



Ministry of Forests



**Guidance for getting road use approval while carrying out FFT activities**  
**Effective March ??, 2005**

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**1.0 GENERAL REQUIREMENTS**

- 2.1 This guidance attempts to cover all legal requirements; however, it is recommended that the Recipient review the *Forest and Range Practices Act* Sections 22 – 24 before using, constructing, maintaining or deactivating a road.
- 2.2 FFT is a ministry program and is carried out by agents of the crown so will not require road permits or exemptions; however, should road maintenance, modification, or deactivation be required, authorization must be given by the District Manager.
- 2.3 If the recipient is using a road for less than 12 months and will not be transporting any machinery, no authorization is required to use this road provided usage will not materially increase the need for road maintenance.
- 2.4 If the use will
  - (a) materially increase the need for road maintenance;
  - (b) require modification; or
  - (c) require activation / deactivation
 or the recipient is using the road for
  - (d) more than 12 months; or
  - (e) transporting machinery.
 then the district manger will need to authorize use.

**2.0 DISTRICT CONTACT AND APPROVAL**

- 2.5 Typically the District Manager will want to ensure that risks are addressed. That is the works to provide access do not damage the environment or existing infrastructure (as appropriate) in
  - (a) carrying out the appropriate works;
  - (b) while using the access; and

(c) upon abandonment of the access.

2.6 To ensure risks are addressed, the recipient should

- (a) Make arrangements to meet with District staff fifteen working days in advance to obtaining authorization to use and/or conduct road work and a second meeting ten working days in advance to obtaining authorization to use and/or conduct road work.
  - i. During the first meeting, the recipient should provide the district with a map showing the roads being used and discuss the risks and the level of detail the district would like to see in a road use plan.
  - ii. During the second meeting, the recipient will need to provide a road use plan at the level of detail discussed in the first meeting.
    - 1. Typically the road use plan will show the measures that will be taken to ensure drainage and road stability during use and the measures that will be taken upon abandonment of the access.
      - a. Any major maintenance (i.e. a major culvert replacement) must be approved in advance by the third party administrator.

2.7 Should the road be in poor condition before FFT uses the road, it is prudent that the Ministry (i.e. FFT) return the road to a condition that will allow proper drainage when no longer being used.

- (a) Any major maintenance (i.e. a major culvert replacement) must be approved in advance by the third party administrator.

2.8 All costs associated with conducting road work (plan development, upgrading, reopening, maintenance and deactivation) will be the responsibility of the FFT program.

### **3.0 EXIT MEETING**

3.1 Once the FFT activity has been completed and the roads used have been abandoned, the recipient should make arrangements to meet with District staff and discuss what worked and did not work in the process of obtaining authorization from the District Manager and improvements that can be made.