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## FORESTS FOR TOMORROW PROJECT DIRECTION 2010–2011

July 15, 2010

To ensure project plan submissions comply with the Forests for Tomorrow (FFT) Recipient Agreement, and to provide consistency in the review, evaluation, approval and reporting of FFT activities, the Ministry of Forests and Range (MFR) requires that Recipients and MFR staff adhere to the information in this document when submitting and approving projects in the Program Investment Entry System (PINES).

### **Project Submission**

Projects using In-house Field Work and associated administration must be submitted separately from projects primarily using Subcontracted Field work. Recipients will need to separate projects according to how the Recipient will receive payment.

Advance eligible projects are those where the value of the subcontracted work (contracted materials and labour) is greater than 65% of the value of the entire project. Projects with subcontracted work less than 65% of the entire value of that project will receive payment after Recipients have submitted an invoice for work completed. Recipients must clearly document “Invoice” in the Project Title section of the project submission where the subcontracted works make up less than 65% of the entire value of the project. New projects approved as of July 16 must be documented appropriately to ensure payments are processed correctly.

Project submissions must include a cost break down of funds to clearly indicate the value and percentage of funds requested for Material, Labour, Contracted Material / Labour, Equipment, and Administration. Recipients must track in-house works by project to ensure that eligible costs do not exceed 20% of the Investment Schedule at any time. If in-house work is anticipated to exceed 20% of the Investment Schedule, preapproval must be obtained in writing from the Administrator Representative.

**Labour** is defined as those activities that are undertaken by Recipient staff or associated persons listed in the Agreement. This includes labour for projects that are completed in house and are not eligible for advance funding. Labour also includes direct supervision of project work, quality assurance / quality control work performed for approved activities and may also include project specific work where the scope is technical or professional. A full description by labour category must be provided for each PINES project. Project specific work must be conducted in the most cost effective and efficient manner possible.

**Administration** covers those costs to administer the Agreement that are not directly attributable to any one specific project, or are required in the planning and reporting of projects. This may include preparation of project plans and budgets; program management and administration; and preparation of progress reports, amendments, completion reports and other documentation required by the Land Based Investment program.

## 1.0 Administration

### 1.1 General Administration

**One project per Investment Schedule is permitted** and can be submitted under the Administration – General Administration activity area. Projects submitted in this activity area are limited to budgeting and project/program management at the Investment Schedule level. This will include the Management Unit Budget development, and Recipient level administration. Costs related to meetings requested by MFR Headquarters or Regional staff related to the FFT program that cannot be prorated by Project may also be included. FFT has set cost benchmarks for this activity and will be tracking costs over the year.

As per the direction of Government, all Recipient Agreement Holders (RAH) must identify and implement savings as much as possible for the current fiscal year related to meetings, training and travel (i.e. conference calls where significant travel would be involved, reduced frequency where travel is necessary). All project level administration and First Nations Information Sharing must be included in the specific project to which it relates. This will include general administration duties for project development and supervision.

**First Nation Information Sharing** will still be eligible at the project level only. Recipients must make all efforts to optimize efficiency of information sharing and ensure that MFR are involved wherever practicable.

Under Integrated Land Management Bureau (ILMB) Board direction, the natural resource agencies are developing a common set of procedures for consulting with First Nations. The [new procedures and associated guidance documents](#) help steer the First Nations information sharing and consultation process.

Recipients are advised to contact the MFR Authorizations and First Nations' Consultation (AFNC) Branch staff in the district office early in the process, to receive guidance on the suggested level of consultation and other relevant information from a preliminary assessment prior to commencing information sharing. Information sharing will be conducted in the most cost effective and efficient manner possible with guidance from AFNC staff.

BC Timber Sales (BCTS) must have completed all of the necessary consultation on any Innovative Timber Sale Licence (ITSL) prior to issuance of the licence.

## 2.0 Strategic Resource Planning

### 2.1 Overview Planning - One Project per Management Unit

Planning should be efficiently combined for all of the activity areas (i.e. MPB, wildfire,) into one Overview Planning project (inclusive of the Multiple Accounts Decision Analysis, Overview Assessments, and Net-downs) per Investment Schedule.



## **2.2 Access Management - One Project per Management Unit**

Access management planning, inspections and treatments should be planned and implemented to combine these activities with surveys and other information gathering efforts as much as possible. Multiple trips to the same area should be minimized. Activities that support Forestry Licence to Cut (FLtC) access requirements are to be included in FLtC planning projects.

## **3.0 Stand Establishment and Treatment**

Layout and GPS activities are to be minimized to once per opening not once per treatment activity. Note that DTA and layout activities will not be updated into RESULTS. In order to fulfil MFR reporting requirements, field activities must be separated by the following activity areas:

- Wildfire / Mountain Pine Beetle / Salvage Stands can be consolidated under MPB only where unit costs are within 10% for each type of survey activity.
- ITSL
- Backlog NSR
- Impeded
- Repression spacing
- Free growing and stocking surveys on FFT managed stands (wildfire / Mountain Pine Beetle / salvage stands inclusive)

## **3.1 Surveys**

Surveys are to be separated by the type of survey –recce, full plot, ITSL, regeneration / free growing. Site treatment plans must include a Return on Investment (ROI) analysis. Note that layout is no longer allowable in the survey activity.

## **3.2 FLtC Development and Award**

The FFT FLtC Development Cost Spreadsheet must be filled out by the RAH. The list of the development costs must be included in the comment section with hectares, opening number and any previous expenditure clearly documented. Cost benchmarks for planning activities will be implemented. Identified FLtC areas must be consistent with the Chief Forester's FLtC Policy and the FLtC/Overstorey Removal Stand Selection Criteria Standard.

## **3.3 Site Preparation** (only for projects that are not related to FLtC development and award)

Adequate First Nations information sharing must be conducted prior to the commencement of any site preparation works. Site preparations work and site preparation planning are to be submitted as separate projects. Layout is restricted to, at most, one year prior to the treatment. Cost benchmarks for site preparation activities will be implemented.



### **3.4 Planting**

Layout and GPS activities are to be minimized to once per opening not once per treatment. Activities to support the actual planting must be separated from planting planning activities. Danger tree assessment and treatment, where practicable, will be included in planting contracts.

### **3.5 Danger Tree Assessment and Falling**

A planting map signed by a qualified danger tree assessor with sufficient sketch map information to enable on the ground quality assurance confirmation of marked leave trees or felled snags will suffice (i.e. GPS data collection is not required).

### **3.6 Brushing**

Brushing implementation and brushing planning must be submitted as separate projects. Brushing layout is restricted to, at most, one year prior to the treatment. Cost benchmarks for brushing activities will be implemented. Adequate First Nations information sharing must be conducted prior to the commencement of any brushing works.

### **3.7 Repression Spacing**

Repression spacing is a one of a suite of stand treatments in juvenile and immature stands to improve their volume and/or quality. Spacing layout is restricted to, at most, one year prior to the treatment. Adequate First Nations information sharing must be conducted prior to the commencement of any spacing works.

