



Ministry  
of Forests  
and Range



## Operations Division (Districts)

### Timber Reallocation

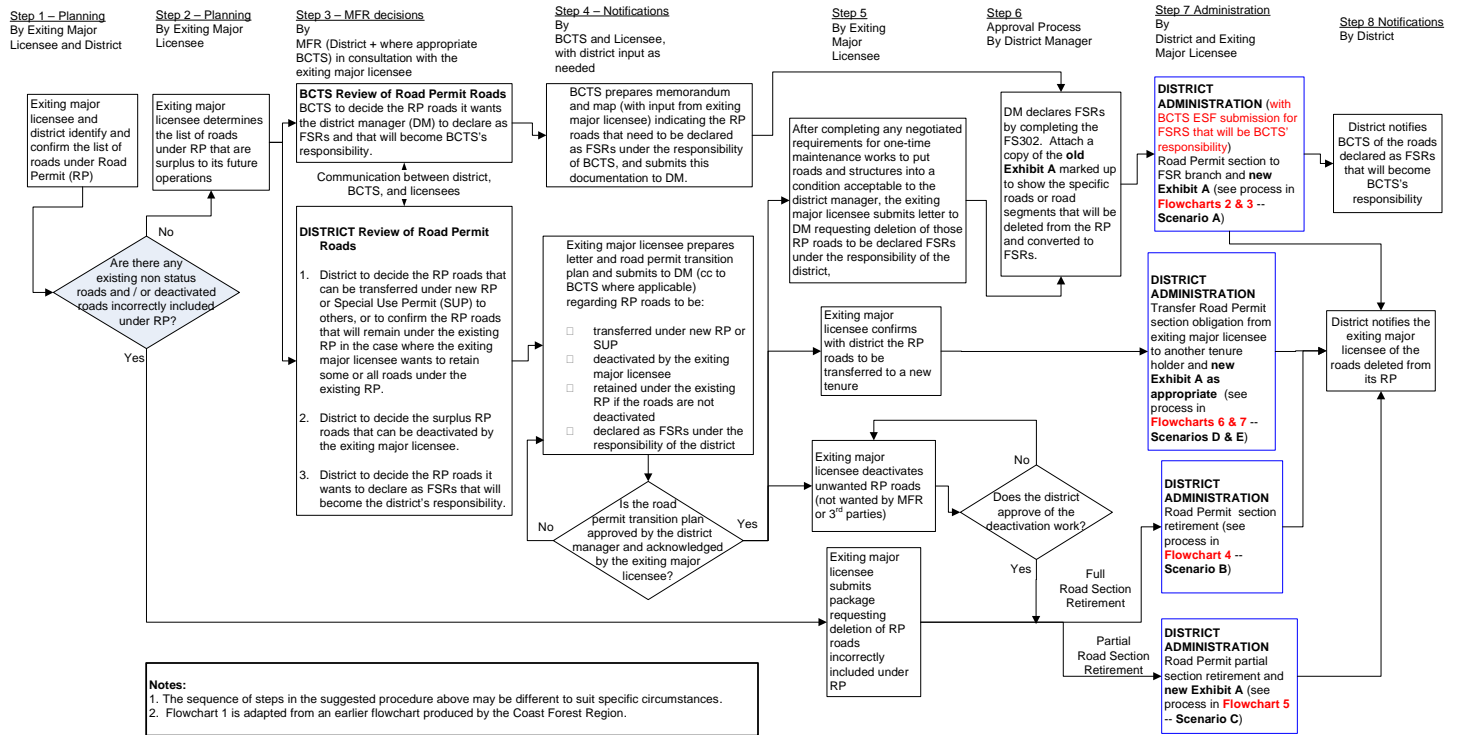
Recommended business processes that should be followed in the Forest Tenure Administration (FTA) system for converting a road permit section to an FSR branch, retiring a road permit section, or transferring road permit section obligations to another industrial user.

**Created Date: October 6, 2006**

**Revised Date: December 5, 2007**

The attached Flowcharts 1 to 7 must be read in conjunction with the October 13, 2006 memorandum signed by Doug Konkin, Deputy Minister entitled, "**Administrative Procedure for Terminating or Amending Road Permits in Forest Tenure Administration (FTA) under Timber Reallocation**" available at [http://www.for.gov.bc.ca/hth/engineering/permits\\_documents.htm](http://www.for.gov.bc.ca/hth/engineering/permits_documents.htm).

# Flowchart 1 -- Suggested procedure for terminating or amending road permit roads under timber reallocation



## Procedure for Completion of FS 302 (for FSRs that will become the responsibility of BCTS)

As per the deputy's memo of October 13, 2006 (item #2, page 2), it is recommended that only the District Manager declare a road permit road (using the FS 302) to be an FSR, whether it is BCTS or the district taking on the responsibility for the road. The procedural instruction below provides clarification about how districts should complete the FS 302 for timber reallocation **in the case where BCTS wants a road permit road to be declared an FSR by the District Manager.**

- Open the FS 302 Shana form available at <http://www.for.gov.bc.ca/isb/forms/lib/stubs/fs302info.htm>.
- Mark 'X' in the box at the top of the form that reads Responsible Program 'BC Timber Sales'.
- In the spaces provided on the electronic form and from the drop-down lists (where given) insert:
  - File(s) number; FSR Project No.; Road Permit No.
  - BCTS Business Area name and Office/Field Team name
  - Road Name (common name of the road or road section—not the legal identifier)
  - Under the road name, give the legal ID (identifier) of the road or road section that is shown on the **old Exhibit A** sketch
  - Date of attached marked-up copy of **old Exhibit A** sketch
  - Mark 'X' in the box if the road will be declared an FSR (give name of the FSR) **OR** mark 'X' in the box if the road will be declared an integral part of the FSR network (give name of the FSR network and road section identifier).
- PRINT a HARD COPY of the form, and attach a HARD COPY of the old Exhibit A sketch marked-up to show the specific road or road section that will be deleted from the RP and converted to FSR, and give them to the district manager for review.
- If the documentation is acceptable, the District Manager strikes out the title "Timber Sales Manager" and replaces it with "District Manager" and signs and dates the FS 302.
- After the District Manager has signed the FS 302, the district and BCTS must carry out the business processes in FTA according to Flowcharts 2 and 3.
- The District Manager and Timber Sales Manager need to document decisions about their respective responsibilities for maintenance and deactivation of the FSR network. For information, refer to the following December 2003 memo: [http://qww.for.gov.bc.ca/hth/engineering/documents/policies\\_procedures/mld/Dec.12-03%20ADM%20Ops%20&%20BCTS%20BCTS%20Resp%20for%20FSR%20Maint.pdf](http://qww.for.gov.bc.ca/hth/engineering/documents/policies_procedures/mld/Dec.12-03%20ADM%20Ops%20&%20BCTS%20BCTS%20Resp%20for%20FSR%20Maint.pdf). This earlier memo implies that the district and BCTS need to keep a current list of the FSRs that are under the district's responsibility and BCTS' responsibility, although this is not explicitly stated in that memo.
- A copy of the completed and signed FS 302, together with a copy of the **old Exhibit A** sketch, should be sent to the Senior Advisor, Real Estate Operations, RTEB, Victoria for notification and filing.

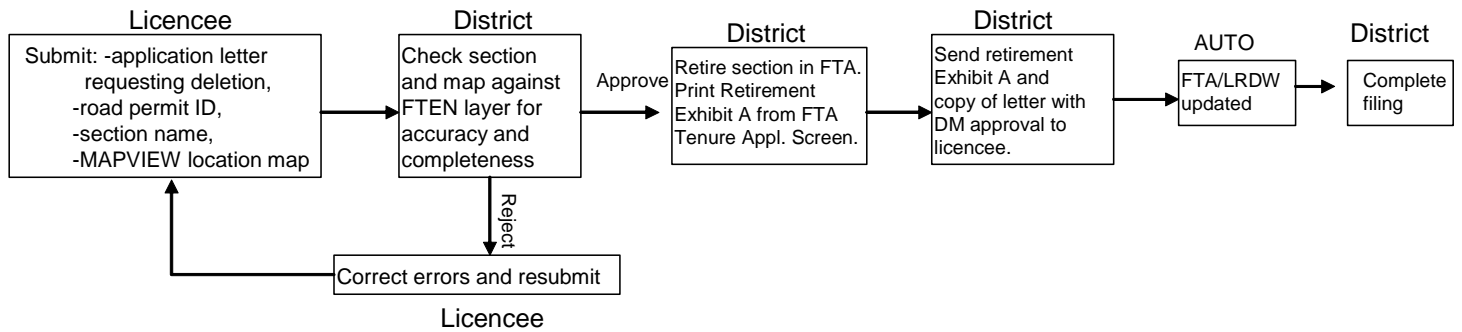
## Flowchart 2 -- Scenario A

### Convert Road Permit Section to FSR Branch

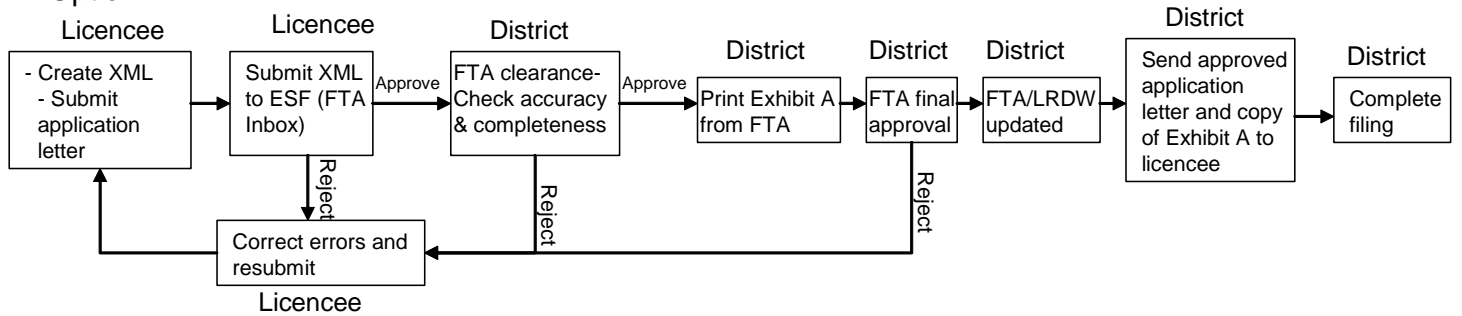
This business process in FTA for Scenario A must only proceed after the district manager (DM) has approved the road permit transition plan for the timber reallocation area, and the DM has signed the FS 302 Form.

#### STEP 1 Deletion of Road Permit Section

##### Option # 1 Recommended



##### Option # 2

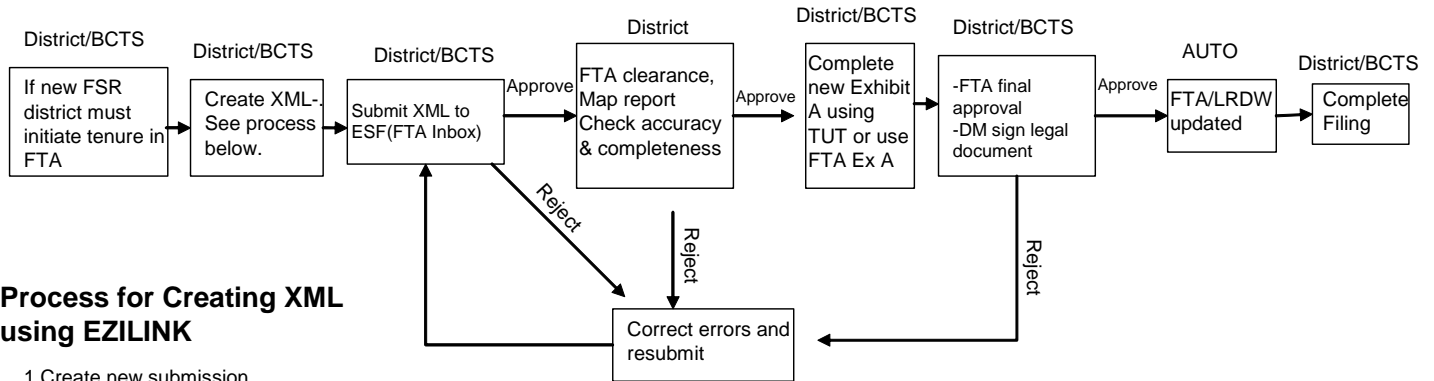


**See Flowchart 3 for Step 2 of process under Scenario A**

## Flowchart 3 -- Scenario A ('continued')

### Convert Road Permit Section to FSR Branch

#### Step 2 ESF Submission Application for FSR Branch



#### Process for Creating XML using EZILINK

1. Create new submission.
2. Submission type: FTA.
3. Application purpose: New.
4. Name, phone #.
5. District.
6. Road permit application.
7. Licence: FSR #.
8. 75 m R/W width.
9. Licence type: B40 – Forest Service Road.
10. Add branches and names.
11. Add spatial to section layer only.
12. Validate spatial layers.
13. Check for correct geo-referencing using WMS query tool.
14. Upload to ESF.

**NOTE:** Send copy of new FSR Exhibit A to MOFR Real Estate Operations Section - Cathy Maxwell

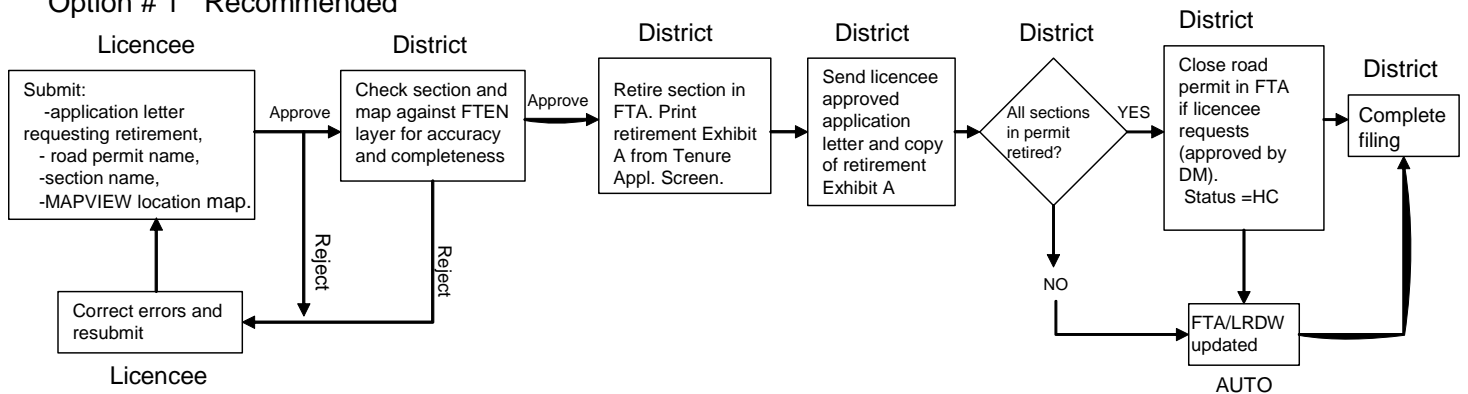
See Flowchart 2 for Step 1 of process under Scenario A

## Flowchart 4 -- Scenario B

### Road Permit Full Section Retirement

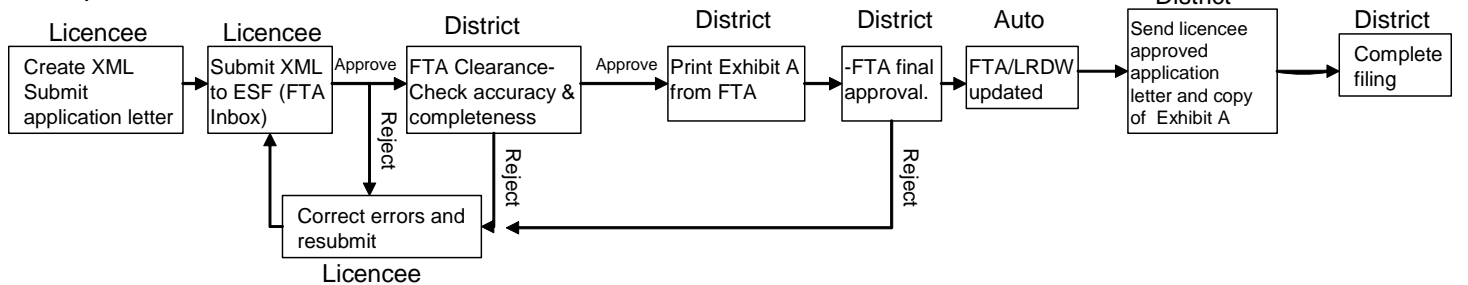
This business process in FTA for Scenario B must only proceed after the district manager (DM) has approved the road permit transition plan for the timber reallocation area.

#### Option # 1 Recommended



AUTO

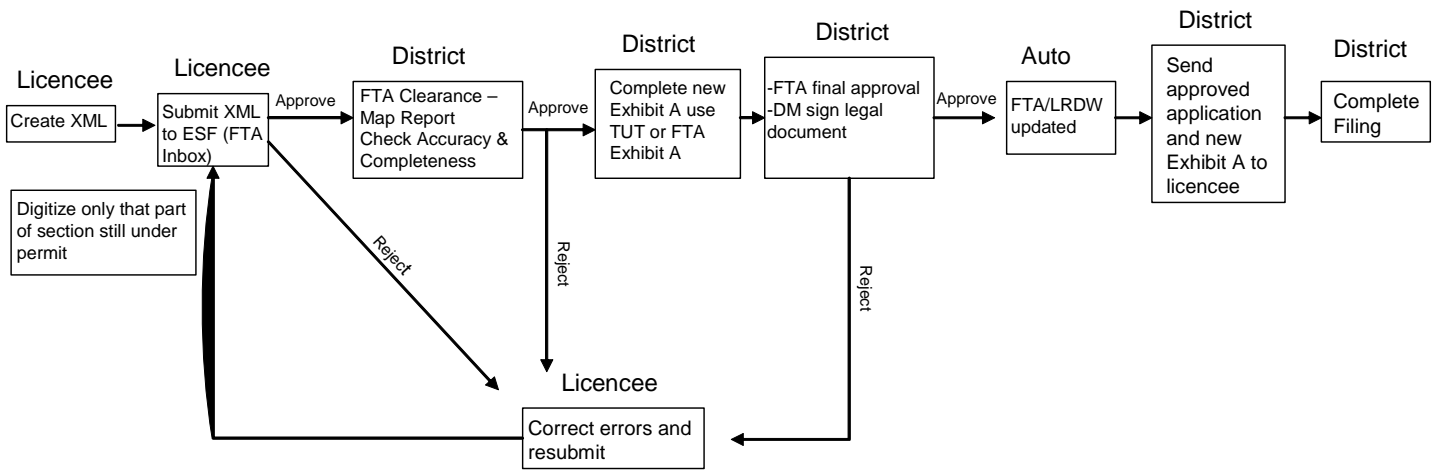
#### Option # 2



## Flowchart 5 -- Scenario C

### Road Permit Partial Section Retirement

This business process in FTA for Scenario C must only proceed after the district manager (DM) has approved the road permit transition plan for the timber reallocation area.

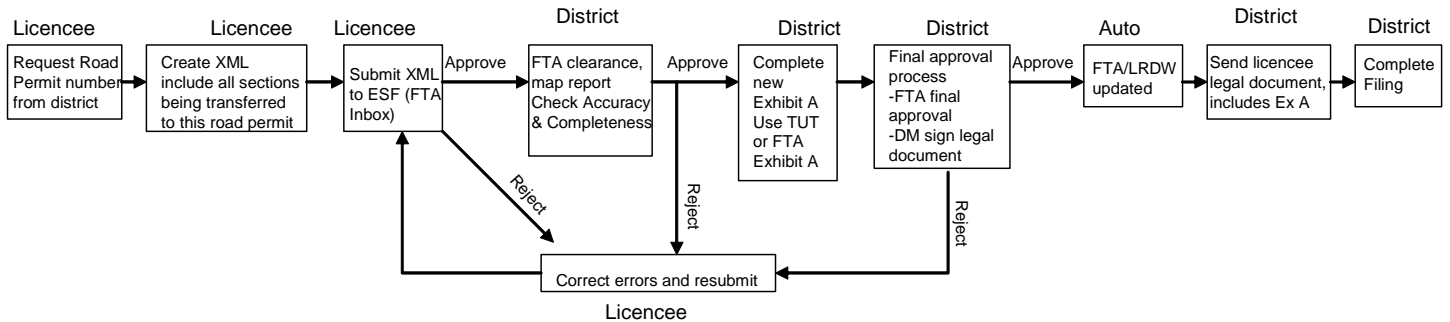


## Flowchart 6 -- Scenario D

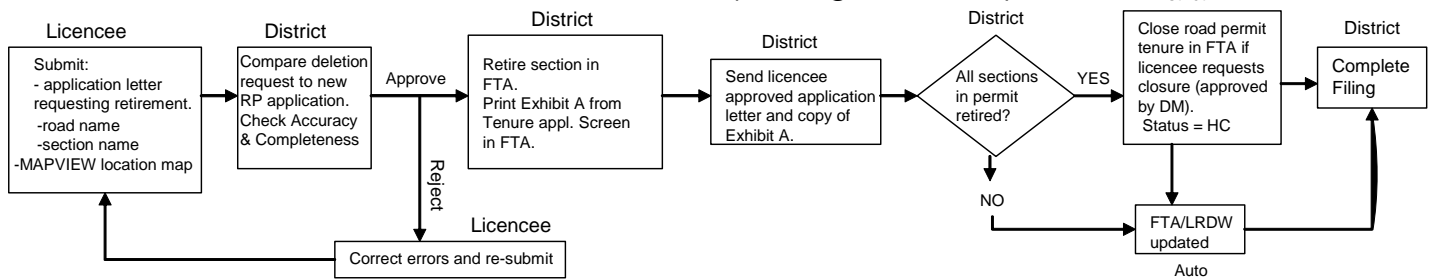
### Transfer of Road Permit Obligations on a Full Section (from one tenure holder to another)

This business process in FTA for Scenario D must only proceed after the district manager (DM) has approved the road permit transition plan for the timber reallocation area.

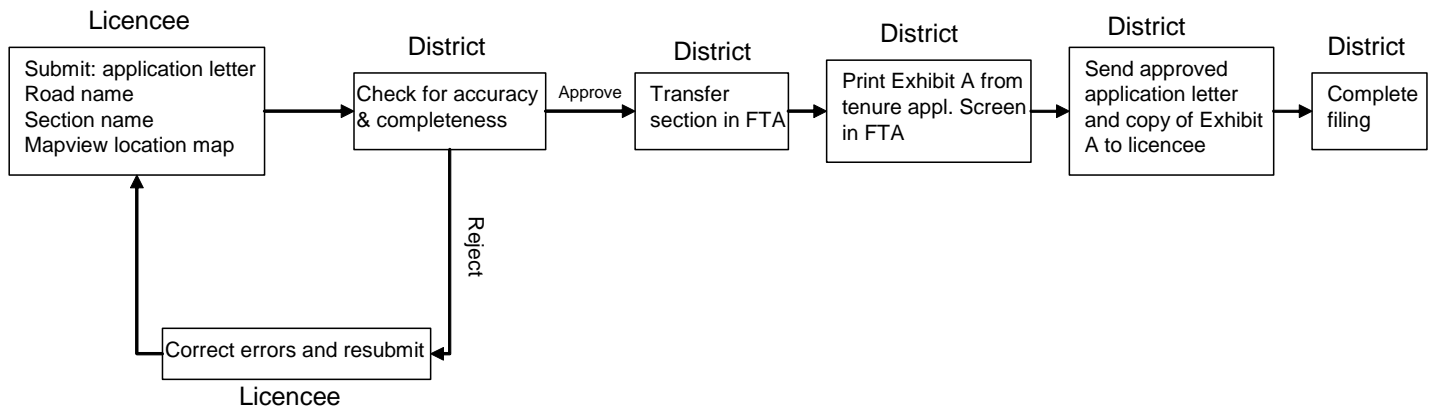
#### STEP 1 New Road Permit Application (Incoming Licencee)



#### STEP 2 Retirement of Road Permit Section (Exiting Licencee)



#### Or Use Transfer Button in FTA

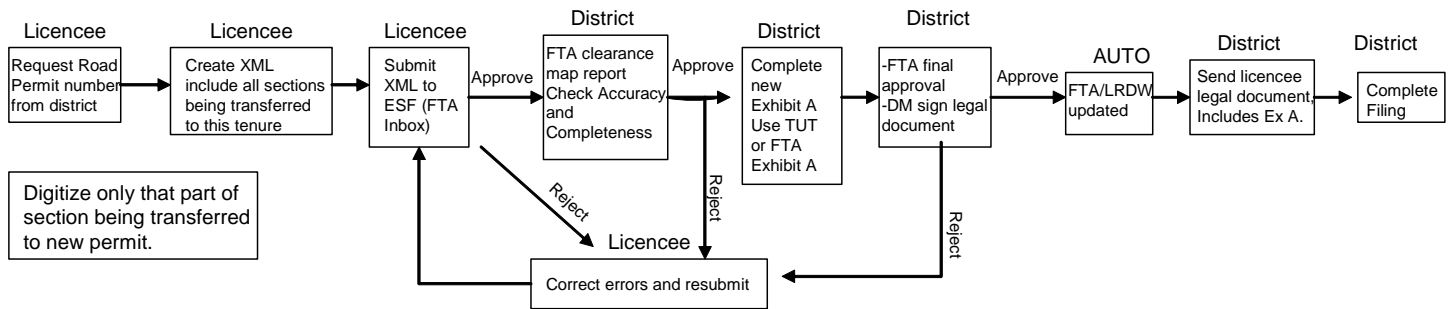


## Flowchart 7 -- Scenario E

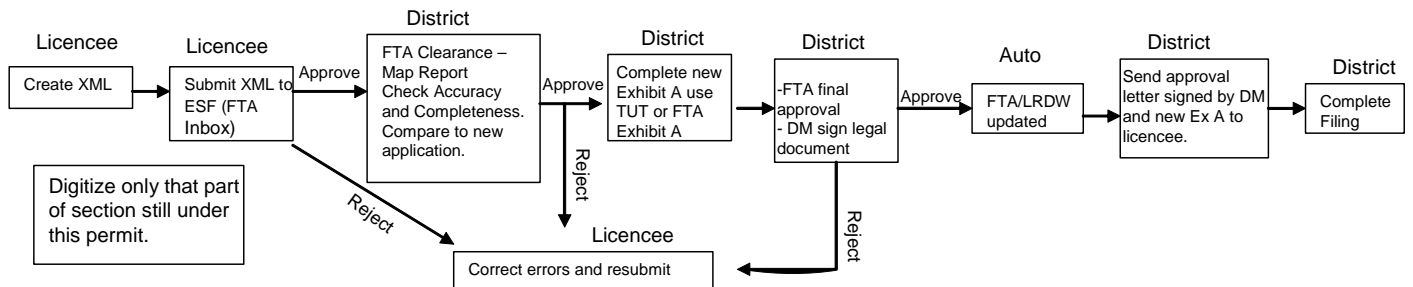
### Transfer of Road Permit Obligations on a Partial Section (from one tenure holder to another)

This business process in FTA for Scenario E must only proceed after the district manager (DM) has approved the road permit transition plan for the timber reallocation area.

#### STEP 1 New Application for Partial Section Transfer (Incoming Licencee)



#### STEP 2 Road Permit Partial Section Retirement (Original Licencee)



Note: - Licencees must communicate road transfer plan prior to application process starting.  
- Step 2 must be completed prior to Step 1 final approval.



**List of Significant Revisions**

<b>Version</b>	<b>Comments / Changes to Guidelines</b>
<b>October 6, 2006</b>	Created date (i.e., original release version)
<b>December 11, 2006</b>	Added “Procedure for Completion of FS 302 (for FSRs that will become the responsibility of BCTS)” to bottom of page 1 (below Flowchart 1)
<b>December 5, 2007</b>	Revised the business process in Flowcharts 2 to 7 to reflect changes that were made in FTA (version 4).