FTA Roads Training Notes
To accompany V3.0 of Training Materials

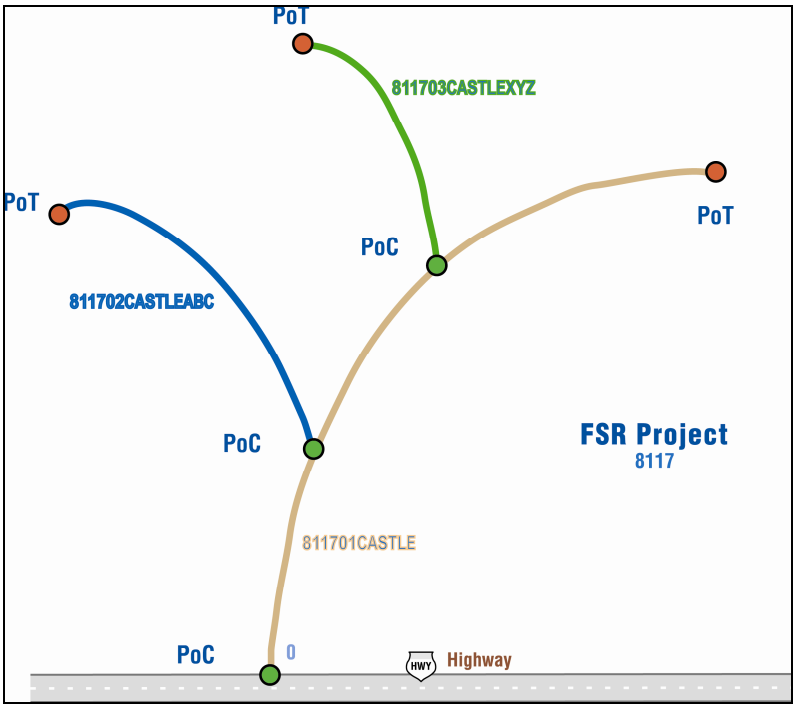
Document Updates	Author	Items
Original - May 03	Julie	Items A – D
Update – May 04	Julie	Item E
Update – May 14	Julie	Items F-I
Update (V5.0) – May 18	Julie	Items J-M

Item A: Branch Naming Conventions

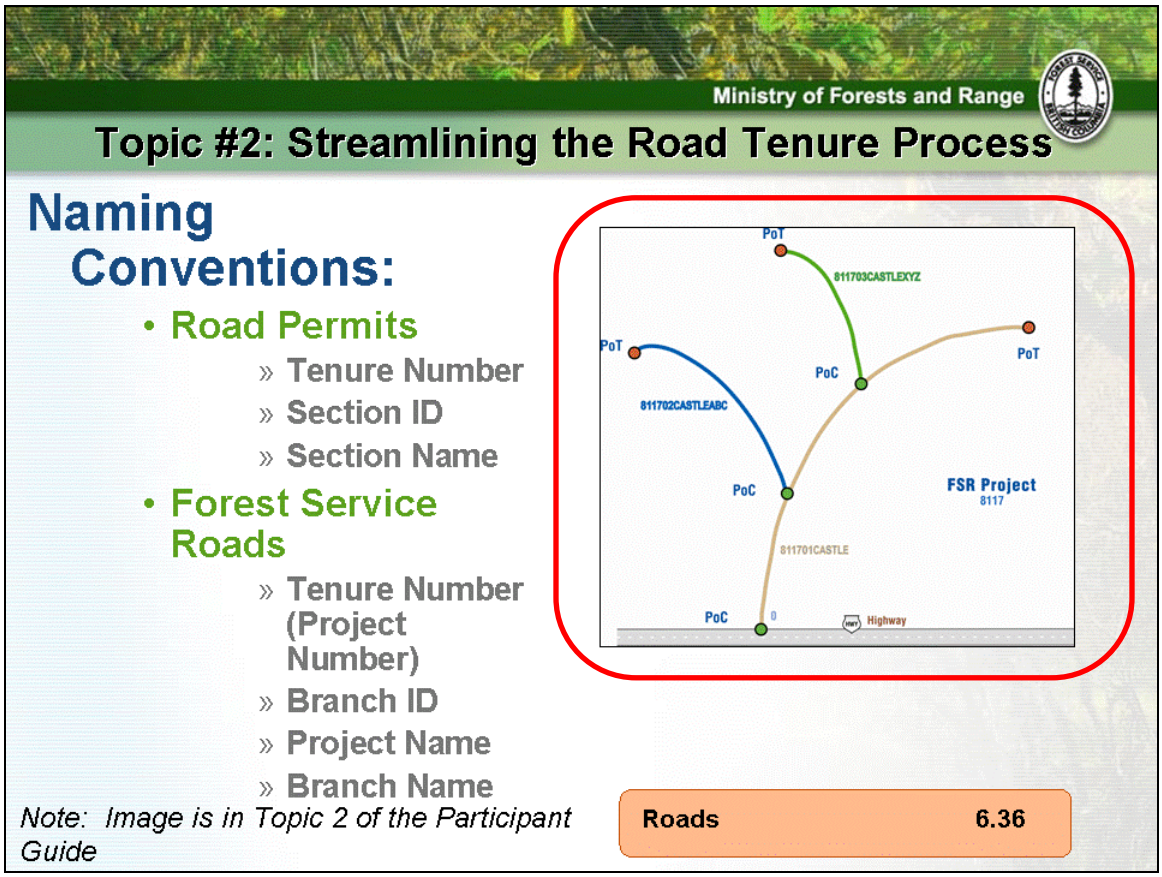
Participant Guide	Facilitator Guide	PPT
Pages 21	Pages 36	OH 6.36

The items you want to emphasize are:

- The graphic is incorrect. Each Branch should have a unique code. In the current graphic, the code "02" has been used twice, which is incorrect. The correct image is:



- ***Forsite Consortium Trainers, please update the slide to reflect this for the training delivery. You will need to delete the current graphic from the slide and cut and paste the graphic above into the slide.***

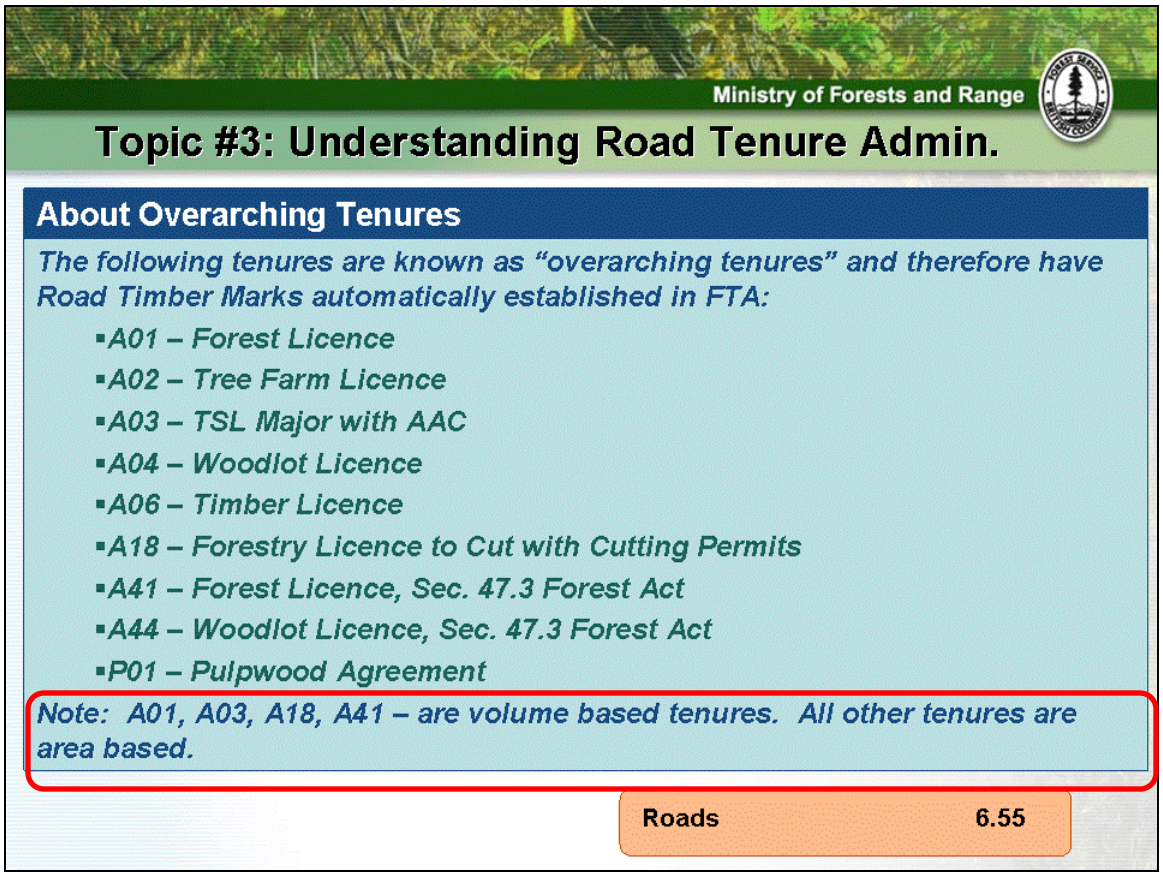


Item B: Volume Based Overarching Tenures

Participant Guide	Facilitator Guide	PPT
Pages 27	Pages 36	OH 6.55

The items you want to emphasize are:

- The following Overarching Tenures are volume based: A01, A03, A18, A41.
- ***Forsite Consortium Trainers, please update the slide to reflect this for the training delivery. See red circle in the slide image below.***



Item C: Road Timber Mark Scenarios

Participant Guide	Facilitator Guide	PPT
Pages 28-29	Pages 36-37	OH 6.57 – OH 6.58

The items you want to emphasize are:

- Diagrams on OH 6.57 and 6.58 (pg. 28 & 29 in the Participant Guide) are accurate.
- The first shows how the Timber should be and is marked (by FTA) when Licensee A has no Forest Licence.
- The second shows how the Timber should be marked when Licensee A has a Forest Licence.
- You will need to stress that FTA will always produce Scenario #1 as it will not automatically recognize that Licensee A has the Forest Licence because a Forest Licence is volume based. (Therefore the first sentence on page 28 in the Participant Guide is not 100% accurate depending on how it is read.)
- You will also want to stress that in these scenarios we are now assuming that "Licensee A and Licensee B have made an agreement that the timber is marked to Licensee B for timber harvested in the Community Forest Licence".
- In Scenario 1 and 2 it is implied that Licensee A holds TFL35.

However,

This paragraph in the Participant Guide on page 28 is an important one: "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."

- What this is saying that under "normal" circumstances, Licensee A would take the timber from the Community Forest Licence not Licensee B as noted above. In these "normal" times, the mark for this timber would be that of the final destination of the road. In both scenarios, Segment 2 would then get the Road Timber Mark of 35/0R1. However, the user would need to make this change in FTA because FTA thinks the timber is going to Licensee B.

Therefore,

- It is up to the user to be sure that the Road Timber Mark they enter or modify in FTA matches that of the LEGAL DOCUMENTATION. If in doubt, they should contact the Resource and Engineering Tenures Branch (RTEB) which is Dona's group.

Also,

- You may have noted that the documentation does not talk much about the "Timber Mark" generated from the FTA100-Tenure page anymore. This is because this is rarely used and only users with "Feature Admin" role will be able to use this function. This Timber Mark seems to be for BCTS work only!

Item D: Placement of PoC

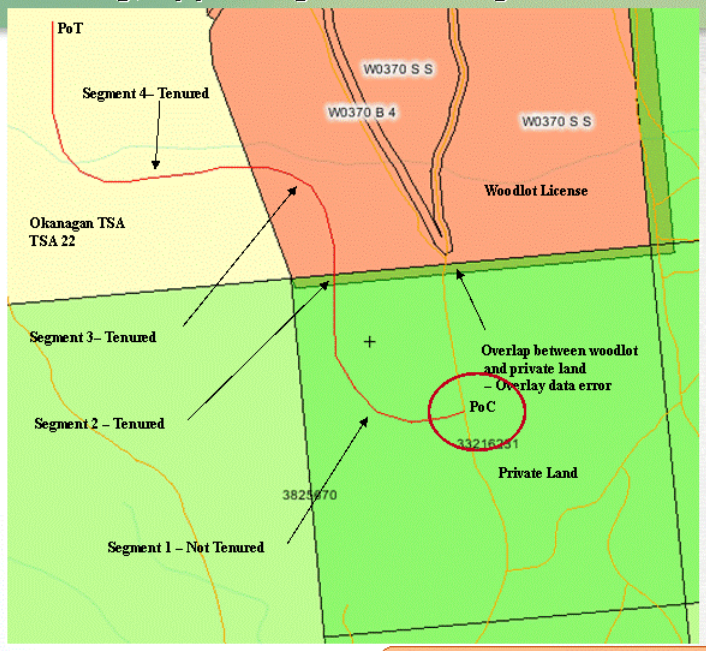
Participant Guide	Facilitator Guide	PPT
Not Applicable	Not Applicable	OH 6.122

The PoC was incorrectly placed in the slide. The PoC is always at the beginning of the road.

- ***Forsite Consortium Trainers, please update the slide to reflect this for the training delivery. See red circle in the slide image below.***

Ministry of Forests and Range

Topic #5: Clearing, Approving & Reviewing a Road Tenure



Roads	6.122

Item E: Feature Admin Role

Participant Guide	Facilitator Guide	PPT
Pages 68	N/A	OH 6.103

The items you want to emphasize are:

- The “Generate Timber Mark” function in FTA is NOT limited to only the “Feature Admin” role. The “Senior Admin” role will also have access to this function.
- ***Forsite Trainers – please update slide 6.103 to reflect this change. You will need to delete the checkmark on the “Generate Timber Mark” row as noted in this slide below.***

Item F: Remove P01 Reference from Material

Participant Guide	Facilitator Guide	PPT
Page 27	N/A	OH 6.55

The items you want to emphasize are:

- PO1 is a “Volume” based Tenure.
- This file type is not considered an Overarching Tenure by FTA and FTA does NOT automatically generate a Road Timber Mark for it.
- ***Forsite Trainers – please remove reference from slide 6.55. Slide should look like the one below.***

Item G: Remove Confusing Statement from FG

Participant Guide	Facilitator Guide	PPT
N/A	Page 42	N/A

Remove the following statement from the FG as it caused confusion:

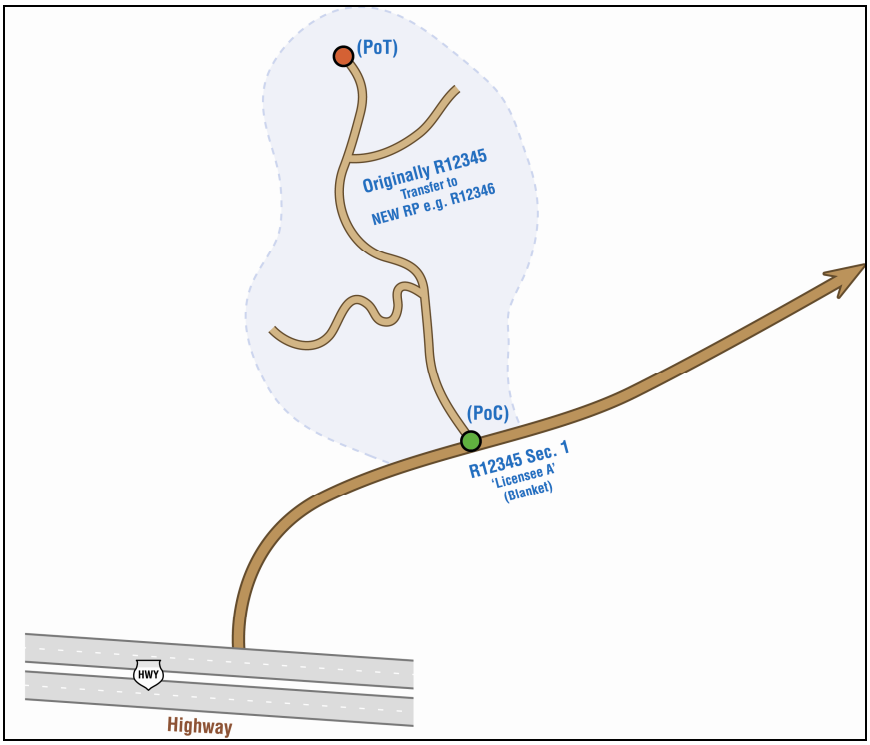
- The permit document and map will identify which Timber Mark to apply to timber in each land base.

Item H: Replace Transfer Graphic

Participant Guide	Facilitator Guide	PPT
Page 44 & 105	N/A	OH 6.94 & OH 6.150

The graphic is not accurate.

- Please use this one in its place. This one shows a transfer of multiple road sections from one Road Permit to a new Road Permit.
- ***Forsite Trainers – please update both slides.***

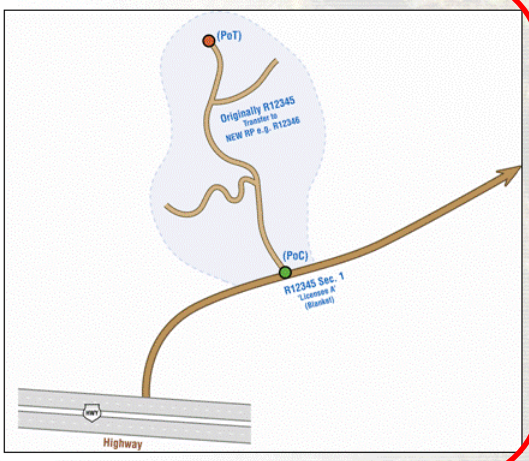


Ministry of Forests and Range

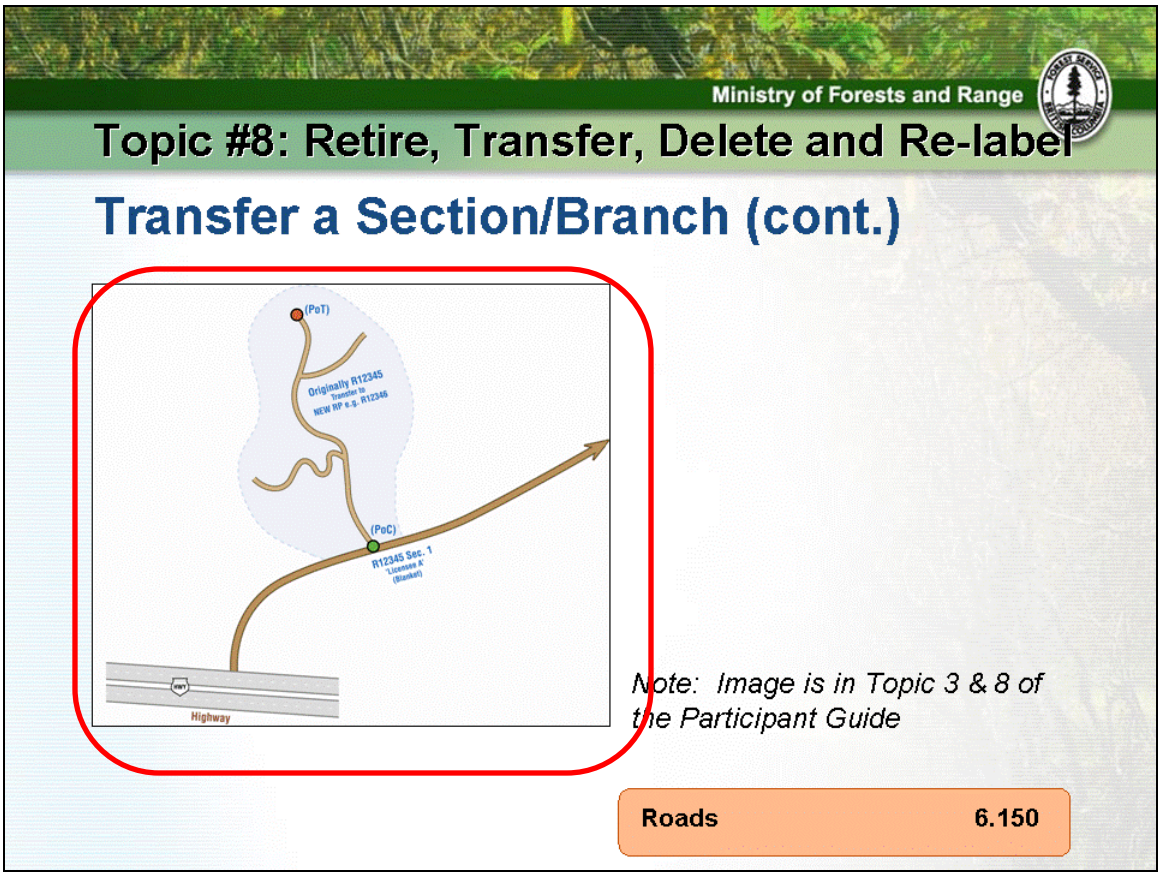
Topic #3: Understanding Road Tenure Admin.

Transferring Roads

- A transfer of a road may be required
- Follow the normal legal process for a transfer
- FTA allows you to transfer road sections/branches



Note: Image is in Topic 3 & 8 of the Participant Guide



Item I: Joint Venture Clients

Participant Guide	Facilitator Guide	PPT
Page 117	Page 122	N/A

Emphasize to learners that the warning on page 117 is correct from a business perspective but the system will not enforce this.

Item J: TSA Boundary Clarification

Participant Guide	Facilitator Guide	PPT
Page 28	Page 36	OH 6.57

The following question was asked: **Will FTA V4.0 segment a road line when it crosses over a TSA boundary?**

You may wish to discuss the answer to this question when discussing Scenario 1 in your Participant Guide.

Answer:

- If the road passes through a TSA and also an area based tenure (e.g. Community Forest Licence) or Private Land, then segmentation will occur based on these area based boundaries. This is Scenario #1 in the Participant Guide.
- If the TSA is **not** surrounded by any other area based tenures or Private Land then FTA will generate one tenured segment for the road within the TSA.

- If the TSA is surrounded by another TSA then FTA will still generate only one tenured segment as FTA will not be able to differentiate the two TSA's.

Item K: Regenerate Exhibit A + Go Button

Participant Guide	Facilitator Guide	PPT
Page 80	Page 73 (Step #7)	N/A

In the Participant Guide, on Page 80:

- Emphasize to learners that once they have completed Steps 1-4 of the Regenerate Exhibit A process, they need to complete a 5th Step. They must click the "Go" button to refresh the page to determine if the regeneration of the Exhibit A has been successful (i.e. the **Regen in Progress** has flipped to N = No). **Warn users that they should not use the browser "refresh" button for this activity.**

In the Facilitator Guide, on Page 73

- Show learners the **Go** button associated with the "Refresh Exhibit A" function during Step #7 of the demonstration.

Item L: Understanding Date Fields

Participant Guide	Facilitator Guide	PPT
Page 69, 70, 72	Page 68 (Step 1 & 4)	N/A

Ensure participants understand the date fields which display on the **FTA100-Tenure** page.

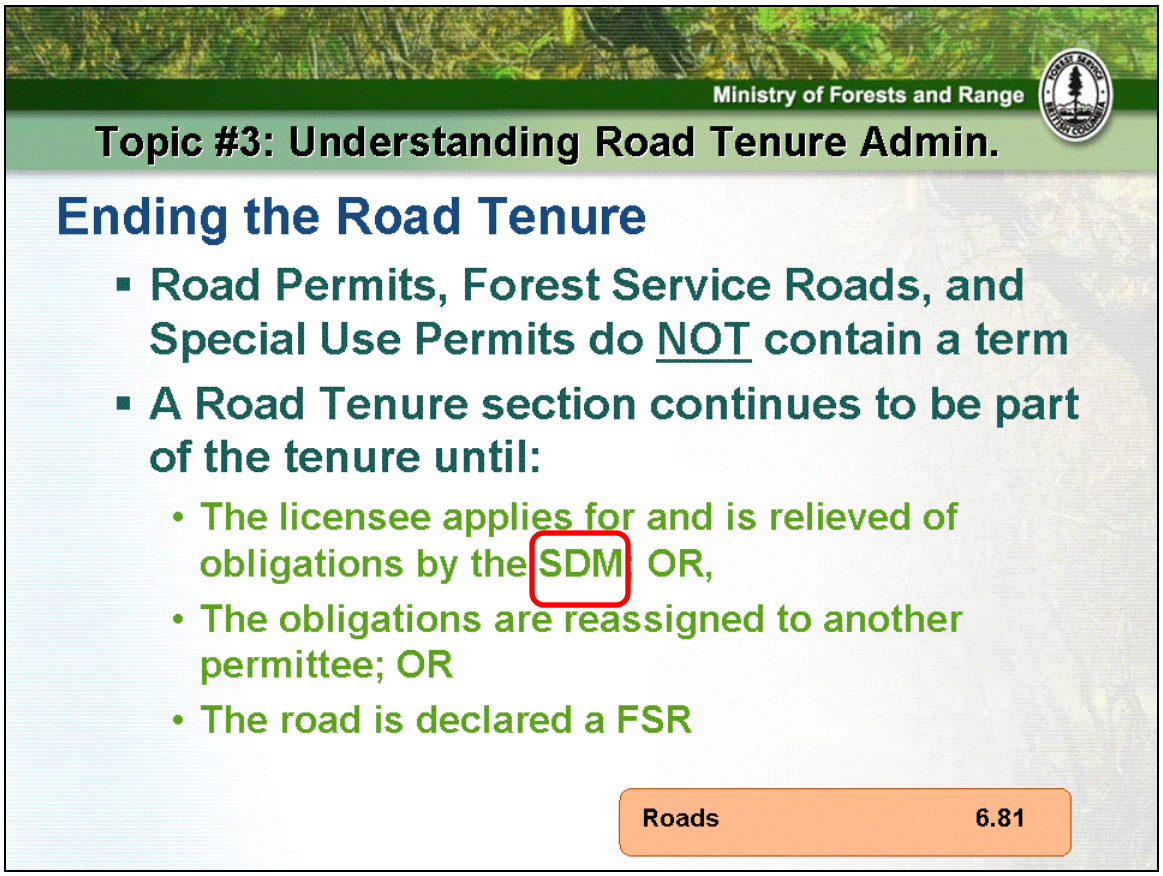
- **As of Date** – this field will display the date the status shown was set for the file in FTA. You must manually change this to be the date the Statutory Decision Maker (i.e. District Manager) signs the document.
    - The As of Date is relevant to all Road Tenures. It is noted on Page 69 of the Participant Guide.
- **Award Date** – this field will default to blank in FTA. You must enter the date the road tenure was awarded.
    - The Award Date is relevant to B01, S01, and S02 Files. It is noted on page 70 & 72 of the Participant Guide.
- **Issued Date** – this field will default to blank in FTA. You must enter the legal effective date of the Timber Mark.
    - The Issued Date is relevant only to B01 files. It is noted on Page 70 of the Participant Guide.

Item M: Change DM to SDM

Participant Guide	Facilitator Guide	PPT
N/A	N/A	OH 6.81

The reference to District Manager should be changed to Statutory Decision Maker.

- ***Forsite Trainers: Please update the slide to show SDM rather than DM as noted below.***


Ministry of Forests and Range
Topic #3: Understanding Road Tenure Admin.
Ending the Road Tenure
Road Permits, Forest Service Roads, and Special Use Permits do NOT contain a term
A Road Tenure section continues to be part of the tenure until:
The licensee applies for and is relieved of obligations by the SDM; OR,
The obligations are reassigned to another permittee; OR
The road is declared a FSR
Roads 6.81