

Sustainable forest management for woodlots and other small area forests



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Z804-08

***Sustainable forest management for
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Preface

This is the first edition of CSA Z804, *Sustainable forest management for woodlots and other small area forests*.

This Standard is intended for use by woodlot owners or managers of forests up to 4000 hectares, and has been developed in response to public expectations about responsible forest management. This Standard also addresses the desire of woodlot owners to gain recognition for the quality of their management, encourages improvement in the management of their lands, and strengthens their position in a market that increasingly demands forest products from lands where forest management has been certified. At the same time, it takes into consideration the small size of woodlots, their low net revenues, the limited resources of woodlot owners, and the fact that, in many cases, the requirements of CAN/CSA-Z809, *Sustainable Forest Management: Requirements and Guidance*, are impractical for small forests.

This Standard addresses the sustainable forest management of defined woodlots, including the requirements for public consultation, performance, and system frameworks promoting continual improvement. It also lists the specific requirements that must be addressed, audited, and approved before certification can be achieved. Commitment of the woodlot owner to sustainable forest management and the adoption of appropriate practices to achieve it will ensure the perpetuation of woodlot forests along with their many economic, ecological, social, and cultural benefits. At the same time, the acquired and legal rights of private woodlot owners to set their own management objectives should be respected.

CSA recognizes the significant contribution of the Canadian Federation of Woodlot Owners in the initiation and the development of this Standard.

This Standard was prepared by the Subcommittee on Sustainable Forest Management, under the jurisdiction of the Technical Committee on Sustainable Forest Management and the Strategic Steering Committee on Business Management and Sustainability, and has been formally approved by the Technical Committee.

March 2008

Notes:

- (1) Use of the singular does not exclude the plural (and vice versa) when the sense allows.
- (2) Although the intended primary application of this Standard is stated in its Scope, it is important to note that it remains the responsibility of the users of the Standard to judge its suitability for their particular purpose.
- (3) This publication was developed by consensus, which is defined by CSA Policy governing standardization — Code of good practice for standardization as “substantial agreement. Consensus implies much more than a simple majority, but not necessarily unanimity”. It is consistent with this definition that a member may be included in the Technical Committee list and yet not be in full agreement with all clauses of this publication.
- (4) CSA Standards are subject to periodic review, and suggestions for their improvement will be referred to the appropriate committee.
- (5) All enquiries regarding this Standard, including requests for interpretation, should be addressed to Canadian Standards Association, 5060 Spectrum Way, Suite 100, Mississauga, Ontario, Canada L4W 5N6.
Requests for interpretation should
 - (a) define the problem, making reference to the specific clause, and, where appropriate, include an illustrative sketch;
 - (b) provide an explanation of circumstances surrounding the actual field condition; and
 - (c) be phrased where possible to permit a specific “yes” or “no” answer.

Committee interpretations are processed in accordance with the CSA Directives and guidelines governing standardization and are published in CSA's periodical Info Update, which is available on the CSA Web site at www.csa.ca.

Z804-08

Sustainable forest management for woodlots and other small area forests

0 Introduction

0.1 CAN/CSA-Z809 and CSA Z804

CAN/CSA-Z809 is intended to foster and improve the sustainable forest management of public and private lands of all sizes. Any small, medium, or large organization operating on public or private land can apply for certification to CAN/CSA-Z809; there is no upper or lower limit on the size of the forest area that can be certified to CAN/CSA-Z809. To date, however, it has been used mainly for large public forest tenures and private industrial forests.

CSA Z804 has been developed to address the specific needs, acquired or legal property rights, and management objectives of private woodlot owners. Canada has approximately 450 000 private woodlot owners, who own 9.6% of Canada's multiple-use forest land and produce 14% of the national wood supply. Even though more than 80% of Canadian woodlots are no larger than 50 hectares, they often provide the majority of forest-related ecological services in the rural regions of Canada and, in some areas, supply a large proportion of the wood needed for industrial applications.

The Canadian Federation of Woodlot Owners established the Pan-Canadian Woodlot Certification Program and approached CSA to develop a sustainable forest management standard for woodlots through a multi-stakeholder process. The resulting Standard, CSA Z804, is designed for private woodlots up to 4000 hectares. Its requirements can be used for small forests that are owned by individuals, municipalities, foundations, religious or social organizations, Aboriginal communities, or governments.

0.2 Canadian Council of Forest Ministers' (CCFM) sustainable forest management criteria

The CCFM framework, specified in *Criteria and Indicators of Sustainable Forest Management in Canada, National Status, 2005*, characterizes the essential elements of sustainable forest management in Canada. The CCFM criteria and indicators are similar to those in other frameworks used in boreal and temperate forest countries, including the Montreal Process and the Ministerial Conference for the Protection of Forests in Europe. This Standard specifies the requirements for the practical application of the CCFM sustainable forest management criteria to woodlots.

0.3 Public expectations

This Standard has been developed to promote sustainable forest management systems on woodlots and to respond to public expectations about improving forest management and the transparency of the system while acknowledging the resource constraints and private ownership of most woodlots. This Standard attempts to differentiate between the rights and responsibilities associated with private and public ownership. This recognition of varying needs and circumstances will lead to improved management of individual woodlots and a healthier rural landscape.

0.4 Continual improvement

This Standard includes requirements designed to promote continual improvement, including requirements pertaining to monitoring, corrective action, plan revision, training programs, and record keeping. Continual improvement is a necessary aspect of sustainable forest management and will continue to be a focus of this Standard.

1 Scope

1.1

This Standard applies to woodlots and small forests up to 4000 hectares that have a management plan; these are termed “defined woodlots” (see [Clause 3](#)). It provides sustainable forest management requirements for

- (a) a defined woodlot consisting of one or more contiguous, legally described lots under the same ownership and management plan;
- (b) a defined woodlot consisting of non-contiguous, legally described lots under the same ownership but having separate management plans, or if they total less than 4000 hectares, grouped under a single management plan; or
- (c) individual defined woodlots, each less than 4000 hectares, that have separate management plans but are grouped together for the purpose of certification.

1.2

This Standard applies to defined woodlots, regardless of ownership. It is not designed for use by industrial landowners whose main business is forest products.

1.3

In CSA Standards, “shall” is used to express a requirement, i.e., a provision that the user is obliged to satisfy in order to comply with the standard; “should” is used to express a recommendation or that which is advised but not required; “may” is used to express an option or that which is permissible within the limits of the standard; and “can” is used to express possibility or capability. Notes accompanying clauses do not include requirements or alternative requirements; the purpose of a note accompanying a clause is to separate from the text explanatory or informative material. Notes to tables and figures are considered part of the table or figure and may be written as requirements. Annexes are designated normative (mandatory) or informative (non-mandatory) to define their application.

2 Reference publications

This Standard refers to the following publications, and where such references are made, they shall be to the editions listed below.

CSA (Canadian Standards Association)

CAN/CSA-ISO 19011-03 (R2007)

Guidelines for quality and/or environmental management systems auditing

CAN/CSA-Z809-02 (R2007)

Sustainable forest management: Requirements and guidance

CCFM (Canadian Council of Forest Ministers)

Criteria and Indicators of Sustainable Forest Management in Canada, National Status, 2005

Government of Canada

Canadian Biodiversity Strategy, Environment Canada, 1995

Constitution Act, 1982, Part II, Subsection 35

Fisheries Act, R.S. 1985, c. F-14

Income Tax Act, 1985, c.1 (5th Supp.)

Migratory Birds Convention Act, 1994, c. 22

Species at Risk Act, 2002, c. 29

The State of Canada's Forests, 2005–2006

SCC (Standards Council of Canada)

CAN-P-14B (2000)

Criteria and Procedures for Accreditation of Organizations Registering Environmental Management Systems

CAN-P-1517C (2006)

Management Systems Accreditation Program (MSAP) Handbook: Conditions and Procedures for the Accreditation of Organizations Certifying/Registering Management Systems

3 Definitions

The following definitions apply in this Standard:

Notes:

- (1) *Terms are not defined where they retain their normal dictionary definition.*
- (2) *Where applicable, sources are given in square brackets following the definition.*

Aboriginal peoples — aboriginal peoples of Canada, which include the Indian, Inuit, and Métis peoples of Canada [*Constitution Act*].

Aboriginal rights — rights that some Aboriginal peoples of Canada hold as a result of their ancestors' long-standing use and occupancy of the land [*The State of Canada's Forests, 2005–2006*].

Note: *The rights of certain Aboriginal peoples to hunt, trap, and fish on ancestral lands are examples of Aboriginal rights. Aboriginal rights vary from group to group depending on the customs, practices, and traditions that have formed part of their distinctive cultures [The State of Canada's Forests, 2005–2006].*

Accreditation — the procedure by which an accrediting organization gives formal recognition that a registrar (certifier) is deemed competent to carry out specific tasks [adapted from CAN/CSA-Z809].

Note: *In Canada, the accreditation body is the Standards Council of Canada (SCC).*

Advance regeneration — young trees or seedlings under an existing stand that are suited to the site and are capable of becoming the next desirable crop or stand of trees.

Affected party — those persons or organizations, including Aboriginal peoples, whose proximity to or ongoing use of a defined woodlot means that they can be directly affected by the woodlot management operations.

Auditor — a person with the competence to conduct an audit [adapted from CAN/CSA-ISO 19011].

Note: *For sustainable forest management certification audits, auditors are qualified under SCC CAN-P-14B and SCC CAN-P-1517C.*

Best management practices (BMP) guide — a set of provincial or regional best management practices that have been developed for application to private forest land and are broadly accepted as specifying practices that minimize the impact of operations on water quality and other forest resources.

Note: *See Annex B.*

Biodiversity (biological diversity) — the variability among living organisms from all sources, including *inter alia*, terrestrial, marine, and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems [*Canadian Biodiversity Strategy*].

Certification or registration — the result of a successful audit to this Standard, whereby the registrar issues a certificate of registration and adds the organization's registration to a publicly available list maintained by the registrar.

Certifier or registrar — an independent third party that is accredited by the SCC as being competent to register organizations with respect to nationally and internationally recognized standards.

Compliance — the conduct or results of activities in accordance with legal requirements.

Conformance — meeting non-legal requirements such as policies, work instructions, or standards.

Conservation — wise and careful human management and use of resources and ecosystems over time, and the avoidance of damage or harm to ensure that there are opportunities for future use.

Continual improvement — the ongoing process of enhancing sustainable forest management performance using experience, monitoring, and new knowledge.

Critical habitat — habitat that is important to the survival of a species.

Defined woodlot — a specified area of forest up to 4000 hectares in size (including land and water) that is covered by a management plan.

Environment — the surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and the interrelations of these elements.

Fish habitat — spawning, nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes [adapted from the *Fisheries Act*].

Forest — an ecosystem dominated by trees and other woody vegetation growing together, including all related flora and fauna.

Forest management operations — any forestry-related work on a woodlot, including stand treatments, silvicultural or harvesting operations, road construction, and water crossings.

Group audit — an audit carried out on a group of woodlot owners that have individual management plans but have decided to form a group in order to benefit from economies of scale during an audit.

Implementation program — a management program or system that encourages and assists woodlot owners to implement this Standard and obtain and maintain certification to its requirements.

Integrated pest management — the use of a combination of forest management techniques, preventative measures, and the judicious use of chemical or biological pesticides to control pest outbreaks.

Interested party — an organization or member of the public with a general interest in woodlot management.

Note: *Interested parties are distinct from affected parties.*

Invasive alien species — plants, animals, and micro-organisms that spread beyond their natural range into new locations.

Landscape — a mosaic of local ecosystems and land uses.

Note: *A woodlot is a smaller area within the landscape.*

Migratory bird — as defined in the *Migratory Birds Convention Act*. Migratory birds include the sperm, eggs, embryos, tissue cultures, and parts of the bird.

Non-timber forest product — a commodity obtained from the forest that does not necessitate harvesting trees.

Note: *Non-timber forest products include game animals, fur-bearing animals, nuts and seeds, berries, mushrooms, oils, foliage, medicinal plants, peat and fuelwood, forage, and Christmas trees.*

Pesticide — a chemical or biological agent that has been tested and registered for use in the control of insects or competing vegetation.

Productivity — the natural ability of a forest ecosystem to capture energy, support life forms, and produce goods and services.

Regeneration — renewal of a forest stand or crop by natural regeneration, direct seeding, or planting.

Registrar — see **Certifier**.

Registration — see **Certification**.

Residual stand — the stand of trees that has been left after a thinning or harvesting operation to provide seed and shelter for regeneration or to continue growth until the next operation.

Riparian buffer — a strip of forest beside a watercourse or around a body of water or wetland that is reserved from harvest or subject to special management practices such as partial cutting.

Silviculture — the theory and practice of growing stands of trees to achieve management objectives.

Site of cultural significance — a site deserving protection because it is considered unique, attractive, old, rare, or of cultural or religious significance.

Note: *Sites of cultural significance include graves, old cabins, portages or trails, and culturally modified trees.*

Soil productivity — the ability of soil to grow trees or other vegetation.

Special habitat — a fragile site or a site critical for maintaining biological diversity.

Note: *Special habitats include geologic formations, wildlife trees, stick nests, wetlands, seepage areas, vernal pools, and riparian buffers.*

Species at risk — as defined in the *Species at Risk Act* or equivalent provincial/territorial legislation. Species are considered at risk when they are extinct, endangered, threatened, of special concern, or extirpated.

Stand — a relatively uniform group of trees that is distinguishable from adjacent groups of trees.

Sustainable forest management — management that maintains and enhances the long-term health of forest ecosystems for the benefit of all living things, while providing environmental, economic, social, and cultural opportunities for present and future generations [adapted from *The State of Canada's Forests, 2005–2006*].

Transparency — open, accessible, and easily understood.

Treaty rights — rights conveyed by a treaty negotiated with the government of Canada, or jointly with the government of Canada and a provincial government.

Woodlot — an area of forest land up to 4000 hectares in size that is owned or managed by individuals, municipalities, foundations, religious or social organizations, Aboriginal communities, or governments.

Woodlot management organization — an association, group venture, marketing board, consultant, purchaser of wood, partnership of organizations, or other organization offering administrative and management services to woodlot owners as well as a link to the public.

Woodlot owner — an individual, community, family, or organization with legal title, lease, or licence to manage a forest up to 4000 hectares.

Worker — any individual conducting forest management activities on the defined woodlot.

4 General requirements

4.1 Defined woodlot boundaries

The woodlot owner shall clearly designate the boundaries of the defined woodlot. Any changes to the defined woodlot shall be documented.

4.2 General requirements

The woodlot owner/management organization shall meet the requirements of this Standard for the defined woodlot. These requirements include

- (a) compliance with applicable federal and provincial legislation as well as municipal regulatory requirements;
- (b) conformance with the applicable best management practices (BMP) guides (see [Annex B](#));
- (c) communication with affected parties, in accordance with [Clause 5](#);
- (d) the practical interpretation of the values expressed by the CCFM sustainable forest management criteria in accordance with [Clauses 6](#) and [7](#); and
- (e) the development of a woodlot management system for continual improvement in accordance with [Clause 8](#).

4.3 Application

The requirements of this Standard shall be applied in ways appropriate to the size, production, and complexity of the woodlot.

5 Communication with affected parties

5.1 Woodlot management organizations

Where the requirements of this Standard are addressed by a woodlot management organization, the woodlot management organization shall

- (a) make the following available upon request:
 - (i) a copy of this Standard;
 - (ii) a summary of audit reports concerning certification to this Standard; and
 - (iii) a summary of information on the area covered by the woodlot management organization, including the number and location of woodlots participating in the program;
- (b) notify the public about its certification program; and
- (c) hold an annual public meeting at which the organization
 - (i) communicates the nature of its certification program;
 - (ii) presents an annual report; and
 - (iii) invites comments on the program.

5.2 Woodlot owners

Before undertaking forest operations that can have a major impact on affected parties, the woodlot owner shall

- (a) inform affected parties of the proposed operations;
- (b) provide a timely opportunity for comment; and
- (c) address whether the concerns of the affected parties can be met.

6 Woodlot management requirements

The woodlot owner shall ensure that the CCFM criteria and associated management actions specified in [Clause 7](#) are addressed in the woodlot management plan for the defined woodlot in ways appropriate to the size, production, and complexity of the woodlot and the impact of operations on the defined woodlot.

7 CCFM sustainable forest management criteria

Note: The CCFM Criteria specified in [Clause 7](#) are adapted from Criteria and Indicators of Sustainable Forest Management in Canada, National Status, 2005.

7.1 CCFM Criterion 1 — Conservation of biological diversity

7.1.1 General

The woodlot management plan shall include conserving biological diversity by maintaining integrity, function, and diversity of living organisms and the complexes of which they are part.

7.1.2 Protection and promotion of biodiversity

The woodlot owner shall

- (a) maintain or enhance the diversity of wildlife habitat and stand conditions on the woodlot through the use of appropriate strategies, including silvicultural treatments and harvesting operations;
- (b) protect fish habitat;
- (c) identify known sites with special habitat features and protect them from damage during forest management operations;
- (d) exercise due diligence to obtain information on the existence of any species at risk on the property and take the necessary precautions to ensure that the species and their critical habitat are not harmed;
- (e) protect wetlands and associated watercourses during forest operations;
- (f) maintain the presence of wildlife habitat such as older forest age classes, and large standing and downed dead wood; and
- (g) not introduce invasive alien trees or other species.

7.2 CCFM Criterion 2 — Maintenance and enhancement of forest ecosystem conditions and productivity

7.2.1 General

The woodlot management plan shall include conserving forest ecosystem conditions and productivity by maintaining the health, vitality, and rates of biological production.

7.2.2 Protection against fire, insects, and disease

The woodlot owner shall

- (a) carry out forest management operations in ways that minimize the risk of fire; and
- (b) report significant disease and insect infestations to the appropriate authorities.

7.2.3 Prudent use of pesticides

The woodlot owner shall use an integrated pest management approach to control forest pests and competing vegetation.

Where the use of chemical or biological pesticides is necessary to achieve forest management objectives, the woodlot owner shall use them in a prudent manner and in accordance with the manufacturer's instructions.

7.2.4 Forest regeneration

Woodlots shall be regenerated with species suited to the site, climate, and soil conditions, at a density and within a time frame to maintain forest productivity.

Damage to the residual stand and desirable advance regeneration shall be minimized during timber harvesting and silviculture operations to maintain forest productivity.

7.3 CCFM Criterion 3 — Conservation of soil and water resources

7.3.1 General

The woodlot management plan shall include conserving soil and water resources by maintaining their quantity and quality in forest ecosystems.

7.3.2 Maintenance of soil productivity

The woodlot owner shall

- (a) minimize rutting, erosion, and soil compaction;
- (b) minimize the area converted to roads and landings; and
- (c) distribute logging debris, tops, and branches throughout the harvest area or use other means to maintain soil and forest productivity.

7.3.3 Maintenance of water quality and quantity

The woodlot owner shall

- (a) minimize disturbance within areas adjacent to watercourses, fish habitat, and wetlands;
- (b) establish and protect riparian buffers during forest operations; and
- (c) avoid watercourse siltation through the control of erosion, well-planned road drainage systems, careful installation of culverts and other water crossings, and the effective timing of operations.

7.4 CCFM Criterion 4 — Forest ecosystem contributions to global ecological cycles

7.4.1 General

The woodlot management plan shall include maintaining forest conditions and management activities that contribute to the health of global ecological cycles.

7.4.2 Maintenance of productive forest land

The woodlot owner shall minimize deforestation or conversion to non-forest use and shall manage the defined woodlot as productive forest land to maintain its role in carbon sequestration.

7.5 CCFM Criterion 5 — Multiple benefits to society

7.5.1 General

The woodlot management plan shall include maintaining forest benefits for current and future generations by providing multiple goods and services.

7.5.2 Timber and non-timber markets

The woodlot owner shall consider both timber and non-timber market opportunities and uses. Where the owner intends to take advantage of non-timber market opportunities and uses, the management plan or other relevant documents shall include the appropriate provisions.

7.5.3 Provision of economic and social benefits

The woodlot owner shall

- (a) use silvicultural systems appropriate to the species and stand conditions;
- (b) use operating practices that consider landscape aesthetics and do not have undue negative impacts on adjacent areas (e.g., forest stands, property, farmland, watercourses, wetlands, and water bodies);
- (c) use all harvested timber to the extent permitted by available markets, market conditions, and marketing practices; and
- (d) contribute to the sustainability of communities by considering processing materials locally and hiring local employees.

7.6 CCFM Criterion 6 — Society's responsibility for sustainable development

7.6.1 General

The woodlot management plan shall incorporate the idea that sustainable development requires fair, equitable, and effective forest management.

7.6.2 Woodlot owners

The woodlot owner shall demonstrate social responsibility by exercising due diligence in identifying, recognizing, and protecting sites of cultural significance, or sites of archaeological and historical relevance, in the management plan and during forest operations.

7.6.3 Woodlot management organizations

The woodlot management organization shall

- (a) notify affected parties, including Aboriginal peoples, about plans to pursue certification and shall invite comments; and
- (e) approach relevant government authorities and Aboriginal peoples to determine whether there are any known sites of cultural significance on defined woodlots that would require special management approaches.

8 Continual improvement loop

8.1 General

The woodlot owner/management organization shall establish and maintain a sustainable forest management system in accordance with [Clause 8](#).

8.2 Ownership rights and boundaries

The woodlot owner shall

- (a) have proof of ownership or formal authorization to manage or conduct operations on the defined woodlot; and
- (b) ensure that boundaries of the woodlot are clearly marked where operations are intended.

8.3 Woodlot management plan

The woodlot owner shall implement a woodlot management plan for the defined woodlot that is appropriate to the size, production, and complexity of the woodlot and history of the property, forest type, stand, habitat, and environmental conditions as well as the owner's overall management objectives.

The plan or other relevant documents shall include

- (a) a commitment to sustainable forest management;
- (b) a statement of the owner's objectives;
- (c) information, including a map, on the size and location of the woodlot;
- (d) information on the landscape surrounding the defined woodlot;

- (e) a description of stands, including age and condition, and a schedule of planned management activities;
- (f) a description of monitoring activities;
- (g) identification of stands that are susceptible to fire, insects, or disease and the appropriate treatment;
- (h) information on sites requiring conservation or protection;
- (i) species-at-risk recovery plans that apply to the woodlot;
- (j) provisions for regular review of the plan; and
- (k) approval by the plan author and the owner.

8.4 Training, awareness, and competence

The woodlot owner shall

- (a) participate in training programs and other learning opportunities relevant to his or her needs, and apply the information learned; and
- (b) ensure that all individuals conducting operations on the defined woodlot have the knowledge or receive the training necessary to understand
 - (i) the requirements of this Standard;
 - (ii) the objectives of the woodlot management plan; and
 - (iii) the applicable BMP guides.

8.5 Forest management operations

The woodlot owner shall

- (a) require that contractors working within the defined woodlot use operating practices that are consistent with
 - (i) the requirements of this Standard;
 - (ii) the management plan; and
 - (iii) applicable BMPs;
- (b) keep forest management operations within property boundary lines; and
- (c) inform contractors working on the woodlot of the location of boundary lines in the area of operations.

8.6 Workplace health and safety

8.6.1 General

All operations on the defined woodlot shall be carried out in a manner consistent with protecting the health and safety of workers, contractors, and the community.

8.6.2 Employees

Where the woodlot owner directly employs forest workers, the owner shall ensure that

- (a) workers use personal protective equipment appropriate to the task being performed;
- (b) workers have appropriate competence through training or experience before they commence work on the defined woodlot;
- (c) precautions are taken to ensure that workplace injuries and health hazards are avoided;
- (d) hazardous materials, such as chemicals, oil, containers, tires, and debris, shall be collected, stored, and disposed of in a manner that is safe for human health and the environment and consistent with applicable regulatory requirements; and
- (e) where required by regulatory requirements, he or she is registered with provincial agencies that are responsible for workers' compensation.

8.6.3 Contractors

Where contractors are used for forest operations, the woodlot owner shall ensure that contractors

- (a) are experienced and competent;
- (b) are registered with the provincial agency responsible for workers' compensation;

- (c) carry comprehensive general liability insurance; and
- (d) are aware of their responsibilities as specified in Items (a) to (d) of [Clause 8.6.2](#).

8.7 Emergency preparedness and response

The woodlot owner shall maintain a readily available list of emergency telephone numbers including the local fire department, ambulance services, and the provincial forest agency having jurisdiction.

8.8 Monitoring and corrective action

The woodlot owner shall

- (a) make periodic inspections of forest conditions and the effectiveness of forest operations; and
- (b) take corrective actions to address undesirable results revealed by the inspections.

8.9 Record keeping

The woodlot owner shall maintain records on

- (a) harvest quantities;
- (b) silvicultural treatments;
- (c) road construction and water crossings;
- (d) damage from pests/fires;
- (e) efforts to communicate with affected parties, including comments received and responses provided;
- (f) training; and
- (g) audit results.

The woodlot owner shall store all relevant documents in a secure place.

9 Implementation of a management system using a woodlot management organization

9.1 General

Where implementation of a management system is carried out by a woodlot management organization, the requirements in [Clauses 9.2 to 9.8](#) shall apply in addition to the other requirements of this Standard.

9.2 Organization requirements

The woodlot management organization shall be an independent legal entity that has

- (a) the ability to enter into binding contracts;
- (b) suitable expertise in field operations;
- (c) financial stability;
- (d) qualified staff; and
- (e) recognition by landowners.

9.3 Policy requirements

The woodlot management organization shall have

- (a) a written sustainable forest management policy that is consistent with the requirements of this Standard;
- (b) procedures and guidelines for the participation of individual woodlot owners in the certification program, including those pertaining to eligibility, dispute resolution, and expulsion;
- (c) processes to accommodate changes in ownership of certified defined woodlots;
- (d) procedures for documenting any changes to the boundaries of the defined woodlots; and
- (e) procedures for approving the addition of new woodlots to the program between audits.

9.4 Administrative requirements

The woodlot management organization shall

- (a) designate a coordinator to have responsibility for managing the certification program; and
- (b) maintain ongoing communications and consultation with program participants.

9.5 Management system and control requirements

The woodlot management organization shall have, appropriate to the size, production, and complexity of the woodlots and scale of the woodlot management organization, an internal management system and controls to demonstrate the conformance of participating woodlot owners and contractors with the requirements of this Standard. The system and controls shall include

- (a) a communications system to respond to comments and suggestions and make available a summary of the third-party audit reports;
- (b) a monitoring program to determine whether the requirements of this Standard are met. This shall include periodic sample inspections of participating woodlots; and
- (c) an internal audit program to demonstrate that management systems and controls are working as planned and that corrective action is implemented when necessary.

9.6 Technical assistance and training requirements

The woodlot management organization or a qualified professional shall provide sustainable forest management technical assistance in the development of woodlot management plans and shall ensure that the plans are compatible with the requirements of this Standard.

Training/information shall be made available to participating woodlot owners and shall include the following:

- (a) the requirements of this Standard;
- (b) basic silviculture and woodlot management;
- (c) BMPs;
- (d) wildlife habitat management and species at risk;
- (e) water quality conservation; and
- (f) regulatory requirements applicable to woodlot management operations.

Records of attendance for training/information sessions shall be maintained in a database.

9.7 Information requirements

The woodlot management organization shall make the following information available to participating woodlot owners:

- (a) copies of this Standard;
- (b) regulatory requirements applicable to woodlot management operations;
- (c) available information on species at risk and any local recovery programs;
- (d) existing lists of qualified logging contractors;
- (e) model logging contracts that include provisions that are consistent with the requirements of this Standard; and
- (f) copies of BMP guides.

9.8 Data and reporting requirements

9.8.1 Records

The woodlot management organization shall maintain records/information on the participation of individual woodlot owners in their program. The records/information shall include

- (a) the date the owners were accepted into the program;
- (b) woodlot management plans and associated renewal dates;
- (c) summary audit reports; and
- (d) attendance at training courses.

9.8.2 Annual report

The woodlot management organization shall publish an annual report outlining the activities and results of its program and make it available to program participants and the general public. The annual report shall include a summary of information exchanged at the annual meeting, any other public input it receives, and its responses to such input.

Annex A (informative)

Guidance on the use of CSA Z804

Notes:

- (1) This Annex is not a mandatory part of this Standard.
- (2) The boxed text in this Annex reproduces the text of CSA Z804. The text outside the boxes is intended to clarify the boxed text by providing explanation and practical examples; it does not establish any additional requirements. An organization seeking third-party independent certification is audited to the requirements of CSA Z804, and decisions regarding conformance with these requirements rest with the certifier.

A.4 General requirements

4.1 Defined woodlot boundaries

The woodlot owner shall clearly designate the boundaries of the defined woodlot. Any changes to the defined woodlot shall be documented.

Changes to a defined woodlot can result from a variety of circumstances. Changes to the boundaries of the defined woodlot may be made over time without affecting certification, provided that the changes have no significant negative impact on the sustainability of the woodlot's management. In all cases, changes and the reasons for them must be documented.

The defined woodlot should not include any areas that are likely to be converted to agricultural use.

4.2 General requirements

The woodlot owner/management organization shall meet the requirements of this Standard for the defined woodlot. These requirements include

- (a) compliance with applicable federal and provincial legislation as well as municipal regulatory requirements;
- (b) conformance with the applicable best management practices (BMP) guides (see [Annex B](#));
- (c) communication with affected parties, in accordance with [Clause 5](#);
- (d) the practical interpretation of the values expressed by the CCFM sustainable forest management criteria in accordance with [Clauses 6 and 7](#); and
- (e) the development of a woodlot management system for continual improvement in accordance with [Clause 8](#).

This Standard addresses a wide range of values associated with forests, most of which can be sustained through simple actions. The requirements of this Standard are based on common sense, stewardship of the land, and being a considerate neighbour.

4.3 Application

This requirements of this Standard shall be applied in ways appropriate to the size, production, and complexity of the woodlot.

This Standard recognizes that woodlots are

- in most cases, small;
- often associated with farms;
- able to generate only modest net revenues; and
- owned by those with limited time and resources.

However, there remains a range of size, productivity, and complexity among woodlots. Thus, the requirements of this Standard specify actions that are appropriate to the size, production, and complexity of the woodlot.

A.5 Communication with affected parties

A key part of sustainable forest management is managing resources in ways that reflect social values. It is essential to seek a balance among different interests and needs in the use of forest land and resources. Because most woodlots are family-run operations on private property, the effort expected from woodlot owners to achieve this balance is therefore different from that expected from owners of industrial operations on public land.

Woodlot owners should communicate with their neighbours and community regarding operations that could have a major impact on their environment or activities. They are further encouraged to seek an understanding with parties who could be adversely affected by their operations. In all cases, however, it is the choice of the woodlot owner whether to communicate with affected interested parties.

A group of woodlot owners who belong to a woodlot management organization have a greater capacity to communicate with affected parties. Communication requirements for certification programs supported by woodlot management organizations are thus more extensive than those for individual woodlot owners.

5.1 Woodlot management organizations

Where the requirements of this Standard are addressed by a woodlot management organization, the woodlot management organization shall

- (a) make the following available upon request:
 - (i) a copy of this Standard;
 - (ii) a summary of audit reports concerning certification to this Standard; and
 - (iii) a summary of information on the area covered by the woodlot management organization, including the number and location of woodlots participating in the program;
- (b) notify the public about its certification program; and
- (c) hold an annual public meeting at which the organization
 - (i) communicates the nature of its certification program;
 - (i) presents an annual report; and
 - (ii) invites comments on the program.

The annual public meeting held by a woodlot management organization might cover the following topics:

- an overview of the woodlot management organization's certification program, what it is doing, and why;
- a description of the requirements of this Standard, with particular emphasis on public goods such as water and wildlife;
- a description of a typical management plan, how it is prepared, and what it covers;
- the types of timber harvest, silviculture, and road-building operations being carried out on woodlots in the region;
- improvements in woodlot management expected as a result of the program; and
- other activities carried out by the woodlot management organization that might be of public interest.

At their annual meeting, a woodlot management organization should provide opportunity for questions and discussion.

When making information publicly available upon request, a woodlot management organization can use the Internet or print-based material made available on a cost-recovery basis at its office or in local libraries. Information about a woodlot management organization should include the organization's forest management policies and objectives.

5.2 Woodlot owners

Before undertaking forest operations that can have a major impact on affected parties, the woodlot owner shall

- (a) inform affected parties of the proposed operations;
- (b) provide a timely opportunity for comment; and
- (c) address whether the concerns of the affected parties can be met.

The woodlot owner can choose what activities are planned for a defined woodlot, provided that the chosen activities are legal. There are circumstances under which a major forest operation (e.g., clear-cutting activities) would have negative impacts on affected parties such as neighbours. When the woodlot owner thinks that a major forest operation might have negative impacts on affected parties, a discussion should be initiated. Appropriate forms of communication in such cases include telephone calls, face-to-face discussions, or field visits. [Clause 5.2](#) does not require the woodlot owner to alter the proposed forest operation to reduce its impacts, but it does require, at a minimum, that the affected parties be made aware of why the operation will proceed as planned.

Where the woodlot includes public land (e.g., provincial Crown land or municipal land), public disclosures and consultations are governed by applicable legislation and regulatory requirements. Where the woodlot is owned by a public organization (e.g., a municipality), public disclosures and consultations are generally governed by the bylaws of the organization. Where the bylaws do not reference issues of public disclosure and consultation, the requirements of this Standard for the woodlot management organizations should be followed.

A.6 Woodlot management requirements

6 Woodlot management requirements

The woodlot owner shall ensure that the CCFM criteria and associated management actions specified in [Clause 7](#) are addressed in the woodlot management plan for the defined woodlot in ways appropriate to the size, production, and complexity of the woodlot and the impact of operations on the defined woodlot.

Woodlot management plans should take into account the size, production, and complexity of the woodlot when addressing the criteria specified in [Clause 7](#).

A.7 CCFM sustainable forest management criteria

7.1 CCFM Criterion 1 — Conservation of biological diversity

7.1.1 General

The woodlot management plan shall include conserving biological diversity by maintaining integrity, function, and diversity of living organisms and the complexes of which they are part.

7.1.2 Protection and promotion of biodiversity

The woodlot owner shall

- (a) maintain or enhance the diversity of wildlife habitat and stand conditions on the woodlot through the use of appropriate strategies, including silvicultural treatments and harvesting operations;
- (b) protect fish habitat;
- (c) identify known sites with special habitat features and protect them from damage during forest management operations;
- (d) exercise due diligence to obtain information on the existence of any species at risk on the property and take the necessary precautions to ensure that the species and their critical habitat are not harmed;
- (e) protect wetlands and associated watercourses during forest operations;
- (f) maintain the presence of wildlife habitat such as older forest age classes, and large standing and downed dead wood; and
- (g) not introduce invasive alien trees or other species.

Private woodlot owners should recognize the value of the wide variety of plants and animals on their properties and should include the conservation of forest biodiversity as one of their management objectives.

Conservation of biological diversity should be encouraged both by consideration in the planning phase and by taking precautions in the timing and location of operations. Planning and operational activities that conserve biological diversity include

- modifying activities that can disturb nests or nestlings of migratory bird species during the breeding season; and
- retaining snags, immature timber, advance regeneration, and wildlife trees.

Private woodlot owners or planners should ensure that they are informed about the species at risk living in their woodlots and about applicable species recovery plans. Where there are species at risk, the owner should not undertake any management practices that can harm the species. Information concerning the presence of such species can be obtained from Environment Canada (<http://www.speciesatrisk.gc.ca/>), provincial wildlife officials, or the nearest Conservation Data Centre (<http://www.natureserve-canada.ca>).

By contacting local authorities and others who have knowledge of the area (including Aboriginal peoples), the woodlot owner or planner can obtain information about special habitat features on the defined woodlot. In addition, regional wildlife staff can have information about conservation needs for a range of wildlife, including migratory birds.

7.2 CCFM Criterion 2 — Maintenance and enhancement of forest ecosystem conditions and productivity

7.2.1 General

The woodlot management plan shall include conserving forest ecosystem conditions and productivity by maintaining the health, vitality, and rates of biological production.

7.2.2 Protection against fire, insects, and disease

The woodlot owner shall

- (a) carry out forest management operations in ways that minimize the risk of fire; and
- (b) report significant disease and insect infestations to the appropriate authorities.

The woodlot plan should identify stands that are at risk of destruction or damage by fire, insects, and disease. Silvicultural treatments to reduce risk and respond to outbreaks should be prescribed and carried out according to the owner's capacity. The woodlot owner should know the telephone number of the local fire department and what equipment must be on site during operations, and should also ensure that anyone working on the woodlot has this information.

7.2.3 Prudent use of pesticides

The woodlot owner shall use an integrated pest management approach to control forest pests and competing vegetation.

Where the use of chemical or biological pesticides is necessary to achieve forest management objectives, the woodlot owner shall use them in a prudent manner and in accordance with the manufacturer's instructions.

When assessing options under the prudent use of pesticides, consideration should be given to using integrated pest management approaches, including silvicultural treatments. However, if pesticides must be used, the applicator should know and follow all applicable regulatory requirements. Containers should be stored safely, and leftover pesticides and containers should be disposed of at an appropriate site.

7.2.4 Forest regeneration

Woodlots shall be regenerated with species suited to the site, climate, and soil conditions, at a density and within a time frame to maintain forest productivity.

Damage to the residual stand and desirable advance regeneration shall be minimized during timber harvesting and silviculture operations to maintain forest productivity.

The woodlot owner should make sure that all harvested areas are regenerated promptly with species suited to the site, climate, and soil conditions and that the woodlot is productive. The woodlot plan should include stand treatments that foster prompt regeneration with species suited to the site and that are consistent with the woodlot owner's objectives.

7.3 CCFM Criterion 3 — Conservation of soil and water resources

7.3.1 General

The woodlot management plan shall include conserving soil and water resources by maintaining their quantity and quality in forest ecosystems.

7.3.2 Maintenance of soil productivity

The woodlot owner shall

- (a) minimize rutting, erosion, and soil compaction;
- (b) minimize the area converted to roads and landings; and
- (c) distribute logging debris, tops, and branches throughout the harvest area or use other means to maintain soil and forest productivity.

To maintain healthy soils and maximize rates of tree growth, the woodlot owner should avoid working in the woods when soils are soft and machines will cause rutting. Land used for roads and landings should be kept to a minimum, and as much land as possible should be maintained as productive forest. Because most of the nutrients in trees are contained in the leaves, needles, and branches, these tree components should be kept in the woods where the trees are growing, not piled at the roadside.

7.3.3 Maintenance of water quality and quantity

The woodlot owner shall

- (a) minimize disturbance within areas adjacent to watercourses, fish habitat, and wetlands;
- (b) establish and protect riparian buffers during forest operations; and
- (c) avoid watercourse siltation through the control of erosion, well-planned road drainage systems, careful installation of culverts and other water crossings, and the effective timing of operations.

Woodlot owners should recognize the value of good water quality and quantity to community water supplies and fish and wildlife habitats. They should also recognize the role of forests and forest management in maintaining water quality and conserving soil productivity.

To maintain water quality, the woodlot owner should, at minimum,

- avoid road construction within the riparian buffer;
- implement BMPs in construction and maintenance of watercourse crossings;
- carefully control machine entry into riparian buffers;
- keep machinery out of watercourses;
- favour partial harvests within the riparian buffer;
- keep tree tops and branches out of watercourses, wetlands, and water bodies; and
- ensure that road crossings over streams (especially fish-bearing streams) are constructed properly and at times when the impact on the stream is negligible.

7.4 CCFM Criterion 4 — Forest ecosystem contributions to global ecological cycles

7.4.1 General

The woodlot management plan shall include maintaining forest conditions and management activities that contribute to the health of global ecological cycles.

7.4.2 Maintenance of productive forest land

The woodlot owner shall minimize deforestation or conversion to non-forest use and shall manage the defined woodlot as productive forest land to maintain its role in carbon sequestration.

Growing trees take in carbon dioxide (a greenhouse gas) from the air and use the carbon to produce wood. Prompt reforestation will help keep the woodlot in a healthy growing condition and will contribute to the removal of carbon dioxide from the atmosphere.

7.5 CCFM Criterion 5 — Multiple benefits to society

7.5.1 General

The woodlot management plan shall include maintaining forest benefits for current and future generations by providing multiple goods and services.

7.5.2 Timber and non-timber markets

The woodlot owner shall consider both timber and non-timber market opportunities and uses. Where the owner intends to take advantage of non-timber market opportunities and uses, the management plan or other relevant documents shall include the appropriate provisions.

7.5.3 Provision of economic and social benefits

The woodlot owner shall

- (a) use silvicultural systems appropriate to the species and stand conditions;
- (b) use operating practices that consider landscape aesthetics and do not have undue negative impacts on adjacent areas (e.g., forest stands, property, farmland, watercourses, wetlands, and water bodies);
- (c) use all harvested timber to the extent permitted by available markets, market conditions, and marketing practices; and
- (d) contribute to the sustainability of communities by considering processing materials locally and hiring local employees.

While woodlot owners should strive to contribute to the economic prosperity and overall sustainability of their communities, this Standard recognizes that they have the right to

- choose the management objectives for their land;
- seek a fair financial return from their woodlot management efforts; and
- limit public access.

Woodlot owners should look for opportunities to use the woodlot for various revenue-producing and recreational purposes, provided that they are consistent with their objectives, the resources they can devote to woodlot management, and the law. These objectives and the steps needed to achieve them should be included in the management plan.

7.6 CCFM Criterion 6 — Society's responsibility for sustainable development

7.6.1 General

The woodlot management plan shall incorporate the idea that sustainable development requires fair, equitable, and effective forest management.

Although private owners might not be legally obligated to do so, this Standard encourages owners to communicate with affected parties.

7.6.2 Woodlot owners

The woodlot owner shall demonstrate social responsibility by exercising due diligence in identifying, recognizing, and protecting sites of cultural significance, or sites of archaeological and historical relevance, in the management plan and during forest operations.

The woodlot owner should seek information to help identify any sites with archaeological, geological, cultural, or historical relevance or significance that deserve protection during operations and should ensure that they are protected. When issues are raised by Aboriginal peoples regarding sites of cultural significance, the woodlot owner should be prepared to discuss them. Efforts should be made to reach agreement on ways to protect these sites while still enabling the woodlot owner to decide on the operations to take place on the privately owned woodlot.

7.6.3 Woodlot management organizations

The woodlot management organization shall

- (a) notify affected parties, including Aboriginal peoples, about plans to pursue certification and shall invite comments; and
- (b) approach relevant government authorities and Aboriginal peoples to determine whether there are any known sites of cultural significance on defined woodlots that would require special management approaches.

It is important for a woodlot management organization to find out whether any part of the area covered by the certification program is subject to Aboriginal claims and discuss this with relevant Aboriginal peoples. Local authorities and provincial and federal departments with responsibility for Aboriginal issues might be able to supply the woodlot management organization with relevant information and contacts.

While Aboriginal claims and treaty rights are subject to ongoing interpretation in the courts and to negotiations between Aboriginal peoples and federal and provincial governments, Aboriginal peoples and woodlot management organizations may engage in dialogue on shared concerns and possible co-operation on practical issues. At the beginning of a certification program, the woodlot management organization should contact local Aboriginal communities, state its intent to seek certification, and provide opportunity for input on sites that deserve protection.

A.8 Continual improvement loop

8.1 General

The woodlot owner/management organization shall establish and maintain a sustainable forest management system in accordance with [Clause 8](#).

The requirements of this Standard are intended to ensure that the woodlot management plan and operations deliver sustainable forest management to the defined woodlot. The sustainable forest management system addresses

- ownership rights and boundaries;
- contents of the woodlot management plan;
- training, awareness, and competence;
- forest management operations;
- workplace health and safety;
- emergency preparedness and response;
- monitoring and corrective action; and
- record keeping.

8.2 Ownership rights and boundaries

The woodlot owner shall

- (a) have proof of ownership or formal authorization to manage or conduct operations on the defined woodlot; and
- (b) ensure that boundaries of the woodlot are clearly marked where operations are intended.

This Standard recognizes the inherent rights and responsibilities of woodlot owners. Proof of ownership may include such documents as property tax assessment notices, provincial registries, or property deeds. Formal authorization may consist of a licence to operate on public land or a lease on private land.

Note: *It is not the intention of this Clause to require new legal surveys of property boundaries for conformance with or certification to this Standard.*

8.3 Woodlot management plan

The woodlot owner shall implement a woodlot management plan for the defined woodlot that is appropriate to the size, production, and complexity of the woodlot and history of the property, forest type, stand, habitat, and environmental conditions as well as the owner's overall management objectives.

The plan or other relevant documents shall include

- (a) a commitment to sustainable forest management;
- (b) a statement of the owner's objectives;
- (c) information, including a map, on the size and location of the woodlot;
- (d) information on the landscape surrounding the defined woodlot;
- (e) a description of stands, including age and condition, and a schedule of planned management activities;
- (f) a description of monitoring activities;
- (g) identification of stands that are susceptible to fire, insects, or disease and the appropriate treatment;
- (h) information on sites requiring conservation or protection;
- (i) species-at-risk recovery plans that apply to the woodlot;
- (j) provisions for regular review of the plan; and
- (k) approval by the plan author and the owner.

The woodlot owner should recognize that the woodlot plays a role in sustaining the local and regional ecosystems beyond its boundaries. The owner should strive to become knowledgeable about the regional landscape and is encouraged to participate in any landscape planning exercises underway in the surrounding region. In the absence of such planning exercises, the woodlot owner may use applicable ecological land or forest ecosystem classifications for guidance.

Sites identified as requiring conservation or protection can be shown on the defined woodlot map and noted in the management plan. When operations are conducted in the vicinity of these sites, and if they are not easily identified by special features, they should be marked on the ground to help ensure adequate precautions are taken to avoid damage.

The management plan should be reviewed at least once every 10 years, or sooner if there are significant changes in forest conditions or the owner's objectives.

8.4 Training, awareness, and competence

The woodlot owner shall

- (a) participate in training programs and other learning opportunities relevant to his or her needs, and apply the information learned; and
- (b) ensure that all individuals conducting operations on the defined woodlot have the knowledge or receive the training necessary to understand
 - (i) the requirements of this Standard;
 - (ii) the objectives of the woodlot management plan; and
 - (iii) the applicable BMP guides.

The woodlot owner need not attend all available training but should enrol in those courses applicable to his or her situation.

To the greatest extent possible, the woodlot owner should check the quality of work carried out on a regular basis and should verify that workers are appropriately trained and competent. If the woodlot owner does not have the knowledge required for this assessment, he or she should use existing worker accreditation processes or consult with local foresters and organizations to verify competency levels.

8.5 Forest management operations

The woodlot owner shall

- (a) require that contractors working within the defined woodlot use operating practices that are consistent with
 - (i) the requirements of this Standard;
 - (ii) the management plan; and
 - (iii) applicable BMPs.
- (b) keep forest management operations within property boundary lines; and
- (c) inform contractors working on the woodlot of the location of boundary lines in the area of operations.

When working with a contractor, the woodlot owner/management organization should ensure that there is an agreement in place that identifies the contractor's responsibilities with regard to the relevant requirements of this Standard. When a list of competent contractors is available, contractors should be selected from it.

8.6 Workplace health and safety

8.6.1 General

All operations on the defined woodlot shall be carried out in a manner consistent with protecting the health and safety of workers, contractors, and the community.

8.6.2 Employees

Where the woodlot owner directly employs forest workers, the owner shall ensure that

- (a) workers use personal protective equipment appropriate to the task being performed;
- (b) workers have appropriate competence through training or experience before they commence work on the defined woodlot;
- (c) precautions are taken to ensure that workplace injuries and health hazards are avoided;
- (d) hazardous materials, such as chemicals, oil, containers, tires, and debris, shall be collected, stored, and disposed of in a manner that is safe for human health and the environment and consistent with applicable regulatory requirements; and
- (e) where required by regulatory requirements, he or she is registered with provincial agencies that are responsible for workers' compensation.

8.6.3 Contractors

Where contractors are used for forest operations, the woodlot owner shall ensure that contractors

- (a) are experienced and competent;
- (b) are registered with the provincial agency responsible for workers' compensation;
- (c) carry comprehensive general liability insurance; and
- (d) are aware of their responsibilities as specified in Items (a) to (d) of [Clause 8.6.2](#).

The woodlot owner should ensure that all woodlot operations comply with the requirements set out by provincial agencies responsible for workers' compensation. Agreements with contractors should require compliance with occupational health and safety requirements, registration with the provincial agency responsible for workers' compensation, and comprehensive general liability insurance. The woodlot owner should visit the work site from time to time.

8.7 Emergency preparedness and response

The woodlot owner shall maintain a readily available list of emergency telephone numbers including the local fire department, ambulance services, and the provincial forest agency having jurisdiction.

Emergency preparedness and response should be appropriate to all potential emergencies, which can include fire, spills, injuries, and illness.

8.8 Monitoring and corrective action

The woodlot owner shall

- (a) make periodic inspections of forest conditions and the effectiveness of forest operations; and
- (b) take corrective actions to address undesirable results revealed by the inspections.

Woodlot owners should consider the following during their periodic inspections:

- forest conditions;
- watercourse protection;
- road construction and maintenance that minimizes sedimentation in ditches/streams;
- soil compaction and rutting from machine operations;
- merchantable wood use;
- special habitat features and sites of cultural significance; and
- effectiveness of actions taken.

8.9 Record keeping

The woodlot owner shall maintain records on

- (a) harvest quantities;
- (b) silvicultural treatments;
- (c) road construction and water crossings;
- (d) damage from pests/fires;
- (e) efforts to communicate with affected parties, including comments received and responses provided;
- (f) training; and
- (g) audit results.

The woodlot owner shall store all relevant documents in a secure place.

Records are essential to show that the woodlot is being managed in a businesslike way, and to take advantage of the intergenerational transfer provisions of the *Income Tax Act*. Records also facilitate group certifications. Entering notes and documents in a log book is sufficient for individual woodlot owners. Record keeping should be appropriate to the size, production, and complexity of the woodlot.

A.9 Implementation of a management system using a woodlot management organization

9.1 General

Where implementation of a management system is carried out by a woodlot management organization, the requirements in [Clauses 9.2 to 9.8](#) shall apply in addition to the other requirements of this Standard.

Woodlot management organizations such as marketing boards and group ventures provide a range of services to woodlot owners. These services include assistance to members interested in implementing a sustainable forest management program in accordance with this Standard. Where many woodlot owners are willing to participate in certification, a group audit and certification process is available to reduce the costs of individual woodlot certification.

9.2 Organization requirements

The woodlot management organization shall be an independent legal entity that has

- (a) the ability to enter into binding contracts;
- (b) suitable expertise in field operations;
- (c) financial stability;
- (d) qualified staff; and
- (e) recognition by landowners.

9.3 Policy requirements

The woodlot management organization shall have

- (a) a written sustainable forest management policy that is consistent with the requirements of this Standard;
- (b) procedures and guidelines for the participation of individual woodlot owners in the certification program, including those pertaining to eligibility, dispute resolution, and expulsion;
- (c) processes to accommodate changes in ownership of certified defined woodlots;
- (d) procedures for documenting any changes to the boundaries of the defined woodlots; and
- (e) procedures for approving the addition of new woodlots to the program between audits.

A woodlot management organization should have internal management systems and controls to ensure management efficiency and conformance of participating woodlot owners. Clear rules for the woodlot management organization provide a stable structure for woodlot owners and allow for public access to information.

9.4 Administrative requirements

The woodlot management organization shall

- (a) designate a coordinator to have responsibility for managing the certification program; and
- (b) maintain ongoing communications and consultation with program participants.

Certification program participants should be kept informed of program progress and any changes in procedure. This can be done through annual meetings or periodic newsletters.

9.5 Management system and control requirements

The woodlot management organization shall have, appropriate to the size, production, and complexity of the woodlots and scale of the woodlot management organization, an internal management system and controls to demonstrate the conformance of participating woodlot owners and contractors with the requirements of this Standard. The system and controls shall include

- (a) a communications system to respond to comments and suggestions and make available a summary of the third-party audit reports;
- (b) a monitoring program to determine whether the requirements of this Standard are met. This shall include periodic sample inspections of participating woodlots; and
- (c) an internal audit program to demonstrate that management systems and controls are working as planned and that corrective action is implemented when necessary.

Management systems and controls are intended to ensure conformity with this Standard and to help achieve management efficiency in the delivery of the certification program through a woodlot management organization.

Woodlot management organizations provide a single point of contact for the public to gain access to information and provide input on the management systems of participating woodlot owners. The woodlot management organization can develop systems for communication and consultation that are appropriate to the scale of the woodlot management organization and the size, production, and complexity of the woodlots participating in the certification program.

Woodlot management organizations also assist with group audits by providing a single point of contact for individual members and the auditor. Each woodlot management organization should set up a system for receiving and reviewing applications, including management plans. Woodlot management organization staff should review new applicants to assess their conformity with this Standard and should retain records that might be reviewed as part of a registration audit. Sampling strategies for ongoing internal audits should focus on woodlots where management operations have recently taken place.

The technical assistance program, management system, and related controls of the woodlot management organization may be reviewed by the auditor in order to determine the percentage of participating woodlots that will be subject to

- a review of the management plan and records;
- an on-the-ground audit; or
- any other audit procedures.

9.6 Technical assistance and training requirements

The woodlot management organization or a qualified professional shall provide sustainable forest management technical assistance in the development of woodlot management plans and shall ensure that the plans are compatible with the requirements of this Standard.

Training/information shall be made available to participating woodlot owners and shall include the following:

- (a) the requirements of this Standard;
- (b) basic silviculture and woodlot management;
- (c) BMPs;
- (d) wildlife habitat management and species at risk;
- (e) water quality conservation; and
- (f) regulatory requirements applicable to woodlot management operations.

Records of attendance for training/information sessions shall be maintained in a database.

In addition to those topics specified in [Clause 9.6](#), training/information sessions can cover areas such as woodlot management contracts as well as wood sales and marketing. Training is particularly appropriate for owners active in managing their own woodlots, logging contractors, and woodlot management organization field staff.

Woodlot management organizations should maintain a list of the regulatory requirements applicable to the woodlot management operations under its certification program.

Woodlot management organizations should provide a model logging contract for the use of woodlot owners. Some woodlot management organizations maintain a list of qualified contractors; enquiries should be made to provincial authorities responsible for workers' compensation to confirm that contractors are registered.

9.7 Information requirements

The woodlot management organization shall make the following information available to participating woodlot owners:

- (a) copies of this Standard;
- (b) regulatory requirements applicable to woodlot management operations;
- (c) available information on species at risk and any local recovery programs;
- (d) existing lists of qualified logging contractors;
- (e) model logging contracts that include provisions that are consistent with the requirements of this Standard; and
- (f) copies of BMP guides.

Qualified logging contractors should be familiar with sustainable forest management, the requirements of this Standard, BMPs, and local regulatory requirements and should have participated in recognized training programs. They should also have a history of performing quality work.

9.8 Data and reporting requirements

9.8.1 Records

The woodlot management organization shall maintain records/information on the participation of individual woodlot owners in their program. The records/information shall include

- (a) the date the owners were accepted into the program;
- (b) woodlot management plans and associated renewal dates;
- (c) summary audit reports; and
- (d) attendance at training courses.

9.8.2 Annual report

The woodlot management organization shall publish an annual report outlining the activities and results of its program and make it available to program participants and the general public. The annual report shall include a summary of information exchanged at the annual meeting, any other public input it receives, and its responses to such input.

Record keeping for the woodlot management organization should be appropriate to the size, production, and complexity of the member woodlots and the scale of the woodlot management organization. The woodlot management organization should maintain a database with information on participating woodlots, records of attendance at training courses, dates of woodlot management plans, and schedules of plan renewals. Additional information on woodlot operations, silvicultural treatments, etc., may also be entered in the database. This database will be available to the auditors as part of the evidence of an efficient implementation program.

Woodlot management organizations should also maintain information on harvesting operations, silviculture treatments, and any other area considered important for the management program or other business interests.

The retention of records and other information will help woodlot management organizations to prepare for their annual meetings.

Annex B (informative)

Best management practices (BMP) guides in Canada

Note: *This Annex is not a mandatory part of this Standard.*

The following national, provincial, and regional BMP documents provide guidance on forest management and harvesting:

- (a) British Columbia — *The Handbook of Best Management Practices for Private Forest Land in British Columbia*, Private Forest Landowners Association (www.pfla.bc.ca), 1997;
- (b) Manitoba — *Managing Your Private Woodlot: A Guide to Best Management Practices*, Manitoba Forestry Association — Woodlot Program (www.mbforestryassoc.ca/woodlot_program.htm), 2005;
- (c) Ontario — *A Guide to Stewardship Planning for Natural Areas*, Ontario Ministry of Natural Resources (www.mnr.gov.on.ca/MNR), 2006;
- (d) Québec — *Saines Pratiques d'intervention en forêt privée/Sound forestry practices for private woodlots*, Commission d'étude sur la gestion de la forêt publique québécoise/Commission for the study of public forest management in Québec;
- (e) New Brunswick — *Best Management Practices: A Practical Guide for New Brunswick's Private Woodlots*, INFOR Inc., 2005;
- (f) Nova Scotia — *Contractors and Operators Best Management Practices Manual*, Nova Forest Alliance (www.novaforestalliance.com), 2002; and
- (g) Prince Edward Island — *Voluntary Sustainable Management Practices for PEI Forest Contractors*, PEI Forest Improvement Association, 2004.

Proposition de modification

N'hésitez pas à nous faire part de vos suggestions et de vos commentaires. Au moment de soumettre des propositions de modification aux normes CSA et autres publications CSA prière de fournir les renseignements demandés ci-dessous et de formuler les propositions sur une feuille volante. Il est recommandé d'inclure

- le numéro de la norme/publication
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