

File: **11400-02**

October 13, 2006

To: Regional Executive Directors
District Managers
Timber Sales Managers
BCTS Director

From: Doug Konkin
Deputy Minister

Re: Administrative Procedure for Terminating or Amending Road Permits in Forest Tenure Administration (FTA) under Timber Reallocation

This memo serves to specify the detailed administrative processes in the FTA system for terminating or amending Road Permits under timber reallocation. It also provides new policy direction related to the declaration of Forest Service Roads (FSRs) within timber reallocation areas.

Suggested procedure in FTA:

Detailed flowcharts have been posted on the ministry's website showing the specific business processes in FTA that district staff, exiting major licensees, and BCTS as appropriate, should follow to implement various Road Permit administration scenarios including:

- **converting a full or partial** road permit section to a FSR branch;
- **fully retiring and partially retiring** a road permit section;
- **transferring** obligations from one tenure holder to another for a **full and partial** road permit section.

A district's administration of road permit sections within timber reallocation areas will often require the implementation of a combination of different scenarios.

The detailed flowcharts are posted on both the ministry's internet website at http://www.for.gov.bc.ca/hth/engineering/permits_documents.htm and intranet website at http://gww.for.gov.bc.ca/hth/engineering/pol_pro_mld.htm. The processes shown in the flowcharts could be amended from time to time. Users should always download the most current version of the flowcharts.

Recommended modification of delegation of Minister's authority:

By earlier ministry policy (memorandum of July 2005 entitled, "New Administrative Responsibilities for Forest Service Roads") the delegation of the minister's authority to

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declare a road permit road to be a FSR was extended to both district managers and timber sales managers. However, **only for the purpose of timber reallocation** and as shown in the detailed flowcharts, it is strongly recommended that only the district manager make the FSR declarations for FSRs that will become the responsibility of BCTS for the following reasons:

1. Only a district manager can terminate or amend an exiting major licensee's Road Permit that was originally issued to the exiting major licensee by the district manager;
2. As shown in the detailed flowcharts, FSR declarations by the district manager using the FS 302 form trigger the requirement for both district and BCTS staff to implement the specific administrative processes in FTA for conversion of a road permit section to FSR branch that will come under the responsibility of BCTS;
3. It is more practical and efficient for only one ministry office (the district) to take overall responsibility for the required administrative activities.

If you have any questions or concerns about the foregoing or the attached guidelines, please contact Dona Stapley, Data Integrity Analyst, RTEB at (250) 387-8615, Lindsay Scott, District Geomatics Technician, Chilliwack Forest District at (604) 702-5703, Wayne Hagel, Policy & Standards Specialist, RTEB at (250) 387-6565, or Glenn Moore, Forest Practices Evaluation Engineer, RTEB at (250) 387-8331.



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Flowcharts 1 to 7 attachments (provided on the ministry's website)

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