permit #1** (prepared for Demo B).

Page:

- **FTA901-Cutting Permit List** page.

Explain:

- In this demonstration, you will show participants where the Road Timber Marks are displayed in FTA.

Highlight:

- You must be logged on with one of the following IDs:
 - o FTASADOS
 - o FTASADIC
 - o FTASADVA

Steps:

- Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.
- Use the password: FTA6fta6.
- Follow the numbers on the screen prints below.

Topic 5: Clearing, Approving & Reviewing a Road Tenure

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[TL Blk](#)
[CP/CB Amend.](#)
[Rec Project](#)
[Sctn./Brnch.](#)
[Road History](#)

FTA901 - Cutting Permit List

File:
Type: A04 - Woodlot Licence
 Admin Org: DOS - Okanagan Shuswap Forest District

CP/HVA ID:
File Status: HI - Issued
 As of: 1997-08-13

Award Date: 1986-06-01
 Expiry Date: 2016-05-31

Licensee:

Road Timber Marks

1 rows returned

District	Timber Mark
DOS	WAKCR1

Cutting Permits

Back To Search

5 rows returned

District	CP/HVA ID	Timber Mark	Salvage Type	Status	Issue	Expiry	Extend To	Mark
DOS	A	W0370A		HC Closed	1991-08-01	1996-07-31	2001-07-31	Details Cut Block
DOS	B	W0370B		HI Issued	1999-10-01	2004-09-30		Details Cut Block
DOS	L	W0370L		SP SP only, no application received				Details Cut Block
DOS	S	W0370S		HI Issued	1996-09-01	2001-08-31	2003-08-31	Details Cut Block
DOS	Z	W0370A		HC Closed	1986-08-01	1991-07-31		Details Cut Block

Demonstration Notes:

1	Navigate to the FTA901-Cutting Permit List page by selecting the CP/Mark tab.
2	Enter the Overarching Tenure Number {Overarching Tenure #1} in the File field. <ul style="list-style-type: none"> DOS: W0370 DIC: TBA DVA: TBA
3	Click the Go button. <ul style="list-style-type: none"> Data associated with the Overarching Tenure is displayed.
4	Examine the details of the Road Timber Mark . <ul style="list-style-type: none"> District Timber Mark

Topic 5: Clearing, Approving & Reviewing a Road Tenure

Demonstration Notes:



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

Topic Wrap-Up

Actions	Key Points
---------	------------

OH 6.127

Topic Wrap-Up:

Review the following points:

- In order to approve a Road Tenure, the following tasks must be completed:
 - Clear the Road Tenure.
 - Confirm Segments.
 - Regenerate or Upload Exhibit A if segments have been modified.
 - Approve the Road Tenure.
- A Road Tenure can be rejected at any time while the tenure is in the Inbox.
- The Road Tenure application can be reviewed in FTA.
- Timber Marks separate the Road Tenure from the harvest land base.
 - Timber Marks can be generated using the **FTA100-Tenure** page.
- Overarching Tenures have automatically generated associated Road Timber Marks.



Question and Answer:

Ask participants if they have any questions about this topic.



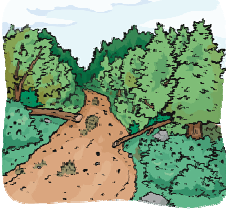
Break

Allow participants to enjoy a 15 minute break.

Exercise: Part A

Actions	Key Points
	<p>Exercise Instructions-Part A:</p> <p>Explain to learners that Part A of the exercise will lead each learner through clearing and approving two Road Tenures. Learners may begin this exercise now.</p>
	<p>Highlight that you are available to provide any assistance learners may require.</p> <p>Allow participants 75 minutes to complete the exercise.</p>
	<p>Exercise Debrief-Part A:</p> <p>Highlight that during this exercise, learners practiced:</p> <ul style="list-style-type: none">• Clearing two Road Tenure Files.• Confirming Segments.• Approving two Road Tenure Files.• Exploring Road Tenure Application Details.
	<p>Ask learners if they encountered any problems or have any questions.</p>

FTA Facilitator Guide –



FTA Roads Module

Topic 6: Working with Road Tenures & FTA



In this topic, participants will understand:

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



Overheads:

- 6.128 – 6.134



Lunch Break:

- Allow participants to enjoy a 60 minute lunch break.



Exercise:

- Participants should complete Part B of the Exercise.
- Allow participants 30 minutes to complete the Exercise.



Understanding Road Tenure Status

Actions	Key Points
OH 6.128	<p>Clarify the purpose of Topic 6:</p> <p>Emphasize that during this topic, participants will understand:</p> <ul style="list-style-type: none"> • Status; • Security implications; and, • How to explore Road Tenure sections and branches.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 6 of their guides.</p>
OH 6.129	<p>Review Tenure Status:</p> <p>Explain that every tenure in FTA has a status assigned to it.</p> <ul style="list-style-type: none"> • Indicates the state the tenure is at in the business cycle. <ul style="list-style-type: none"> o PA-Pending Application: this is used for Forest Service Roads or Road Permits only. The Road Tenure Number has been generated via FTA. o PE-Pending Electronic: submission of Road Tenure via ESF has been successful and the Road Tenure Number is generated via ESF (if it has not already been entered in FTA). o PI-Pending Issuance: Application has been cleared in the FTA Inbox. o HI-Issued: Application is approved and removed from the FTA Inbox. o EE-Entered in Error: This is used if you added a Road Permit or Forest Service Road manually in error. You may navigate to the FTA100-Tenure page, change the status to EE, and click the Delete button to remove the tenure. You will need to enter an Override Reason.
	<p>To determine the status of a file, navigate to the Tenure tab and examine the Status field.</p>
OH 6.130	<p>Review Section/Branch Status:</p> <p>Recall that a Road Tenure may have one or many sections/branches.</p> <ul style="list-style-type: none"> • Each section/branch also has a status assigned to it. <ul style="list-style-type: none"> o PE-Pending: This is used until the application associated with the section/branch is approved. o Blank: Once the application associated with the section/branch is approved, the status for that section/branch is blank.

Actions	Key Points
	<p>Tip:</p> <p>To determine the status of a section or branch, navigate to the Sctn\Branch tab and examine the Status field in the bottom portion of the page.</p>
<p>OH 6.131</p>	<p>Understanding Security:</p> <p>FTA has various levels of security which impact the pages a user may access and the actions he/she may perform.</p> <ul style="list-style-type: none"> • If you are unable to access a page or perform a function it may be due to the security level you have been assigned or your administrative organizational unit. • You may only add, update, or amend a Road Tenure which is assigned to your district and not assigned to a BCTS Organizational Unit. • A BCTS user may only add, update, or amend Road Tenures attached to his/her BCTS Organizational Unit.

Exploring Road Tenure Sections Branches

Actions	Key Points
<p>OH 6.132</p>	<p>Modifying Sections/Branches:</p> <p>Road tenure sections and branches are submitted to FTA via ESF.</p> <ul style="list-style-type: none"> • Review and minor updates can be completed using the FTA131-Road Tenure Section/Branch page if the section/branch has a status of HI (Issued). • Changes in geometry for the permit must be completed through an amendment via an ESF application. <p>Remind participants that for a Road Tenure to have a status of HI, it must have at least one:</p> <ul style="list-style-type: none"> • Approved Road Tenure Section – applicable to Road Permits and Special Use Permits; or • Approved Branch – applicable to Forest Service Roads.
<p>OH 6.133</p>	<p>Review Demonstration E-Examine Road Tenure Sections:</p> <p>Explain that this demonstration will show learners how to examine and modify Road Tenure section details by using the FTA131-Road Tenure Section/Branch page.</p>

Demonstration E: Examine Road Tenure Sections

Actions	Key Points
	<p>Demonstration - Examine Road Tenure Sections</p> <p><u>Path: Tenure>Tenure>Sectn.\Brnch. Tab</u></p> <p>Data:</p> <ul style="list-style-type: none">There is no data to prepare for this demo. This demo uses Road Permit #1E. <p>Page:</p> <ul style="list-style-type: none">FTA131-Road Tenure Section/Branch page. <p>Explain:</p> <ul style="list-style-type: none">In this demonstration, you will show participants how to examine and modify Road Tenure section details. <p>Highlight:</p> <ul style="list-style-type: none">You must be logged on with one of the following IDs:<ul style="list-style-type: none">o FTASADOSo FTASADICo FTASADVA <p>Steps:</p> <ul style="list-style-type: none">Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.Use the password: FTA6fta6.Follow the numbers on the screen prints below.



Topic 6: Working with Road Tenures & FTA

FTA131 - Road Section

File: R14035 **Go** **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District

Section ID: **File Status:** HI - Issued **As of:** 2007-04-23

Award Date: 2007-04-23 **Expiry Date:**

Licensee: 00001086 06 TOLKO INDUSTRIES

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

Current Road Length (km): 3.3300 **Initial Road Length (km):** 3.3300

3 rows returned

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

Exhibit A Section ID	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1						WAKCR1,ER90R2	FLY MAIN	1.6435	1.6435	75	☐
2						ER90R2	SPA LAKE ROAD	0.9327	0.9327	75	☐
3						ER90R2	SPA LAKE SPUR	0.7543	0.7543	75	☐

Buttons: Save, Cancel, Update, Segments

Demonstration Notes:

1	Navigate to the FTA131-Road Tenure Section/Branch page using the Sctn.\Branch tab.
2	Enter the Road Tenure Number {Road Tenure #1} in the File field. <ul style="list-style-type: none"> Explain to learners, that if the road had more than one section or branch, then they could work with a specific section/branch, by enter it in the Section or Branch ID field. Explain that the “%” sign can be used to perform wildcard searches in the Section or Branch ID field.
3	Click the Go button. <ul style="list-style-type: none"> Data associated with the Road Tenure Number is displayed.
4	Click the Update button next to the first section which displays. <ul style="list-style-type: none"> The section details are displayed in the top row.
5	Modify the Zone to be {01}. <ul style="list-style-type: none"> Explain that the Section Name could also be modified.
6	Click the Save button.
	You will notice the following additional buttons appear on this page: <ul style="list-style-type: none"> Segments Transfer section(s);

Demonstration Notes:

	<ul style="list-style-type: none">• Retire sections(s);• Re-label section(s); and,• Delete section(s). <p>These are explained later in this session.</p>
--	--

Topic Wrap-Up

Actions	Key Points
---------	------------

OH 6.134

Topic Wrap-Up:

Review the following points:

- There is a status assigned to the:
 - o Road Tenure; and,
 - o Section/Branch.
- Security impacts the pages, functions, and data a user can access in FTA.
- Minor updates to sections/branches can be completed in FTA.
- Changes in geometry must be completed via an amendment via an ESF submission.



Lunch Break:

Allow participants to enjoy a 60 minute lunch break.



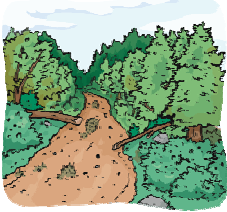
Question and Answer:

Ask participants if they have any questions about this topic.

Exercise: Part B

Actions	Key Points
	<p>Exercise Instructions-Part B:</p> <p>Explain to learners that Part B of the exercise will lead learners through verifying the status of the road and exploring the sections or branches associated with a road. Learners may begin this exercise now.</p> <p>Highlight that you are available to provide any assistance learners may require.</p>
	<p>Allow participants 30 minutes to complete the exercise.</p>
	<p>Exercise Debrief-Part B:</p> <p>Explain that learners should now understand how to:</p> <ul style="list-style-type: none">• Verify the status of a Road Tenure;• Explore the sections of a Road Permit (B01); and,• Explore the branches of a Forest Service Road (B40). <p>Ask participants if they have any questions or comments about this part of the exercise.</p>

FTA Facilitator Guide –



FTA Roads Module

Topic 7: Amending a Road Tenure & Reviewing Segments



In this topic, participants will learn how to:

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



Overheads:

- 6.135 – 6.143

Understanding Amendments

Actions	Key Points
OH 6.135	Clarify the purpose of Topic 7: Emphasize that during this topic, participants will learn how to: <ul style="list-style-type: none">• Amend a Road Tenure;• Examine an amendment; and,• Review segments.
	Reading: Participants can find the information presented in this topic in Topic 7 of their guides.
OH 6.136	Why an Amendment? Explain that over time, a Road Tenure may require an amendment. <ul style="list-style-type: none">• An amendment is a modification to the tenure in some way.• An amendment at the Road Tenure level must be completed via an ESF Application.<ul style="list-style-type: none">o District Roads Staff must coordinate the amendment with Geomatic Technicians. <p>The following are reasons why a Road Tenure may require an amendment:</p> <ul style="list-style-type: none">• A new section is being added to an existing Road Tenure.• An existing road tenure section is being amended (e.g. shortening or lengthening the road tenure section).• An existing road tenure section is being re-engineered (e.g. re-alignment).
OH 6.137	Attribute & Spatial Data for Road Tenure Amendments: The data required for amendments is described in the Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) Version 2.4 (http://www.for.gov.bc.ca/his/FT/business.htm). The spatial data required for an amendment will vary based on the type of amendment.
OH 6.138	Processing Amendments: Explain that an amended application will display in the FTA300-Inbox with an Application Purpose of Amend . <ul style="list-style-type: none">• The amendment must now be processed following the same steps one would use to process a new application.<ul style="list-style-type: none">o Recall that this process was discussed in Topic #5 of this session.
OH 6.139	Examining Amendments: Explain that amendment details for Road Tenures which are Road Permits (B01) or Forest Service Roads (B40) can be examined on the

Topic 7: Amending a Road Tenure & Reviewing Segments

Actions	Key Points
	FTA906-Road Tenure History page. <ul style="list-style-type: none">You may only update the road tenure section or branch name using this page.You can not add or delete amendments using this page.
OH 6.140	Review Demonstration F-Examine Road Tenure History: Explain that this demonstration will review: <ul style="list-style-type: none">Amendment details; and,How to update a section name using the FTA906-Road Tenure History page.

Demonstration F: Examine Road Tenure History

Actions	Key Points
	Demonstration - Examine Road Tenure History <u>Path: Tenure>Tenure>Road History</u> Data: <ul style="list-style-type: none">One Road Permit (B01) file for each session of training.<ul style="list-style-type: none">Road Permit #2The Road Permit must have one section and that section must have been amended.<ul style="list-style-type: none">The amendment must have been cleared and approved. Page: <ul style="list-style-type: none">FTA906-Road Tenure History page. Explain: <ul style="list-style-type: none">In this demonstration, you will show participants how to examine the history of a Road Tenure. Highlight: <ul style="list-style-type: none">You must be logged on with one of the following Ids:<ul style="list-style-type: none">FTASADOSFTASADICFTASADVA Steps: <ul style="list-style-type: none">Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.Use the password: FTA6fta6.Follow the numbers on the screen prints below.

Topic 7: Amending a Road Tenure & Reviewing Segments

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[Road History](#)

FTA906 - Road Tenure History

File: **Go** **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District
Section ID: **File Status:** HI - Issued **As of:** 2007-04-23
Amendment ID: **Award Date:** 2007-04-23 **Expiry Date:**
Licensee: 00001086 06 TOLKO INDUSTRIES

Current Road Length (km): 0.8100 **Initial Road Length (km):** 1.1700

2 rows returned

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Amendment							Station				Amended Length (km)	Feature Image	
Application ID	Approved Date	Status	ExA Sec. Type	Retirement Date	Section Name	Timber Mark	Start (km)	End (km)					
ORIG	2007-04-23	2007-04-23	APP	1		QUEEST NO 2	ER90R2	0.0000	1.1747	1.1747	N	Update	
1	2007-04-23	2007-04-23	APP	RMV	1	QUEEST NO 2	ER90R2	0.0000	0.8124	-0.3623	Y	Update	

Demonstration Notes:

1	Navigate to the FTA906-Road Tenure History page using the Road History tab.
2	Enter the Road Tenure Number {Road Permit #2} in the File field. <ul style="list-style-type: none"> Explain to participants that if they wish to work with a specific section or amendment, they could enter this in the Section, Branch, or Amendment ID field. Note: Users may only enter either the Section/Branch or the Amendment ID.
3	Click the Go button. <ul style="list-style-type: none"> Data associated with the Road Tenure Number is displayed. Highlight that the original file is listed at the top and each row below is an amendment. Emphasize that the amendment for this file is one which has changed the length of the road. The road is now shorter.
4	Click the Update button corresponding with the last row of data. This row of data represents the last amendment made to the file. <ul style="list-style-type: none"> Modify the Section Name to a name of your choice. Emphasize that this is the name of the section not the legal section id. Explain that this is the only change that can be made on this

Topic 7: Amending a Road Tenure & Reviewing Segments

Demonstration Notes:

	page.
5	<p>Click the Save button.</p> <ul style="list-style-type: none"> Note that the Section Name has been updated in all rows of data.

Reviewing Segments

Actions	Key Points
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OH 6.141

Review the FTA907-Road Segments Page:

Explain that once a user has completed an amendment, he/she may wish to review the road segments.

- Recall that segments can be modified and are confirmed prior to the Road Tenure approval process in FTA.
- Segments can be reviewed on the **FTA907-Road Segments** page. The following modifications **cannot** be made on this page:
 - Inserting of segments.
 - Deleting of segments.
 - Modification to segment's start or end station lengths.
- Modifications can be made to update the **Timber Mark** associated with a segment if the corresponding section has been approved (i.e. the status of the Road Tenure is HI).



Remind participants that inserting, deleting or otherwise modifying a segment must occur prior to the tenure approval process. These actions must be completed on the **FTA319-Confirm Segments** page already discussed.

OH 6.142

Review Demonstration G-Reviewing Road Segments:

This demonstration will review:

- The **FTA907-Road Segments** page; and,
- How to change the Road Timber Mark associated with a segment.
- Explain that in FTA a user assigned the Road Timber Mark associated with a volume based Forest Licence (i.e. A18672) to Segment #3 of this section. Upon research, it is discovered that this is **not** the correct Forest Licence for this segment. The FTA user should have associated the Road Timber Mark for a different volume based Forest Licence (i.e. A18686) to Segment #3. The demonstration will show learners how to review road segments and update the Road Timber Mark.

Demonstration G: Review Road Segments

Actions

Key Points



Demonstration - Review Road Segments

[Path: Tenure>Tenure>Sctn.\Brnch. Tab](#)

Data:

- There is no data to prepare for this demo. This demo uses **Road Permit #1** (prepared for Demo B).
- Segment 3 is being changed to a different volume based Overarching Tenure Road Timber Mark (already generated) in FTA.
- The Road Permit must cross an Overarching Tenure which is volume based. **Overarching Tenure #2 (Volume Based):**
 - o DOS: Overarching Tenure = A18672 & Road Timber Mark = ER9 0R2
 - o DIC: TBA
 - o DVA: TBA
- In the demo, Segment #3 of the Road Permit must be changed to cross a different Overarching Tenure which is volume based. **Overarching Tenure #3 (Volume Based):**
 - o DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3
 - o DIC: TBA
 - o DVA: TBA

Page:

- **FTA907-Road Segments** page.

Explain:

- In this demonstration, you will show participants how to examine the segments associated with a Road Tenure Section and how to change the Road Timber Mark associated with a segment.
- **Recall:** Volume based tenures are **not** associated with an administrative boundary and, as a result, this type of overarching Road Timber Mark will not show up on the **Timber Mark** drop list.

Highlight:

- You must be logged on with one of the following IDs:
 - o FTASADOS
 - o FTASADIC
 - o FTASADVA

Topic 7: Amending a Road Tenure & Reviewing Segments

Actions Key Points

Steps:

- Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.
- Use the password: FTA6fta6.
- Follow the numbers on the screen prints below.

[Tenure](#)
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[Sctn. Brnch.](#)
[Road History](#)

FTA901 - Cutting Permit List

File:
Type: A01 - Forest Licence
 Admin Org: RSI - Southern Interior Forest Region

CP/HVA ID:
File Status: HI - Issued
 As of: 1982-11-15

Award Date: 1982-11-15
 Expiry Date: 2013-11-14

Licensee: 00001086 00 TOLKO INDUSTRIES

Road Timber Marks

3 rows returned

District	Timber Mark
DHW	ES40R1
DKA	ES40R2
DOS	ES40R3

Cutting Permits

Result Pages: [1](#) [2](#) [3](#) [4](#) [\[Next\]](#)

359 rows returned

District	CP/HVA ID	Timber Mark	Salvage Type	Status	Issue	Mark Expiry	Extend To	
DHW	1	ES4001		HC Closed	1990-01-01	1990-12-31		<input type="button" value="Details"/> <input type="button" value="Cut Block"/>
DHW	10	G08062		HC Closed	1982-09-14	1983-09-13	1993-08-31	<input type="button" value="Details"/> <input type="button" value="Cut Block"/>

Topic 7: Amending a Road Tenure & Reviewing Segments

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[TL Blk](#)
[CP/CB Amend.](#)
[Rec Project](#)
[Sctn 'Brrn'](#)
[Road History](#)

FTA131 - Road Section

File: **Go** **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District
Section ID: **File Status:** HI - Issued **As of:** 2007-04-23
Award Date: 2007-04-23 **Expiry Date:**
Licensee: 00001086 06 TOLKO INDUSTRIES

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

Current Road Length (km): 1.6400 **Initial Road Length (km):** 1.6400

1 row returned

[Back](#)
[Back To Search](#)
[Transfer Section\(s\)](#)
[Retire Section\(s\)](#)
[Re-label Section\(s\)](#)
[Delete Section\(s\)](#)

Exhibit A	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
1						WAKCR1,ER90R	FLY MAIN	1.6435	1.6435	75	☐ <input type="button" value="Update"/> <input type="button" value="Segments"/>

HIGHLIGHT THAT TIMBER MARKS & ROAD TIMBER MARKS FOR ALL SEGMENTS ARE DISPLAYED IN THE TIMBER MARK COLUMN.

Topic 7: Amending a Road Tenure & Reviewing Segments

FTA907 - Road Segments 6

File: **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District

Section ID: ✱ **File Status:** HI - Issued **As of:** 2007-04-23

Amendment ID: **Award Date:** 2007-04-23 **Expiry Date:**

Licensee: 00001086 06 TOLKO INDUSTRIES

Exhibit A Section ID: 1 **Zone:** **Status:**

Section Name: FLY MAIN **Curr Length (km):** 1.6400 **Init Length (km):** 1.6400 **Feature Image:** Y

3 rows returned

Amendment ID	Tenured	Start Station (km)	End Station (km)	Timber Mark	Other Timber Mark	Licensee	
ORIG	N	0	.5429				<input type="button" value="Update"/>
ORIG	Y	.5429	.8974	WAKCR1			<input type="button" value="Update"/>
ORIG	Y	.8974	1.6435	ER90R2		LAVINGTON PLANER DIVISION	<input type="button" value="Update"/> 7

Demonstration Notes:

1	<p>Navigate to the FTA901-Cutting Permit List page (this is the CP/Mark tab) and enter Overarching Tenure #3 (e.g. A18686) in the File field. Click the Go button.</p> <ul style="list-style-type: none"> Point out the Road Timber Mark that displays on this page. For example, for DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3. Explain that you will now navigate to the Road Section and change Segment #3 to reflect this Road Timber Mark.
2	Navigate to the FTA131-Road Section page using the Sctn.\Brnch. tab.
3	Enter the Road Tenure Number {Road Permit #1} in the File field.
4	<p>Click the Go button.</p> <ul style="list-style-type: none"> All sections associated with the Road Tenure are displayed. Highlight that all Road Timber Marks and Timber Marks are displayed for each section in the Timber Mark column.
5	Click the Segments button associated with the section you wish to examine segments for. Note: For this demo, there is only one section.
6	<p>The FTA907-Road Segments page is displayed.</p> <ul style="list-style-type: none"> Examine the data in the top portion of the page to verify that the file you are working with matches your needs. Examine the data in the bottom portion of the page. This data shows the segments which have been generated.

Topic 7: Amending a Road Tenure & Reviewing Segments

Demonstration Notes:

	<p>Select the Update button next to the third segment.</p> <ul style="list-style-type: none"> The segment details are populated in the editable fields at the top of the segment list.
	<p>Using the Other Timber Mark field, change the volume based Road Timber Mark for this segment. This is the Road Timber Mark associated with Overarching Tenure #3 that was shown in Step #1. For example, for DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3.</p> <ul style="list-style-type: none"> Explain to learners that entering a new Timber Mark (either via the drop list or manually) is the only modification that can be made on this page. Highlight that the Other Timber Mark field allows you to enter any valid mark. The mark must exist in FTA and the harvesting authority for which the mark is assigned must be in an HI status.
	<p>Explain to learners that changing a Timber Mark from one selected through the drop list to a user entered Timber Mark requires the Timber Mark in the drop list be removed in update mode.</p>
	<p>Click the Save button.</p>
	<p>Explain to learners that if they wish to add a Timber Mark which does not exist in the paper Tenure Document then they must amend the Tenure Document.</p>

Topic Wrap-Up

Actions	Key Points
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OH 6.143

Topic Wrap-Up:

Review the following points:

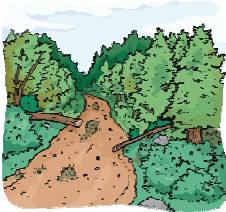
- Amendments occur when there is a change in geometry.
- File requirements for amendments are outlined in the **Industry & BCTS Guide to the Submission of Road Tenure via the Electronic Submission Framework (ESF) Version 2.4** (<http://www.for.gov.bc.ca/his/FT/business.htm>).
- Amendments display in the **FTA300-Inbox** and are processed in the same manner as new applications.
- The **FTA906-Road Tenure History** page can be used to review amendments.
- The **FTA907-Road Segments** page can be used to review segments and update corresponding Road Timber Marks.



Question and Answer:

Ask participants if they have any questions about this topic.

FTA Facilitator Guide –



FTA Roads Module

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



In this topic, participants will learn how to:

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

Overheads:

- 6.144 – 6.155



Break:

- Allow participants to enjoy a 15 minute break.



Exercise:

- Participants should complete Part C of the Exercise.
- Allow participants 60 minutes to complete the Exercise.



Understanding Retire, Transfer, Delete and Re-label

Actions	Key Points
OH 6.144	<p>Clarify the purpose of Topic 8:</p> <p>Emphasize that during this topic, participants will learn how to:</p> <ul style="list-style-type: none">• Further explore the FTA133-Road Tenure Section/Branch page;• Retire a road section or branch;• Transfer a road section or branch;• Re-label a road section or branch; and,• Delete a road section or branch.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 8 of their guides.</p>
OH 6.145	<p>Understanding Functionality:</p> <p>The FTA133-Road Tenure Section/Branch page is dynamic. The content of this page varies depending on the action you are performing.</p> <p>Explain that FTA 4.0 allows the following functions which make managing Road Tenures efficient:</p> <ul style="list-style-type: none">• Retiring a section/branch of a Road Tenure. This is the act of moving road section(s)/branch(es) from active tenure to history. Retired map features will not show as conflicts against future applications. This sets a retirement date for spatial road sections.<ul style="list-style-type: none">o Note that retirement of a section/branch may also be accomplished via an ESF Submission.• Transferring a section/branch from one Road Tenure to another. This is the act of moving an entire Road Tenure and its affiliated section(s)/branch(es) to another client, or moving individual section(s)/branch(es) from one tenure to another.• Deleting a section/branch from a Road Tenure. This is the act of removing section(s)/branch(es) from the system entirely.<ul style="list-style-type: none">o If a road is deactivated, the tenure must be retired. The delete function should only be used to remove data entered in error.• Re-labeling a section/branch of a Road Tenure. This is the act of changing the Section/Branch Legal ID (i.e. business key identifier) for a road.
	<p>Warning:</p> <p>In FTA, you may only perform the above actions for a section or branch of a Road Tenure. You cannot retire, transfer, delete, or re-label the Road Tenure at the tenure level. You must perform these actions at the section or branch level.</p>

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

Actions	Key Points
OH 6.146	<p>Navigating to the FTA133-Road Tenure Section/Branch page:</p> <p>Explain that participants will select a button on the FTA131-Road Tenure Section/Branch page which will navigate them to the appropriate FTA133-Road Tenure Section/Branch page.</p> <p> Tip:</p> <p>Remind participants that the FTA131-Road Tenure Section/Branch page was discussed in Topic 6 of this session.</p> <ul style="list-style-type: none">On this page, you can display whichever sections or branches you wish to work with. These are displayed in the bottom portion of the page. <p>Emphasize that it is important to ensure that you have the appropriate sections or branches displayed on the FTA131-Road Tenure Section/Branch page and that you have selected those you wish to perform actions on <u>prior</u> to clicking any of the action buttons (i.e. Retire, Transfer, Delete, or Re-label Button). Note that you may select multiple sections/branches at one time.</p> <p>Once an action button is clicked, it is these sections or branches that will appear on the FTA133-Road Tenure Section/Branch page.</p>
OH 6.147	<p>Retire a Section/Branch:</p> <p>Explain that in FTA:</p> <ul style="list-style-type: none">You can retire each section or branch of a Road Tenure; however, the Road Tenure itself is not explicitly retired at that point. <p> Tip: Closing the Tenure:</p> <p>Once all sections or branches of the Road Tenure are retired, then the actual Road Tenure can also be closed.</p> <ul style="list-style-type: none">The Road Tenure's status does not change and cannot be manually changed to a status of closed until all sections/branches are retired/transferred or deleted out of a permit.Once there are no active sections under the tenure, the tenure itself can be closed.To close the tenure, navigate to the FTA100-Tenure page and change the status to HC. <p> Warning:</p> <p>You cannot retire sections for a Road Tenure if those sections have a status of PE.</p>
OH 6.148	<p>How does the retire function work?</p> <p>Explain how the road retirement functions works:</p> <ul style="list-style-type: none">The road retirement function automatically creates an amended tenure application (complete with amendment number) and

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

Actions	Key Points
	<p>generates a new Exhibit A map for the Road Tenure.</p> <ul style="list-style-type: none"> The new map will mark the sections which have been retired by putting the symbol "XXXX" over top. This new application will not appear in the FTA300-Inbox page. The application will automatically be approved and displayed on the FTA950-Tenure Application List page. The status will be Approved.
OH 6.149	<p>Transfer a Section/Branch:</p> <p>Explain that in FTA:</p> <ul style="list-style-type: none"> You may transfer geometry for a section or branch of a Road Tenure to another Road Tenure. It is important to note that the Road Tenure itself is not explicitly transferred.
OH 6.150	<p>Transfer a Section/Branch (cont.):</p> <p>Explain that there are always two Road Tenures involved when you perform a Road Tenure geometry transfer:</p> <ul style="list-style-type: none"> Source Tenure – this is the tenure that you are transferring the section or branch geometry from. The section/branch for the Source Tenure is retired once the geometry is successfully transferred. Target Tenure – this is the tenure that you are transferring the section or branch geometry to. The section/branch is created with the geometry transferred.
	<p>Tip:</p> <p>You may not transfer geometry for a segment of a road. The Source Tenure must be amended to reflect the portion of the section/branch you wish to keep. There should be a new submission to reflect the remaining portion of the section/branch.</p>
	<p>Warning:</p> <p>The tenures must meet the following status rules for a transfer to occur.</p> <ul style="list-style-type: none"> Source Tenure – must have a status of HI. Target Tenure – must have a status of HI.
	<p>Tip:</p> <p>You may transfer sections or branches between various Road Tenure types. Both tenures do not have to be the same tenure type. However; they both must be Road Tenures (i.e. B01, B40, S01, and S02). For example the source tenure can be B01 and the target tenure can be B40.</p>
	<p>Remember, you are transferring the spatial geometry of sections / branches.</p>

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

Actions	Key Points
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Important Note:

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

OH 6.151 How does the transfer function work?

Explain how the road transfer function works:

- The road transfer function automatically creates an amended tenure application (complete with amendment number) and generates a new Exhibit A map for each tenure.
 - o **Source Tenure** - the new map will reflect those sections/branches which have been removed (i.e. retired).
 - o **Target Tenure** – the new map will reflect those sections/branches which have been added.
- These new applications will **not** appear in the **FTA300-Inbox** page.
- The application will automatically be approved and displayed on the **FTA950-Tenure Application List** page.



Tip:

If you have transferred a B40 or S01/S02 branch to a B01 section, then you will receive a warning indicating that you must update the Timber Mark associated with the section segments. This is completed on the **FTA907-Road Segments** page.

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

OH 6.152 Delete a Section/Branch:

Explain that in FTA:

- You may delete a road tenure section or branch. Deletion removes the data from the Land and Resource Data Warehouse (LRDW).
 - o It is important to note that the Road Tenure itself is **not** explicitly deleted in FTA.
 - o If all sections/branches of the road tenure are deleted, the Road Tenure's status does **not** change automatically.
 - o Once there are no active sections/branches under the tenure, the tenure itself can be closed.
 - o To close the tenure, navigate to the **FTA100-Tenure** page and change the status to **HC**.
 - o If you wish to permanently remove the Road Tenure from FTA, you may change the status to **EE** and click the **Delete** button on the **FTA100-Tenure** page.
- Upon deletion of a section or branch you will receive a message reminding you that you must create the Exhibit A and upload to FTA and send it to the licensee.

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

Actions	Key Points
	<p>Tip:</p> <p>Road Tenure sections/branches should only be deleted if they were put in as a mistake.</p> <ul style="list-style-type: none">• Removal of sections/branches because they have been deactivated on the ground should be done via the retirement function.• Removal of sections/branches because they have been reassigned to another tenure should be done via the transfer function.
	<p>Warning:</p> <p>Road Tenure Section/Branch cannot be deleted if it:</p> <ul style="list-style-type: none">• Has a status of PE.• Is retired.• Will affect foreign keys to other systems. At present, this is only CIMS.<ul style="list-style-type: none">◦ You will receive a warning message if foreign keys will be affected.
OH 6.153	<p>Re-label a Section/Branch:</p> <p>Explain that in FTA:</p> <ul style="list-style-type: none">• You may re-label a road tenure section or branch using the FTA133-Road Tenure Section/Branch Re-label page. This is useful if you need to correct or rename the road section or branch id to match the proper road section or branch identifier.<ul style="list-style-type: none">◦ Recall that the legal id can be up to 30 alphanumeric characters. Spaces or special characters should not be used.• It is important to note that this page is used to re-label a specific section or branch, not the Road Tenure itself. You cannot re-label a Road Tenure in FTA.• Upon a successful re-label, you will receive a message indicating that you must create a new Exhibit A and upload this via FTA and provide a copy to the licensee.
	<p>Warning:</p> <p>You cannot re-label a road tenure section or branch that:</p> <ul style="list-style-type: none">• has a status of PE;• is retired; or• will affect foreign keys to other systems. At present, this is only CIMS.<ul style="list-style-type: none">◦ You will receive a warning message if foreign keys will be affected.
	<p>Tip:</p> <p>Only users with the FTA Feature Admin role will have access to the Re-label function in FTA.</p>

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

Actions	Key Points
OH 6.154	Demonstration H-Retire a Road Section: This demonstration will review: <ul style="list-style-type: none">• The FTA131-Road Tenure Section/Branch page and the FTA133-Road Section Retire page.• How to retire a road section.

Demonstration H: Retire a Road Section

Actions	Key Points
	Demonstration - Retire a Road Section <u>Path: Tenure>Tenure>Sctn.\Brnch. Tab</u> Data: <ul style="list-style-type: none">• There is no data to prepare for this demo. This demo uses Road Permit #1 (prepared for Demo B). Page: <ul style="list-style-type: none">• FTA131-Road Tenure Section/Branch page.• FTA133-Road Section Retire page. Explain: <ul style="list-style-type: none">• In this demonstration, you will show participants how to retire a road section. Highlight: <ul style="list-style-type: none">• You must be logged on with one of the following IDs:<ul style="list-style-type: none">o FTASADOSo FTASADICo FTASADVA Steps: <ul style="list-style-type: none">• Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.• Use the password: FTA6fta6.• Follow the numbers on the screen prints below.

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

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

[G Rotation](#)
[H Rotation](#)
[Copy Rotation](#)
[TL Blk](#)
[CP/CB Amend.](#)
[Rec Project](#)
[Scn. Brn.](#)
[Road History](#)

FTA131 - Road Section

File: **Go** **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District
Section ID: **File Status:** HI - Issued **As of:** 2007-04-23
Award Date: 2007-04-23 **Expiry Date:**
Licensee: 00001086 06 TOLKO INDUSTRIES

Note: To do a wildcard search for Section ID enter % at the begining or end and the system will look for all sections ending or starting with the characters entered (eg. MAIN%, M%, %A1%).

Current Road Length (km): 1.6400 **Initial Road Length (km):** 1.6400

1 row returned

[Back](#)
[Back To Search](#)
[Transfer Section\(s\)](#)
[Retire Section\(s\)](#)
[Re-label Section\(s\)](#)
[Delete Section\(s\)](#)

Exhibit	Section ID	Transferred From	Transferred To	Retirement Date	Zone	Status	Timber Mark	Section Name	Curr Length (km)	Init Length (km)	Width (m)	Select
A	1						WAKCR1_ES40R3	FLY MAIN	1.6435	1.6435	75	☒

[Save](#)
[Cancel](#)
[Update](#)
[Segments](#)

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

FTA133 - Road Section Retire

The road retirement function will create a new tenure application identifying those sections chosen for retirement. This application will not appear in the inbox, but will be automatically approved and displayed on the FTA950 Tenure Application history screen.

Description:

8

Source Road Tenure: R14033

6

Section(s) to Retire

1

7

Back

Retire

9

Tenure

CPMark

Cut Block

Assoc. Files

Assoc. Client

AAC

Salv Info

Tenure Appl.

Notes

G Rotation

H Rotation

Cpy Rotation

TL Blk

CP/CB Amend.

Rec Project

Scn/Branch

Road History

FTA906 - Road Tenure History

File: R14033 **Go** **Type:** B01 - Road Permit **Admin Org:** DOS - Okanagan Shuswap Forest District

Section ID: 1 **File Status:** HI - Issued **As of:** 2007-04-23

Amendment ID: **Award Date:** 2007-04-23 **Expiry Date:**

Licensee: 00001086 06 TOLKO INDUSTRIES

Current Road Length (km): 0.0000 **Initial Road Length (km):** 1.6435

2 rows returned

Back

Back To Search

Amendment				ExA		Station		Amended			Feature	
Application ID	Approved Date	Status	Type	Sec. ID	Retirement Date	Section Name	Timber Mark	Start (km)	End (km)	Length (km)	Image	
ORIG	2007-04-23	2007-04-23	APP	1	2007-04-23	FLY MAIN	WAKCR1,ES40R3	0.0000	1.6435	1.6435	N	Update
1	2007-04-23	2007-04-23	APP	1	2007-04-23	FLY MAIN	WAKCR1,ES40R3	0.0000	1.6435	1.6435	Y	Update

Save

Cancel

RETIREMENT
DATE

SHOW
RETIRED
SPATIAL DATA

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

Demonstration Notes:

1	Navigate to the FTA131-Road Tenures Section/Branch page using the Sctn.\Brnch. tab.
2	Enter the Road Tenure Number {Road Permit #1} in the File field.
3	Click the Go button. <ul style="list-style-type: none"> The single section, associated with this tenure, is displayed.
4	Click the Select checkbox corresponding to the section.
5	Click the Retire Section(s) button. <ul style="list-style-type: none"> FTA133-Road Section Retire page is displayed.
6	Examine the Source Road Tenure field. Ensure that it is referencing the Road Tenure which you wish to retire sections/branches from.
7	Verify that the Sections/Branches to be retired field displays the sections/branches you wish to retire for this Road Tenure.
8	Enter a Comment {Retire as approved by the District Manager. Declaration of Deactivation has been approved.}.
9	Click the Retire button. Navigate to the FTA902-Road History page and show learners the retired date and spatial image.
	<p>Tip:</p> <p>Explain that once all Sections or Branches of a Road Tenure are retired, you may close the Road Tenure by navigating to the FTA100-Tenure page and changing the status to HC – Closed. However, this should not be done until the licensee requests closure.</p>

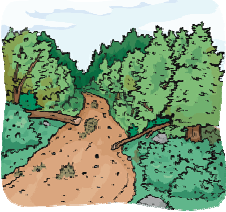
Topic Wrap-Up

Actions	Key Points
OH 6.155	<p>Topic Wrap-Up:</p> <p>Review the following points:</p> <ul style="list-style-type: none">• The FTA133-Road Tenure Section/Branch page is dynamic. It is used for the retire, transfer, re-label and delete functions in FTA.• Retire, transfer, re-label and delete occurs at the branch/section level.• If all sections/branches are retired, transferred, or deleted then the Road Tenure status may be changed to HC (Closed).
	<p>Question and Answer:</p> <p>Ask participants if they have any questions about this topic.</p>
	<p>Break:</p> <p>Allow participants to enjoy a 15 minute break.</p>

Exercise: Part C

Actions	Key Points
	<p>Exercise Instructions-Part C:</p> <p>Explain to learners that Part C of the exercise will lead learners through amending a Road Permit (B01) and reviewing the associated segments. Next, learners will practice re-labeling a Road Permit (B01) and transferring a Forest Service Road (B40). Learners may begin this exercise now.</p> <p>Highlight that you are available to provide any assistance learners may require.</p>
	<p>Allow participants 60 minutes to complete the exercise.</p>
	<p>Exercise Debrief-Part C:</p> <p>Highlight that participants practiced the following:</p> <ul style="list-style-type: none">• Amending a Road Tenure [Road Permit (B01)];• Reviewing segments [Road Permit (B01)];• Re-labeling a Road Tenure [Road Permit (B01)]; and,• Transferring a Road Tenure [Forest Service Road (B40)]. <p>Ask learners if they have any questions or comments about this part of the exercise.</p>

FTA Facilitator Guide –



FTA Roads Module

Topic 9: Associating Clients, Files and Notes



In this topic, participants will learn how to:

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



Overheads:

- 6.156 – 6.164



Exercise:

- Participants should complete Part D of the Exercise.
- Allow participants 30 minutes to complete the Exercise.



Understanding Client, File, and Note Associations

Actions	Key Points
OH 6.156	<p>Clarify the purpose of Topic 9:</p> <p>Emphasize that during this topic, participants will learn how to:</p> <ul style="list-style-type: none"> • Associate files; • Associate clients; and, • Associate notes.
	<p>Reading:</p> <p>Participants can find the information presented in this topic in Topic 9 of their guides.</p>
OH 6.157	<p>Associating Files:</p> <p>Explain that there may be circumstances in which you wish to associate the Road Tenure in FTA with one or more files. For example:</p> <ul style="list-style-type: none"> • A single client may have more than one tenure and you may wish to associate these. • Two related tenures (i.e. Occupant Licence to Cut overtop of a Special Use Permit). • A joint venture. <p>File associations are completed on the FTA910-Associated Files page.</p>
OH 6.158	<p>Associating Files (cont.):</p> <p>Highlight that files can be associated with other files which are:</p> <ul style="list-style-type: none"> • Within FTA. For example, you may wish to associate one Road Tenure with another one. <ul style="list-style-type: none"> o In this case, the file association will be shown in FTA for each of the tenures. • Outside of FTA. For example, Road Tenures can be associated with tenures from a different ministry. Often these associations may be made with the following ministry tenures: <ul style="list-style-type: none"> o Ministry of Lands and Parks; o Ministry of Environment; and, o BC Assessment Authority.
OH 6.159	<p>Understanding Associate Files & Overarching Tenures:</p> <p>Highlight that the FTA910-Associated Files page will vary when examining Overarching Tenures.</p> <ul style="list-style-type: none"> • There is an additional section displayed titled “Associated Road Files”. • This section automatically lists all Road Permits containing sections with segments that reference one or more of the Road Timber Marks associated with the Overarching Tenure.

Actions	Key Points
OH 6.160	<p>Associating Clients:</p> <p>Explain that the primary client associated with a Road Tenure is populated in FTA via the ESF application. This client displays on the FTA920-Associated Clients page.</p> <ul style="list-style-type: none"> • Road Permits (B01) – the primary client is the licensee. • Forest Service Roads (B40) – the primary client is the initial submitter of the file. <ul style="list-style-type: none"> o Amendments by government are supported regardless of who is identified as the primary client. Note that you do not need to be added as a joint venture client in order to complete an amendment. • Special Use Permits (S01/S02) – the primary client is the licensee.
OH 6.161	<p>Associating Clients (cont.):</p> <p>When working with Road Tenures, you may encounter circumstances in which you need to perform one of the following activities:</p> <ul style="list-style-type: none"> • Modify client details. • Add a client. • Remove a client. <p>Client associations are completed on the FTA920-Associated Clients page.</p>
	<p>Warning:</p> <p>If you are a BCTS User you will need to use this page to change the client from the Timber Sales Manager to the appropriate client prior to approval of a Road Tenure. You will not be able to approve the Road Tenure until this task is complete.</p>
	<p>Tip:</p> <p>The client must exist in MoFR's CLIENT System before it can be added to FTA. The CLIENT System is another web-based computer system. This guide does not include information regarding how to use this system. If you require additional assistance, please contact your supervisor.</p>
OH 6.162	<p>Associating Notes:</p> <p>Explain that the notes function allows you to attach a note to your Road Tenure.</p> <ul style="list-style-type: none"> • This note can contain information that you wish to remind yourself or others about. • Notes cannot be deleted. <p>Notes are completed on the FTA970-Forest Notes page.</p> <ul style="list-style-type: none"> • Once a note is entered and saved, a Notes Attached message displays on the FTA100-Tenure Details page. <ul style="list-style-type: none"> o This is a quick notification to others examining the tenure that a note exists. Anyone with read access (District,

Actions	Key Points
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Region and Headquarters Users) may read your note.



Tip:

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



Warning:

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



Tip:

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

OH 6.163

Demonstration I-Associate a File, Client and Note:

This demonstration consists of the following three parts:

- Part I: File Association
- Part II: Client Association
- Part III: Notes

Participants will learn how to add a file, client and note association to FTA.

Demonstration I: Associate a File, Client and Note

Actions

Key Points



Demonstration - Associate a File, Client and Note

[Path: Tenure>Tenure>Assc. Files Tab](#)

Data:

- This demo uses **Road Permit #2** (prepared for Demo F) for the “Associating Clients” and “Associating Notes” portions of this demo.
- Each session of the training will also require an Overarching Tenure for the “File Association” part of this demonstration. Use **Overarching Tenure #3**.
 - DOS: Overarching Tenure = A18686 & Road Timber Mark = ES4 0R3
 - DIC: TBA
 - DVA: TBA

Page:

- **FTA910-Associated Files** page.
- **FTA920-Associated Clients** page.
- **FTA970-Forest Notes** page.

Explain:

- This demonstration is made up of three parts:
 - Part I: File Association
 - Part II: Client Association
 - Part III: Notes

Highlight:

- You must be logged on with one of the following IDs:
 - FTASADOS
 - FTASADIC
 - FTASADVA

Steps:

- Logon using one of the ID's noted above. Choose the ID relevant to the district you are training in.
- Use the password: FTA6fta6.
- Follow the numbers on the screen prints below.

Part I: File Association

[Application Home](#)

Forest Tenure Administration (FTA)

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

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

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

FTA910 - Associated Files

File:

Type: A01 - Forest Licence

Admin Org: RSI - Southern Interior Forest Region

File Status: HI - Issued

As of: 1982-11-15

Award Date: 1982-11-15

Expiry Date: 2013-11-14

Licensee: 00001086 00 TOLKO INDUSTRIES

20 rows returned

Associated File	Source		
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
FN1978	C - Cross Reference No./Previous File No.	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R06107 (REPLACES C.P.1)	C - Cross Reference No./Previous File No.	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R06125	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R06125 (REPLACES CP 501)	C - Cross Reference No./Previous File No.	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13467	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13468	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13469	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13470	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13471	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13472	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13473	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13474	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13475	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13476	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13477	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13478	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13479	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13480	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13481	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>
R13482	F - Forest Tenure System (FTAS)	<input type="button" value="Details"/>	<input type="button" value="Delete"/>

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

File

Status

Permittee

Award Date

Expiry Date

R14033	HI - Issued	00001086 06 TOLKO INDUSTRIES	2007-04-23	
------------------------	-------------	------------------------------	------------	--

1 rows returned

[Feedback](#) [Disclaimer](#) [Privacy](#) [Copyright](#)

Demonstration Notes:

Part I: File Association

	Navigate to the FTA910-Associated Files page by clicking the Assc. Files tab.
	Enter the Overarching Tenure Number {Overarching Tenure #3} in the File field. <ul style="list-style-type: none"> 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.
	Click the Go button. <ul style="list-style-type: none"> A list of files associated with the Overarching Tenure is displayed. Highlight the following: <ul style="list-style-type: none"> The top portion shows files which have been manually associated with the Overarching Tenure. You may add or delete files in this section. The Associated Roads Files portion shows Road Tenures which are automatically associated with the Overarching Tenure because segments of these Road Tenures have the Overarching Tenure Road Timber Mark assigned to them.
	<p>Warning</p> <p>This demo has shown that FTA automatically associates an Overarching Tenure to the Road Tenure based on the Road Timber Marks associated to the Road Tenure.</p> <p>Note to learners that the opposite is not true. That is, if you enter a Road Tenure in the File field of the FTA910-Associated Files page then the Overarching Tenure is not automatically displayed.</p>
	<p>Deleting a File Association</p> <p>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.</p>

Part II: Client Association

Application Home

Forest Tenure Administration (FTA)

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

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

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

FTA920 - Associated Clients

File: R14034 Go Type: B01 - Road Permit Admin Org: DOS - Okanagan Shuswap Forest District

CP: File Status: HI - Issued As of: 2007-04-23

Cut Block: Award Date: 2007-04-23 Expiry Date:

Licensee: 00001086 06 TOLKO INDUSTRIES

Back To Search

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
00115364 02 *	A - Licensee		2007-04-23		Save Cancel
00001086 06	TOLKO INDUSTRIES	A - Licensee	2007-04-23		Update Delete

1 rows returned

Feedback Disclaimer Privacy Copyright

Demonstration Notes:

Part II: Client Association

1	Navigate to the FTA920-Associated Clients page by using the Assoc. Client tab.
2	Enter the Road Tenure Number {Road Permit #2} in the File field.
3	Click the Go button. <ul style="list-style-type: none"> A list of clients associated with the Road Tenure is displayed.
4	To add a client, enter the following information in Section 2 of the FTA920-Associated Clients page. <ul style="list-style-type: none"> Client Number. {Enter 00115364 02}. <ul style="list-style-type: none"> Note that you can not enter the same client more than once. Client Type. {Select A-Licensee}. There must be one A – Licensee client. This is the primary client. This may be a licensee, Operations Division, or BCTS. The following

Demonstration Notes:

	<p>additional Client Types are applicable for Road Tenures:</p> <ul style="list-style-type: none"> o B – Joint Venture/Partner o C – Previous Main Licensee o P – Previous Joint Venture/Partner <ul style="list-style-type: none"> • Licensee Start Date. {Enter the current date}. <ul style="list-style-type: none"> o This is the date the licensee became associated with the Road Tenure. • The Licensee End Date does not need to be entered at this time. This is the date the licensee is no longer associated with the Road Tenure.
	<p>Remember to click the Save button to save your work.</p> <ul style="list-style-type: none"> • The client you have entered displays as a row in the bottom portion of the page. <ul style="list-style-type: none"> o If you wish to modify information about this client, click the corresponding row Update button. You may now edit the details. o If you wish to delete the client, click the corresponding row Delete button.
	<p>Helpful Hints:</p> <ul style="list-style-type: none"> • If you are retrieving an existing record which has a client type of “A” or “C” the client number and client type cannot be modified. • If a Main Licensee is added and one already exists, the Current Main Licensee record will have its type set to “C”. This record is now the Previous Main Licensee.
	<p>Deleting a Client:</p> <p>A client may be deleted if it is a “C” Client (Previous Main Licensee). The user deleting the client must have “Senior Administration” authority. Note that you should only delete a client when you have made an error. You will want to keep the history of a tenure so it is not always appropriate to delete the client.</p>
	<p>Warning – Multiple Clients Associated with an Agreement</p> <p>If you have a Joint Venture client relationship, the A (Licensee) Client must have a location code other than “00”. Recall that the Client Number is set in the CLIENT System. You can not modify the Client Number in FTA.</p>

Part III: Notes

Demonstration Notes:

Part III: Notes

1	Navigate to the FTA970-Forest Notes page using the Notes tab.
2	Enter the Road Tenure Number {Road Permit #2} in the File field.
3	Click the Go button. <ul style="list-style-type: none"> A list of notes associated with the Road Tenure is displayed. If no notes are displayed then this Tenure does not have any notes associated with it.
4	To add a note, type the note details in the text box in Section 2 of the page. {Type: Reallocation of A12345 to A12234.}
5	Remember to click the Save button to save your work. The note now displays below the text box. Notice the following: <ul style="list-style-type: none"> The User ID, of the individual logged onto FTA at the time the Save button was clicked, is displayed as the Entry User ID.

Demonstration Notes:

	<ul style="list-style-type: none"> 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.
--	---

Topic Wrap-Up

Actions	Key Points
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OH 6.164

Topic Wrap-Up

Review the following points:

- Files, within and outside of FTA, may be associated with Road Tenures.
- FTA displays all Road Tenures which are associated with an overarching tenure.
- The ESF Application populates the primary client in FTA for a Road Tenure.
- FTA allows clients to be added, modified, or removed from a Road Tenure.
- FTA allows the attachment of notes to the Road Tenure.



Question and Answer

Ask participants if they have any questions about this topic.

Exercise: Part D & E

Actions	Key Points
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Exercise Instructions-Part D & E

Explain to learners that Part D & E of the exercise will lead learners through adding clients, files, and notes to a **Road Permit**. Learners will then retire the Road Permit. Learners may begin this exercise now. Highlight that you are available to provide any assistance learners may require.



Allow participants 30 minutes to complete the exercise.



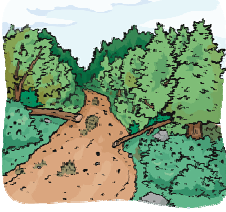
Exercise Debrief-Part D&E:

Highlight that learners should now understand how to:

- Add a Client, File Association, and Note; and,
- Retire a Road Permit.

Ask learners if they have any questions about this part of the exercise.

FTA Facilitator Guide –



FTA Roads Module

Topic 10: Wrap-Up



In this topic, participants will understand:

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



Overheads:

- 6.165– 6.172

Recap Learning Objectives

Actions	Key Points
OH 6.165	<p>Review Learning Objectives from Day 1:</p> <p>Explain that this concludes the Roads Module and review the learning objectives achieved.</p> <p>All participants should now understand the business process for managing roads in our province and how to effectively administer Road Tenures in FTA.</p> <p>Upon completion of Day 1 of this session, participants should be able to:</p> <ul style="list-style-type: none"> • Explain the role of each Road Tenure type; • Understand why MoFR has shifted to the streamlined Road Tenure process and key benefits of this shift; and, • Understand the Road Tenure Administration process.
OH 6.166	<p>Recap Key Benefits of the new Streamlined Road Tenure Process</p> <ul style="list-style-type: none"> • Flexible road naming convention • Effective performance measure calculations • Ease of administration • On the ground focus • FSR's identified as government responsibility <ul style="list-style-type: none"> o Responsibility for FSR segments is designated to BCTS or Operations Division
OH 6.167	<p>Review Learning Objectives from Day 2:</p> <p>Participants should also be able to complete the following tasks in FTA after completion of Day 2 of this session:</p> <ul style="list-style-type: none"> • Create a Road Tenure Application; • Clear, confirm segments, and approve a Road Tenure; • Work with Road Tenures (including sections/branches and segments); • Amend Road Tenures and review segments; • Retire, transfer, delete and re-label a sections/branches; and, • Associate clients, files and notes with a Road Tenure.
OH 6.168	<p>Review the Overview of the FTA 4.0 Features</p> <p>Review the slide which highlights an overview of FTA 4.0 Features. These are the new features from FTA 3.0 to FTA 4.0.</p> <p>Explain that learners should now understand these features.</p>

Recap Data Flow

Actions	Key Points
OH 6.169	<p>Recap Data Flow:</p> <p>The image on the slide explains the various systems utilized during road related activities:</p> <ul style="list-style-type: none"> • Tenure data for all Road Tenures is uploaded via the ESF System. • Road Permit (B01) and Forest Service Road (B40) data is automatically populated into the Forest Roads Management Application (FRMA). <ul style="list-style-type: none"> ○ FRMA is a system MoFR uses which spatially displays the roads and allows users to add, update and query attribute information on roads thereby facilitating the management of forest roads by Field Services Staff. For more information please visit: http://gwww.for.gov.bc.ca/his/bic/System/frma.htm

Other Resources Available

Actions	Key Points
OH 6.170	<p>Review Other Resources Available:</p> <p>There are additional resources available to assist you with learning how to use other features and functions of FTA. These include:</p> <ul style="list-style-type: none"> • FTA Training Materials FTP Website – this site includes the Participant Guides & Training Sessions for other training modules as well as an FTA Question & Answer Forum. Visit the site at http://www.for.gov.bc.ca/ftp/his/external!/publish/OnLineClassroom/FTA_ESF/ • On-Line Help – available by clicking the Help button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA. • Business Application Support Center – available by calling 250-387-8888 or emailing: FORHISP.APPHELP@gov.bc.ca • Ministry of Forests and Range Learning Store: http://www.learningstore.com/bcmof • If you require assistance using FRMA then you should discuss this with your supervisor.



Reminder:

Remind participants that they can refer to their **Participant Guide** for support.

Actions	Key Points
<p>OH 6.171</p>	<p>FTA Link & Evaluation</p> <p>Remind learners that they can access FTA Production at: http://apps12.for.gov.bc.ca/fta/</p> <ul style="list-style-type: none"> • Most users will have this as a shortcut icon on their desktop. <p>Explain that a Training Evaluation will be emailed to each learner after this session. It will contain a hyperlink which can be used to complete the evaluation online.</p>
<p>OH 6.172</p> 	<p>Question and Answer:</p> <p>Ask participants if they have any questions regarding the material covered in this session.</p> <p>Answer questions if you have the knowledge. If you are unable to answer a question, record it and let the participant know you will get back to her/him with the answer. Be sure to research the answer.</p>