



Ministry of
Forests

Schedule A Services

File: 10005-40/IM24TLE003

Attachment to the Agreement with _____ for **Spring Tree Planting Implementation – Western Cariboo – Williams Lake Timber Supply Area.**

ARTICLE 1 Day to Day Supervision

- 1.01 Ensure that the Planting Contractor:
 - (a) conducts transport, storage and handling of seedlings in a manner approved by the Ministry Representative;
 - (b) conducts all operations within the requirements of planting contract **PL24TLE003** and the WorkSafe BC Health and Safety Regulations and First Aid Regulations; and
 - (c) and meets all requirements of the Wildfire Act and Regulations.
- 1.02 Ensure that all units are planted to an acceptable density, quality and with acceptable seedlings.
- 1.03 Document the final densities, WS planted, WS Naturals and M+ values submitted with the payment certificate.
- 1.04 Document if target densities are not being met, why; this can be done in the comment field for each plot (i.e., rock and/or slash).
- 1.05 Record and conduct on-site pre-works.
- 1.06 Check the main refrigeration unit and any other storage sites daily to ensure proper temperature and seedling quality. Document findings and communicate concerns to the Ministry Representative within twenty-four (24) hours.
- 1.07 Complete the “Seedling Quality form” at least once for each Request Key, refer to Appendix D.
- 1.08 GPS of areas is required when the block is partially planted. It is expected that the smaller area will be the area GPS’d:
 - (a) payment will be based on the area calculated that has been planted.
- 1.09 Conduct site visits on active blocks identifying areas of concern and potential issues and communicate findings to the Planting Contractor’s Representative.
 - (a) Where several blocks are active, priority will be given to higher risk blocks. Risk will be determined through discussion with the Ministry Representative.
- 1.10 Ensure that the Planting Contractor has completed a Danger Tree Assessment for each work unit as outlined in Planting Contract **PL24TLE003**, Schedule C, Clause 2.08, and assess the deliverables for a reasonable level of accuracy.
- 1.11 Daily documentation must be kept indicating daily activities, record storage temperature conversations and any actions taken if necessary. Daily documentation must be submitted upon request to the Ministry Representative.

*****Please note any clauses in the Appendices that contradict this schedule, this schedule takes precedence*****

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ARTICLE 2 Quality Planting Payment/Stocking Plots

- 2.01 The Implementation Contractor must be present for the planting company's first two (2) shifts for the initial quality monitoring checks with the Ministry Representative and the Planting Contractor on the active planting sites.
- 2.02 Once the planting has been completed on a planting unit and released to the Implementation Contractor, planting payment plots (FS704) will then be completed within forty-eight (48) hours of planting completion of the block, in conjunction with a stocking survey, in the following manner:
- (a) excess charges – when determining an excess tree, $M+1$ will be used to calculate and record excess trees. Example: planting prescription 1400 M=7. An excess tree will be calculated when a plot exceeds $M+1=8$. The excess tree will be the 9th tree in this example;
 - (b) all units must have one hundred percent (100%) planting quality payment plots;
 - (c) 3.99 m plot radius shall be used exclusively on all blocks;
 - (d) reports for the first four (4) blocks must be completed and submitted to the Ministry Representative within forty-eight (48) hours of completion of the fourth block, for audit purposes;
 - (e) for Planting Quality Payment Plot, and Regeneration Surveys, for strata that are less than or equal to forty hectares (≤ 40 ha) in size, the minimum plot intensity is calculated as one (1) plot for every hectare surveyed. For strata which are between forty and one-hundred hectares (40-100 ha) in size, additional plots shall be established at an interval of one (1) plot for every two (2) hectares surveyed. Strata which exceed one hundred hectares (100 ha) in size shall receive additional plots at an interval of one (1) plot for every four (4) hectares surveyed. Where possible, the distance between all plots should remain the same, and plots should be evenly distributed across the stratum.
 - i. Example: a one hundred and twenty hectare (120 ha) stratum would require forty (40) plots for the first forty hectares (40 ha) plus thirty (30) more plots for the next sixty (60 ha), and five (5) more plots for the remaining twenty hectares (20 ha), for a total of seventy-five (75) plots.
 - (f) for Stocking Assessment Surveys, these will be surveyed at half the intensity of Regeneration Surveys [for example: one (1) plot per two hectares (2 ha) from one to forty hectares (1-40 ha), one (1) plot per four hectares (4 ha) from forty-one to one-hundred hectares (41-100 ha) etc.] and one (1) plot per eight hectares (8 ha) for one hundred hectares (100 ha) plus stratum;
 - (g) for Surveys with uneven-aged or multi-storey Stocking Standards, or for plantability Surveys, the Contractor shall establish the greater of one (1) plot per hectare or five (5) plots in each Stratum;
 - (h) Silviculture Survey plot information shall be collected at every fourth pay quality plot, for each Strata or as set out within the Schedule B;
 - (i) a minimum of five (5) plots per Strata. Survey summary results must meet the statistical requirement as per the Silviculture Surveys manual. If stats are not met more plots must be established;
 - (j) where the FS 704 plots do not assess a representative sample of the planted trees, within ten percent (10%) of the Planting Contractor's reported density, this must be reported to the Ministry Representative within forty-eight (48) hours of receiving all information;
 - (k) where a block is stratified and the minimum plots required as above exceeds the minimum plots required from the Schedule B, the number of plots from Schedule B need only be established as long as statistics are met except where "max plots" have been specified on the block survey contract map; and
 - (l) for each Unit, the Contractor must establish, as a minimum, the number of plots specified in Schedule B of this contract. If the Contractor fails to establish the minimum number of plots as specified in Schedule B, full payment may not be issued to the Contractor.
- 2.03 The plots will be completed according to the latest Ministry of Forest Planting Quality Inspection System (FS704) and the latest edition of Silviculture Surveys Procedures Manual.
- 2.04 The Implementation Contractor will notify the Planting Contractor and Ministry Representative within forty-eight (48) hours of plot completion, the results of those plots.

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ARTICLE 3 Deliverables

- 3.01 The following is a list of reports that must be included in the final package for each unit planted:
- (a) a map as described in Schedule C, Article 5, Section 5.17 as well as, number of trees per block, seedlot and request key location;
 - (b) the Contractor must attend a digital data integrity/data entry session, which will be supplied by BC Timber Sales, as required;
 - (c) planting reports to be signed and sealed by a Qualified Forest Professional indicating that the intention of the planting prescription has been met;
 - (d) for each opening surveyed, the contractor shall submit a professional statement that has been signed and sealed by a Qualified Forest Professional indicating that the opening has been surveyed according to the contract specifications and stocking standards in the Silviculture Prescription or Site Plan, and that the data recommendations contained in the survey report are accurate. A "Qualified Forest Professional" is defined as either a Registered Professional Forester (RPF) or Registered Forest Technologist (RFT) in good standing with the Association of BC Forest Professionals (ABCFP), practicing within their scope of practice and to an extent consistent with their education, training, and experience; and
 - (e) a report as described in Schedule C, Article 12, a summary of the results of the stocking survey, list of treatment recommendations and printed photos.

ARTICLE 4 Boundary Layout and Layout for Not Satisfactorily Restocked (NSR) and Brushing Treatment Areas

- 4.01 The boundaries of all NSR strata and all areas identified for brushing within the next two (2) years are to be ribboned by the Contractor in the field.
- 4.02 If the block boundary is adjacent to another clear-cut opening, or burned areas, or where the original block boundary is no longer clearly visible between two (2) adjacent openings, the Contractor shall re-establish the original block boundary between the two (2) openings using orange arctic grade "BCTS BLOCK BDRY" ribbon.
- 4.03 Orange arctic grade "BCTS SILV UNIT" ribbon must be used to ribbon NSR and brushing boundaries.
- 4.04 Boundaries must be sufficiently marked to allow for easy identification during full leaf out conditions. The maximum distance between pieces of ribbon is ten (10) metres, unless otherwise instructed by the Ministry Representative.
- 4.05 Ribbons shall not be tied to leaders of crop trees. Any plastic ribbons are to be tied using double-knots at least one point three metres (1.3 m) above ground with a tail no longer than ten centimetres (10 cm). Where plastic ribbon cannot be hung one point three metres (1.3 m) above the ground, bio-ribbon or paint will be used in its stead.

ARTICLE 5 Regeneration Delay

- 5.01 When planting partial blocks where the remainder of the block has been planted within the last two (2) years or, where there has been a survey within the last two (2) years, the following can be used:
- (a) if the Implementation Contractor has last year's planting information, that information can be used to the satisfaction of the Qualified Forest Professional (RPF or RFT); or
 - (b) where a Regen survey has been completed within the last two (2) years that information can be used to the satisfaction of the Qualified Forest Professional (RPF or RFT).
- 5.02 All previously described survey data and planting information will be supplied to the Implementation Contractor for the purposes of this contract by the Ministry Representative.
- 5.03 For regen survey submission the Implementation Contractor shall submit the following.
- (a) stocking survey treatment map as described in Schedule C, Article 5, Section 5.17;

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- (b) original copies of both planting payment plot cards and stocking survey cards, or a printout if using an electronic data collection device, which must include statistics (please note that if using a data collection device, provide data in a format compatible for upload directly into Land Resources Manager). All applicable notes, including written notices, planting quality plot cards, seedling information, etc; and
- (c) digital copies and paper copies of the final project maps in shape file format. See attached "Schedules" for mapping deliverables.

ARTICLE 6 **Timelines**

6.01 The following is a list of timelines that may be used on this project to ensure that BC Timber Sales is kept informed throughout the course of this project.

ITEM	DEADLINE
General planting quality update from previous day.	Daily (for each block). See Article 1 – Day to Day Supervision.
Written notice.	forty-eight (48) hours from time incident was observed.
List of completed blocks and those that are in progress.	Daily.
Complete planting payment plots and stocking survey.	Within forty-eight (48) hours of completing planting on that block.
Notify Contractor and Ministry Representative of quality payment plots results.	Within forty-eight (48) hours of completing plots.
Digital data submission in a format acceptable to BCTS.	Within ten (10) business days of survey completion.
Submit deliverables for planting and planting plots	Within ten (10) business days of planting completion.
Submit deliverables for Regen surveys	Within ten (10) business days of survey completion.
Submit deliverables for RA stocking surveys, or any unit with an NSR stratum.	Within ten (10) business days of survey completion and/or before August 15 th , whichever is sooner.

Article 7: **Key Personnel**

- 7.01 The Services shall be performed by the "Key Personnel" as listed in Clause 7.05 below. Addition, replacement, or exchange of Key Personnel must be pre-approved by the Province. Notice of changes to Key Personnel must be provided to the Ministry Representative in writing, and, upon approval by the Province, shall form part of this Agreement.
- 7.02 In the event that Key Personnel require replacement, the Contractor will be provided with the opportunity to replace the individual(s) within a timeframe acceptable to the Province. This timeframe will be provided in writing.
- 7.03 The Contractor will provide a sufficient number of persons with minimum mandatory professional or technical designation to fill the roles of Key Personnel to complete the obligations of this Agreement.

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7.04 The Contractor shall ensure that:

- (a) all personnel have familiarized themselves with those available silviculture treatment options that the Province considers feasible for the Work Area;
- (b) each crew engaged in the execution of the work includes at least one Crew Leader;
- (c) all Surveys are signed and sealed by a Qualified Forest Professional to confirm that the Work has been completed in accordance with the methodologies set out in the *Silviculture Survey Procedures Manual*, the standards set out in the Prescription, and conditions in this Agreement.

7.05 The following are Key Personnel who will fill the following roles:

Role or Function	Name of Person/Phone # /e-mail Address	Qualifications – Professional / Technical Designation and/or Experience
Project Supervisor		Successful management of two (2) similarly sized and complex projects in the Province of British Columbia within the past four (4) years*
Crew Leader		Qualified Forest Professional (RFT or RPF) or Silviculture Accredited Surveyor*, minimum three (3) years completing silviculture surveys in the Province of British Columbia in the last five (5) years*
Junior Silviculture Surveyors		All other surveyors and/or field personnel that do not meet the qualifications, professional/technical designation, or experience requirements of a Crew Leader identified above may only work in the company of a Crew Leader on all openings.
Qualified Forest Professional - sign & seal survey reports		Qualified Forest Professional (RFT or RPF), at least two (2) years in the past four (4) years completing silviculture survey reports in the Province of British Columbia*

*indicates minimum mandatory requirement

Article 8: Written Notice

- 8.01 When serious problems arise with planting quality, seedling care, safety or any other contractual contravention, the Planting Contractor will be issued a written notice within twenty-four (24) hours of the incident. The Implementation Contractor shall take pictures of the incident and submit along with a copy of the written notice to the Ministry Representative within forty-eight (48) hours.
- 8.02 The Implementation Contractor shall forthwith deliver to the Planting Contractor a written notice whenever the Implementation Contractor finds that the Planting Contractor:
- (a) has performed or is performing work of a quality which does not meet the requirements, standards and specifications of the planting contract;
 - (b) has failed to perform work required by the planting contract;
 - (c) is employing methods or procedures which do not comply with the planting contract; or
 - (d) is in breach of federal, provincial, or municipal legislation or regulations including, without restricting the generality of the foregoing, the Wildfire Act and regulations or a regulation under the Workers' Compensation Act.
- 8.03 A written notice shall:
- (a) be on a form acceptable to the Ministry Representative;
 - (b) be signed by the Implementation Contractor, their representative or the Ministry Representative;

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- (c) specify the failure or non-conformance;
- (d) state whether or not the planting contractor may rework an area;
- (e) specify a time within which the Planting Contractor must conform to the contract specifications or remedy the default;
- (f) state the consequences of failure to conform;
- (g) state the date of the inspection or site visit which disclosed the non-conformance;
- (h) be signed by the Planting Contractor or state a notation that the Planting Contractor has refused to sign;
- (i) state whether work may proceed on the next scheduled area;
- (j) state that the quality of subsequent work must be raised to the minimum acceptable standard within one (1) day or such longer period as the Implementation Contractor, having consulted with the Ministry Representative, deems appropriate, and that failure to do so may result in the cancellation of the planting contract; and
- (k) contain such other items as the Implementation Contractor deems appropriate, which are consistent with the planting implementation contract and the planting contract.

8.04 Whenever the Implementation Contractor delivers to a Planting Contractor a written notice, the Implementation Contractor shall re-inspect forthwith upon expiry of the time period referred to in Clause 8.03 (c) and (j) to determine whether or not the Planting Contractor has complied with the written notice.

8.05 Where:

- (a) the Planting Contractor fails or refuses, without good reason, to comply with a written notice; or
 - (b) a substandard area was the final area scheduled for completion under the planting contract,
- the Implementation Contractor shall forthwith notify the Ministry Representative who may issue a Notice to Comply or Stop Work Order to the Planting Contractor.

Article 9: Late Submissions

9.01 If the Implementation Contractor fails to submit satisfactorily completed forms, maps, reports and silviculture recommendations to the Ministry Representative by the completion date specified in the timelines of the Schedule 'A' or as laid out in the Work Progress Plan, the basic payment may be reduced by one hundred dollars (\$100.00) for each day that the submission is late..

Article 10: Covid-19 Requirements

10.01 Effective December 13, 2021 all Contractors and their personnel and any Subcontractors and their personnel, who will access staff-only BC government workplace areas, must be fully vaccinated with COVID-19 vaccines approved for use in Canada, subject to any authorized exemptions. Proof of vaccination will be required in a manner satisfactory to the Province, which may take the form of an attestation, or other means as appropriate.