

EASTERN ONTARIO
MODEL FOREST

FORÊT MODÈLE
DE L'EST DE L'ONTARIO

INFORMATION REPORT NO. 51

EASTERN ONTARIO MODEL FOREST
FOREST CERTIFICATION
POLICIES AND PROCEDURES
MANUAL



A Forest for Seven Generations • Une forêt pour sept générations

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ACRONYMS

AGS	Acceptable Growing Stock
ANSI	Area of Natural or Scientific Interest
AOC	Area of Concern
CAR	Corrective Action Request
CFS	Canadian Forest Service
CoC	Chain of Custody
CWG	Certification Working Group
DBH	Diameter at Breast Height
DFO	Department of Fisheries and Oceans
DWD	Downed Woody Debris
EOCFOG	Eastern Ontario Certified Forest Owners Group
EOMF	Eastern Ontario Model Forest
FM	Forest Manager
FOG	Forest Owner Group
FOIR	Forest Operations Inspection Report
FOP	Forest Operations Prescription
FSC	Forest Stewardship Council
GIS	Geographic Information System
GLSL	Great Lakes St-Lawrence
HCVF	High Conservation Value Forest
IRM	Integrated Resource Management
LO	Landowner
MFP	Managed Forest Plan
MFTIP	Managed Forest Tax Incentive Program
MoU	Memorandum of Understanding
NHIC	Natural Heritage Information Center
NRIC	Natural Resources Information Center
NRVIS	Natural Resource Values Information System
OBM	Ontario Base Map
OFSWA	Ontario Forestry Safe Workplace Association
OMNR	Ontario Ministry of Natural Resources
PC	Project Coordinator
PSW	Provincially Significant Wetland
RM	Resource Manager
R.P.F.	Registered Professional Forester
SOP	Standard Operating Procedure
UGS	Unacceptable Growing Stock
VTE	Vulnerable, Threatened or Endangered
WSIB	Workplace Safety Insurance Board

SHORT FORMS

GLSL Standards	Standards for Well Managed Forests in the Central and Southern Great Lakes-St. Lawrence Forests of Ontario
EOMF Policies and Procedures Manual	Eastern Ontario Model Forest Forest Certification Policies and Procedures Manual

INTRODUCTION

Background

As one of 11 large-scale working model forests, representing the five major forest ecoregions of Canada, the Eastern Ontario Model Forest (EOMF) works with government, landowners, industry, First Nations and other stakeholders to develop new ways to sustain and manage forest resources. Landowners are stewards of more than three-quarters of the land in eastern Ontario, of which 35% is forest (Johnson *et al.* 1999). Most of the stands are small and fragmented, since they are located in a densely populated region with many roads, waterways, farms, and residential developments. Many produce wood products and still sustain a variety of wildlife, but their owners face several challenges, most notably how to sustainably manage their woodlots and market their wood.

During the summer of 1999 sustainable forest certification became a topic of interest and much discussion. Several large U.S. and Canadian retailers publicly stated their intent to sell wood products coming from sustainably managed forests. Forest certification is a process designed to encourage the sustainable management of forests throughout the world. Independent auditors evaluate forest stands to determine whether their owners are complying with sound forestry standards. Owners who meet the required standards will have their woodlots certified as “well-managed.” This label will provide assurance to both the woodlot owners and consumers of wood products that their forests are being well managed.

As a result, the EOMF created a certification working group (CWG) to investigate certification of private land in the Eastern Ontario Model Forest area. Membership in this working group includes EOMF staff and board members and representatives for private landowners, Domtar Cornwall, the Ontario Woodlot Association, the Ontario Ministry of Natural Resources and the Canadian Forest Service.

Only 25% of wood processed by pulp and sawmills in eastern Ontario comes from local, small woodlots; the rest is imported from outside the region. At the same time, total employment in forestry related sectors declined by 18% from 1991 to 1996 (Johnson *et al.* 1999). By working together, woodlot owners can work with other certified landowners, manufacturers and retailers to create market and cost-sharing opportunities that can increase their revenues from the sale of certified forest products.

Typically, certification includes two components: certification of the sustainability of forest management activities; and certification of forest products.

Currently four systems of forest certification have support in Ontario; they are the Canadian Standards Association's Sustainable Forest Management System (CSA-SFM), the Forest Stewardship Council (FSC) certification program, the International Organization for Standardization (ISO) 14001 series and the Sustainable Forest Initiative (SFI).

Through the research of the certification working group, it was concluded that while certification was not the end in itself, it could be an important means towards the end goal of achieving sustainable forestry on the ground. Preliminary analysis carried out by the EOMF indicated that the FSC system was the most applicable for testing the feasibility of forest certification for owners of small woodlots within the EOMF area. Considerations included:

- The FSC has developed draft regional standards, for the central and southern portion of the Great Lakes - St. Lawrence Forest Region that appear to be accepted by forestry practitioners/operators (Wildlands League 2000).

- The FSC indicated a willingness to work with the EOMF in developing an interpretation of their regional standards for use on private land and in the development of a pilot project to test this interpretation.
- Cost of forest certification by either ISO or CSA systems is likely to be prohibitive for forested areas that are less than 5,000 ha (Len Munt, Region of York Forester, personal communication, 2000).

The Forest Stewardship Council is an independent, non-profit, non-governmental organization that was founded in 1993 by a diverse group of representatives from 25 countries. The FSC has introduced an international labeling scheme for forest products, which provides a credible guarantee that the product comes from a well-managed forest. All forest products carrying the FSC logo are independently certified as originating from forests that meet the internationally recognized FSC's 10 guiding Principles, which are:

1. Compliance with Laws and FSC Principles
2. Tenure & Use Rights and Responsibilities
3. Indigenous Peoples' Rights
4. Community Relations and Worker's Rights
5. Benefits from the Forest
6. Environmental Impact
7. Management Plan
8. Monitoring & Assessment
9. Maintenance of High Conservation Value Forests
10. Plantations

The Forest Stewardship Council's Principles and their Criteria set thresholds for defining forest stewardship for all forests worldwide. The FSC supports the development of national and local standards that implement their Principles and Criteria at the local level. National and regional working groups that work to achieve consensus amongst individuals and organizations involved in forest management and conservation in different forest regions of the world develop the standards.

The *Draft Standards for Well Managed Forests in the Central and Southern Great Lakes – St. Lawrence Forests (GLSL) of Ontario*, provide guidelines for implementing the FSC Principles and Criteria in the GLSL forest region, and would apply to the EOMF. The Wildlands League, with the financial support of the Richard Ivey Foundation, coordinated the GLSL Regional Standards and the GLSL Regional Standards were field tested in June 1999 on Domtar Forest Products' Gilmour properties, south of Bancroft, Ontario. The standards are now being prepared for submission to the FSC Canada Board – the next step in their approval process.

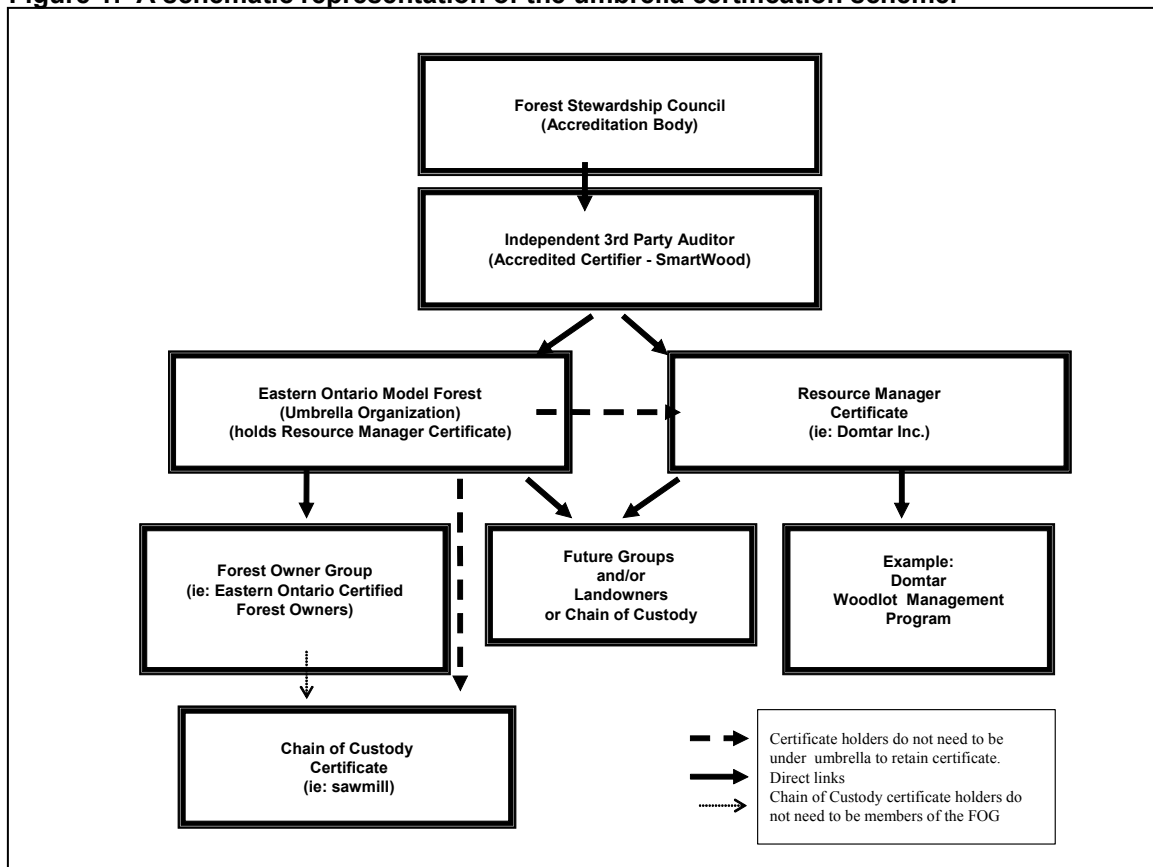
The EOMF has established a partnership with the Forest Stewardship Council of Canada to undertake a project to assess the feasibility of FSC certification of groups of small woodlots in Eastern Ontario. The Richard Ivey Foundation has provided important financial support to this project. Other supporting contributors are EOMF partners such as Domtar Cornwall, the Ontario Maple Syrup Producers Association, the Ontario Ministry of Natural Resources and the Ontario Woodlot Association.

As part of the project, EOMF is the umbrella organization responsible for facilitating certification for a group of landowners in Eastern Ontario, resource manager certification for Domtar Inc. in Cornwall (responsible for properties under their private woodlands initiative), chain of custody certification for Opeongo Forestry Services (an independent sawmill in Renfrew County) as well as other groups, resource managers, or chains of custody that may request to be part of the umbrella in the future (Figure 1).

This manual provides the necessary information to implement a forest certification scheme in southern Ontario. In the scheme, a legal entity (in this case the EOMF) organizes the certification

process and holds a FSC certificate. The EOMF establishes and supports groups of Forest Owners with small forest areas managed by Forest Managers, for example the Eastern Ontario Certified Forest Owners (Figure 1). In addition, the EOMF supports Forest Managers pursuing Resource Manager certification, for example, Domtar Cornwall. The EOMF defines the forest management requirements for both Forest and Resource Managers needed to implement the FSC GLSL Standards, and audits their performance. The EOMF chooses the FSC Accredited Certifier, maintains records, manages the certification audit, and audits to ensure all forest properties in the certified pool meet FSC standards. By performing these functions for a large number of landowners, forest certification may be affordable for owners of small woodlots (i.e., < 1,000 ha). As a result, members of Forest Owner Groups can produce and market FSC certified wood. The relationships between the EOMF and the various participants in the project are further defined in the Memorandums of Understanding as defined by the EOMF Umbrella Certification Policy – Policy 1.0.

Figure 1: A schematic representation of the umbrella certification scheme.



Purpose of this manual

This manual has been prepared to guide the EOMF as it implements FSC certification for owners of small woodlots. The EOMF will use these policies and standard operating procedures as well as supporting documentation found in the appendices to:

- ensure compliance with the FSC GLSL Standards
- provide guidance to the EOMF Project Coordinator, Forest Managers, Resource Managers, and Forest Owner Group members in implementing sustainable forest management on certified woodlots and those proposed for certification
- cross reference Ontario Ministry of Natural Resources (OMNR) silvicultural guidelines, EOMF documents, and other relevant technical resources

Manual revisions

This manual will be reviewed annually for currency and appropriateness and revised as required, as per the Annual Policy and Procedures Review and Renewal Policy – Policy 6.0. Persons who have defined responsibilities within the EOMF Umbrella will maintain an up-to-date version, as per the Document Control and Confidentiality Policy – Policy 1.6.

Intended audience

This manual is intended primarily for use by:

- EOMF staff to ensure compliance of Forest Managers (FM), Resource Managers (RM) and Forest Owner Group (FOG) members
- Resource Managers working with their landowners to ensure compliance
- Forest Managers working with individual landowners and Forest Owner Group members to ensure compliance
- All landowners to ensure they understand and comply with FSC requirements for forest management.
- FSC Accredited Certifiers to ensure compliance of managed properties with FSC GLSL Standards
- Potential Forest Owner Groups wishing to implement FSC Forest Certification

How to use this manual

This manual is comprised of two main sections: Policies and Standard Operating Procedures. Supporting documentation such as Memoranda of Understanding, forms, checklists, etc., can be found in the Appendices.

The manual includes *Policies* to outline roles and responsibilities of participants and to facilitate respectful conduct among the participants in the group scheme. The forest management services provided to FOG members and individual landowners by FMs or RMs will be guided by *Standard Operating Procedures* (SOPs). By using the SOPs outlined in this manual, or the SOPs developed by a RM, and associated guidelines, checklists and forms, the EOMF, FMs, RMs and individual landowners will ensure that forest management of the certified pool of properties complies with the FSC GLSL Standards.

To guide the conduct of participants in the group forest certification, *Memoranda of Understanding* or *Agreements* will be required between the following parties, a generic template of some of which can be found in the appendices:

1. EOMF

- EOMF with FSC Accredited Certifier (Agreement)
- EOMF with Landowner (MoU) – Appendix A
- EOMF with Forest Owner Group (MoU) – Appendix B
- EOMF with Forest Manager (Agreement) – Appendix C
- EOMF with Resource Manager (MoU) – Appendix D
- EOMF with Forest Industry (MoU) – Appendix E

2. Forest Owner Group

- EOMF and Forest Owner Group (MoU)
- Landowner and Logger (Sale of Standing Timber Contract) – Appendix F

3. Resource Manager

- Resource Manager with EOMF (MoU)

- Resource Manager with landowner (Agreement)
- Resource Manager with Forest Manager (Agreement)
- Resource Manager with Logger (Agreement)
- Resource Manager with accredited certifier (Agreement)

4. Chain of Custody

- Chain of Custody certificate holder with accredited certifier (Agreement)

The following description of each of the participants within the certification initiative outlines the relationship between the various individuals and groups and sets the stage for the policies and procedures that follow, particularly with regards to clarification of roles, terminology and acronyms used throughout this manual.

EASTERN ONTARIO MODEL FOREST (EOMF)

The Eastern Ontario Model Forest organization is a collection of dedicated individuals and groups working together to sustain and ensure the health of the forests of eastern Ontario. The EOMF forest area covers more than 1.5 million hectares, north from Gananoque on the St. Lawrence River, through the regional municipality of Ottawa-Carleton into Lanark County and east to the Quebec border. It also encompasses the lands of the Mohawks of Akwesasne. The EOMF forest area is a part of the GLSL Forest Region with a variety of commercial and non-commercial tree species. Approximately 88% of the EOMF area is privately owned and has over one million residents.

The EOMF is the organizational body behind the group forest certification initiative. It is the umbrella organization that facilitated the process of obtaining various forest certificates for themselves and the partners associated with the project, for example, Domtar Inc. for Resource Manager Certificate and Opeongo Forestry Services for Chain of Custody Certificate.

The responsibilities of the EOMF are included in the policy entitled EOMF Umbrella Certification Policy - Policy 1.0. In brief, the EOMF is responsible to solicit landowners, hire an accredited certifier and oversee the organizational and reporting aspects of maintaining certification.

ACCREDITED CERTIFIER (Auditor)

The EOMF has selected SmartWood, as the third party auditor. SmartWood is accredited by FSC and has the authority to certify forests as well-managed in accordance with the FSC *Standards for Well-Managed Forests in the Central and Southern Great Lakes-St. Lawrence Forests of Ontario*. SmartWood is a program of the Rainforest Alliance, an international nonprofit environmental group based in New York City. SmartWood is managed by a headquarters staff of experienced forestry specialists and administrators based at Rainforest Alliance offices in New York and Vermont, in collaboration with a growing number of independent nonprofit organizations that focus on forest monitoring, evaluations, assessments and forest product certification in tropical, temperate, and far northern regions.

EOMF – CERTIFICATION WORKING GROUP (EOMF-CWG)

The EOMF created a certification working group (CWG) to investigate certification of private land in the EOMF area. Membership in this working group includes EOMF staff and board members and representatives for private landowners, Domtar Cornwall, the Ontario Woodlot Association, the Ontario Ministry of Natural Resources and the Canadian Forest Service.

FOREST STEWARDSHIP COUNCIL (FSC)

The Forest Stewardship Council is an international non-profit organization founded to support environmentally appropriate, socially beneficial, and economically viable management of the world's forests. It supports the development of national and regional standards to be used to evaluate whether a forest is being well-managed.

FSC, with its head office in the city of Bonn, Germany, is governed by an elected Board which

consists of people from industry, environmental, social and labor groups, Indigenous People's representatives and others.

RESOURCE MANAGER (RM)

The title of Resource Manager throughout this manual refers to the holder of the Resource Manager certificate, for example, Domtar Inc. The Resource Manager is responsible for ensuring compliance during all aspects of forest operations on the selected forests within its jurisdiction using this Manual. The Resource Manager has a Memorandum of Understanding with the EOMF as well as agreements with the individuals whose forests form part of the certification project.

FOREST MANAGER (FM)

The title of forest manager throughout this manual refers to the forestry practitioner responsible for undertaking and overseeing all stages of forest operations to ensure that the quality of the forestry operations meets the requirements in the Standard Operating Procedures. There may be many different forest managers across the certification project area, however all must have demonstrated having the minimum requirements as set out in the Minimum Requirements Policy – Policy 1.3 and must be approved by the EOMF. Examples of Forest Managers are the EOMF Project Co-Coordinator and individuals hired by EOMF to gather the initial property information and update Managed Forest Tax Incentive Program plans. Forest Managers could be hired by the EOMF, by individual landowners, by groups of landowners or by the Resource Manager. A forest manager may be hired to undertake only one aspect of forest operations, many different operations or all operations. The forest manager may work for a Forest Owner Group or for individual landowners.

INDIVIDUAL LANDOWNER

This designation refers to individual landowners now part of the pool of landowners in the project or landowners becoming part of the project in the future. They could be:

- Individual landowners not part of any group
- members of a Forest Owner Group (see below)
- landowners under the guidance of a Resource Manager

“Individual Landowner” is used interchangeably throughout this document with “landowner”, “private landowner”, “woodlot owner” or “forest owner”.

FOREST OWNER GROUP (FOG)

This designation refers to a group of landowners, who together, are seeking to have their woodlots certified. An example of a FOG is the Eastern Ontario Certified Forest Owners Group. A representative of the FOG could be a member of the EOMF-CWG.

EASTERN ONTARIO CERTIFIED FOREST OWNERS (EOCFO)

The Eastern Ontario Certified Forest Owners is the name given to the Forest Owner Group component of the overall EOMF certification initiative. This designation refers to a group of individual forest owners in Eastern Ontario that have become involved in the certification project since its inception. Participants carefully manage their forests for economic and social benefits while maintaining the ecological integrity of the forest community. To meet the requirement for a legally incorporated body, the EOMF holds a FSC Resource Manager Certificate on behalf of members of the Forest Owner Group. EOCFO operates through an eight-member board of directors. It has a constitution, mission statement and a marketing sub-committee.

DOMTAR PRIVATE LANDOWNERS

The Domtar Private landowners are those landowners who have signed an agreement to have their properties managed by Domtar Inc. under Domtar's Private Woodland Program.

FOREST INDUSTRY

The term “Forest Industry” refers to all manufacturers who use wood from EOMF certified woodlands, including but not limited to sawmills, veneer mills, pulp and paper mills, composite board plants, chip plants and firewood dealers.

The Forest Industry participates in the certification project by having representation on the CWG and through the payment of operating fees.

CHAIN OF CUSTODY (COC)

Chain of Custody Certification is the process by which wood is tracked from a tree harvested from the forest through all the steps of processing and production, until it reaches the end user who buys the final product, whether it is a handcrafted chair or dimensional lumber. Only when the timber product is verified as originating from a certified well managed forest through a COC evaluation is it eligible to carry the FSC Trademark.

OF PARTICULAR IMPORTANCE FOR LANDOWNERS:

This manual provides the “rules of the road” that must be followed in order to ensure the maintenance of the FSC Certificate. Before embarking on the EOMF Forest Certification project, landowners must be committed to the sustainable management of their woodlots in accordance with the Policies and Standard Operating Procedures set herein for all commercial forest operations.

Landowners’ short- and long-term objectives for their woodlots are taken into consideration during the preparation of the managed forest plan for the woodlot. Landowners are encouraged to become personally involved in the development of the managed forest plan, as well as its implementation, where they are qualified. Landowners interested in acquiring wood from their woodlots for non-commercial personal use are referred to Appendix S which provides guidelines for such use.

A voice for landowners during decision-making processes is provided by Forest Owner Groups having a representative of their group on the EOMF Certification Working Group, which is the decision-making body for the EOMF Forest Certification Project as described in EOMF Umbrella Certification Policy – Policy 1.0.

The study of the feasibility of certification of small woodlots is a relatively new initiative in Ontario. Participants and Accredited Certifiers must keep in mind that not all aspects of the *Draft Standards for Well Managed Forests in the Central and Southern Great Lakes – St. Lawrence Forests (GLSL) of Ontario* have been proven to effectively accommodate the owners of small woodlots on an operational basis. This EOMF Forest Certification initiative will help Certification bodies, such as FSC Canada and FSC International; finalize the draft Standards by using concrete examples of small, well-managed woodlots under the EOMF Umbrella concept.

Supporting forms and checklists are provided in the Appendices. All supporting documentation such as guidelines, manuals, files, records, etc., will be maintained at the office of the EOMF and/or at Domtar Inc, Woodlands Office in Cornwall for the documentation related to the Domtar Private Woodlot Management program.

EOMF UMBRELLA CERTIFICATION POLICY – Policy 1.0

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Number of pages: 5

Complementary Policies

- ALL policies

Purpose

The purpose of the Eastern Ontario Model Forest (EOMF) Umbrella Certification policy is to outline the roles and responsibilities of the EOMF and participating individuals and/or groups under the umbrella during its involvement in the forest certification project assessing the feasibility of group certification of owners of small woodlots through the Forest Stewardship Council certification system.

Policy

Refer to Policy 1.0 - Tables 1 and 2 for a simplified outline of various roles within the umbrella.

EOMF Roles and Responsibilities:

- To allow the EOMF-CWG (Certification Working Group) to set the direction for the forest certification project and be the main decision-making body.
- To develop Policies and Standard Operating Procedures (SOPs) as required.
- To approve landowner membership, forest managers and forest workers within the Umbrella.
- To develop, sign and have on file Memoranda of Understanding (MoU) or Agreements with
 - FSC Accredited Certifier (Agreement).
 - Forest Owners (MoU), (except where Resource Managers have their own Agreements with forest owners under their management).
 - Forest Owner Groups (MoU).
 - Forest Managers (Agreement).
 - Resource Managers (MoU).
 - Forest Industry (MoU).
 - Other partners and/or contractors as required.
 - And to develop new MoU and/or Agreement templates as required.
- To audit members under the umbrella to ensure compliance with policies.
- To audit members under the umbrella to ensure compliance with SOPs except where Resource Managers have their own Resource Manager certificate and have developed their own SOPs.
- To assume financial responsibilities as defined within this manual and to increase financial self-sufficiency. Refer to Financial Policy – Policy 1.2.
- To develop a Business Plan for the Umbrella during Phase III of the EOMF with contributions from Industry, Landowners, Society and Government.

- To assist Forest Owner Groups in developing a *Business Plan* once the *Harvesting Plan* is developed to evaluate local manufacturing opportunities. The business plan will forecast the Forest Owner Group's anticipated harvest quantity, species, and grades in order to provide an indication of prospective strategic forest products marketing opportunities; business plan for non-forest timber products e.g., recreational activities, etc..
- To map landowner members' properties in a Geographic Information System (GIS), and
 - overlay natural heritage values, and determine whether any properties have species of concern, as defined by the Natural Heritage Information Centre (NHIC)
 - determine from OMNR native liaison officer, or a First Nations representative, whether any native values coincide with the mapped boundaries
 - if a property has been determined to have high conservation value (ie: HCVF), this will be identified in the GIS system.
- To maintain a file for each forest owner (excluding forest owners under a Resource Manager's certificate) to contain:
 - Completed pre-assessment checklist
 - Signed MoU between EOMF and landowner
 - Any MoU or agreements between the landowner and forest workers
 - Updated and historical MFTIPs and/or Managed Forest Plans
 - Pre-harvest inspection audits
 - Post-harvest inspection audits
 - Any correspondence with landowners
 - Any other pertinent documentation
- To review access issues with landowners when properties are added to the certified pool to ensure new access is appropriate and to suggest methods for control and limitation of liability.
- To develop criteria to define *High Conservation Value Forests* (HCVFs) for the local area.
- To review the conservation value of properties being included in the certified pool.
- To develop a procedure in cooperation with a First Nations representative to ensure that new properties are reviewed in light of Cultural Values Mapping.
- To support Resource Managers to attain natural and cultural heritage information for properties in their certified pools.
- To implement a procedure for tracing forest products from origin and ensuring payment of operating fees and tracking of product volumes.
- To share current market stumpage prices as provided by the Ontario Forestry Association's Ontario Forest Products Marketing Bulletin.
- To incorporate the results of monitoring or new scientific and technical information, as well as respond to changing environmental, social and economic circumstances (i.e., Adaptive Management approach is used); have management plans revised accordingly.
- To encourage educational opportunities for forest owners and maintain records of Forest Owner participation. (Refer to Education and Training Policy – Policy 4.0).
- To provide advice and guidance to members under the umbrella.
- To consider worker safety in all activities and identify obvious safety violations to the appropriate agency.

- To facilitate training for forestry workers (refer to Education and Training Policy - Policy 4.0).
- To provide forestry workers with referenced material in this document where they are not readily available (i.e.: NRIC/OMNR)

Resource Manager Roles and Responsibilities

- Carries out roles and responsibilities of forest manager
- Has signed MoU with EOMF
- Has signed MoUs or Agreements with landowners and forest workers
- Monitors forest operations
- Ensures compliance with EOMF Forest Certification Policies
- Ensures compliance with its own Standard Operating Procedures
- Ensures payment of operating fees from purchasing mills
- Endeavors to increase number of properties in its certified pool

Chain of Custody Certificate holders Roles and Responsibilities

- Pays operating fees

Forest Manager Roles and Responsibilities

- Manager approved by EOMF
- Has signed MoU with EOMF
- Ensures compliance with EOMF Policies and SOPs
- Implements forest management in accordance with FSC GLSL Standards
- Monitors forest operations

Landowner Roles and Responsibilities

- Membership approved by EOMF certification project co-ordinator
- Has signed MoU with EOMF
- Maintains title to property
- Ensures property boundaries are defined in agreement with neighbours
- Follows EOMF Policies and SOPs
- Monitors forest operations on own property or ensures monitoring by Forest Manager
- Pays for certain forest operations and annual membership fee to support certification

Forest Owner Group Roles and Responsibilities

- Provides advice to EOMF in the development of EOMF Policies and SOPs
- Follows EOMF Policies and SOPs
- Designates member to participate on the EOMF-CWG
- Develops Group Terms of Reference
- Endeavors to increase number of properties in its group
- Signed MoU with EOMF

Forest Industry Roles and Responsibilities

- Signed MoU with EOMF
- Pays operating fees

Policy 1.0 - Table 1. Key Roles and Responsibilities of Participating Membership within the Umbrella

	FSC	EOMF UMBRELLA ORGANIZATION	RESOURCE MANAGER	FOREST MANAGER	LANDOWNER	COC HOLDER	FOREST OWNER GROUP	FOREST INDUSTRY
MoU/Agreement	None	After approval, develops and signs MoUs with RM, FM, Landowner, CoC Cert. holder	Signs MoU with EOMF Signs Agreement with landowners and forest workers under its management	Signs MoU with EOMF Signs MoU with landowners	Signs MoU with EOMF, or RM, forest worker	N/a	Signs MoU with EOMF	Signs MoU with EOMF
Policies	Sets GLSL Standards	Develops and ensures are followed Provides advice and guidance	Aids in development and ensures are followed	Follows	Follows	Follows	Provides advice and follows	N/a
SOPs	Sets GLSL Standards	Develops and ensures are followed Maintain current copy of RM SOPs Provides advice and guidance	Develops and ensures are followed – keeps EOMF up to date	Follows	Follows	Follows	Provides advice and follows	N/a
Financial	None	Seeks financial independence for project Sets operating fees Receives Op fee payments Develops trust fund for intensive silviculture	In-kind contribution to EOMF	None	Pays for certain forest operations	In-kind contributions to EOMF Pays operating fees	Provides input via rep on EOMF-CWG	Pays operating fees
Audit/Monitoring	Accredits Certifier	Audits those under umbrella: Audits RM for policies and FM for policies and procedures	Monitors operations	Monitors operations	Monitors operations (optional)	Monitors operations	N/a	N/a
Communication Education	Advertises new Certificate holder(s)	Provides central point of communication between Accredited Certifier and participants under the Umbrella Promotes forest certification project	Promotes forest certification project	Promotes forest certification project	Promotes forest certification project	Promotes forest certification project	Promotes forest certification project	N/a

Policy 1.0 – Table 2.**Key Roles and Responsibilities of Participating Membership within the Forest Owner Group and/or Individual landowner*****E = Eastern Ontario Model Forest LO = Landowner**

Activity	Landowner Role	EOMF Project Coordinator	Forest Manager Role **	Logger Role **	Documentation EOMF Office	Cost
MOU Landowner & Forest Mgr.	Sign and agree on conditions	Provide template. Sign & agree on conditions	Sign and agree on conditions	N/a	Signed MOU	E
Forest Management Plan	Develop (Optional), Provide Vision, Direction, Objectives & Initial stand analysis	Develop Standards - Have Prepared Accept	Prepare	N/a	Approved Managed Forest Plan	LO
Forest Operating Prescription	Provide input Accept Prepare, if qualified	Prepare with detailed inventory/stand analysis Signed by RPF Approve	Implement FOP	Follow	EOMF Prescription Signed by RPF Pre-harvest inventory & map	E
Tree Marking	Mark trees, if qualified, Provide Input Accept & Approve	Schedule Set Procedure Audit	Implement	Follow	EOMF Tree Marking Audit Form	LO
Forest Values Stick Nests, Buffers etc.	Identify & Notify	Ensure Guidelines are followed. Map and Inform Incorporate into FOP	Identify & Implement Guidelines.	Identify & Notify	Values Identified on a Property Map.	E
Forest Tender Process	Accept Tenders	Provide Contacts Suggest Format Assemble Tender Pkg.	Facilitate Viewing	View Tendered Forest	Tender Package Signed Bid Submission	LO/E
Logger Selection	Decide based on tenders, experience	Provide guidance	Provide guidance	Past References Qualifications	Min. req'mt documentation	None
Sale of Standing Timber	Detail & Sign	Provide Template	Provide Input	Detail, Sign & Follow	Signed Sale of Standing Timber	None
Harvest Inspection	Monitor Loggers (optional)	Determine frequency & scale of monitoring Audit Operations	Conduct on behalf of Landowner	Compliance	Completed post harvest Inspection reports	LO
Regeneration Assessment	Accept	Set Procedure Schedule	Implement	N/a	Regeneration Assessment Form	LO
Forest Resource Inventory	Provide initial input into MFP	Adjust forest property map after harvest	Pre- and Post-harvest inventory	N/a	Apply to MFP	LO/E+
FSC Certificate Issued	Comply with EOMF Policy & Procedures	Hold FSC Certificate Provide recognition & signage Audit members	Comply with EOMF Policy & Procedures	Comply with EOMF Policy & Procedures	EOMF / Landowner MoU	E/LO++

* Details are provided throughout the Policies and Procedures

** The FM and/or logger could be the landowner provided the minimum requirements are met.

+ Maps provided at a discount from EOMF

++ Annual membership fees are paid by members of the FOG. EOMF collects this annual contribution from the FOG.

LEGAL REQUIREMENTS POLICY – Policy 1.1

Original date: July, 2002

Revised date: December, 2003

Number of pages 1

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Minimum Requirements Policy – Policy 1.3
- Document Control and Confidentiality Policy – Policy 1.6
- Education and Training Policy – Policy 4.0

Purpose

The purpose of the Legal Requirements Policy is to ensure that all participants in the EOMF Forest Certification project are kept aware of existing and new legislation relating to forest management.

Policy

It is the responsibility of the EOMF-CWG through the Project Coordinator to ensure that all project participants are made aware of relevant laws and administrative requirements.

The Project Coordinator will:

- Maintain a close relationship with FSC, Canadian Forest Service, OMNR District foresters and Science and Information staff in order to be kept informed of any new related legislation.
- Acquire subscription to electronic legislation updating systems.
- Maintain a library of relevant documents at the EOMF office.
- Ensure that all participants are familiar with the relevant laws and requirements as determined by the EOMF from Appendix 3 of the GLSL Standards as amended from time to time.
- Define minimum training/certification requirement for participants.
- Keep participant records of training /certificates and their currency, related to mandatory elements required by the EOMF. These details will be recorded on the *Legal Requirements Record* found in Appendix G.

FINANCIAL POLICY – Policy 1.2

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Processing, Manufacturing and Purchasing Policy – Policy 2.0
- Wood Purchasing Policy – Policy 2.1

Purpose

The financial policy is to outline the role of the Eastern Ontario Model Forest in the pursuit of funding to ensure that the EOMF Forest Certification project is able to maintain and/or expand its current extent so as to encourage additional landowners to manage their woodlots sustainably at an affordable cost.

Background

The Canadian Model Forest Network supports the concept of forest certification. This has been determined during the Phase III discussions within the Eastern Ontario Model Forest. The response of landowners to the project is encouraging with additional landowners expected to join.

At the onset, the main funding source for the project was through the contribution of The Richard Ivey Foundation. Other key supporters and partners in this undertaking are the Eastern Ontario Model Forest, Domtar Inc., the Ontario Woodlot Association, the Ontario Ministry of Natural Resources and the Forest Stewardship Council, all through in-kind contributions.

In order to continue the project, the Eastern Ontario Model Forest will pursue additional avenues of long-term funding. Currently, landowners whose forests are not managed by a Resource Manager are expected to cover certain costs such as the preparation of a management plan, initial stand analysis, tree marking, forest operations monitoring, etc. These costs are agreed to upon signing the MoU with the EOMF.

Other Items necessitating additional funding are

- Dispute Resolution
- External mediator
- Arbitrator
- Litigation
- Fair compensation in the case of loss or damage.

Financial Objectives:

- Fair cost sharing between the landowner, forest industry and society (government)
- Cost recovery over time for Group Certification
- Sustainable forestry

Strategies:

- Increase wood volume harvested from certified properties.
- Acquire favoured rates for forest operations such as tree marking through larger volumes to market.
- Ensure operating fees are paid and are market driven. The definition of operating fees is found in the Wood Purchasing Policy – Policy 2.1.

Policy

- Operating fees will be set by the EOMF-CWG in accordance with the Wood Purchasing Policy – Policy 2.1 in order to help develop financial self-sufficiency for the EOMF Umbrella.
- EOMF will set up and manage a trust fund for revenues collected from the forest industry through management fees to be used for management and silvicultural operations on certified properties as described in the Wood Purchasing Policy – Policy 2.1.
- Forest industry is also required to contribute towards the costs of the EOMF Forest Certification Umbrella through payment of administration fees as described in the Wood Purchasing Policy – Policy 2.1.

MINIMUM REQUIREMENTS POLICY– Policy 1.3

Original date: July, 2002

Revised date: December, 2003

Number of pages: 3

Complementary Policies:

- EOMF Umbrella Certification Policy – Policy 1.0
- Legal Requirements Policy – Policy 1.1
- Financial Policy – Policy 1.2
- Entering, Exiting and Expulsion Policy – Policy 1.4
- Auditing and Monitoring of Annual Operations Policy – Policy 3.0

Purpose

The purpose of this policy is to ensure that those involved in the EOMF forest certification project are aware of the minimum requirements for landowners, forest owner groups, forest managers, resource managers and contractors of various forest operations such as tree marking, logging, pesticide application, etc.

Policy

Resource Manager Requirements

- Must be approved by the EOMF
- Bachelor degree or related technical diploma in forest management or a combination of education and experience.
- Familiarity with applicable laws and regulations in Ontario
- Familiarity with Ontario provincial silvicultural guidelines
- Willingness to take additional training to familiarize themselves with the GLSL Standards
- Willingness to share information about certification with other clientele.
- Be familiar with Occupational Health & Safety Act (C 4.2a) and have a willingness to include health and safety considerations in all activities.
- Demonstrated satisfactory record of compliance with agencies responsible for enforcement of forestry practices.
- Must be committed to sustainable forest management.
- Must sign a Memorandum of Understanding with EOMF.
- Must follow policies in the *EOMF Forest Certification Policies and Procedures Manual*.
- Must develop standard operating procedures that meet FSC requirements or follow those found in the *EOMF Forest Certification Policies and Procedures Manual*.

Landowner Requirements

- Landowner properties must be approved by the EOMF or the Resource Manager.
- Landowners must be committed to sustainable forest management with the goal of having their properties certified by the FSC.
- Willingness to take additional training to familiarize themselves with the GLSL Standards.
- Willingness to share information about certification with other clientele.
- Landowners must sign a Memorandum of Understanding, or similar agreement, with the EOMF and/or Resource Manager
- Landowners must be willing to follow and implement the *EOMF Forest Certification Policies and Procedures Manual*.

- Landowners must be willing to share in the costs of implementation of forest certification as determined by the EOMF (refer to Financial Policy – Policy 1.2)
- Landowners entering onto their own woodlots or onto another member's woodlot during harvest operations should take the necessary safety precautions, i.e.: hard hat, CSA approved footwear, etc.

Forest Owner Group (FOG) Requirements

In addition to the “**Landowner Requirements**” listed above, the FOG must:

- Be approved by the EOMF
- In collaboration with their members and/or organization overseeing group, decide on the group management and decision making system, which could include :
 - Creation of mission statement, constitution and by-laws;
 - Creation of a decision making structure (e.g. Board of Directors etc.);
 - The type and structure of the group;
 - Any further group requirements for forest owner members;
 - Develop and negotiate with EOMF any policies necessary for the running of the group, including:
 - Implementing administrative requirements of the group
 - Managing responsibilities of the group
 - Monitoring responsibilities of the group
 - Designate a representative of the FOG to participate on the EOMF-CWG
- **Communications:**
 - EOMF is the lead contact with the Accredited Certifier SmartWood, facilitating any certification assessments or communication about the certificate. EOMF will communicate with FOG about certification schedules and certification requirements.
 - The FOG will identify a key contact(s) to communicate with the EOMF Project Coordinator.
 - The FOG can negotiate and coordinate with the Forest Manager
 - The FOG is required to communicate and consult with forest owner members.

Forest Manager Requirements

Forest Managers may be assigned to do various tasks. Some Forest Managers would be hired to do very specific tasks, such as tree marking, whereas others could be hired for many tasks, such as overseeing managed forest plan implementation. Some Resource Managers may also be Forest Managers.

- Bachelor degree or related technical diploma in forest management or a combination of education and experience.
- Familiarity with applicable laws and regulations in Ontario.
- Familiarity with Ontario provincial silvicultural guidelines.
- Willingness to take additional training to familiarize themselves with the GLSL Standards.
- Willingness to attend mandatory forestry workshops as presented by the EOMF or as suggested by the EOMF.
- Willingness to share information about certification with other clientele.
- Be familiar with Occupational Health & Safety Act (C 4.2a) and have a willingness to include health and safety considerations in all activities.
- Demonstrated satisfactory record of compliance with agencies responsible for enforcement of forestry practices on certified property area.
- Must sign an Agreement with the EOMF.

- Forest managers who are not Resource Managers must follow the *EOMF FOREST CERTIFICATION POLICIES AND PROCEDURES MANUAL* (For Resource Managers, see Resource Manager Requirements above).
- Will carry General Liability Insurance with a minimum coverage of \$1,000,000.
- Will carry the required Workplace Safety Insurance Board (WSIB) coverage.

Forest Plan Author

- Full or Associate member of the Ontario Professional Foresters Association, or
- Forest Manager with demonstrated experience in preparing forest management plans for small woodlots, or
- Landowner may prepare managed forest plan for his own property, however, it must be approved by either the EOMF Certification Project Coordinator or one of the qualified individuals mentioned above.

Forest Operations Prescription (FOP) Writer

- The FOP must be certified by a Full or Associate member of the Ontario Professional Foresters Association

Tree Marker Requirements

- Must be certified Ontario Tree Markers or work under the direct supervision of certified Ontario Tree Markers
- Tree marking auditors should be a Certified Level II Ontario Tree Marker.
- Landowner who is not a certified Ontario Tree Marker may mark trees on his own property for personal use if he has taken a tree marking workshop or is accompanied by a certified Ontario Tree Marker.

Professional Logger and/or Skidder Operator Requirements

- Will carry the required Workplace Safety Insurance Board (WSIB) coverage.
- Will have a minimum of \$1,000,000 public liability and employer's liability insurance.
- Will have properly trained chainsaw and/or skidder operators governed under the provincial Ministry of Labor chainsaw and/or skidder operator certification.
- Demonstrated satisfactory record of compliance with agencies responsible for enforcement of forestry practices on certified property area
- Will participate in accredited professional logging courses, once available.
- Will participate in accredited professional skidder operator courses, once available.
- Willingness to receive S102 Industrial Training Course for Basic Forest Fire Suppression.

Compliance Monitor

- Demonstrated experience in monitoring forest operations
- Willingness to receive training regarding assessments for logging damage, utilization, road construction and water crossings, etc.

Pesticide Applicator and/or Operator Requirements

- Must be licensed by the Ontario Ministry of the Environment.
- Must carry the required insurance for pesticide application.
- Landowners may apply pesticides on their own properties ONLY IN ACCORDANCE with the Tending and Protection Standard Operating Procedures SOP 4.1 and/or SOP 4.2 and Ministry of the Environment regulations.

ENTERING, EXITING AND EXPULSION POLICY – Policy 1.4

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Minimum Requirements Policy – Policy 1.3
- Corrective Action Request policy – Policy 3.1
- Dispute Resolution Policy – Policy 3.2

Purpose

The purpose of the Entering, Exiting and Expulsion Policy is to ensure that the requirements and circumstances for joining the EOMF Umbrella, leaving the EOMF Umbrella or being expelled from the EOMF Umbrella are well understood.

Policy

Entering the Umbrella

Through time new landowners or FOGs will want to join the EOMF Resource Manager Certificate. To facilitate this process there are several steps aimed at ensuring that these individuals or FOGs will meet FSC Principles and Criteria and the EOMF Umbrella requirements and expectations. Upon receiving an inquiry by a landowner or FOG demonstrating their desire to join the Umbrella, all parties (Umbrella, RM, FM, and landowner) have a role to play in screening the applicant. These include:

- **Umbrella/RM** must provide information to the landowner or FOG in order that landowner or group can make an informed decision about joining the EOMF Forest Certification Project.
- **FM/RM**, or representative acting on behalf of the EOMF, will need to visit the landowner property for a Pre-Inspection Visit to determine whether the property has the potential to meet the requirements of the FSC Great Lakes-St. Lawrence Standards. In the case where the landowner does not meet the standards or group requirements, they will be required to make necessary changes to their property or forest management plan. If the landowner is unable or unwilling to make the necessary changes, the landowner will not be eligible to join the group.
- **FM/RM**, or representative acting on behalf of the EOMF, will need to visit the FOG properties for a Pre-Inspection Visit to determine whether the properties have the potential to meet the requirements of the FSC Great Lakes-St. Lawrence Standards. In the case where the FOG, or members of the FOG, does not meet the standards or Umbrella requirements, they will be required to make necessary changes to their property(ies) or forest management plan(s). If the FOG is unable or unwilling to make the necessary changes, the FOG or certain members of the FOG will not be eligible to join the Umbrella.
- **Landowner or FOG** must be provided with adequate information to make an informed decision to join the Umbrella, must have a clear understanding of the project and must sign a Memorandum of Understanding with the EOMF or an Agreement with the Resource Manager.
- **RM** will continuously update its landowner list and will provide updated list to EOMF once yearly prior to annual FSC audit.

For public properties, traditional use, public interest and the need for appropriate public notice must be met prior to the properties being brought into the certified pool.

Disputes of substantial magnitude around land tenure and land use rights will disqualify a forest from being certified

Exiting the Umbrella

There may be reasons a landowner or group will need to voluntarily leave the Umbrella. Reasons for leaving group may include the sale of the certified property, compulsory purchase of the forest, or other personal reasons. The responsibilities of the landowner or FOG include:

- **Landowner, FOG or members of the FOG** will be required to formally notify the EOMF or the Resource Manager 30 days in advance of the planned leaving date.
- **Landowner, FOG or members of the FOG** acknowledges that his forest certification status is then forfeited.
- **Landowner, FOG or members of the FOG** wherever possible will be asked by the EOMF-CWG or Certification Body to have access (in writing) to their property for monitoring purposes for up to 5 years.

Expulsion from the Umbrella

- Maintaining a FSC Group Certificate depends on all of the members meeting the FSC Great Lakes-St. Lawrence standards and the EOMF policy requirements. If one member does not meet the FSC standards and EOMF policies and is not willing to take action in meeting them, this could jeopardize the Certificate for all members. In these cases it will be necessary for that member to be expelled from the Umbrella.
- If a Resource Manager violates its Memorandum of Understanding with the EOMF Umbrella or does not follow the Certification policies, the resource manager would be expelled from the Umbrella.
- A member of a FOG may be expelled for non-payment of group membership fees.
- Disputes of substantial magnitude around land tenure and land use rights will disqualify a forest from being certified.
- The Dispute Resolution Policy – Policy 3.2 will be followed, however, the Accredited Certifier has the ultimate say with regards to maintaining certification.

CONSULTATION, COMMUNICATION AND OUTREACH POLICY – **Policy 1.5**

Original date: July, 2002

Revised date:

Number of pages: 3

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Document Control and Confidentiality Policy – Policy 1.6
- Dispute Resolution Policy – Policy 3.2

Purpose

The purpose of the Consultation and Communication Policy is to establish a respectful process of facilitating communication for those involved in the EOMF Forest Certification Project and for stakeholders and affected parties that may be impacted by the project.

Consultation with stakeholders and affected parties is an FSC requirement. The landowner, EOMF and the Resource Manager will need to demonstrate that stakeholders and affected parties (may include local First Nations, traditional users of the property etc.) have been consulted with in connection with the Certification Project.

The mandate of the EOMF Forest Certification Project is to promote and demonstrate the feasibility of certification to small forest owners. To this end EOMF has incorporated a strong landowner education and outreach component to the Certification Project. The responsibility of the EOMF is to balance the sharing of information and experiences about the landowners, groups and businesses involved in the Certification Project while ensuring there is confidentiality of landowner and business information.

Policy

1. Individuals/Groups Involved in Certification Project

- **EOMF/RM consultation/communication with Individual Landowner Members:** the EOMF Project Coordinator will be the key contact for communication with Forest Owners in the certified pool, except where the RM is the key contact for communication with Forest Owners whose properties are under the RM's management
- **Conflicting management objectives and/or practices:** in cases of non-compliance of management objectives and/or practices the FM, RM or EOMF would inform landowner with rationale of infringement. If landowner continues with non-compliance FM, RM or EOMF would work through the Dispute Resolution Policy – Policy 3.2.
- **Outreach using individual landowners' properties and case studies:** there will be times when the EOMF will want to use the landowners' properties and information as a case example with opportunity for site visit by external parties. EOMF will need to get permission by landowner each time an outreach program involves non-public information and the landowner's property. (See Document Control and Confidentiality Policy – Policy 1.6)

- **EOMF consultation with Forest Owner Group:** Forest Owner Groups will identify a key contact person to communicate with the EOMF Project Coordinator. Both parties will determine the frequency and methods of communication.
- **EOMF communication with Forest Manager:** The EOMF Project Coordinator will engage a forest manager for specific tasks and/or time periods on a contractual basis. Both parties will determine the frequency and methods of communication.
- **EOMF communication with Resource Manager:** the EOMF-CWG and EOMF project coordinator will maintain open lines of communication with the Resource Manager(s) by:
 - meeting annually
 - the RM preparing a yearly report on the status of activities under its management
 - the EOMF following its audit schedule and communicating results to the RMs
- **EOMF communication with COC Certificate holder:** the EOMF-CWG and EOMF project coordinator will maintain open lines of communication with the holder(s) of the COC Certificate.
- **Forest Manager Communication with Individual Forest Owner Members:** the FM has a working contract with individual landowners. Both parties should determine the frequency and method of communication.
- **Forest Manager communication with Forest Owner Group:** the forest manager may be contracted to complete management objectives by the Group. Both parties will negotiate this agreement.
- **Resource Manager Communication with landowners:** the Resource Manager will maintain open lines of communication with the landowners under its management to ensure that the landowners are kept abreast of their involvement in the certification program.

2. Stakeholders and affected parties impacted by the Certification Project

- **Consultation with Affected Stakeholders and Parties:** this may include traditional users of property (e.g. bird watchers, hikers, hunter's etc.). The method of notification/consultation (e.g. signage) will vary and can be determined by the landowner, and if needed the FM.
- **Consultation with Indigenous Peoples:** The EOMF will develop a process to ensure consultation with Indigenous Peoples and to communicate knowledge of native cultural heritage values to the RM, FM and landowners.

3. Amongst the Membership

There is a responsibility on behalf of the members of the EOMF Board of Directors, the Certification Working Group, the landowners as well as FSC to endeavor to keep the lines of communication open amongst themselves and each other.

4. Principles and Process of Consultation and Communication

Joint design / agreement of the consultation process: Consultation process will be developed with stakeholders and affected parties. This process must remain flexible and able to change throughout the process. Consultation will take place before any decisions or recommendations are made. Consulting organizations will formalize their processes in writing to ensure transparency and accountability

Agreed upon decision making: the EOMF promotes consensus-based decision-making. Each forest owner group will need to decide on their system of decision making in order to ensure that consensus is reached.

Mechanisms for appropriate dispute resolution: See Dispute Resolution Policy – Policy 3.2

Appropriate time for consultation and review: Any party asked to participate in consultation or review document will be given adequate time.

Full exchange of information: Consulting organization will make available all information relevant to the resource decision.

Compensation for consultation: in unique circumstances it may be appropriate to compensate individual/group for their participation in consultation.

Appropriate means of consultation/communication for the target group: FOG, RM, FM and/or landowner should determine the most appropriate method of consultation/communication. This communication might include written, oral and/or visual means as appropriate to the community. Materials may require translation into French. All communication should be in plain language that everyone can understand.

Confidentiality of individual Landowner: The EOMF will keep the membership list(s) of Forest Owners Groups confidential; whenever presenting information about the program, the names of members will be kept confidential; in no circumstance will the EOMF provide anyone or any other organization with a mailing list of member forest owners.

Ongoing Commitment: Consultation must be ongoing. Consultation must focus on building trust and respectful working relationships.

DOCUMENT CONTROL AND CONFIDENTIALITY POLICY – Policy 1.6

Original date: July, 2002
Revised date: December, 2003
Number of pages: 3

Complementary Policies

- Consultation, Communication and Outreach Policy – Policy 1.5
- Auditing and Monitoring of Annual Operations Policy – Policy 3.0
- Dispute Resolution Policy – Policy 3.2
- State of the Forest Reporting Policy – Policy 5.0

Purpose

The purpose of the Document Control and Confidentiality Policy is to establish a transparent and rigorous system of organizing, maintaining and when appropriate sharing information about the EOMF, the Resource Manager, Forest Manager, and Individual Landowner Members. Further, the policy describes the method of how information would be disseminated, how a forest owner group and individual would gain access to the information, and issues of confidentiality.

The EOMF Forest Certification Project is designed to promote and demonstrate the feasibility of third party certification to owners of small woodlots . To this end EOMF has incorporated a strong landowner education and outreach component to the Certification Project. The responsibility of the EOMF is to balance the sharing of information and experiences about the landowners, groups and businesses involved in the Certification Project while ensuring there is confidentiality of landowner information.

Policy

1. Individuals/Groups Involved in Certification Project

1.a. Individual Landowner Members Document Control: EOMF will have a file for each landowner that is housed at the EOMF office, except where Forest Owners' properties are under the RM's management. In this case, the RM will maintain a file for each of the landowners under its management. This information is confidential, however, landowners are to provide information to EOMF for reporting at the landscape level – while maintaining the confidentiality of the specific information retrieved.

Maps and materials with sensitive data (e.g. rare/threatened species, vegetation community data, and economic data) are to be kept confidential. Efforts will be made to summarize the information to a generalized area.

While respecting the confidentiality of information, summaries of key elements of forest management plans may be made available to the public.

Individual landowner member files must contain ALL specific information related to that individual landowner and the EOMF forest certification program. This includes any correspondence specific to the landowner, any documentation related to corrective action requests, dispute resolution,

forest management planning, and property assessments by EOMF and/or FM, prescriptions, maps, etc.

1.b. Forest Owner Group Document Control: the forest owner group will negotiate the procedure for document control with the EOMF. While respecting the confidentiality of information, summaries of key elements of forest management plans may be made available to the public. Landowners are to provide information to EOMF for reporting at the landscape level – while maintaining the confidentiality of the specific information retrieved.

1.c. Resource Manager Document Control: The RM will be responsible to maintain documentation of relevant correspondence pertaining to the landowners falling under its management. Examples of documentation are the same as for those individual landowners in 1.a. The RM must provide access to this information to the EOMF Project Coordinator for purposes of audits, for dispute resolution processes or for landscape level reporting.

1.d. Forest Manager Document Control: the forest manager will negotiate the procedure for document control with the EOMF.

Permission will be granted to the EOMF by landowners through the EOMF/Landowner and EOMF/RM MoU to provide the EOMF with data regarding the forest for State of the Forest Reporting. This data will be provided in a standard format, which is yet to be determined.

2. Process and Principles of Document Control

Data Sharing and the “Need to Know” principle

“Need-to-know” is determining when information should be disseminated to internal users and to the public, the information at varying levels of detail. The level of detail is determined by balancing the demonstrated needs of the requester or program against the needs of the EOMF, the RM, FM, forest owner group and individual members.

The EOMF needs to demonstrate discretion and caution when disseminating information. Information housed at the EOMF will include social (management plans and other property specific information) and economic data (harvesting schedules, marketing objectives) that could jeopardize a landowner’s or business’s right to confidentiality and/or ability to remain competitive.

3. Access to Information

Requests for access to relevant information maintained at the EOMF or with the RM will be reviewed using the following guidelines. This protocol may also be useful for developing similar protocols for other “sensitive” data and information held by EOMF and/or the RM.

- General Information Requests: The EOMF Project Coordinator, the contact person of the forest owner group, or the Resource Manager are the first contact for an information request. Only written requests for information will be accepted. Requests and the sharing of information will be documented and filed.
- Non-public information is information and materials deemed by EOMF or the RM as confidential. This consists of individual landowner information, some group information and some EOMF or RM information.
- Special Information Requests: Partners or other groups working on certification may request more detailed non-public information. The EOMF/ RM will weigh the needs of the requester with that of the EOMF/RM, landowner etc. An informal or formal agreement will be developed to control use of the information by the requester.
- Public Information using non-public individual landowner’s information and non-public forest owner group information: there will be times when the EOMF will want to use the landowners’ properties and information as a case example with opportunity for site visit by external

parties. EOMF will need to get permission by landowner each time an outreach program involves non-public information about landowners' information.

Using non-public Forest Owner Group information will require the permission of the decision making body of the Forest Owner Group (i.e.: Board of Directors).

4. EOMF Forest Certification Policies and Procedures Manual

Current versions and future updates of the *EOMF FOREST CERTIFICATION POLICIES AND PROCEDURES MANUAL* will be kept with the following:

- EOMF Project Coordinator
- Resource Managers
- Forest Owner Group contact person
- Members of the Forest Owner Groups, upon request
- Individual landowners in the certified pool not in a FOG or under a RM's management, upon request
- Forest Managers
- FSC representative
- CoC Certificate holders, upon request

The EOMF Project Coordinator may provide a copy of the *EOMF FOREST CERTIFICATION POLICIES AND PROCEDURES MANUAL* for a fee to others interested in receiving a copy, however, the EOMF Project Coordinator is not responsible to keep those manuals up to date.

The EOMF Project Coordinator is responsible to maintain a list of individuals to whom revised versions or sections of the manual will be sent. The EOMF Project Coordinator may revise the above list as the membership within the certification project evolves.

5. Library

The EOMF Project Coordinator will maintain a library of documentation relevant to the certification project at the EOMF office. This library will be comprised of but not limited to forest management planning guidelines, EOMF Information Reports, *EOMF FOREST CERTIFICATION POLICIES AND PROCEDURES MANUAL*, RM SOPs, etc.

6. Accredited Certifier's Report

Final reports prepared by the Accredited Certifier reporting on the results of the FSC Certification Audit of the EOMF Forest Certification project will be summarized and posted on the Accredited Certification Body's web site.

PROCESSING, MANUFACTURING AND PURCHASING POLICY – **Policy 2.0**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Policies:

- Financial Policy – Policy 1.2
- Document Control and Confidentiality Policy – Policy 1.6
- Wood Purchasing Policy – Policy 2.1
- Dispute Resolution Policy – Policy 3.2
- Annual Policy and Procedures Review and Renewal Policy – Policy 6.0

Purpose

The purpose of the Processing, Manufacturing and Purchasing Policy is to ensure that the interests of individual landowners are maintained during purchasing negotiations and contracts as well as to encourage the support of local industry. As incorporated forest management groups develop, the group may be required to review and develop their own policy.

Policy

- Forest products extracted from a landowner's property is the possession of the purchaser. So as to protect landowner rights, the landowner is encouraged to sign a Timber Sale Agreement for sale of standing timber.
- FSC Principles & Criteria support the stability of healthy communities. To this end the EOMF-CWG will preference and will encourage landowners and Forest Owner Groups to preference local processing, manufacturing and purchasing contracts. This could include: hiring, contracting, and procurement of goods.
- Working with landowners, the EOMF-CWG will help facilitate the fair compensation/remuneration and potential opportunities where landowners may receive a premium for their product. The EOMF-CWG will facilitate sharing of market price information.
- The EOMF-CWG supports diversification of forest product coming off landowner properties and supports finding suitable markets for these products.
- The EOMF-CWG will take advantage of existing markets where possible. There may however be new opportunities for supporting new market opportunities, especially for alternative, under-utilized and non-timber forest products. In these cases, the EOMF-CWG will work with landowners to investigate new market opportunities.
- Should markets develop for non-timber forest products, the EOMF-CWG will develop appropriate pricing mechanisms at that time and include in a new "Non-Timber Forest Products Purchasing Policy".
- The EOMF in conjunction with landowners and other project partners may develop a business plan to pursue local processing/manufacturing opportunities over the long term. This business plan may also investigate the possibility of developing a forecasting and scheduling system for harvest and other forest operations in order to maintain a continuous supply of certified wood into the market and to take advantage of fluctuating market prices.

The business plan will also investigate the marketing of non-timber forest products as well as a diversity of traditional timber products in order to avoid dependence on a single forest product.

- EOMF will continue negotiations with other local wood buyers to seek their interest in purchasing wood from certified woodlots and encourage Chain of Custody Certification.
- EOMF will develop a shared fee structure to ensure landowners and other participants share in the costs of implementation of forest certification.

WOOD PURCHASING POLICY - Policy 2.1

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Policies:

- Financial Policy – Policy 1.2
- Document Control and Confidentiality Policy – Policy 1.6
- Processing, Manufacturing and Purchasing Policy – Policy 2.0
- Dispute Resolution Policy – Policy 3.2
- Annual Policy and Procedures Review and Renewal Policy – Policy 6.0

Purpose

The Wood Purchasing Policy identifies the process for setting, collecting and using fees paid by the forest industry for wood from lands certified under the EOMF umbrella.

Definitions

Operating Fees = Management fees + Administrative fees

- Management fees (fees to carry out forest plan implementation)
 - Regular management, i.e.: tree marking, boundary establishment, harvest inspection
 - Intensive management, i.e.: repeated tending for red oak regeneration
- Administrative fees (fees to support the administration of the EOMF Resource Manager Certificate)

Forest Industry – All manufacturers who use wood from EOMF certified woodlands, including but not limited to sawmills, veneer mills, pulp and paper mills, composite board plants, chip plants and firewood dealers.

Policy

- The benefits and costs of forest management and certification are shared equitably by the forest industry, woodlot owners, and society (government or foundation).
- Operating fees are a critical element for striving towards financial self-sufficiency for the EOMF Forest Certification Project.
- Forest industries that receive certified wood from the EOMF umbrella and/or chain of custody product labeling would pay operating fees for this wood on a mandatory basis, as of April 2, 2003.
- Operating fees will reflect the volume and value (sawlog, pulp) of wood purchased.
- Landowners shipping wood to participating forest industries that pay operating fees to the EOMF will be the primary beneficiaries of the management fee portion of these operating fees.

Setting Operating Fees

- Operating Fees will be set annually by the EOMF-CWG on a consensus basis.
- Operating fees have been initially calculated using the following three principles:
 - i) Relative product - based stumpage and delivered wood rates in eastern Ontario.
 - ii) A target average revenue for landowners from management fees of \$60 per hectare, based upon a volume of 50 m³ /hectare (12/ m³ logs and 38 m³

- pulp/fuel wood) for a hardwood selection cut and 60 m³/ hectare for red pine thinning,
 - iii) A split of operating fees to 2/3 management fees, 1/3 administration fees.
 - iv) FOGs may choose to split operating fees paid to the EOMF in different proportions than those outlined in iii) above.
- The method for calculating operating fees will be periodically reviewed by the EOMF-CWG, and modified as required on a consensus basis. This review will address, but not be limited to an assessment of:
 - i) relative product values,
 - ii) forest product categories,
 - iii) the desired revenue target for landowners, and
 - iv) the split between management fees and administration fees.
- EOMF may give an appropriate credit towards administrative fees to forest industry for contribution of goods or services which reduce the costs incurred by the EOMF. These contributions would not be in-kind time of individuals but rather something that the EOMF would otherwise have to purchase.

EOMF Operating Fees for the forest certification project can be found in a confidential file at the EOMF office. This file is updated on a yearly basis with the rate set by the EOMF-CWG for the next operating year.

Collecting Operating Fees

- Operating fees will be payable to the EOMF.
- The Project Coordinator for the EOMF is responsible for the collection of operating fees. This includes the development and implementation of a wood tracking, measurement and billing system that will form the basis for identifying Chain of Custody and collecting operating fee payments.
- Operating Fees will be billed by the EOMF and paid by the receiving forest industry on a regular basis, quarterly. Payment frequency will be set by the EOMF-CWG. The forest industry may agree to pay operating fees in advance based on committed volumes from the EOMF Umbrella.
- Forest industry partners that are contributing operating fees will provide an estimate of their annual volume requirements for certified wood from the EOMF Umbrella.
- Mills which purchase wood under the EOMF Certification Project which is derived from lands under their own management as approved by the EOMF (Domtar Woodlot Management Program) will only pay the administration portion of operating fees.

Using Operating Fees

- Management fees will be used to support forest management activities, such as tree marking, artificial regeneration, tending, etc. The EOMF Project Coordinator and harvesting landowners are responsible for developing programs which ensure an equitable distribution of the management fees to harvesting landowners. This may include the establishment of an Intensive Forest Management Fund to be used for intensive forest management purposes.
- Administration fees will be used to support the administration of the EOMF Umbrella, staff, equipment, certification costs.
- Operating fee rates are to be made available to all landowners participating in the EOMF Forest Certification Project, the EOMF-CWG, the board of directors of the EOMF, and participating members of the forest industry who are paying operating fees.

AUDITING AND MONITORING OF ANNUAL OPERATIONS

POLICY– Policy 3.0

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Policies:

- EOMF Umbrella Policy – Policy 1.0
- Entering, Exiting and Expulsion Policy – Policy 1.4
- Document Control and Confidentiality Policy – Policy 1.6
- Corrective Action Request Policy – Policy 3.1
- Dispute Resolution Policy – Policy 3.2
- State of the Forest Reporting Policy – Policy 5.0
- Annual Policy and Procedures Review and Renewal Policy – Policy 6.0

Purpose

The purpose of the Auditing and Monitoring of Annual Operations Policy is to establish and clearly define the roles of various participants in auditing and/or monitoring of all operations within the certified properties.

Definitions:

Audit: The EOMF organization, through the Certification Project Coordinator, is responsible to ensure that participants in the certification project are in compliance with their agreements or MoUs with the EOMF

NOTE: The role of the EOMF “Auditor” must not be confused with the role of the auditor assessing suitability of this project for certification (accredited certifier)

Monitor: Monitoring refers to the day-to-day assessment of all aspects of forest operations to ensure that they are done in accordance with the EOMF Forest Certification Policies and Procedures Manual. Monitoring is normally undertaken by FMs and RMs on the operations they oversee

Policy

Auditing:

The EOMF, as the holder of the Resource Manager Certificate and being the umbrella organization overseeing the certification project, has the ultimate auditing role. The Project Coordinator or a designate, acting on behalf of the EOMF, will be responsible for undertaking regular audits of

- Individual landowners in the project but not under the management of a RM
- Forest Owner Group members
- Forest Managers
- Resource Managers
- holders of Chain of Custody certification
- any new entities to the project, such as Incorporated Landowner Groups

Audits will be undertaken to ensure compliance with the policies and procedures outlined in this manual and to ensure conformity with the GLSL Standards, as revised from time to time. This type of audit is more “operational” in nature. An example of this type of audit is where EOMF would assess a site after harvest to ensure that post-harvest standards have been met and that the forest manager overseeing that operation followed the proper reporting procedure.

In the case of Resource Managers, audits will be undertaken to ensure compliance with the policies outlined in this manual. This type of audit is more “policy”- related in nature. An example of this type of audit would be where EOMF would ascertain that the RM had signed agreements with landowners whose properties were under its management and that files on each landowner were kept up-to-date.

The Standard Operating Procedure for Auditing and Monitoring will detail the EOMF audit schedule and provide the details as to frequency of inspections. The key focus of the audits is to ensure that forest inspections are well documented and reflect any non-compliance.

Audits will also review compliance to the umbrella policies by participants. The EOMF reserves the right to increase the frequency of audits described in the SOP for Auditing and Monitoring if it finds the results of audits warrants extra inspections. This would apply to persons (be it landowner, forest manager or resource manager) with a high number of non-compliances.

Auditing documentation will be maintained in pertinent files at the EOMF office.

Monitoring

Monitoring of operations shall be the responsibility of owners, forest managers and resource managers. Their role is to inspect and report on the actual forest operations at all stages of plan implementation.

The Standard Operating Procedure for Auditing and Monitoring will detail the monitoring schedule and provide the details as to the number of inspections required to ensure that the landowner's forest management plan objectives and strategies are being met and that operations are in accordance with the landowner's forest management plan and the policies and procedures of this manual.

Forest Managers and landowners are responsible for monitoring operations being undertaken on their own properties and Forest Owner Group member properties, whereas the Resource Managers are responsible for monitoring operations which they oversee.

All monitoring documentation for the Forest Owner Group shall be kept in the landowners' respective files maintained at the EOMF office. Forest Operations Inspection Reports from owners or Forest Managers must be submitted in a timely fashion, as described in the SOP for Auditing and Monitoring, to the EOMF Project Coordinator for assessment and evaluation. The Resource Manager will be responsible for maintaining monitoring documentation and making this available to the EOMF project coordinator upon request.

The Dispute Resolution Policy – Policy 3.2 will be followed for any disputes resulting from the identification of non-compliance.

CORRECTIVE ACTION REQUEST POLICY – Policy 3.1

Original date: July, 2002

Revised date: December, 2003

Number of pages: 1

Complementary Policies:

- Auditing and Monitoring of Forest Operations Policy – Policy 3.0
- Dispute Resolution Policy – Policy 3.2
- Entering, Exiting and Expulsion Policy – Policy 1.4

Purpose

The purpose of the Corrective Action Request Policy is to ensure that corrective action is taken when required in order that FSC certification is maintained.

Policy

Auditor (accredited certifier - FSC) towards EOMF (Group Certificate holder)

Auditor (FSC) towards Resource Manager (RM Certificate holder)

Auditor (FSC) towards Chain of Custody Certificate holder

Auditor (EOMF) towards Forest Manager

Auditor (EOMF) towards FOG

Auditor (EOMF) towards landowner

Forest Manager towards landowner

Resource Manager towards landowner

Resource Manager towards forest operator

Upon finding a non-compliance with any policies in this Manual, the auditors (SmartWood, FSC or EOMF) will issue a Corrective Action Request to the one in non-compliance to give that individual (or FOG) the opportunity to correct or mitigate the non-compliance. Failing to do so may result in expulsion from the certification pool or loss of FSC certification.

This policy is also to be used in instances of repeated operational non-compliances of Standard Operating Procedures (refer to Auditing and Monitoring Standard Operating Procedure SOP 5.1)

The Corrective Action Request Form can be found in Appendix H.

DISPUTE RESOLUTION POLICY – Policy 3.2

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Policies

- Financial Policy – Policy 1.2
- Consultation, Communication and Outreach Policy – Policy 1.5
- Document Control and Confidentiality Policy – Policy 1.6
- Corrective Action Request Policy – Policy 3.1

Purpose

The purpose of the Dispute Resolution Policy is to facilitate a fair, transparent and timely resolution of conflict resulting from activities occurring as part of the Forest Certification Project. The Policy will address grievances from individuals, landowners, contractors, consultants, third parties about the group members, and from the group members about the group management.

Examples of possible grievances:

- **Suspension of Customary Rights** – e.g. owner no longer allows traditional land uses e.g. (hunting, bird watching, hiking, ginseng picking etc.) on property that was owned by their parents; customary right has always occurred on property
- **Tenure claims and use rights**
- **Adjoining landowners**
- **Loss or damage** resolving grievances and providing fair compensation
- **Limited access to forest workers approved by EOMF** – e.g. a forest worker identified by EOMF is considered unacceptable to Landowner (e.g. cost, style etc.)

Examples of disputes – See below for process:

- **EOMF dispute resolution with Incorporated Forest Owners Group**
- **EOMF dispute resolution with Forest Manager**
- **EOMF dispute resolution with Resource Manager**
- **Resource Manager dispute resolution with individual landowner**
- **Forest Manager dispute resolution with Individual Landowner Members**
- **Forest Manager dispute resolution with Forest Owner Group**
- **Forest Manager dispute resolution with Forest Operator**

Policy

1. Individuals/Groups Involved in the Certification Program

EOMF dispute resolution with Individual Landowner Members:

Conflicting management objectives and/or practices: in cases of non-compliance of management objectives and/or practices the RM, FM or EOMF would inform landowner with rationale of infringement by following the Corrective Action Request Policy – Policy 3.1. If landowner continues with non-compliance the Forest Manager or the EOMF would work through the Dispute Resolution Policy – Policy 3.2.

2. Stakeholders and affected parties impacted by the Certification Program

Dispute resolution with Adjacent Landowners: See below for process

Dispute resolution with other Affected Stakeholders and Parties:

Landowner to try to resolve conflict with individual or group independently. See below for process

Dispute resolution with Indigenous Peoples: The EOMF Project Coordinator will consult OMNR's Native Liaison officer on best way to resolve conflict. See below for process.

3. Process of Dispute Resolution

a. Internal Mechanism between Parties – when grievance occurs between group members / between landowner and Forest Manager and/or Resource Manager / between landowner and stakeholder or affected parties etc, parties should be encouraged solve conflict independently. If this fails parties can approach EOMF. Formal appeal form presented by parties to EOMF.

Forest Manager / Resource Manager Involvement - if appropriate (e.g., clarification of a technical requirement etc.) the forest manager or resource manager will attempt to resolve conflict. If this fails, parties to approach EOMF.

b. EOMF – EOMF-CWG will attempt to resolve conflict and document appeal. If this fails, EOMF to facilitate process with use of an external mediator. Where the dispute involves a member of the EOMF-CWG, that member will refrain from voting due to a conflict of interest.

c. External mediator – will be contracted by the EOMF to attempt to resolve conflict. Mediator is to be agreed upon by parties involved. Failing resolution, a third party arbitrator will be involved.

d. Arbitration - a third party will be tasked with making the decision. Arbitrator is to be agreed upon by parties involved. Failing acceptance of decision, the EOMF will facilitate termination of agreement.

e. Termination of agreement - EOMF in consultation with arbitrator will dissolve one party's involvement in the group. Complaint on this decision may lead to litigation.

f. Litigation – facilitated by the EOMF or representative of the EOMF.

The parties involved will pay cost of Dispute Resolution.

4. Dispute against the EOMF

a. The EOMF maintains the right to establish an independent review board. Members of this board would be at arms-length from the EOMF and chosen by the parties involved.

b. Parties involved will seek and agree upon an external mediator. Failing resolution, an agreed upon third party arbitrator will be tasked with making the decision.

5. The parties involved will pay cost of Dispute Resolution.

6. Parties involved should retain all pertinent documentations related to the dispute.

EDUCATION AND TRAINING POLICY – Policy 4.0

Original date: July, 2002

Revised date: December, 2003

Number of pages: 1

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Legal Requirements Policy – Policy 1.1
- Minimum Requirements Policy – Policy 1.3
- Document Control and Confidentiality Policy – Policy 1.6

Purpose

The purpose of the Education and Training Policy is to ensure that all participants in the EOMF Forest Certification Project are well aware of forest management and certification and have all the necessary information and training to make informed decisions and to undertake forest operations in a safe and effective manner.

Policy

It is the responsibility of the EOMF-CWG through the Project Coordinator to ensure that all project participants are made aware of all relevant laws and administrative requirements.

The Project Coordinator will

- Host training sessions for new members upon signing onto the project.
- Host training sessions as required for all members to bring members of the FOG up to date with any new developments or requirements. Members of the Domtar group will be kept abreast of any new developments or requirements in a newsletter sent out by the Resource Manager.
- Host yearly field training sessions for landowners of the FOG, forest managers and resource managers in a series of relevant forest operations and silviculture, focussing on the implementation of forest management plans and the achievement of plan objectives.
- In conjunction with the landowner, facilitate training and/or educational opportunities organized on landowners' properties. This could entail demonstration forests for forest certification.
- Will provide or support relevant training courses in order that forest workers such as tree markers, loggers, etc. meet the Minimum Requirements Policy – Policy 1.3.
- Keep abreast of any developments related to Forest Worker training
- Maintain a mailing list of all participants, either regular mail or e-mail, in order to quickly disseminate information

STATE OF THE FOREST REPORTING POLICY – Policy 5.0

Original date: July, 2002

Revised date:

Number of pages: 1

Complementary Policies

- EOMF Umbrella Certification Policy – Policy 1.0
- Document Control and Confidentiality Policy – 1.6
- Auditing and Monitoring of Annual Operations Policy – Policy 3.0

Purpose

The purpose of the State of the Forest Reporting Policy is to ensure that information is readily available on a yearly or five-year basis in order to report on the status of the certification project and its various components to Canadian and International Model Forest agencies, to the Ontario and Canadian governments and to FSC as required.

Policy

- A mechanism or a process will be established in order to facilitate the “roll-up” of various components of the certification project and report on findings at the broader landscape level. Individual properties will be assessed according to the Auditing and Monitoring of Annual Operations Policy – Policy 3.0 and the SOP for Auditing, Monitoring and Assessments – SOP 5.0. These statistics will be pooled for reporting purposes, taking into consideration the confidential nature of certain documentation.
- The State of the Forest reporting will be used to identify landscape level considerations which can be addressed in individual forest management plans and operations.

ANNUAL POLICY AND PROCEDURES REVIEW AND RENEWAL

POLICY – Policy 6.0

Original date: July, 2002

Revised date: September, 2002

Number of pages: 1

Complementary Policies:

- EOMF Umbrella Certification Policy – Policy 1.0
- Auditing and Monitoring of Annual Operations Policy – Policy 3.0

Purpose

The purpose of the Annual Policy and Procedures Review and Renewal Policy is to ensure that the policies and procedures contained in this manual are appropriate. This will ascertain the continued certificate status of the EOMF Umbrella and the Resource Manager and to ensure that the latest developments regarding FSC certification are incorporated. This policy will also detail the timing and details of such review.

Timing

Policies, procedures (SOPs), forms, templates, etc. will be reviewed once yearly at the anniversary of the issuance of the EOMF and/or Resource Manager Certificates. Within three months of starting the review, the newly revised policies/procedures, etc., will be deemed part of this manual and used hence.

Policy

- The EOMF will be responsible for undertaking the review of its certification policies and procedures, while ensuring appropriate input from participants.
- The EOMF will gather information from government agencies and other organizations to ensure that the policies and procedures remain current.
- The EOMF will ensure that revised policies and/or procedures are distributed according to the Document Control and Confidentiality Policy – Policy 1.6

PLANNING STANDARD OPERATING PROCEDURES – SOP 1.0

Original date: July, 2002

Revised date: December, 2003

Number of pages: 1

The Standard Operating Procedure for **PLANNING** includes:

- SOP 1.1 THE FOREST MANAGEMENT PLAN**
- SOP 1.2 FOREST OPERATIONS PRESCRIPTION**
- SOP 1.3 PROPERTY BOUNDARY LINES**
- SOP 1.4 TREE MARKING**
- SOP 1.4.1 TREE MARKING AUDIT**
- SOP 1.5 AREAS OF CONCERN**
- SOP 1.6 INVASIVE EXOTIC SPECIES**
- SOP 1.7 HIGH CONSERVATION VALUE FOREST**

Purpose

The purpose of the **Planning Standard Operating Procedures** is to provide the foundation to allow harvest activities to be undertaken in a planned and organized fashion while taking into account landowner objectives, the timber resources available for harvest and non-timber values which need special consideration.

THE FOREST MANAGEMENT PLAN STANDARD OPERATING PROCEDURE – SOP 1.1

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.0 series – Planning
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection

Standard Operating Procedure

- Each property accepted into the EOMF Forest Certification Project must have a Managed Forest Plan, based on OMNR's *A Guide to ...The Managed Forest Tax Incentive Program (January, 2001)*.
- In addition to the requirements of the MFTIP plan, a **Managed Forest Plan must include:**
 - Property boundaries
 - Landowner objectives
 - The objective of harvesting wood for personal use should be part of the Managed Forest Plan. Appendix U provides "Guidelines for Non-Commercial Harvesting".
 - A description of the forest resources to be managed and their history
 - Maps describing the forest resource, including:
 - existing and planned infrastructure,
 - Forest Resource Inventory
 - All known forest values at the time of planning
 - Identify high-value stands (e.g., sugar bushes) that may require protection from insect and/or disease infestations
 - sites of special cultural, ecological, economic or religious significance to indigenous peoples
 - Planned management activities
 - Where appropriate, a statement regarding the intent to work towards increasing the abundance of white pine. For any white pine forest cover types, silvicultural options that continue to regenerate white pine will be favored over those that regenerate mixed wood or hardwood stands unless significant disease or insect risks preclude this objective.
 - Where appropriate, the retention of remnant pockets of "untouched" Late Seral Stage, Old Growth or Mature Forest. Forest owners of old growth stands will be strongly encouraged to consider their protection and set aside from harvest activities; if harvesting occurs, forest owners will be encouraged to retain as much of the old growth characteristics as possible (e.g., leave large-diameter trees, higher residual basal areas, and downed woody debris, etc.). See "*A Silvicultural Guide to Managing Southern Ontario Forests*".
 - Once a criteria has been determined, an assessment to determine the presence of the attributes consistent with High Conservation Value Forests as well as specific measures that ensure the maintenance and/or enhancement of these attributes, if found present.
 - Where plantations are involved special consideration shall be given to their management including:
 - Specific management objectives
 - Design and layout
 - Species composition

- Site preparation
 - Protection from pests, diseases, fire and invasive plant introductions
 - Monitoring
- The management plan must be implemented by forest workers meeting the Minimum Requirements Policy – Policy 1.3.
- Significant values identified during the management planning process will be protected (see Tree Marking SOP 1.4 and Areas of Concern SOP 1.5).
- The management plan must be kept current in order to incorporate results of monitoring or new scientific and technical information.

FOREST OPERATIONS PRESCRIPTION STANDARD OPERATING PROCEDURE – SOP 1.2

Original date: July, 2002

Revised date:

Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.0 series – Planning
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection

Definition

A forest operations prescription (FOP) is part of a long-term plan of treatments carried out during the entire life of the stand for the purpose of controlling the establishment, composition, and growth of the forest. It represents the best silvicultural compromise among: landowner objectives; site potential and sensitivity, current stand structure, composition and condition, and the protection of wildlife habitat and other natural heritage features.

Standard Operating Procedure

- A FOP will be prepared for each property where forest operations are planned.
- A FOP must be based on an accurate inventory. The preliminary assessment will be based on the Managed Forest Plan for that property. A more detailed assessment of each forest stand must be done using the EOMF Forest Stand Analysis form found in Appendix I.
- FOPs can be prepared by a forest manager, forestry consultant or resource technician but must be certified by a Registered Professional Forester or Associate Member of the Ontario Professional Foresters Association and must be approved by the Project Coordinator or by the Resource Manager.
- All FOPs must take into account the long-term objectives of the landowner, special features or values found on the property (refer to Areas of Concern – SOP 1.5), the existing condition of the forest based on the stand analysis, operational constraints as well as any broader landscape objectives if any have previously been determined for the project area.
- FOP writers shall base the forest operations prescription on the appropriate OMNR Silvicultural and Tree Marking Guidelines, OMNR Forest Management Planning Guidelines as well as basic knowledge of the practice of silviculture and its scientific foundations and local knowledge of the stand. Other related Standard Operating Procedures shall also be followed, such as Harvesting – SOP 3.0 and Renewal, Tending and Protection – SOP 4.0.
- The FOP must identify the long-term silvicultural treatments required over the course of stand rotation in order to achieve the desired future forest condition.
- Where applicable, the FOP will include prescriptions to help achieve landscape targets, such as those found in the Madawaska Highlands Land Use Plan, the EOMF State of the Forest, or the EOMF State of the Future Forest.

- Where applicable, the FOP will include the identification of High Conservation Value Forest and its permitted uses.
- Intensive silvicultural treatments prescribed and approved by the project coordinator will be considered for funding assistance from the Intensive Forest Management Fund (refer to Wood Purchasing Policy – Policy 2.1)
- The FOP will identify the color scheme to be used during tree marking.
- The FOP must be completed on the Forest Operation Prescription form found in Appendix J.

PROPERTY BOUNDARY LINES STANDARD OPERATING PROCEDURE – SOP 1.3

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 1.4 – Tree Marking

Standard Operating Procedure

- The landowner is responsible for providing clear evidence of rights to the property. The landowner must prove that tenure rights exist. Examples of proof of ownership are land deeds, notices of property assessment or MFTIP tax receipts. This must be demonstrated during the Pre-Inspection Visit for entry into the certification pool (see Entering, Exiting and Expulsion Policy – Policy 1.4).
- Identification of property boundaries will be shown on Map 4.1 Property Key Map and Map 4.2 Detailed Administrative Map of the Managed Forest Plan.
- Property boundary lines must be established and delineated before harvesting begins so as to be unambiguous and acceptable to neighboring landowners.
- It would be beneficial if the landowner, or a representative, be available for information and/or assistance in locating the boundary line.
- Preliminary layout of property boundaries can be based upon aerial photographs and OBM maps. Property boundaries are sometimes obvious due to agricultural fields, hedgerows, natural features or distinct changes in forest condition.
- Property boundaries through continuous forest must be verified on the ground using physical evidence such as old fence lines, survey markers or corner posts.
- If no evidence of property boundaries can be located, the landowner is notified that he must come to agreement with the adjacent landowner on the property boundary prior to forest operations.
- Property boundaries are identified using red flagging tape or red paint.
- Properly delineated boundaries on the ground will help in protecting the property from illegal harvesting, settlement and other unauthorized activities. The landowner, forest manager and resource manager will monitor property boundaries as part of regular forest operation inspections. Where necessary, the landowner, forest manager and/or resource manager will take reasonable steps to stop or prevent unauthorized activities such as posting signage or installing a gate.
- In the case where tenure involves First Nations, the landowner, forest manager, resource manager and/or the EOMF project coordinator will correspond with the OMNR Native Liaison Officer to seek advice and assistance in coming to a mutually acceptable agreement.

- Should a dispute arise between adjacent landowners regarding the location of the property boundary, the landowner should follow the dispute resolution process in the Dispute Resolution Policy – Policy 3.2.

TREE MARKING STANDARD OPERATING PROCEDURE – SOP

1.4

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.2 – Forest Operations Prescription
- SOP 1.3 – Property boundary Lines
- SOP 1.4.1 – Tree Marking Audit
- SOP 1.5 – Areas of Concern
- SOP 1.6 – Invasive Exotic Species
- SOP 2.0 series – Access
- SOP 3.0 series - Harvest

Standard Operating Procedure

Tree marking is the critical step between preparing a silvicultural prescription and timber harvesting for partial cutting practices such as the uniform shelter wood, single-tree or group selection, or clear-cut with seed trees silvicultural systems. The tree marker clearly has a significant influence on the ecology and economics of that forest and its dependent communities. Tree markers must be knowledgeable in silviculture, tree and wildlife biology and forest economics in order to choose the right trees to mark for harvesting. The Minimum Requirements Policy – Policy 1.3 outlines the tree marker requirements.

- Tree markers shall sign an agreement with the EOMF and/or Forest or Resource Manager.
- All tree marking is carried out by or directly supervised by tree markers certified by the Ontario Ministry of Natural Resources and approved by the EOMF.
-
- Implementation of the FOP will result in trees being retained for non-timber objectives (e.g., den and nest trees, mast trees, isolated conifers, super canopy trees, trees with stick nests, uncommon or unique trees). Tree markers will follow the Ontario Tree Marking Guide to provide for other benefits of the forest such as biodiversity and wildlife habitat.
-
- In addition to following the Ontario Tree Marking Guide, where tree species represent less than 10% of the stand., tree markers will retain trees of Acceptable Growing Stock (AGS) of that species.
- Tree markers will identify opportunities to retain snags where they do not present a hazard under the *Occupational Health and Safety Act*.
- Tree markers will take the following measures to minimize invasive plant introductions:
 - Target invasive exotics for removal
 - Keep roads, skid trails and landings to a minimum size (refer to Access SOP 2.0 and Harvesting SOP 3.0)
- Some localized associations of trees within a stand may pose situations which require appropriate alteration of the prescription at the marker's discretion. Such small-scale alterations, however, should not result in a deviation from the prescription for the overall stand.

- The marker may request a review of the prescription if actual forest conditions make implementation difficult or impossible.
- Other established landowner wishes, such as specified trees or species to leave, or wildlife habitat interests, must be consistent with the FOP and observed when marking.
- A marker must exercise considerable knowledge regarding timber markets, log quality, tree identification, disease symptoms, indicators of defect, silvics, and response to canopy release, and general silviculture. The poorest quality trees (poor form, defect, disease, low vigor), should be marked for removal consistent with residual stocking targets.

- *Special considerations for coppice clumps*

Coppice clumps must be accessible to a chainsaw and be in a position permitting felling without damage to residual stems. Where coppice makes up a relatively small proportion of the total stand, stems joining in "V" connection above knee level should be marked to be cut entirely or left. Stems connected by a low "U" connection may be separated. When marking in a stand dominated by coppice stems, some "V" connections will be separated to ensure that stand stocking targets are maintained. Variables to consider when separating "V" connections include physical difficulty of separation, the species susceptibility to rot and forecast interval until next harvest. As a rule of thumb, not more than 50% of the total basal area will be removed from any coppice clump unless the entire clump is removed.

The Project Coordinator, resource manager or their designates will ensure that properties scheduled for harvest satisfactorily reflect the silvicultural prescription for that site prior to the start of harvest operations using the procedure outlined in the SOP 1.4.1 – Tree Marking Audit.

- The appropriate reserve and/or modified Area of Concern prescription will be applied to any significant new value encountered during marking that was not previously identified in the silvicultural prescription. These new values will be reported to the forest or resource manager as soon as feasible and prior to the start of harvest operations.
- Tree markers are to reference the SOP 1.5 Areas of Concern for minimum protection standards for some forest values. When in doubt, the tree marker will seek advice from the forest manager or Project Coordinator.

AREAS OF CONCERN STANDARD OPERATING PROCEDURE – **SOP 1.5**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 4

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescriptions
- SOP 1.4 – Tree Marking
- SOP 2.0 series – Access
- SOP 3.1 – Logging
- SOP 3.2 – Skidding
- SOP 4.0 series – Renewal, Tending and Protection

Definition

Area of Concern (AOC): An area adjacent to an identified value that may be affected by some (or all) aspects of forest management activity.

Standard Operating Procedure

Resource values needing special treatment include:

- Lakes, streams, wetlands, seeps
- Raptor nests sites
- White-tailed deer wintering areas
- Recreation and cultural designations, such as hunt camps, cottages
- Sites of historical (ie: cemeteries) or natural significance
- Sites of special cultural, ecological, economic or religious significance to indigenous peoples
- Environmentally sensitive areas
- Areas of Natural and Scientific Interest (ANSI)
- Rare, threatened and endangered species and their habitats

A prescription must be developed for the AOC in order to prevent, minimize or mitigate adverse effects of forest management operations on the identified value. This “sub-prescription” is included in the FOP.

The AOC prescription includes

- “reserves” (which prohibit operations),
- “modified areas” (which include specific restrictions or conditions on operations)
- Restrictions on scheduling of operations, location of roads and landings
- Measures for controlling the intensity of harvest (basal area, canopy closure, size of cut)

Key sources for the identification of values are:

- Landowner or landowner adjacent to the property in question
- OMNR’s Natural Resource Values Information System (NRVIS)
- Forest Operation Prescription writers
- Tree markers

Sources of direction for the protection of forest values include:

- OMNR’s Forest Management Planning guidelines

- Ontario Tree Marking Guide
- A Silvicultural Guide to Managing Southern Ontario Forests

Newly identified values found during tree marking or during forest operations will receive the appropriate protection. These new values will be reported to the forest or resource manager as soon as feasible and prior to the start of harvest operations. The Raptor Nest Form found in Appendix L must be completed for any raptor nests found.

New scientific information regarding the protection of forest values will be incorporated as new sites are planned for operations.

The following table of Minimum Standards for the Protection of Forest Values shall be applied during tree marking and during the writing of the FOP. The most recent Crown provincial guidelines should be applied. Revisions to provincial guidelines will be incorporated into new FOPs.

SOP 1.5 - Table 1 - Minimum Standards for the Protection of Forest Values

VALUE	TARGET	DETAILS
Isolated Conifers	Retain 10 conifers/ha when available Min. 25cm dbh, >40cm dbh preferred	Clumps preferred Hemlock, Cedar, White and Red Pine preferred
Supercanopy trees	Retain min. 1 per 4ha where available	>60cm dbh preferred
Mast trees	Retain 8/ha Min. 25cm dbh, >40cm dbh preferred Large, vigorous, well rounded crowns	Retention priority: oaks, beech, hickories, butternut, black cherry, basswood, ironwood
Snag trees	Encourage operators to leave snags (dead standing trees) that are not a safety risk.	Leave snags that are in various stages of decay. Removal of snag trees to be minimized during road and landing construction consistent with OHSAA requirements
Downed Woody Debris (DWD)	Leave coarse woody material on site.	DWD includes unmerchantable logs, limbs, branches and stumps on the forest floor. Encourage operators to leave hollow logs in the bush. Where feasible, use site preparation equipment and techniques that do not windrow or crush DWD. Leave larger logs scattered, including remaining material at log landings
Cavity trees	6 per ha where no safety concerns Min. 25cm dbh, >40cm dbh preferred	Retention priority: Pileated woodpecker roost and nest trees, Other woodpecker nest trees, Trees with escape cavities, Trees with feeding excavations Trees with the potential to develop cavities
Wildlife trees in Removal cuts/Clearcuts	Retain 10 wildlife trees/ha when available	Retention priority: Cavity Trees, Isolated Conifers, Mast trees

VALUE	TARGET	DETAILS
Coldwater lakes and streams	Reserve: variable dependent upon slope of shoreline 0-15% slope = 30m reserve 16-30% slope = 50m reserve 31-45% slope = 70m reserve >45% slope = 90m reserve	
Warmwater lakes and streams	Modified management area: 0-15% slope = 30m 16-30% slope = 50m 31-45% slope = 70m >45% slope = 90m	0-15m of normal high water mark – no skidders, heavy equipment or mechanical site preparation permitted except at designated water crossings.
Wetlands – Provincially Significant (PSW)	120m modified management area	Focus on maintenance and enhancement of wildlife and biodiversity values – den trees, nest sites, downed woody debris, etc. No mechanical site preparation within 15m of value Skidders and heavy equipment will only be permitted within 15m of value under frozen ground conditions.
Wetlands (other than PSW)	15m modified management area	Focus on maintenance and enhancement of wildlife and biodiversity values – den trees, nest sites, downed woody debris, etc. No mechanical site preparation within 15m of value Skidders and heavy equipment will only be permitted within 15m of value under frozen ground conditions. Roads and landings to avoid these areas and within 15m of the wetland
intermittent streams, vernal pools, seepage ways	Restrict mechanical disturbance, ensure adequate water crossing structures to maintain normal drainage flows and patterns. Maintain adequate crown cover to protect water quality (50-70%).	Roads and landings to avoid these areas except at designated crossing points.
Treed wetlands		Operate with sound forest management practices i.e.: when ground is frozen. Where good forestry dictates an area should not be harvested, the area should be restricted from operations.
Heron Nest	150m reserve from edge of colony Additional 150m radius Modified Management Area	No harvesting, mechanical disturbance or silvicultural operations in 300m zone from April 1 to August 15
Osprey Nest	150m reserve from nest tree Additional 150m radius Modified Management Area	No harvesting, mechanical disturbance or silvicultural operations in 300m zone from March 1 to July 31
Red-shouldered & Cooper's Hawk nests	150m reserve from nest tree Additional 21ha Modified Management Area	No harvesting, mechanical disturbance or silvicultural operations in 300m zone from March 1 to July 31 Selection harvest that retains at least 70%

VALUE	TARGET	DETAILS
		canopy closure permitted in modified zone
Active Hawk Nest – Red-tailed, broad winged, sharp-shinned, Merlin	20m reserve centered on nest tree Additional 130m radius Modified Management Area	No harvesting, mechanical disturbance or silvicultural operations in 150m zone from March 1 to July 31
Inactive Hawk nest – red-shouldered, Cooper's, northern goshawk	20m reserve centered on nest tree	No harvest, renewal or tending in reserve
Inactive Hawk nest – broad-winged, red-tailed, sharp-shinned, Merlin	No reserve	In selection and shelter wood cuts, retain nest tree and adjacent trees to maintain high canopy closure and protect nest tree
Deer Winter Concentration Area		No landings in small conifer patches Deer trails and travel corridors to be kept free of logging debris
Tree species of concern (refer to Appendix M)	Function of tree species	Alter management strategies to maintain population of species of concern. For some species, it is important to recognize groups or stands as well as individual trees; for other species, recognition of larger diameter trees are of importance. AGS trees of Butternut, Hickory, White Oak and Hemlock are a priority for retention
Cultural Heritage sites	Function of site	First Nations representative and OMNR's Native Liaison Officer to be consulted for Native sites. (Other sites – to be determined)
Trails	Function of landowner objective	Trails should be cleared of logging debris and left passable if the landowner wishes to maintain the trail

INVASIVE EXOTIC SPECIES STANDARD OPERATING PROCEDURE – SOP 1.6

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 4.1 – Forest Renewal
- SOP 4.2 – Tending
- SOP 5.1 – Auditing and Monitoring

Definition

Exotic species - An introduced species not native or endemic to the area in question

Invasive exotic species – a non-native plant that threatens the survival of native species

Standard Operating Procedure

Landowners, FMs and RMs should learn to recognize the most troublesome exotic species that could be present in or might invade their managed stands.

During the inventory, landowners, FMs and RMs should note the presence and relative abundance of invasive exotic species.

The following actions could help reduce the incidence of invasion of these species and sometimes prevent their spread altogether:

- Avoid or minimize ground disturbance
- Regularly monitor the woodlot and adjacent land
- Remove plants when they first show up in the woodlot or adjacent to it

Measures shall be taken to prevent invasive plant introductions by treating early infestations quickly with appropriate control measures as listed in Table 8.1.4 of "*A Silvicultural Guide to Managing Southern Ontario Forests*".

The following is a list of the most important invasive exotic species.

Barberry	Dog-strangling Vine
Smooth Brome Grass	Garlic Mustard
Glossy Buckthorn	Exotic Honeysuckle Species
Common Buckthorn	Japanese Knotweed
Dame's Rocket	Norway Maple
Purple Loosestrife	Amur Maple
Black Locust	Manitoba Maple
Common Reed	Flowering Rush
Wild parsnip	Scots Pine

HIGH CONSERVATION VALUE FOREST STANDARD OPERATING PROCEDURE – SOP 1.7

Original date: December, 2003

Revised date:

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.0 series – Planning
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection

Standard Operating Procedure

- Forest operations within a HCVF shall be included in the Managed Forest Plan outlining the specific measures that ensure the maintenance and/or enhancement of the particular conservation attribute.
- Decisions regarding high conservation value forests (HCVF) shall always be considered in the context of a precautionary approach.
- Sites where forest operations have been undertaken will be monitored annually to assess the effectiveness of the measures employed to maintain or enhance the applicable conservation attributes.
- Access which could compromise the HCVF will be decommissioned after use.

ACCESS STANDARD OPERATING PROCEDURE – SOP 2.0

Original date: July, 2002

Revised date:

Number of pages: 1

The Standard Operating Procedure for **ACCESS** includes:

- SOP 2.1 GENERAL ACCESS**
- SOP 2.2 WATER CROSSING**
- SOP 2.3 ROAD LAYOUT AND CONSTRUCTION**
- SOP 2.4 ACCESS ACROSS OTHER LANDS**
- SOP 2.5 LANDINGS**

Purpose

The purpose of the Standard Operating Procedure for Access is to ensure proper planning, use and reclamation of access roads and landings.

GENERAL ACCESS STANDARD OPERATING PROCEDURE – **SOP 2.1**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 1.3 – Property Boundary Lines
- SOP 1.5 – Areas of Concern
- SOP 1.6 – Invasive Exotic Species
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest

Standard Operating Procedure

- EOMF will review access issues with landowners to ensure new access is appropriate and to suggest methods for control and limitation of liability.
- Road construction will be identified in the Managed Forest Plan (only developed for those forest plans where harvesting activity is a management objective) and/or as per the FOP.
- Ensure access is legal. Determine if permission must be sought from neighboring property owners.
- Access must satisfy operational requirements of logging including location of landings, distance from public roads, and physical requirements of equipment.
- Access constraints may dictate that operations be scheduled for period of frozen ground to permit equipment operability and to prevent rutting.
- Involve landowner in all access decisions.
- Inform landowner of loading and hauling schedule.
- Significant damage caused to access route as a result of the logging operation will be repaired promptly and the site restored to proper condition.
- Access plan must respect all identified values by applying the appropriate protection.
- Access will be decommissioned if sensitive areas or High Conservation Value Forest have been identified and may be compromised by the increased access.
- Approaches to harvest areas along access routes will have signage similar to: "Proceed with Caution – Logging Operation Ahead".

WATER CROSSING STANDARD OPERATING PROCEDURE – **SOP 2.2**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.2 – Forest Operations Prescription
- SOP 2.1 – General Access
- SOP 2.3 – Road Layout and Construction
- SOP 2.4 – Access Across Other Lands

Standard Operating Procedure

- Construct stream crossings consistent with OMNR Environmental Guidelines for Access Roads and Water Crossings (1988).
- Minimize number of stream crossings.
- Avoid crossing ponds and seeps wherever possible.
- Cross only at right angles.
- Locate crossing where there is a firm (rock or gravel) streambed.
- Avoid soils prone to erosion.
- Unless otherwise approved by the Forest Manager, the slope of the road shoulder at the water crossing shall be 2:1 or flatter, to ensure that the shoulder is stable and will not erode into the waterbody.
- Acquire Department of Fisheries and Oceans (DFO) permit prior to crossing construction, if required.

ROAD LAYOUT AND CONSTRUCTION STANDARD OPERATING PROCEDURE – SOP 2.3

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 1.5 – Areas of Concern
- SOP 1.6 – Invasive Exotic Species
- SOP 2.1 – General Access
- SOP 2.2 – Water Crossing
- SOP 2.4 – Access Across Other Lands
- SOP 3.0 series - Harvest

Standard Operating Procedure

- Roads should be flagged or marked prior to harvesting.
- All timber on roads and landings must be harvested prior to construction.
- Follow OMNR's Environmental Guidelines for Access Roads and Water Crossings (1988) .
- Roads will be kept to a minimum width (roads and landings cover not more than 2% of the forested area).
- Roads shall be constructed so as not to impede natural drainage.

ACCESS ACROSS OTHER LANDS STANDARD OPERATING PROCEDURE – SOP 2.4

Original date: July, 2002

Revised date: December, 2003

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 1.3 – Property Boundary Lines
- SOP 1.5 – Areas of Concern
- SOP 2.0 series – Access
- SOP 3.0 series - Harvest

Standard Operating Procedure

- If it is deemed necessary to access the landowner's property via adjacent property, permission must be granted by the adjacent landowner.
- With permission from the adjacent landowner, signage will be erected as per SOP 2.1 General Access if harvesting operations are planned.
- If it is deemed necessary to construct a landing on adjacent property, an agreement between the landowner and the adjacent landowner must be negotiated.
- All related SOPs would apply on the adjacent lands.

LANDINGS STANDARD OPERATING PROCEDURE – SOP 2.5

Original date: July, 2002

Revised date:

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 2.0 Series – Access
- SOP 3.0 Series - Harvest

Standard Operating Procedure

Pre-and during harvest:

- Landings and haul roads should not cover more than 2% of the forested area.
- Landings should be kept to less than 0.15 hectares in size.
- Plan landing locations before harvest begins and in conjunction with skid trails.
- Locate landings in well-drained areas away from water bodies. Avoid low spots and poorly drained areas.
- Avoid dry drainage ways (e.g. seasonal creeks).
- Wherever possible and feasible, landings will be located outside of the forest, preferably in existing clearings, old fields, old landings, portion of field edge or areas of low quality timber.
- Organize landings to accommodate sorting, processing, and short-term storage and to allow safe movement of workers and equipment.
- Woody vegetation on landing area should be cut to ground level so it can regenerate after the harvest. Utilize all merchantable trees.
- Avoid locating landings within riparian or wildlife habitat buffer zones.

Post-harvest:

- Remove and properly dispose of all garbage, equipment parts, and other refuse.
- Reasonable efforts should be made to utilize merchantable wood to avoid excessive slash piles at the landing.
- Allow landing to revegetate naturally or replant with appropriate native tree species of local origin.

HARVEST STANDARD OPERATING PROCEDURE – SOP 3.0

Original date: July, 2002

Revised date:

Number of pages: 1

The Standard Operating Procedure for **HARVEST** includes:

- SOP 3.1 LOGGING**
- SOP 3.2 SKIDDING**
- SOP 3.3 UTILIZATION**
- SOP 3.4 LOGGING DAMAGE**
- SOP 3.5 WOOD TRACKING**

Purpose

The purpose of the Standard Operating Procedure for Harvesting activities is to provide guidance for proper skid trail layout, harvest techniques, wood utilization, minimization of rutting and logging damage and wood tracking.

LOGGING STANDARD OPERATING PROCEDURE – SOP 3.1

Original date: July, 2002

Revised date: December, 2003

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.2 – Forest Operations Prescription
- SOP 1.4 – Tree Marking
- SOP 1.5 – Areas of Concern
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 6.0 series – Environmental Protection

Standard Operating Procedure

- The logger and landowner are encouraged to sign a Sale of Standing Timber Contract prior to the start of commercial logging operations, a sample of which can be found in Appendix F.
- Logger must meet minimum requirements as outlined in the Minimum Requirements Policy – Policy 1.3.
- Loggers will use all safety equipment and will work in a recognized, safe manner, per the Ontario Forestry Safe Workplace Association and Occupational Health and Safety Act (OH&SA) RSO 1990 guidelines.
- Harvesting should be done in consideration of time of year, ground conditions, ground disturbance required (e.g. for regeneration of certain species), presence of significant wildlife habitats, etc.
- Fell only trees identified for removal except all hazardous trees (e.g. lodged trees) which should be downed in a safe manner before working in the area.
- Snags that must be felled should be left on site.
- Utilize directional felling techniques; wedges should be carried and used.
- Try aligning the tree for straight winching or up to a 45 ° angle.
- Tops, branches and rotten butt ends of trees should be removed at the stump prior to skidding.
- Leave large, hollow unmerchantable logs in the forest.
- Slash is to be lopped to approximately 1metre above ground, or to a more stringent standard as specified by the owner.
- When and where feasible, harvest when ground is dry or frozen to minimize rutting.
- Avoid harvesting during wet weather, and in particular, during the spring break-up period (March to May) to minimize soil rutting, compaction and erosion.
- Harvest in a systematic fashion, usually from back to front of area.
- Fell bumper trees last, if marked for removal.
- Fell trees away from sensitive areas (streams, seeps, stick nests) and away from good quality residual trees.
- Avoid leaving tops in skid trails.
- When servicing, ensure oils, fuel and grease do not contaminate the site.
- Any significant value found during the logging operation must be reported to the FM or Project Coordinator and the appropriate protection applied as per SOP 1.5 – Areas of Concern.

SKIDDING STANDARD OPERATING PROCEDURE – SOP 3.2

Original date: July, 2002

Revised date: December, 2003

Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.2 – Forest Operations Prescription
- SOP 1.4 – Tree Marking
- SOP 1.5 – Areas of Concern
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 6.0 – Environmental Protection

Standard Operating Procedure

Skid Trails

- Main skid trails should be flagged or marked prior to harvesting.
- Skid trails will avoid being located less than one tree length from marked wildlife trees that may be a chicot or have chicots amongst the branches.
- Minimize number and width of trails. Skid trails will not cover more than 20% of the forested area for selection cutting and 30% for shelter wood systems.
- Use old trails or existing access in woodlot wherever possible, however, consideration is given to skid trail coverage as above as well as to layout of existing trails in relation to a preferred layout so as not to inadvertently increase the amount of residual stem damage.
- Use straight and gently curving skid trails and follow the contours of the land wherever possible.
- Avoid sensitive areas such as watercourses, seasonal ponds, seeps, natural drainage systems, steep grades and poorly-drained areas.
- Branch trails should not run parallel to main trail.
- Branch trails should be 30m apart or more.
- Trails should intersect at an angle of 40-60 degrees.
- Trails should not criss-cross.
- Existing forest access routes used for skidding will be returned to as good a condition as reasonably possible.
- Skid trails should be left to revegetate naturally.
- Rutting damage may need to be back-bladed to fill in ruts and lower high ridges once ground conditions are drier.

Skidding

- Skidder operator must meet minimum requirements as outlined in the Minimum Requirements Policy – Policy 1.3.
- Skidder Operators must follow the Occupational Health and Safety Act (OH&SA) RSO 1990
- Skidder Operators must follow the guidelines set out by the Ontario Forestry Safe Workplace Association
- Avoid unnecessary skidder trips.
- Skid systematically; take time to optimize loads and avoid excessive use of trails.
- Use bumper trees strategically placed along the trails, such as uncut marked trees.
- Once a network of skid trails is established, try not to deviate onto undisturbed ground.
- Use cable; skidder should not leave trail.
- Avoid winching and skidding at sharp angles.
- Remove large obstructions, such as dropped trees, from skid trail.
- When servicing, ensure oils, fuel and grease do not contaminate the site.

- Follow skidding tips listed in Section 8.3 of the *Silvicultural Guide to Managing Southern Ontario Forests*.
- Any significant value found during the skidding operation must be reported to the FM or Project Coordinator and the appropriate protection applied as per SOP 1.5 – Areas of Concern.

Rutting (Compaction)

- The following table identifies the rutting/compaction standards that must be met:

SOP 3.2 – Table 1. Rutting/Compaction Standards

Compaction category	Compaction per skid trail	Maximum distance of compaction per landing	Operational status
Minor < 30 cm	Can be maintained over the length of the trail.	Can be maintained over the entire system of main skid trails.	None
Major > 30 cm but < 60 cm	120 meters	480 meters	<p>If maximum distance is greater than 120 meters cease skidding on an individual trail.</p> <p>If maximum distance is greater than 480 meters cease skidding to an individual landing.</p>
Extreme > 60 cm	30 meters	120 meters	<p>If maximum distance is greater than 30 meters cease skidding on an individual trail.</p> <p>If maximum distance is greater than 120 meters cease skidding to an individual landing.</p>

UTILIZATION STANDARD OPERATING PROCEDURE – SOP 3.3

Original date: July, 2002

Revised date: September, 2002

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 5.0 series – Auditing, Monitoring and Assessments

Standard Operating Procedure

- All trees will be merchandized to produce the highest value product.
- Forest manager/landowner will encourage the use and/or sale of firewood.
- Fell only within marked harvesting area.
- Minimize the amount of wood waste on the landings through good utilization and by cutting and leaving unmarketable trees or pieces of trees in the woods.
- **High Stump:**
A tree must not be felled so that its stump height is greater than 30cm except that a tree may be felled so that its stump height is not greater than its diameter measured outside the bark at the point of cutting. Regardless of diameter, no tree may be felled so that its stump height is greater than 60cm.
- All trees marked for removal over 16cm top will be cut unless there is a safety concern.
- Leaving Merchantable Timber of Any Length:
It is a wasteful practice to leave any merchantable timber of any length in any part of a harvest. **Merchantable timber** means:

SPECIES	MINIMUM TOP DIAMETER
<ul style="list-style-type: none"> • In cases of a felled conifer other than white pine, red pine, or hemlock where ½ of its total content is sound 	10cm (4 inches)
<ul style="list-style-type: none"> • In cases of a felled white pine, red pine, hemlock, poplar or white birch where ½ of its total content is sound 	16cm (6 inches)
<ul style="list-style-type: none"> • Any hardwood log other than poplar and white birch of which ore than 1/3 of the total content is sound 	16cm (6 inches)
Note: All measurements are taken outside the bark, at the smaller end and recorded in centimeters.	

- Leaving merchantable trees:
It is a wasteful practice to leave any merchantable trees standing that the logger has the right to harvest on any part of a harvest area. **Leaving merchantable trees** means:
 - A standing conifer, poplar or white birch tree where more than ½ of the total content of wood is sound; or
 - A standing hardwood tree other than poplar or white birch, where more than 1/3 of the total content of wood is sound.
- **Leaving lodged trees:**
It is a wasteful practice to leave lodged trees in an area where harvesting operations have been carried on. Lodged refers to a tree that for other than natural causes does not fall to the ground after being:
 - Partly or wholly separated from its stump; or
 - Displaced from its natural position.

LOGGING DAMAGE STANDARD OPERATING PROCEDURE – **SOP 3.4**

Original date: July, 2002

Revised date:

Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 5.0 series – Auditing, Monitoring and Assessments

Standard Operating Procedure

- A minimum of 90% of the residual trees (stems of 10cm DBH and greater) must be free of major damage. The following table describes what is considered major damage:

TYPE OF INJURY	CONSIDERED MAJOR WHEN
Bark Scraped Off	Trees 10 to 31 cms at diameter at breast height (dbh):
	Any wound greater than the square of the dbh (i.e., for a 10 cms dbh tree a major wound is greater than 100 cm ² .)
	Trees 32+ cms at dbh:
	Any wound greater than 1,000 cm ² .
	Note: If the wound has ground contact (and for yellow birch) a major wound is considered to be 60% of the size shown above for all size classes (i.e., 60 cm ² for a 10 cm tree or 600 cm ² for any tree 32+ cms at dbh).
Broken Branches	More than 33% of the crown is destroyed.
Root Damage	More than 25% of the root area exposed or severed.
Bole of Tree Broken Off	Any tree.
Bent Over	Any tree tipped noticeably.

Preventive Measures:

- Select the smallest piece of equipment that is capable to perform the work
- Avoid operating during the active growing season – late April to late July
- Follow good felling and skidding practices – SOP 3.1 and SOP 3.2

WOOD TRACKING STANDARD OPERATING PROCEDURE – **SOP3.5**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 3.1 - Logging

Standard Operating Procedure

- To maintain wood and wood products under the FSC Certified label, the wood and/or wood product must be tracked from the point of origin to its destination using the Bill of Lading found in Appendix N.
- All terms and conditions for the use and completion of Bills of Lading must be followed.

Bill of Lading Terms and Conditions

1. All truck loads of wood hauled from the Seller's property must have a fully completed "Bill of Lading" attached and have identification markings painted on the sides and ends of the load.
2. Distribution of "Bill of Lading":
 - ♦ 1st copy (White) – landowner deposit in box at harvest site
 - ♦ 2nd copy (Yellow) – to be retained by the contractor/purchaser
 - ♦ 3rd copy (Blue) – stays in the book with EOMF
 - ♦ 4th copy (Manilla) – destination (with scale tally)
3. The EOMF will supply the "Bills of Lading" and will provide instruction on how to complete the document and where to place the identification markings on the load. All parts/sections of the "Bill of Lading" are to be fully completed.
4. Failure to complete the "Bill of Lading" or properly affix the proper identification markings on the load prior to leaving the Seller's property may be reason to terminate this contract between the landowner and the contractor.
5. All used and unused books of "Bills of Lading" are to be returned to the EOMF within four weeks of hauling being completed.

RENEWAL, TENDING AND PROTECTION STANDARD
OPERATING PROCEDURE – SOP 4.0

Original date: July, 2002

Revised date:

Number of pages: 1

The Standard Operating Procedure for **RENEWAL, TENDING AND PROTECTION** includes:

SOP 4.1 – Forest Renewal

SOP 4.2 – Tending

SOP 4.3 – Forest Protection (Insects/Disease/Fire)

Purpose

The purpose of the Standard Operating Procedure for Renewal, Tending and Protection is to ensure that woodlots are regenerated and that measures are in place for their protection.

FOREST RENEWAL STANDARD OPERATING PROCEDURE – **SOP 4.1**

Original date: July, 2002
Revised date: December, 2003
Number of pages: 1

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescriptions
- SOP 1.5 – Areas of Concern
- SOP 1.6 – Invasive Exotic Species

Standard Operating Procedure

- Renewal operations will be prescribed in a FOP.
- Ensure that the design and layout of plantations will promote the protection, restoration and conservation of adjacent natural forests, for example, by increasing the size of forest interior, buffering small natural forests with high conservation value.
- Encourage replanting with native species that are suitable to sites climatic and soil conditions.
- Planting of known invasive exotic tree species is not permitted in the certified pool, for example, Black Locust, Manitoba Maple, Norway Maple, Scots Pine,
- Ensure origin of planting stock is from appropriate OMNR seed zone(s).
- Measures shall be taken to prevent and minimize outbreaks of pests, diseases, fire and invasive plant introductions, for example, not planting white pine in high risk white pine blister rust areas, minimizing soil disturbance in site preparation, using healthy planting stock from appropriate seed zones, etc..
- The promotion of natural regeneration will be a priority.
- Woodlots that undergo selection cutting will be left to regenerate naturally.
- It may be necessary to plant trees in shelter wood cuts and clear cuts.

TENDING STANDARD OPERATING PROCEDURE – SOP 4.2

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescriptions
- SOP 1.5 – Areas of Concern
- SOP 1.6 – Invasive Exotic Species
- SOP 6.0 – Environmental Protection

Standard Operating Procedure

- Alternatives to pesticides should be considered.
- Tending operations will be prescribed in a FOP.
- ***Only pesticides (e.g., herbicides, insecticides, rodenticides, fungicides etc.) registered by Health Canada's Pest Management Regulatory Agency under the Pest Control Products Act and classified for use in Ontario by the Ontario Ministry of the Environment under Regulation 914 of the Pesticides Act may be used. These pesticides must be applied according to label directions.***
- Only pesticides (e.g., herbicides, insecticides, rodenticides, fungicides etc.) registered by Health Canada's Pest Management Regulatory Agency under the *Pest Control Products Act* and classified for use in Ontario by the Ontario Ministry of the Environment under Regulation 914 of the *Pesticides Act* may be used. These pesticides must be applied according to label directions.
- Landowners who contract a licensed pest management company should ensure that the pesticide applicator holds an appropriate licence issued by the Ontario Ministry of the Environment to apply pesticides to maintain treed areas of the property.
- Landowners, whose property is considered "farm land" under Regulation 914 of the *Pesticides Act* and who hold an agriculturist certificate issued by Ridgetown College, University of Guelph, may apply federally registered and Ontario classified pesticides on a treed area of their farm land according to the limitation of the agriculturist certificate (i.e., pesticides classified in Schedule 2, 3, 4, 5 or 6 pesticides may be used on the farm land).
- Landowners who are licensed exterminators under the *Pesticides Act* and hold either an Agriculture licence (includes the use of pesticides applied to a wood lot or Christmas tree plantation for agricultural production), a Landscape licence (includes the use of pesticides on treed areas that does not exceed 1 hectare) or a Forestry licence (includes the use of pesticides for forestry maintenance or the growing or maintenance of trees) may purchase and apply, on their property, any federally registered and Ontario classified pesticide authorized by that licence. Schedule 1 products will require a use permit issued by the regional office of the Ministry of the Environment.
- Landowners may purchase and apply Schedule 3, 4 or 6 products for domestic use on their own property without need of a licence or an agriculturist certificate.

- An appropriate registered and classified herbicide may be used to selectively treat undesirable vegetation to regenerate or restore mid-tolerant species that are uncommon in the forested landscape.
- An appropriate registered and classified herbicide may be used to selectively treat undesirable vegetation to regenerate tree species such as white pine and/or red oak on challenging sites.
- An appropriate registered and classified herbicide may be used to selectively treat undesirable vegetation to establish tree species on old field sites.
- An appropriate registered and classified herbicide may be used to selectively treat invasive exotic species as per guidelines in Section 8.1 of *"A Silvicultural Guide to Managing Southern Ontario Forests"*.
- Chemicals, containers, and liquid and solid non-organic wastes (including fuel and oil) shall be disposed of in an environmentally appropriate manner at off-site locations. Empty pesticide containers must be disposed of according to Regulation 914 under the Pesticides Act.

Refer to www.opac.on.ca and <http://204.40.253.120/PEPSIS/Default.cfm> for detailed information about pesticides and their permitted uses.

FOREST PROTECTION (Insect/Disease/Fire) STANDARD OPERATING PROCEDURE – SOP 4.3

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 1.1 – The Forest Management Plan
- SOP 1.2 – Forest Operations Prescription
- SOP 6.0 – Environmental Protection

Standard Operating Procedure

- Protection operations will be prescribed in a FOP.
- Where appropriate, integrated pest management shall form an essential part of the management plan, with primary reliance on prevention and biological control methods rather than chemical.
- Measures shall be taken to prevent and minimize outbreaks of pests, diseases, fire and invasive plant introductions.
- The Canadian Forest Service Federal Insect and Disease Survey Rangers should be notified of significant incidence of insect or disease conditions that are detected in the woodlot.
- ***Only pesticides (e.g., herbicides, insecticides, rodenticides, fungicides etc.) registered by Health Canada's Pest Management Regulatory Agency under the Pest Control Products Act and classified for use in Ontario by the Ontario Ministry of the Environment under Regulation 914 of the Pesticides Act may be used. These pesticides must be applied according to label directions.***
- Landowners who contract a licensed pest management company should ensure that the pesticide applicator holds an appropriate licence issued by the Ontario Ministry of the Environment to apply pesticides to maintain treed areas of the property.
- Landowners, whose property is considered "farm land" under Regulation 914 of *the Pesticides Act* and who hold an agriculturist certificate issued by Ridgetown College, University of Guelph, may apply federally registered and Ontario classified pesticides on a treed area of their farm land according to the limitation of the agriculturist certificate (i.e., pesticides classified in Schedule 2, 3, 4, 5 or 6 pesticides may be used on the farm land).
- Landowners who are licensed exterminators under the *Pesticides Act* and hold either an Agriculture licence (includes the use of pesticides applied to a wood lot or Christmas tree plantation for agricultural production), a Landscape licence (includes the use of pesticides on treed areas that does not exceed 1 hectare) or a Forestry licence (includes the use of pesticides for forestry maintenance or the growing or maintenance of trees) may purchase and apply, on their property, any federally registered and Ontario classified pesticide authorized by that licence. Schedule 1 products will require a use permit issued by the regional office of the Ministry of the Environment.

- Landowners may purchase and apply Schedule 3, 4 or 6 products for domestic use on their own property without need of a licence or an agriculturist certificate.
- Chemicals, containers, and liquid and solid non-organic wastes (including fuel and oil) shall be disposed of in an environmentally appropriate manner at off-site locations. Empty pesticide containers must be disposed of according to Regulation 914 under the *Pesticides Act*.
- Forest workers are encouraged to take the appropriate fire training if available (for example, S102 – Industrial training course for basic forest fire suppression).
- Consideration will be given to the forest fire hazard prior to undertaking forest operations.
- Forest workers shall have the appropriate fire suppression equipment at the work site.
- Forest workers will be familiar with their responsibilities under the *Forest Fires Prevention Act*.
- Forest workers will immediately report forest fires to the local municipality stating:
 - The exact location of the fire
 - The condition of the fire
 - The fuel type
 - The size of the fire

A listing of local municipalities in the project area can be found in Appendix O.

Refer to www.opac.on.ca and <http://204.40.253.120/PEPSIS/Default.cfm> for detailed information about pesticides and their permitted uses.

AUDITING, MONITORING AND ASSESSMENTS STANDARD
OPERATING PROCEDURE – SOP 5.0

Original date: July, 2002

Revised date:

Number of pages: 1

The Standard Operating Procedure for **AUDITING, MONITORING AND ASSESSMENTS** includes:

- SOP 5.1 AUDITING AND MONITORING**
- **Auditing**
 - **Policy**
 - **Forest Operations**
 - **Tree Marking**
 - **Monitoring Forest Operations**
- SOP 5.2 ASSESSMENTS**
- **Residual Logging Damage**
 - **Access**
 - **Post-harvest**
 - **Skid trail coverage**
 - **Rutting**
 - **Utilization**
 - **Regeneration**

Purpose

The purpose of the Standard Operating Procedure for Auditing and Monitoring is to detail the methodology of audits and monitoring as well as the schedule and frequency of inspections required to ensure that the policies and procedures of this manual are being followed. The purpose of the Standard Operating Procedure for Assessments is to detail the types of assessments needed and their methodology.

AUDITING AND MONITORING STANDARD OPERATING PROCEDURE – SOP 5.1

Original date: July, 2002

Revised date: September, 2002

Number of pages: 3

Complementary Standard Operating Procedures:

- SOP 1.0 series – Planning
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection
- SOP 5.2 - Assessments

Standard Operating Procedure

Audits

- **Policy**

The EOMF Forest Certification Project Coordinator will annually audit the FOGs and RMs to ensure compliance with the Policies of this manual. The Project Coordinator will devise and use an Audit Report form in order to record results of the audit.

Audits

- **Forest Operations**

The EOMF Forest Certification Project Coordinator, or a designated representative, is responsible to audit the operations and/or FMs as well as landowners within the certified pool of landowners.

There will be a minimum of one audit per year per property being harvested. The Project Coordinator reserves the right to increase the number of audits should it be warranted as a result of several non-compliances. Some factors to consider in determining the number of forest operations to audit are type of operation, scale and intensity of operations, values identified on site, compliance history and number of properties in the certified pool of landowners.

Audits will not be limited to forest operations. Other items that could be included in an audit are proof of contracts or agreements (for example, between landowner and logger), reporting mechanisms, forest operations inspections by forest managers and/or landowners, updates of Managed Forest Plans, etc..

The Project Coordinator will devise and use a Forest Operations Audit Report form similar to that used for monitoring purposes.

Audits

- **Tree Marking**

Refer to SOP 1.4.1 Tree Marking Audit

The minimum frequency of auditing is detailed in SOP 5.1 - Table 1.

Monitoring

The forest manager (and, optionally, the landowner) is responsible to monitor forest operations on properties they are responsible for.

The minimum frequency of monitoring operations is detailed in SOP 5.1 - Table 1. Some factors to consider in determining the frequency of monitoring activities are type of operation, scale and intensity of operation, relative complexity and fragility of the environment, values identified on site, compliance history of operator and number of ongoing operations at any given time.

The *EOMF Forest Operations Inspection Report* found in Appendix P will be used to record findings during the inspection of forest operations and will be forwarded in a timely fashion to the Project Coordinator for review, evaluation and filing.

Special consideration will be given when assessing plantations to include special on-site and off-site ecological and social impacts.

The inspection will be an opportunity to note events such as severe blowdowns, insect infestations, etc. and adjust forest management activities as appropriate.

The results of monitoring are to be incorporated into the implementation and revision of the Managed Forest Plan and/or FOG *Harvesting Plan* (if there is one).

The Corrective Action Request Policy – Policy 3.1 will be followed for repeated non-compliances in regard to Auditing and Monitoring.

SOP 5.1 - Table 1. Minimum Schedule of Auditing and Monitoring

<u>Activity</u>	<u>Forest Manager's requirements</u>	<u>Landowner's Requirements</u>	<u>EOMF Project Coordinator's Requirements</u>
Tree Marking	Will notify landowner of start-up Will notify EOMF Project Coordinator of start-up FM or EOMF designate will inspect at least once during marking Will ensure CAR is followed if necessary FM or EOMF designate will undertake a final inspection once marking is completed Will release to EOMF for audit	Landowner is encouraged to monitor tree marking progress and report any potential problems to forest manager There are no formal requirements	EOMF PC will undertake an audit of any tree marking contracts at least once yearly Result will be kept on file at the EOMF office and will be communicated to FM.
Harvesting (includes logging damage assessments, wood utilization, verification of areas of concern, skid trails, landings, rutting, wood tracking.)	Will notify landowner of start-up Will notify EOMF Project Coordinator of start-up Will inspect at least once within first week Will inspect within 2 weeks of 1 st inspection 1 inspection for every 6 ha harvested subsequently (or 1/month if less) Will ensure CAR is followed if necessary Will undertake a final inspection once harvesting is completed Will release to EOMF for audit	Landowner is encouraged to monitor logging progress and report any potential problems to forest manager There are no formal requirements	EOMF PC will undertake an audit of any logging operations at least once yearly Result will be kept on file at the EOMF office and will be communicated to FM
Access Roads and Water Crossings	Will notify EOMF Project Coordinator of start-up Will inspect at least once within first week Will inspect once weekly until completion Will ensure CAR is followed if necessary Will undertake a final inspection once road is built or crossing is installed Will release to EOMF for audit	Landowner is encouraged to monitor progress and report any potential problems to forest manager There are no formal requirements	EOMF PC will undertake an audit of any road building operations or any water crossing installations at least once yearly Result will be kept on file at the EOMF office and will be communicated to FM
Renewal, Tending and Protection	Will notify EOMF Project Coordinator of start-up Will inspect at least once within first week Will inspect every 2 weeks until completion Will ensure CAR is followed if necessary Will undertake a final inspection once operation is completed Will release to EOMF for audit	Landowner is encouraged to monitor progress and report any potential problems to forest manager There are no formal requirements	EOMF PC will undertake an audit of any Renewal, Tending and Protection operations at least once yearly Result will be kept on file at the EOMF office and will be communicated to FM
Policies / MoUs / Agreements	N/a	N/a	EOMF PC will undertake an audit at least once yearly to ensure compliance of RM and FOG with policies, Agreements/MoUs. Result will be kept on file at the EOMF office and will be communicated to RM and FOG

ASSESSMENTS STANDARD OPERATING PROCEDURE – SOP**5.2***Original date: July, 2002**Revised date: December, 2003**Number of pages: 3***Complementary Standard Operating Procedures:**

- SOP 1.0 series – Planning
- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection
- SOP 5.1 – Auditing and Monitoring

Standard Operating Procedure**1. Residual Logging Damage**

- Major logging damage will be assessed by the standard outlined in the SOP 3.4 Logging Damage
- To sample for logging damage, either a prism plot sampling method or a fixed area method can be used.
- When sampling under either method the plots should be randomly located throughout the stand. The area to be assessed must be stratified in advance by prescribed silvicultural system (from the FOP). The cruise line should therefore be determined prior to entering the stand.
- Plots should be measured whenever they fall within the stand (including skid trails).
- Plots falling within an unmarked area within the harvest block will be counted.
- Plots, which fall outside the cut, within an uncut area, on roads or landings, will not be included in the assessment.
- Logging damage will not be assessed on trees marked for removal.
- The following sample intensity “rule of thumb” should be used:

Size of Harvest Block (ha.)	No. of Plots
1 - 5	10
6 - 10	15
11 - 20	20
21+	20+ $\frac{(\text{area} - 20)}{4}$

- For example, a 60 ha. harvest block should have 30 plots = $20 + \frac{60 - 20}{4} = 30$ plots
- The sample intensity may vary to match the variation found within the stand, i.e. fewer plots are required in a uniform logging job.
- Calculation:
 Major Logging Damage = $\frac{\text{total major damaged trees}}{\text{total residual trees}} \times 100\%$
- Results of assessment are to be recorded on the Logging Damage Assessment Tally Sheet found in Appendix Q and summarized on the EOMF FOIR form found in Appendix P.

2. Post Harvest Assessments

In order to update the forest inventory and assess the silvicultural effectiveness of various forest operations, post harvest assessments of harvested woodlots will include:

Type of Post-Harvest Assessment	Approximate Time of Assessment
1) FRI update	1) Within 2 years of harvest
2) Regeneration Survey	2) Within 3-5 years of harvest

(Note: The methodology to be used for the certification project has yet to be determined). Post harvest assessment results will be recorded on the Post-Cut Survey Form found in Appendix S.

3. Skid Trail Coverage/Rutting

- Skid trails will be assessed to ensure compliance with SOP 3.2 Skidding.
- Skid trail coverage and rutting are assessed with a strip sample.
- Results of assessment are to be recorded on the Logging Damage Assessment Tally Sheet found in Appendix Q and summarized on the EOMF FOIR form found in Appendix P.
- The length and average width of skid trail segments which are encountered in the sample are recorded and used to calculate the percent skid trail coverage:

E.g.: Total skid trail length encountered within strip cruise =1,000 feet
 Average width of skid trails = 15 feet
 Area of strip cruise =66 feet wide X 1500 feet long
 % skid trail coverage = $\frac{15 \times 1000}{66 \times 1500} \times 100\%$ = 15.15%

- The assessment will measure the length of skid trails with major and/or extreme rutting encountered during the sample and calculate the percentage of rutting as compared to the total skid length encountered:

E.g.: Total skid trail length encountered =1,000 feet
 Length of skid trails encountered with major and extreme rutting = 110 feet
 % major and extreme rutting = $110/1000 \times 100\%$ = 11%

- The total site disturbance will be calculated by multiplying the percentage of skid trail coverage for the logging job by the percentage of skid trails with major and extreme rutting:

E.g.: Total skid trail coverage for logging job = 15.15%
 % major and extreme rutting on skid trails = 11%
 Total site disturbance = $15.15 \times 11 / 100\%$ = 1.7%

4. Regeneration Assessments

- Regeneration assessments could follow a similar format for coverage as the residual logging damage. The methodology will vary dependent upon stocking and could be visual ("walk through") or formal, such as a Silvicultural Effectiveness Monitoring survey used for Crown lands. (Note: The methodology to be used for the certification project has yet to be determined).
- Regeneration assessments will make note of the presence and relative abundance of invasive exotic species.

5. Access Roads, Landings and Water Crossings

- Roads, landings and water crossings will be inspected to ensure compliance with SOP 2.0 Access series
- Results are recorded on the EOMF FOIR form and summarized on the EOMF FOIR form found in Appendix P.

6. Utilization

- Utilization will be assessed by the standard outlined in the SOP 3.3 Utilization
- Utilization is assessed with a strip sample using the same methodology as for assessing logging damage.
- Utilization assessments can be done simultaneously with the logging damage assessments
- The number of infractions by type of infraction found within the total fixed area sampled is extrapolated over the harvested area.
- Results are recorded on the Wasteful Practices Tally Sheet found in Appendix R and summarized on the EOMF FOIR form found in Appendix P.

In regard to Wasteful Practices as defined in SOP 3.3 – Utilization Standard Operating Procedure, one wasteful practice is an infraction. However, during normal harvesting activities minor amounts of wasteful practices will often occur due to operating conditions. The following assessment is used to determine whether the level of deviation for this specific site is tolerable. Where the deviation is of minor significance and tolerable for the factors/conditions encountered, the Auditor or Monitor will work with the operator to increase the level of compliance. These factors are not to be used to condone poor operating practices or to establish different operating standards.

Tolerable – technically an infraction, the level of deviation was reasonable. If there is room for improvement, follow-up inspections may be required.

Not Tolerable – the level of deviation could have been avoided; improvement is necessary. Actions and follow-up inspections required.

Operating Conditions/Factors to be considered in making the assessment of tolerance:

Distribution	Forest Product Values
Forest type	Silvicultural Harvesting System
Geography/Topography	Impediment to Renewal or Other Values
Harvest Method	Wood Supply to Mill

ENVIRONMENTAL PROTECTION STANDARD OPERATING PROCEDURE – SOP 6.0

Original date: July, 2002
Revised date: December, 2003
Number of pages: 2

Complementary Standard Operating Procedures:

- SOP 2.0 series – Access
- SOP 3.0 series – Harvest
- SOP 4.0 series – Renewal, Tending and Protection

Standard Operating Procedure

Spill Cleanup

- Contractors will have and maintain emergency intervention fuel and oil spill kits, with the capacity of up to 25 litres.
- The forest manager and/or landowner will periodically check for the presence and condition of the spill kits during forest operations inspections.
- All Spills are to be;
 - 1) Stopped
 - 2) Contained
 - 3) Cleaned up immediately
- The contaminated material is to be collected and placed into a waterproof container or bag for proper disposal.
- Spills greater than 10 litres or any spills into water are to be documented on the Fuel & Oil Spills Accidental Discharge Report Form found in Appendix T and reported immediately to the EOMF Project Coordinator.

Spill Prevention

- Contractors are responsible to carry out regular inspections and maintenance of their machinery to assist in preventing spills.
- Machinery must always be serviced in a safe place where oils and fuels cannot enter water bodies.
- Mobile fuel tanks will be in compliance with Ontario Gasoline Handling Act.
- Chemicals, containers, and liquid and solid non-organic wastes (including fuel and oil) shall be disposed of in an environmentally appropriate manner at off-site locations

Spill Reporting

- Project participants shall report spills to MOE as per the following guidelines for leaks and spills reporting:

MOE GUIDELINES FOR REPORTING SPILLS OF MOTOR VEHICLE FLUIDS:

Spills less than 100 litres (22 imp. gal.) and in an area restricted from public access;
or spills less than 100 litres that do not enter any water or are not likely to enter any water;
and not likely to cause any adverse affects other than clean up and restoration and
arrangements for clean up and remediation are made and carried out immediately:
do not need to be reported to MOE

Spills Greater than 100 litres; or greater than 25 litres (5 imp. gal.) in an area with public access;

or any spills that do enter any water or that may enter any water;
or less than 100 litres that may cause any adverse affects other than clean up and restoration;
or less than 100 litres if clean up and remediation steps are not carried out immediately:
MUST be reported to MOE

MOE Spills Reporting Phone Number: 1-800-268-6060

APPENDIX A

SAMPLE MEMORANDUM OF UNDERSTANDING

Between: Eastern Ontario Model Forest
P.O. Bag 2111
Kemptville, Ontario
K0G 1J0
herein after referred to as the "EOMF"

And: **LANDOWNER**

Location:

This memorandum of understanding applies to those lands owned by the landowner described as Lot _____ Concession _____ Township of, County of Lanark, hereinafter referred to as the "property".

Overview:

The Eastern Ontario Certified Forest Owners is a collection of landowners promoting sustainable forest management through Forest Stewardship Council certification. Participants carefully manage their forests for economic and social benefits while maintaining the ecological integrity of the forest community. The Group Forest Certification Project of the Eastern Ontario Model Forest provides private forest owners affordable access to independent third party evaluation and certification of their forests and forest management practices.

To meet the requirement for a legally incorporated body, the EOMF holds the "Resource Manager Certificate" from the Forest Stewardship Council on behalf of the Eastern Ontario Certified Forest Owners (EOCFO). Upon certification, members of the EOCFO who have signed a Group Forest Certification Project Partnership Agreement with the EOMF will be allowed to use the Forest Stewardship Council label to market their timber and other non-timber forest products derived from the property. This memorandum of understanding serves as a partnership between individual landowners and the Eastern Ontario Model Forest.

The landowner and the Eastern Ontario Model Forest mutually understand the following:

The Eastern Ontario Model Forest agrees to:

Management Plan

1. Approve, and may if required develop a Forest Management Plan for the property as referenced. This plan will meet the Forest Stewardship Council's "Standards for Well Managed Forests in the Central and Southern Great Lakes-St. Lawrence Forests of Ontario" hereinafter called the "certification standard".
2. Provide each landowner with a copy of the Great Lakes St. Lawrence Standards for forest management when requested. Make available upon request the EOMF Policies and Procedures Manual for forest certification.
3. Maintain a system for accurately identifying sustainable levels of timber harvest from the property.

4. Review and approve commercial and non-commercial tree marking and timber harvesting plans for the property prior to operations.
5. Assist forest owners with the tendering and sale of forest products derived from the property.
6. Prepare a forest operations prescription signed by a registered professional forester.

Forest Operations

1. Provide the landowner with lists of forest workers and sample agreements and contracts for various forest workers.
2. Ensure all forest workers are properly trained and.
3. Identify the habitat of unique species, such as vulnerable, threatened and endangered species on the property where such habitat has previously been recorded by the Natural Heritage Information System or local naturalists, and ensure planned forest management operations do not negatively impact this habitat.

Certification

1. Maintain records of individual landowner properties in the certification pool, as required to meet Forest Stewardship Council certification.
2. Notify the landowner when there has been non-compliance with this agreement, and outline the steps necessary to re-establish compliance.
3. Designate a contact person for the landowner.
4. Assess each property in the certified pool as a part of the larger forest ecosystem and promote the protection of site productivity, water quality and biological diversity.

The Participating Landowner agrees to:

Management Plan

1. Ensure that all forest management activities carried out on the property under his/her direction is in compliance with the forest management plan approved by the EOMF and the certification standard.
2. Notify the EOMF contact person if there are scheduled changes with pre approved forest activities.
3. Costs such as: tree marking, boundary establishment and forest harvest monitoring, will be the responsibility of the landowner.
4. Pay annual membership (\$50) to the Eastern Ontario Certified Forest Owners group to assist with the cost of the EOMF certificate, workshop costs etc.

Forest Operations

1. Grant access to the property to the EOMF or its forest management contractors to review compliance of the forest management plan and the certification standard.
2. Take prompt actions to rectify any non-compliance with the forest management plan and the certification standard resulting from his/her direction.
3. Notify adjacent landowners at least 5 working days prior to commencing commercial timber harvest activities.
4. Notify the EOMF in writing 30 days prior to removing your land from the certified pool.

Certification

1. Warrant that he/she is the registered owner of the property, and has the absolute right to enter into this agreement, and that the boundaries of the property are known, not in contention, clearly identified and that timber harvesting is legally permitted.
2. A confidential full report will be written after the certification for the entire group. This will be reviewed to assess whether the certification findings meet the Forest Stewardship Councils certification standards and policy.

Furthermore, it is mutually agreed by the EOMF and the landowner that:

The Eastern Ontario Model Forest is not liable for any injury or damages that may be incurred by any forest workers during the duration of this forest certification project.

This agreement shall remain in effect for the term of the forest certification project or until a written request for removal is received by the EOMF from the landowner.

Landowner(s)

Eastern Ontario Model Forest

Name

Name: Brian Barkley

Name

Date

Date

Signature

Signature

Signature

APPENDIX C

SAMPLE AGREEMENT

Between: Eastern Ontario Model Forest
P.O Bag 2111
Kemptville, Ontario
K0G 1J0
herein after referred to as the "EOMF"

And: FOREST MANAGER

Overview:

The Eastern Ontario Certified Forest Owners is a collection of landowners promoting sustainable forest management through Forest Stewardship Council certification. Participants carefully manage their forests for economic and social benefits while maintaining the ecological integrity of the forest community. The Group Forest Certification Project of the Eastern Ontario Model Forest provides private forest owners affordable access to independent third party evaluation and certification of their forests and forest management practices.

This agreement serves as a partnership between the EOMF and the contracted forest manager. The EOMF and the forest manager mutually understand the following:

The working schedule may include duties but not restricted to:

Forest Management Plans
Forest Resource Inventory
Tree Marking & Boundary Establishment
Timber Sale Contracts
Timber Viewing for Operators
Forest Harvest Monitoring

The Forest Manager agrees to:

1. Conduct tree marking in a timely, professionally accepted fashion considering the landowner, forest and the EOMF forest certification project objectives. This tree marking activity will meet the Forest Stewardship Council's "Standards for Well Managed Forests in the Central and Southern Great Lakes-St. Lawrence Forests of Ontario", hereinafter called the "certification standard".
2. Provide services for a "Timber Sale Agreement", between a reputable forest harvester and participating landowners. After marking the agreed area this timber will be sold on behalf of the landowner at fair market value and consider the landowner provisions clearly stated in the "Timber Sale Agreement".
3. Provide monitoring services during the actual harvest to ensure all conditions of the "Timber Sale Agreement" are followed and ensure any non compliance is corrected immediately.
4. Conduct a post harvest inspection and sample forest damage and report to both the landowner and the EOMF project coordinator.
5. Be a direct liaison between the landowner, the EOMF project coordinator and the forest harvester.
6. Carry adequate liability insurance coverage.

The EOMF agrees to:

1. Ensure that all forest management activities carried out on the property under his/her direction is in compliance with the forest management plan approved by the EOMF and the certification standard.
2. Notify the landowner or contact person if there are scheduled changes with pre approved forest activities.
3. Establish permission for access to the property to in order to carry out the duties of tree marking, site viewing and harvest monitoring.
4. Pay the Forest Manager per working day.
5. Pay the Forest Manager per kilometre for EOMF related business mileage.
6. Ensure payment is made to the forest manager in timely fashion.

The EOMF will assist the forest manager with the implementation of these outlined duties. The EOMF can provide direct assistance with timber sale advertisement and data compilation and organization.

Furthermore, it is mutually agreed by the Forest Manager and the EOMF that:

The EOMF is not personally liable for any injury that may be incurred by any forest workers during the duration of this project.

This agreement shall remain in effect for the term of this forest operation.

EOMF

Forest Manager

Name

Name

Date

Date

Signature

Signature

APPENDIX D

SAMPLE MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING made in duplicate this ____ day of _____ 20____.

Between: Eastern Ontario Model Forest
P.O Bag 2111
Kemptville, Ontario
K0G 1J0
herein after referred to as the "EOMF"

And: RESOURCE MANAGER

WHEREAS **[the Resource Manager]** has agreed with the EOMF to participate as a partner in the Eastern Ontario Model Forest - Forest Certification Project in accordance with the provisions of this Memorandum of Understanding.

NOW THEREFORE in consideration of the mutual provisions of this Memorandum of Understanding, **[the Resource Manager]** and the EOMF agree each with the other as follows:

Definitions

The EOMF and **[the Resource Manager]** agree that, in and for the purposes of this Memorandum of Understanding:

- a) **Operating Fees** fees paid to the EOMF for certified wood
- b) **Resource Manager Certificate** – The EOMF will possess on behalf of the Eastern Ontario Certified Forest Owners
- b) **Certification standards** Refers to the Forest Stewardship Council's "Standards for Well Managed Forests in the Central and Southern Great Lakes-St Lawrence Forests of Ontario"
- c) **Forest Owner** Refers to landowners involved in the EOMF Forest Certification project
- d) **FSC** - Forest Stewardship Council of Canada.

Area of the Undertaking

This Memorandum of Understanding applies to those lands within the EOMF area managed by **[the Resource Manager]** hereinafter referred to as "**[the Resource Manager]** properties" and listed in Schedule "A" attached hereto, and which may be amended from time to time.

Project Scope

The Eastern Ontario Model Forest – Forest Certification Project, hereinafter referred to as the “project”, provides private Forest Owners affordable access to independent third party evaluation and certification of their forests and forest management practices.

To meet the requirement for a legally incorporated body, the EOMF will hold A "Resource Manager Certificate" from the Forest Stewardship Council on behalf of the Eastern Ontario Certified Forest Owners.

[the Resource Manager] is participating in the project as a producer and purchaser of forest products, as a representative of the Forest Owners of the **[the Resource Manager]** properties, and as the holder of an FSC Resource Manager Certificate for the **[the Resource Manager]** properties.

Term of Memorandum of Understanding

This Memorandum of Understanding shall remain in effect until March 31, 20___. This Memorandum of Understanding may be renewed subject to the mutual consent of both **[the Resource Manager]** and the Eastern Ontario Model Forest.

Undertaking

The Eastern Ontario Model Forest agrees to provide the services within the parameters of the project as outlined in Appendix “B”, attached hereto.

[the Resource Manager] agrees to perform provide the services within the parameters of the project as outlined in Appendix “C”, attached hereto.

Insurance

During the entire term of this Memorandum of Understanding, **[the Resource Manager]** agrees to have in force a general public liability and property damage insurance policy or policies with a limit of at least \$2,000,000 for each occurrence that protects **[the Resource Manager]** and any employee of **[the Resource Manager]** against claims arising out of any act or omission of **[the Resource Manager]**, any employee of **[the Resource Manager]**, or any of them, in performance or intended performance of this Memorandum of Understanding.

Comply with the Laws

[the Resource Manager] and **[the Resource Manager]**s’ employees and representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders, and all by-laws of all relevant local authorities.

Termination

If **[the Resource Manager]** does not perform its obligations as required by this Memorandum of Understanding, the EOMF shall notify **[the Resource Manager]**, in writing, of the deficiency with particulars thereof and **[the Resource Manager]** shall within 15 days of receipt of notice:

- a) rectify the deficiency; or

- b) Meet with the EOMF or a designate, in order to agree to the appropriate remedial action.

If the deficiency is not rectified or appropriate remedial action is not taken within 30-day period after the meeting noted in clause x (a), the EOMF may terminate this Memorandum of Understanding.

Termination

If the EOMF does not perform its obligations as required by this Memorandum of Understanding, **[the Resource Manager]** shall notify the EOMF, in writing, of the deficiency with particulars thereof and the EOMF shall within 15 days of receipt of notice:

- c) rectify the deficiency; or
- d) Meet with **[the Resource Manager]** or a designate, in order to agree to the appropriate remedial action.

If the deficiency is not rectified or appropriate remedial action is not taken within 30-day period after the meeting noted in clause x (a), **[the Resource Manager]** may terminate this Memorandum of Understanding.

Indemnity

[the Resource Manager] agrees to fully indemnify and save harmless the EOMF, their employees and agents from and against all claims, demands, actions, losses, expenses and legal fees whatsoever that may be taken or made against them or any of them or incurred or become payable by them, or any of them, arising out of any act or omission of **[the Resource Manager]** or the employees of **[the Resource Manager]**, or any of them.

Representatives

Upon entering into this Memorandum of Understanding, the parties agree to each designate a representative for the purposes of this Memorandum of Understanding and to give each other notice of their designated representative, and also agree that the designated representatives may deal with each other in respect of all matters arising out of this Memorandum of Understanding and that the decisions and acts of a designated representative shall be binding upon the party that designated the representative.

For the purposes of this Memorandum of Understanding, the designated representative of **[the Resource Manager]** is:
[the Resource Manager]

The designated representative of the EOMF is:

Scott Davis

Eastern Ontario Model Forest

P.O. Bag 2111 Kemptville, Ontario K0G 1J0

Both **[the Resource Manager]** and the EOMF agree that they may designate a different representative by providing notice in writing.

Schedules

The EOMF and **[the Resource Manager]** agree that the provisions of Schedules “A”, “B” and “C” to this Memorandum of Understanding form a part of this Memorandum of Understanding as if fully incorporated herein.

IN WITNESS WHEREOF the duly authorized representatives of the Eastern Ontario Model Forest and **[the Resource Manager]** have duly executed this Memorandum of Understanding.

[the Resource Manager]

Eastern Ontario Model Forest

Name

Brian Barkley

Title

Title

Date

Date

Witness

Witness

SCHEDULE "A"

To the Memorandum of Understanding between the EOMF and

[the Resource Manager]

List of Landowners

SCHEDULE “B”

To the Memorandum of Understanding between the EOMF and
[the Resource Manager]

For the purposes of this Memorandum of Understanding, the Eastern Ontario Model Forest agrees to:

Certification

Facilitate the certification of the ***[the Resource Manager]*** properties through the administration of certification audits.

Provide guidance to ***[the Resource Manager]*** in implementing the Forest Stewardship Council’s “*Standards for Well Managed Forests in the Central and Southern Great Lakes-St. Lawrence Forests of Ontario*”, hereinafter called the “certification standard.”

Maintain records of the ***[the Resource Manager]*** properties as required.

Communication

Maintain open communication with ***[the Resource Manager]*** by:

- Meeting annually with ***[the Resource Manager]***, and
- Following its audit schedule and communicating results to ***[the Resource Manager]***.

Forest Management

Develop EOMF Policies, in cooperation with ***[the Resource Manager]*** and other project partners, which govern the activities of the Forest Owners or their representatives in the project.

Offer periodic training in management planning, forest operations and/or certification.

Assist ***[the Resource Manager]*** to identify the habitat of unique species, such as vulnerable, threatened, and endangered species on ***[the Resource Manager]*** properties where the Natural Heritage Information Centre or local naturalists have previously recorded such habitat.

Support activities, which monitor the forests of eastern Ontario at a landscape level.

Operating Fees

Develop a tracking system to monitor the flow of wood from Forest Owners participating in the project to forest industry mills (excluding the ***[the Resource Manager]*** properties).

Ensure the Forest Owners participating in the project are aware of the operating fees payable for certified wood.

Collect the operating fees paid by ***[the Resource Manager]***. The operating fees will be used in a manner that is consistent with the EOMF Wood Purchasing Policy – Policy 2.1.

Compliance

Carry out periodic audits of the ***[the Resource Manager]*** properties to ensure compliance with this Memorandum of Understanding and the EOMF Forest Certification Policies.

Notify ***[the Resource Manager]*** when there has been non-compliance with this Memorandum of Understanding and outline the steps necessary to re-establish compliance.

SCHEDULE “C”

To the Memorandum of Understanding between the EOMF and
[the Resource Manager]

For the purposes of this Memorandum of Understanding, ***[the Resource Manager]*** agrees to:

Certification

Participate in the project with the goal of providing Forest Owners affordable access to independent third party evaluation and certification of their forests and forest management practices.

Pay to the EOMF reasonable incremental costs associated with certifying ***[the Resource Manager]*** as an FSC Resource Manager.

Provide to the EOMF updated records of ***[the Resource Manager]*** properties in the project, as required to meet certification standards.

Notify the EOMF in writing 30 days prior to removing any ***[the Resource Manager]*** properties from the project.

Communication

Maintain open communication with the EOMF by:

- Meeting annually with the EOMF, and
- Preparing a yearly report on the status of certification activities under ***[the Resource Manager]***'s management

Forest Management

Ensure that all forest management activities carried out on ***[the Resource Manager]*** properties are in compliance with the forest management plans, ***[the Resource Manager]*** Policies & Standard Operating Procedures, EOMF Forest Certification Policies, and the certification standards.

Provide the EOMF with an updated copy of ***[the Resource Manager]***'s Standard Operating Procedures at the time of signing this Memorandum of Understanding. ***[the Resource Manager]*** shall forward all new or revised operating procedures to the EOMF within 10-days of their implementation.

Operating Fees

Compliance

Grant access to ***[the Resource Manager]*** properties and related records to the EOMF or its agents to audit compliance to this Memorandum of Understanding and the EOMF Forest Certification Policies.

Develop action plans to address non-compliance issues identified by the EOMF.

APPENDIX E

SAMPLE MEMORANDUM OF UNDERSTANDING

Between: Eastern Ontario Model Forest
P.O. Bag 2111
Kemptville, Ontario
K0G 1J0
Herein after referred to as the "EOMF"

And: **FOREST INDUSTRY**

WHEREAS *[the Forest Industry]* has agreed with the EOMF to participate as a partner in the Eastern Ontario Model Forest - Forest Certification Project in accordance with the provisions of this Memorandum of Understanding.

Overview:

The Eastern Ontario Certified Forest Owners is a collection of landowners promoting sustainable forest management through Forest Stewardship Council (FSC) certification. Participants carefully manage their forests for economic and social benefits while maintaining the ecological integrity of the forest community. The Group Forest Certification Project of the Eastern Ontario Model Forest provides private forest owners affordable access to independent third party evaluation and certification of their forests and forest management practices.

To meet the requirement for a legally incorporated body, the EOMF will hold the "Forest Management Certificate" from the Forest Stewardship Council on behalf of the Eastern Ontario Certified Forest Owners (EOCFO). Upon certification, members of the EOCFO who have signed a Group Forest Certification Project Partnership Agreement with the EOMF will be allowed to use the Forest Stewardship Council label to market their forest products. Participating Forest Industries will have preferred access to FSC certified timber sold from participating landowners. This memorandum of understanding serves as a partnership between the Forest Industry and the Eastern Ontario Model Forest.

The Forest Industry and the Eastern Ontario Model Forest mutually understand the following:

The Eastern Ontario Model Forest agrees to:

1. Inform the Forest Industry of any pending timber sales from lands under management of the EOMF Forest Certification Project. Provide the Forest Industry with a copy of the tender "Bid Submission" sheet describing the timber sale, prior to the timber viewing date.
2. Inform the Forest Industry of the successful bidder for each timber sale carried out under the Group Forest Certification Project.
3. Guarantee that timber sold from the EOMF Forest Certification Project is FSC certified under the EOMF Certificate.
4. Ensure that wood tracking procedures are followed from the harvest site to the mill for Chain of Custody purposes using the established Bill of Lading Procedure.

5. Provide the Forest Industry with the current rate of Operating Fees to be paid under this Memorandum of Understanding as outlined in the Wood Purchasing Policy - Policy 2.1.

The Forest Industry agrees to:

1. Pay to the EOMF, operating fees as outlined in the Wood Purchasing Policy. Payments must be made within thirty days of the end of the month in which the wood is received.
2. Provide to the EOMF copies of scale data, detailing volumes by product, species, grade, and the date received for all wood purchased under this project.
3. Inform the EOMF of any wood received under this project that does not have an EOMF Bill of Lading.

This agreement shall remain in effect for the term of the forest certification project or until a written request for termination is received by either party.

Forest Industry

Name _____

Date

Signature

Eastern Ontario Model Forest

Name: Brian Barkley

Date

Signature

APPENDIX F

SAMPLE SALE OF STANDING TIMBER CONTRACT

This contract entered into this day of 20____, between_(Name and Address)
_____ hereinafter called the Seller, and _____(Name and Address)
_____ hereinafter called the Purchaser.

Description of Sale Area (See map, Appendix I).

Includes the following:

- Lot, Concession, Township, County;
- Area in hectares;
- Description of stand or compartment numbers (map should also be colour coded, hatched, etc to show the harvest area);
- Description of access, right-of-way, and locations for log piling and loading of trucks;
- Description of areas or parts of the harvest to be cut first (if applicable).

Now therefore this contract witnesseth:

- I. The Seller agrees to sell and the Purchaser agrees to buy for the TOTAL SUM OF _____ under the conditions set forth in this contract, only those trees specified in this contract on the above tract of land.
- II. (1) The Purchaser agrees to pay to the Seller (50% of sale price) (\$ _____), by bank draft or money order, upon the signing of this agreement and further agrees to pay the seller (50% of sale price) (\$ _____), by bank draft or money order within 90 calendar days of the signing of this agreement or prior to the commencement of logging operations, whichever comes first.
- III. (1) All marked trees, designated trees, or trees for sale, harvest, or felling, referred to in this contract have been marked.

(2) All trees of sawlog and pulpwood quality, which are designated for cutting, have been marked with yellow or orange rings at or about eye level and a yellow or orange slash below stump height.
- IV. The Purchaser agrees to buy, upon the terms herein stated, only those trees designated for felling (as per III (2)) as described in Appendix II.
- V. **The Seller further agrees to the following;**
 - (1) To guarantee title to the trees covered by this contract and to defend it against all claims at the Seller's expense.
 - (2) To ensure boundaries are clearly defined or marked, prior to the commencement of cutting.
 - (3) To guarantee that the Purchaser and its employees shall have the right-of-way over the property for the purpose of harvesting and removing the trees purchased herein via the existing routes on property as described in the "Description of Sale Area" on Page 1. The guarantee of right-of-way shall exist from the commencement of the harvesting and removal

which shall be no later than ____date____ to the completion of the harvesting and removal which shall be no later than ____date____.

(4) To guarantee that the Purchaser and its employees shall be allowed space for the purpose of log piling and loading trucks at locations agreed upon by the Seller and the Purchaser. This guarantee shall exist from the commencement of the harvesting and removal which shall be no later than ____date____ to the completion of the harvesting and removal which shall be no later than ____date____.

VI. The Purchaser further agrees to the following:

(1) The forest products sold herein shall be felled and removed from the property on or before ____date____. The Purchaser agrees that any trees, logs, treetops or other parts of trees remaining on the property after this date become the property of the Seller.

(2) To notify the Seller by telephone, or in writing, at least 72 hours before the commencement of logging operations.

(3) To fell only those trees designated for harvest that have been marked with yellow or orange rings at or about eye level and a yellow or orange slash below stump height.

(4) To fell and skid all trees designated for harvest so as to minimize damage to the residual stand and to prevent unnecessary damage to young growth and other trees not designated for cutting. Whole tree tops shall not be skidded.

(5) To cut trees in such a manner as to leave evidence of butt marking (yellow or orange) and so that the stump heights are not higher than the diameter of the stump, to a maximum of 60 cm.

(6) To reimburse the Seller as liquidated damages and not as a penalty, the rate of \$300 for each unmarked tree (not designated for harvest) that is felled to the ground. This shall not be construed as permission to cut any tree not designated for cutting.

(7) To reimburse the Seller as liquidated damages and not as a penalty, for all trees not designated for felling which are unnecessarily damaged due to carelessness by the Purchaser or its employees, as determined by the EOMF Policies and Procedures Manual under the Logging Damage Standard.

(i) At the rate of \$ 50.00 for each tree greater than 10 cm but less than 30 cm diameter at the stump.

(ii) At the rate of \$ 100.00 for each tree 30 cm or greater in diameter at the stump.

(8) To repair to original condition immediately after harvesting and removal have been completed, all damage caused by logging to roads, trails, fences, survey/boundary line markers, mining claim lines, culverts, bridges, utilities or other improvements damaged beyond ordinary wear and tear

(9) That any felled trees lost through theft, or destroyed or devalued in any way by fire, hurricane, tornadoes, lightning, ice storms, insects or diseases, during the term of this agreement, such losses shall be borne entirely by the Purchaser.

(10) (i) That all trees designated for harvest shall be felled to the ground. Partially severed standing trees and lodged trees must be pulled to the grounds by the Purchaser daily.

(ii) All tops and slash are to be cut to within 1.2 metres of the ground. All such logging debris is to be cleared from all roads, trails, watercourses, and property adjoining the woodlot (daily).

- (11) That no garbage or litter will be left on the property during or after the operation.
- (12) Not to assign this contract to a third party, in whole or in part, or employ subcontractors, without prior written consent of the Seller.
- (13) To obtain at its expense all permits from public authorities, which may be required in connection with the performance of this contract and to comply with all municipal, provincial, federal and other laws, statutes, ordinances and requirements.
- (14) To indemnify and save harmless the Seller from and against all claims, demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted for any damage or injury to persons or property occasioned in the carrying on of the operations of the Purchaser under this agreement or by any neglect, misfeasance, or nonfeasance on the Purchaser's part or on the part of persons employed by him or under his control.
- (15) That the Seller is released from any and all claims for injury or damage to property, however caused, which may be sustained by the Purchaser or its employees while carrying out operations on the woodlot under this agreement.
- (16) During the entire term of this contract, the Purchaser agrees to have in force a general public liability and property insurance policy or policies with a limit of at least \$1,000,000 for each occurrence that protects the Seller and the Purchaser against any claim arising out of any act or omission of the Purchaser, any employee of the Purchaser, or any of them, in the performance or intended performance of this contract.
- (17) The Purchaser agrees to comply fully with all the requirements of the Workplace Safety and Insurance Act and, without limiting the generality of the foregoing, agrees to pay all assessments made under the said Act against the Purchaser.
- (18) To take all necessary steps to prevent and to suppress any forest fire on the sale area.
- (19) To comply with the following "Standard Operating Procedures" from the Eastern Ontario Model Forest, Forest Certification Policies and Procedure Manual in effect at the date this agreement was commenced:
- Access Standard Operating Procedures (SOP 2.0 to 2.5);
 - Harvest Standard Operating Procedures (SOP 3.0 to 3.5);
 - Forest Protection Standard Operating Procedure (SOP 4.3);
 - Environmental Protection Standard Operating Procedure (SOP 6.0).
- (20) All harvesting and access activities shall be confined to the approved areas described under "Description of Sale Area" on page 1.

Optional conditions:

- The Purchaser further agrees to deliver all pulpwood volume to _____.
- All merchantable material six (6) inches and greater shall be utilized and extracted _____.
- Harvesting and/or access activities are permitted in the area described as ___ stand, compartment, etc on map___ only during the following time periods (may be for winter operations only, or other timing requirements)
- *Where all conditions of the Timber Sale Agreement were met, plus the Site Damage and Damage to Residual Stand standards were exceeded by 50% the seller will reimburse the purchaser by \$___-*

(VII) The Seller and the Purchaser further agree:

(1) The Seller retains the right to conduct inspections in person and/or assign an agent to conduct inspections of the cutting operations from time to time and to order the immediate cessation of all work if any violation of this contract occurs.

(2) The Forest Manager may temporarily suspend operations and order an immediate cessation of all work when site damage is occurring or is likely to occur due to environmental conditions. These circumstances normally occur during the spring and fall.

(3) In the case of any dispute as to the meaning of any of the provisions of this agreement, the Seller and the Purchaser agree to submit such dispute to arbitration in accordance with the Arbitration Act. Each contracting party will select one arbitrator and the two arbitrators selected shall select a third arbitrator, and the decision of the arbitrators shall be final.

Signed in duplicate this _____ day of _____ 20 ____.

(Witness for the Purchaser)

(Purchaser)

(Witness for the Seller)

(Seller)

(Witness for the Seller)

(Seller)

BID SUBMISSION

This bid package will remain sealed until opened by (the Seller). Bids will be accepted until 12:00 p.m. (noon) -----, 20--.

On the attached Timber Notice you have been provided with an **estimated volume** by species and grade for the trees to be harvested. You may opt to view the forest to be harvested personally or may assign an agent to inspect the timber on your behalf. Volumes were determined by the following method:

- Diameters of all trees designated for harvest were measured at breast height (DBH) in inches;
- The grade and/or product quality of each tree was determined;
- The _____ volume tables were used to calculate volumes.

Volumes by species, grade, and product were estimated using the above methods, and are not guaranteed.

Pulpwood produced from this sale has access to Domtar – Cornwall. (provided it is representative of the species and product quality on site)

Operating Fees: In an effort to continue to provide a steady flow of well managed wood into the marketplace as well as offset the costs of forest certification the Eastern Ontario Model Forest (EOMF) has established an upset price for all forest products harvested under this program.

I _____ (Bidder) agree to pay the EOMF an additional upset price as per the EOMF wood purchasing policy for boltwood, pulpwood or fuelwood from this sale that has a destination point OTHER than Domtar, Cornwall and an additional price of \$_____ per cubic metre (\$_____ per MBM) for sawlogs, veneer, or other specialty products not delivered to a destination that has agreed with the EOMF to pay the operating fees. **NOTE – this upset fee is based on the actual volume harvested and the fee is in addition to your Lump Sum Bid.** An EOMF representative will determine the actual volume of boltwood, pulpwood or fuelwood harvested.

The successful Bidder agrees all truckloads leaving the harvest site will have a fully completed “Bill of Lading” with the load.

For all pulpwood delivered to Domtar, Cornwall, Domtar agrees to pay the upset price on behalf of the Bidder.

The successful bidder will be required to enter into a “Timber Sale Agreement” with the seller. The successful bidder will also be required to post a performance bond in the amount of \$_____ by bank draft or money order, upon the signing of the Timber Sale Agreement, with the EOMF. The performance bond will be returned in full upon the successful completion of the harvest, and all conditions of the Timber Sale Agreement have been met. *Where all conditions of the Timber Sale Agreement were met, plus the Site Damage and Damage to Residual Stand standards were exceeded by ?% the seller will reimburse the purchaser by \$____-*

I _____ would like to place a Lump

Sum bid of \$_____ for the marked standing trees.

Half of the payment (in the form of a money order/bank draft) will be made upon signature of the Timber Sale Agreement with the balance due before harvesting begins or with agreed terms from the Seller. The highest or any bid received not necessarily accepted.

Bids can be sent directly to the seller __name and address__ or faxed to Scott Davis (613) 258 – 8363 and will be accepted until 12:00 p.m. (noon) on) -----, 20--. All bids will remain sealed until opened by the Seller.

DATE

SIGNED

APPENDIX G
LEGAL REQUIREMENTS RECORD

(Confidential)

**FOREST WORKER'S
NAME & ADDRESS:**

OPERATIONS PERMITTED:

MANDATORY REQUIREMENT

**EXPIRATION DATE
(if applicable)**

IE: CHAINSAW CERTIFICATION	JAN 2004

APPENDIX H CORRECTIVE ACTION REQUEST (CAR)

Purpose:

The purpose of the corrective action request (CAR) is to request alternate or corrective measures to the implementation of any Policy or repeated non-compliances of forest management or any associated activities, which negatively affect the Forest Stewardship Council certificate. This is a standard procedure to request alternative action, and if compliance is followed the situation is completed. If non-compliance is continued, the Dispute Resolution Policy will proceed. The (CAR) should be viewed as a formal request to change actions. All information and detail will be kept confidential.

Project Coordinator _____

Date _____

Name of person in non-compliance _____

Contact Information _____

Land Location _____

Reason for Corrective Action

Corrective Action Required and Timelines

Comments of person in non-compliance

Project Coordinator Comments

Was resolution reached? _____

Was this a reasonable request for corrective action? _____

Is further corrective action required? _____

PRISM TALLY: 2 m²/ha

STAND ANALYSIS TALLY

Total Trees () X Basal area factor X # of stations = Actual Basal area per hectare ()

Comments

APPENDIX J

Forest Operations Prescription

The following document represents the recommended forest operations prescriptions for the property owned by Mr. **Name**. The prescriptions are listed by compartment and are hereby certified to be appropriate for the actual conditions encountered. This document can be considered valid for a period of one year from signing date.

The application of the Professional Seal to this document signifies that the contents conform to the Code of Ethics and professional forestry standards.

RPF Signature:

Name: **Mark Richardson R.P.F.**

Date: _____

Signature: _____

Prescription Author (s):

Name: **Mark Richardson** Signature: _____

Name: _____ Signature: _____

Landowner Verification

The landowner hereby acknowledges that he/she has reviewed and received a copy of the following Prescription Analysis.

Name: _____

Date: _____

Signature: _____

Section 1: Landowner and Property Information

Property Owner:

Owner Address:

Contact Information: Home:
 Office:
 Email:

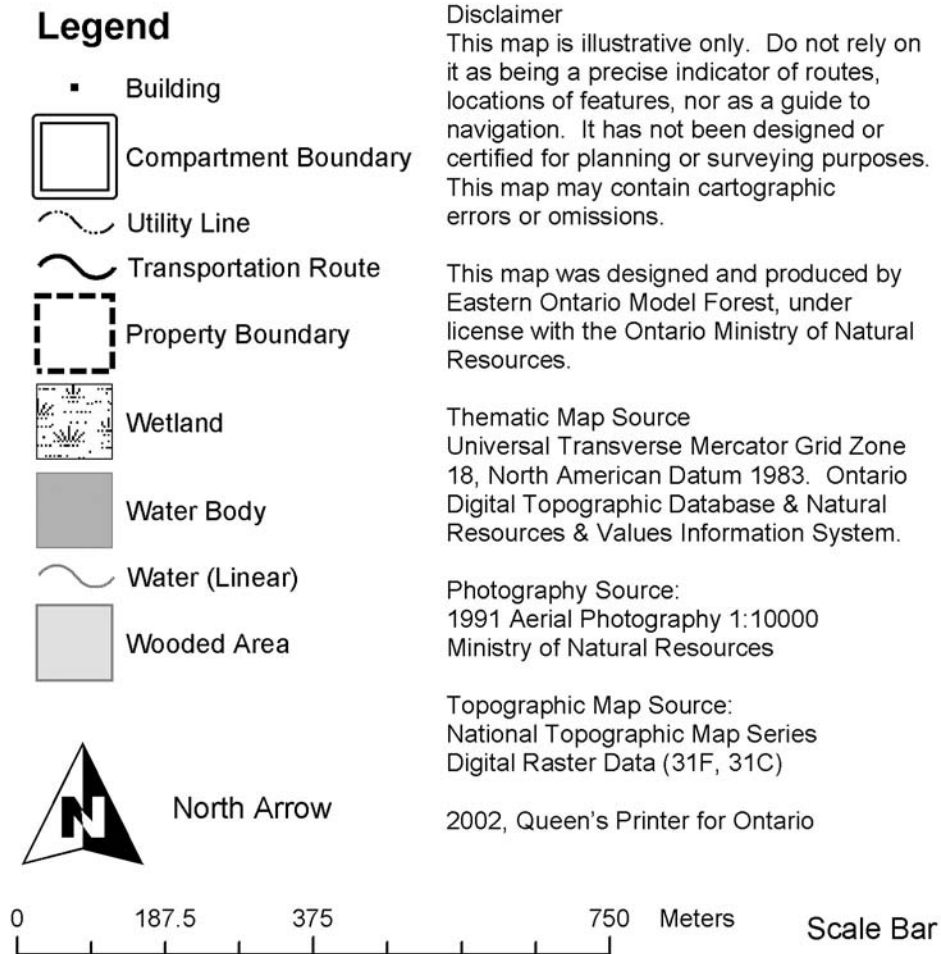
Property Location: Lot:
 Con:
 Township:
 County:

Property Area: Hectares (Acres)

Section 1: Landowner and Property Information

Property Maps:

The following two maps detail property location and property administrative features. The legend associated with these maps is as follows.



Section 1: Landowner and Property Information

Property Location Map

Name:	
Lot:	Con:
Twp:	

Insert Map Here

Property Administrative Map

Name:	
Lot:	Con:
Twp:	

Insert Map Here

Section 2: Forest Compartments Map

Landowner:

The forest compartment map was used for the determination of compartment areas, values location and stream buffers. The classification of forested areas into definable compartments of similar species is critical for the development of appropriate management prescriptions. Please note: compartment boundaries may differ from those identified in other management plans such as MFTIP which does not standardize a classification system.

Data Source

FRI (1991) and OBM (1991) data were used to identify stand types and special features. Classification of FRI stands into Forest Compartments was done using the forest cover information provided in "*A silvicultural guide to managing southern Ontario forests*" (OMNR 2000)

Compartment Summary :

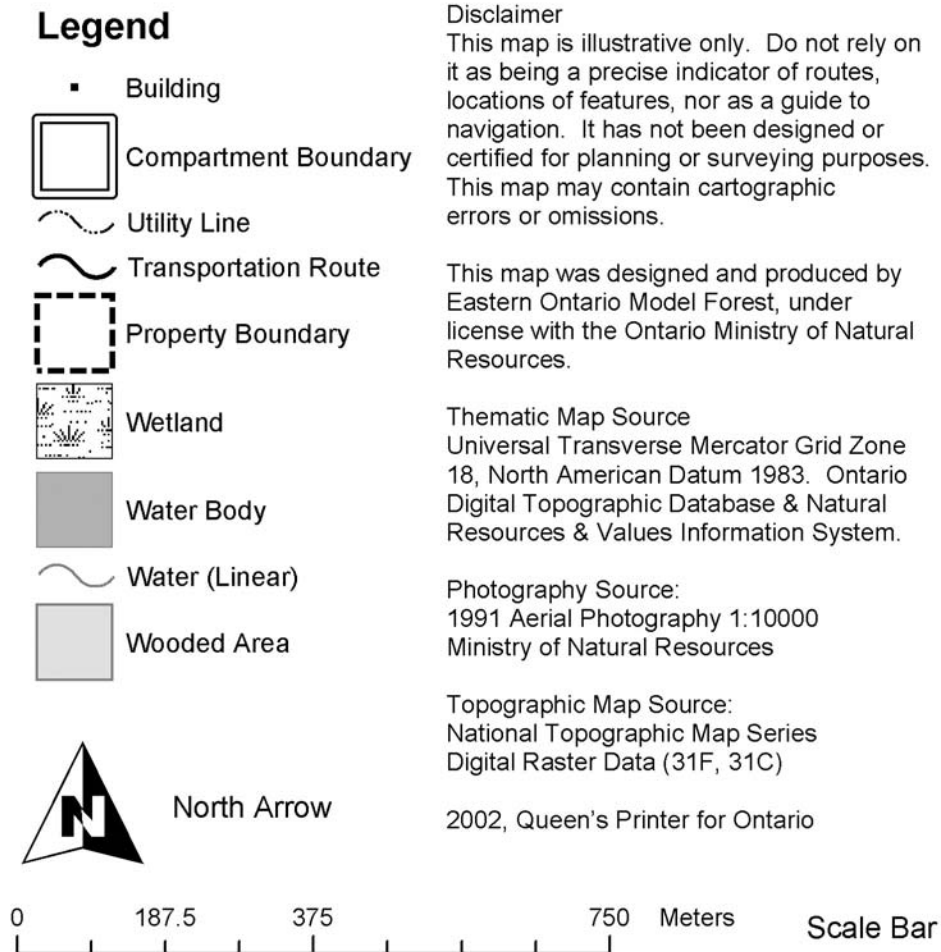
Compartment Number	Forest Cover Type ¹	Compartment Area (Hectares)	Compartment Area (Acres)
	Total		

Please Note: Compartment and Total Areas were interpreted from GIS/GPS data. They may not be consistent with Property Area listed in Section 1.

¹ Silvicultural Guidelines to Southern Ontario Hardwoods - Section 6 (pages 140 to 322)

Section 2: Forest Compartments Map

The following legend represents features found on the Property Forest Compartment Map found on the next page. The features listed in the legend may or may not be present on your map. Special features, identified during the inventory and marking are also listed.



Forest Compartment Map

Name:	
Lot:	Con:
Twp:	

Insert Map Here

Section 3: Inventory Collection Information

Inventory data are used to develop management recommendations for the different compartments. The inventory summaries for each identified compartment are listed in Section 4 in both tabular and graphical form. The inventory results provide a basis by which one stand or forest type can be compared to what is recommended by forest managers. The inventory conducted for the purposes of this exercise should be updated before the next scheduled harvest or after 3 years from the date of the current inventory if no harvesting has taken place.

Property Owner:

Inventory Date

Inventory Crew

Inventory Methodology

- Bulleted list of particulars

I certify that the data collected during the inventory was collected to the best of my ability and adequately represents the woodlot in which it was collected.

Signature: _____; Date: _____

Section 4: Inventory Analysis by Compartment

Compartment 1

Total Compartment Area:

Hectares

Acres

Forest Cover Type:

Landowner Objectives

General Forest Condition:

Access:

Marking Colour Scheme:

Feature Type	Identification	Work Required

Section 4: Inventory Analysis by Compartment

Compartment 1 (continued)

Compartment Values

This section identifies any compartment values located during either the site visit(s) or the inventory. Features identified after the prescription, during the marking operation are listed in Section 6.

Value	Description	Prescription

Compartment Working Area

Compartment working area is the area available for forest management activities. Areas identified as protection areas in the Compartment Values section have been removed from the Total Compartment Area

Total Compartment Area		
Less Identified Exclusion Areas		
Compartment Working Area		hectares

Available Working Area:

Hectares

Acres

Inventory Summary (table and graph)

Table 1 Inventory data summary compartment 1 – Basal Area

Figure 1 Inventory data summary graph – Basal Area

Section 5: Compartment Treatment Prescription

Landowner:

Compartment Number:

Compartment Working Group:

Prescription Summary:

Total Area for Treatment (Ha)			
Description:			
Objectives:			

Tree Marking		
Paint Colour		
Trees to Harvest		
Trees to retain		
Boundaries		
Special features (AOC)		

Prescription Details:

Harvest Activities Prescription:

Landowner: NAME

Section 5: Compartment Treatment Prescription

Renewal and Tending:

Road Locations, Skid Trails and Landings

Section 6: Additional Features

This section lists additional features identified during marking operations. It also details actions and modifications to the original prescription taken by the tree marker in the field.

Property Owner:

Comp	Feature	Actions Taken	

Tree Marking -- Audit Report

APPENDIX K

☐ CONIFER

☐ HARDWOOD

 Lot/Conc: _____
 Township: _____
 Stand Number: _____

 Auditor: _____
 Auditor: _____
 Contractor: _____
 Landowner: _____

 Signature: _____
 Signature: _____
 Contract #: _____
 Date of Audit: _____

Field Tally Summary

Total Number of Prism Plots =

Size Classes	AGS		UGS		TOTAL	
	Marked	Residual	Marked	Residual	Marked	Residual
Poles (10-24 cm)					0	0
Small Logs (26-40 cm)					0	0
Medium Logs (42-48 cm)					0	0
Large Logs (50 cm+)					0	0
Total Number of Trees	0	0	0	0	0	0
BA (m ² /ha)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL ~ BA (m ² /ha)	#DIV/0!		#DIV/0!		#DIV/0!	
95% Confidence Intervals for the Residual Basal Area (m2/ha)					Lower	#DIV/0!
t-value = 2.776 % BA Marked = #DIV/0!					Upper	#DIV/0!

Size Classes	Wildlife Attributes					
	Cavity Trees		Mast Trees		Conifers	
	Marked	Residual	Marked	Residual	Marked	Residual
Small Logs (26-40 cm)						
Medium Logs (42-48 cm)						
Large Logs (50 cm+)						
Total Number of Trees	0	0	0	0	0	0
	Marked	Residual	Marked	Residual	Marked	Residual
Number per Hectare	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total per Hectare	#DIV/0!		#DIV/0!		#DIV/0!	
95% Confidence Intervals for Number Residual per Hectare	Lower	Upper	Lower	Upper	Lower	Upper
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Tree Infractions Summary & Tree Marking Quality (TMQ) Assessment

Number of Infractions	1 - Paint Application	2 - Spacing	3 - Species Priority	4 - Quality Choice	5 - Size Priority	Total
						0
TMQ = TT (total number of trees assessed) - TTI (total number of infractions recorded)/TT * 100 $TMQ = \frac{(TT - TTI)}{TT} * 100 = TMQ$ $TMQ = \frac{0 - 0}{0} * 100 = \#DIV/0!$						
95% Confidence Intervals for the TMQ					Lower	#DIV/0!
					Upper	#DIV/0!

Stand Level Infractions Summary and Overall Audit Rating

Stand Level Infractions				Overall Rating
Code		Satisfactory	Unsatisfactory	
A	Marked in Reserves	N/A	_____	ACCEPTABLE _____
B	Marked Outside Block	N/A	_____	
C	IRM Considerations	_____	_____	UNACCEPTABLE _____
D	Residual Basal Area	_____	_____	
E	Residual Crown Closure	_____	_____	

Appendix L

Raptor Nest Form

Date _____ 20 . . Forest Manager Name _____

Forest Owner Name _____

Lot _____ Conc _____ Township _____

EOMF Project Coordinator Phone: 613-258-8422

Nest No. on the attached map	
-------------------------------------	--

Nest Active	Yes	No	Unsure
	hawk species		probable hawk species

Evidence of Activity

- bird(s) present (describe) _____
- other _____
(consider: whitewash, green decoration, fresh sticks (white ends visible), down feathers, eggshells nearby)
- none

Nest features or **Number of nests in a colony** _____
(describe condition below, skip other features)

- Location in the tree & height _____
- Size of nest: width _____ depth _____
- size of sticks _____
- nest condition _____

Nest tree

- tree species _____
- tree diameter DBH _____cm
- tree was marked with (paint / tape / color) _____

Appropriate Buffer Implemented _____

Location & Comments (describe and/or draw; if GPS data – indicate NAD)

--

Enter form into Section #6 in the Forest Operations Prescription

December, 2003

Raptor Nest reporting procedure

Any new nest believed to be constructed or used by a raptor must to be reported to the landowner for updating the Managed Forest Plan and to the EOMF Project Coordinator for updating values' database.

When a nest or colony of nests is located on landowner property:

- 1) If nest encountered during marking operation: mark nest tree with blue ring and a letter N. Follow AOC guidelines (SOP 1.5 Areas of Concern).
If marking operation not involved, mark tree with blue tape for follow-up.
- 2) Fill in the Raptor Nest Form.
- 3) Mark the location on **FRI map** as accurately as possible. Use **X** mark to pinpoint. Map should be suitable for standard (black & white) photocopy.
- 4) Number multiple nests on the map (see next step). Reference the nest number on the form.
- 5) Treat a colony as one entity, i.e. no need to number individual nests, but try to indicate the extent of the colony by multiple x-marks or an outline of the colony.
Note: the distance from a shore of a wetland is important for AOC planning.
- 6) Submit a package of Form(s) and map(s) to landowner and EOMF Project Coordinator for further processing.

When nests are located outside landowner property within a distance that would clearly affect landowner property according to the AOC prescriptions in the EOMF Forest Certification Policies and Procedures Manual: follow steps 2 – 6 above.

APPENDIX M

TREE SPECIES OF CONCERN

Species	Conservation Concern	Note
Black Spruce	Southern edge of range/ limited distribution	groups/stands of trees
White Spruce		groups/stands of trees
Hackberry	Northern limit of range/ limited distribution	groups/stands or individual trees
Black Maple	Rare	groups/stands or individual trees
Shagbark Hickory	Shagbark Hickory in northern section of District - uncommon	groups/stands of trees/ note regeneration
American Elm *	Dutch Elm disease	Large trees > 50cm dbh and disease free
Pitch pine	Scattered stands/ limited distribution	stands and individual trees/ note presence absence of regeneration
White Oak	Northern Limit in northern section of District	groups/stands or individual trees
Butternut *	Butternut canker	Note any trees and presence/absence of canker
Red spruce	Limited distribution	groups/stands or individual trees
Black ash	Reduced abundance	Record groups of trees
Hemlock	Reduced abundance	groups/stands of trees

* Record location and forward information to:

Forest Gene Conservation Association
Suite 233, 266 Charlotte St.
Peterborough ON K9J 2V4

barb.boysen@mnr.gov.on.ca

Tel: 705-755-3284

Fax: 705-755-3292

APPENDIX N



EASTERN ONTARIO MODEL FOREST BILL OF LADING

00001

Landowner _____

Date _____

Contractor/Operator _____

Time Out of Bush _____ AM
PM

Lot/Concession _____

Destination _____

Township _____

Vehicle ID _____

Other _____

Vehicle Type _____

Product (Circle)

Veneer Sawlogs Boltwood Tree Length

Pulp Chips Fuelwood Other _____

Driver's Signature _____

Pieces/Volume

Species

White – 1st copy (Landowner; deposit in box at harvest site)

Blue – 3rd copy (Stays in book (EOMF)

Yellow – 2nd copy (Contractor/Operator)

White – 4th copy (Destination)

APPENDIX O

LANARK COUNTY FIRE CHIEFS

Chief Dave Bell

Perth Fire Department

1881 Rogers Road
Perth, ON K7H 1P6

Fire Emergency: 267-1234
Station Phone: 267-5069
Fax Number: 267-5589
Work Number: 267-5574
Cellular: 264-4477

Chief Art Brown

Mississippi Mills Fire Department

Almonte/Ramsay Station #1
P.O. Box 702

Almonte, ON K0A 1A0
Fire Emergency: 256-1234
Station Phone: 256-1589
Fax Number: 256-4612
Work Number: 1-800-267-5516
Cellular: 769-4731

Chief Rick Hanna

B B D & E Fire Department

14 Sherbrooke Street West
Perth, ON K7H 1A1

Fire Emergency: 267-2030
Station Phone: 267-2596
Fax Number: 267-8561
Work Number: 267-2596
Cellular: 267-4025

Chief Joel Gorman

Smiths Falls Fire Department

77 Beckwith Street North
Smiths Falls, ON K7A 2B8

Fire Emergency: 283-1234
Station Phone: 283-5869
Fax Number: 283-4764
Work Number: 283-5869

Chief Gord Kemp

Lanark Highlands Municipal Office

P.O. Box 340
Lanark, ON K0G 1K0
Fire Emergency Calls -

Lanark Village: 259-2232
Lanark Township: 259-2115
Darling Township: 267-6446
Lavant Dalhousie &
North Sherbrooke: 278-2222
Station Phone: 259-2348
Work Number: 259-2398
Fax Number: 259-2291

Chief Morley Black

The Ocean Wave Fire Company

15 Coleman Street
Carleton Place, ON K7C 4N9

Fire Emergency: 257-1144
Station Phone: 257-5526
Fax Number: 257-2762
Chief's Office: 257-2762
Work Number: 257-1184
Cellular: 257-9122

Chief Bill McGonegal

Beckwith Fire Department

R.R. #2
Carleton Place, ON K7C 3H2

Fire Emergency: 257-2222
Station Phone: 257-1749
Fax Number: 257-4588
Work Number: 257-2918
Cellular: 229-2912

Chief Ron Haskins

Montague Township Fire Department

P.O. Box 755
Smiths Falls, ON K7A 4W6

Fire Emergency: 283-1234
Station Phone: 283-3112
Fax Number: 283-3112
Work Number: 283-7478
Pager: 384-3139
Cell: 812-0454

Chief Jay DeBurnardi

South Sherbrooke Fire Department

P.O. Box 561
Perth, ON K7H 3K4

Fire Emergency: 273-1234
Station Phone: 268-2077
Fax Number: 268-2599
Work Number: 795-4722

APPENDIX P

EOMF FOREST OPERATION INSPECTION REPORT

BACKGROUND INFORMATION

	Landowner	Land Size	Date	County	Township	Year
--	-----------	-----------	------	--------	----------	------

PURPOSE OF INSPECTION

<input type="checkbox"/> Start-up <input type="checkbox"/> Partial	<input type="checkbox"/> In-Progress <input type="checkbox"/> Completed	<input type="checkbox"/> Audit	- Follow-up to Report # _____ - Final Report # _____	Additional Information
---	--	--------------------------------	---	------------------------

METHOD OF INSPECTION

<input type="checkbox"/> Ground	<input type="checkbox"/> Aerial	<input type="checkbox"/> Remote Sensing	<input type="checkbox"/> Other
---------------------------------	---------------------------------	---	--------------------------------

OBSERVATIONS

Activity	In Compliance			Significance	Comments
	Y	N	Not Checked		
Access					
Aggregate					
Water Crossing					
A.O.C.					
Harvest					
Wasteful Practice					
Wood Measurement/Movement					
Renewal					
Tending					
Protection					
General					

☐ Additional Information Attached
 ☐ Map Included

DESCRIPTION OF DESIRABLE/UNDESIRABLE SITE CONDITIONS OBSERVED (I.E. INSECT DAMAGE, BLOWDOWN, WASHOUTS, TC.)

Indicate Number of Road Washouts	
Action Requested (immediate)	
Action Requested (long term)	
Follow-up	

 Follow-up Actions: ☐ None ☐ Investigations ☐ CAR ☐ Further Inspections ☐ Communicate with landowner ☐ Training Required

Date	Inspector's Name	Inspector's Signature	Sent to EOMF <input type="checkbox"/> Yes <input type="checkbox"/> No
------	------------------	-----------------------	---

APPENDIX Q - LOGGING DAMAGE ASSESSMENT

Silvicultural System: _____

Lot/Conc _____ Inspector: _____ Signature: _____

Township: _____ Auditor: _____ Signature: _____

Stand Number: _____ Contractor: _____

Landowner: _____ Date: _____

Comments: _____

Plot#		Poles 10-24cm		Small Log 26-40cm		Medium 42-48cm		Large Log 50cm+		Total All Sizes		Total	Comments		
		AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS	AGS	UGS				
1	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
2	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
3	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
4	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
5	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
6	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
7	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
8	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
9	Damaged (major)														
	Undamaged														
Skid Trails Encountered (m)						Moderate:		Major:		Extreme:		Total:			
10	Damaged (major)														
	Undamaged														
Total Skid Trails Encountered(m)						Moderate:		Major:		Extreme:		Total:			
Total Trees Damaged													Total Residual BA of Stand:		
Total Tree Undamaged													BA With Major Damage:		
BA Damaged													% BA With Major Damage:		
BA Undamaged													Cruise Line Distance (m):		
BA Damaged													Skid-Trails encountered (m):		
BA Undamaged													% of Stand Covered by Skid-trails:		

APPENDIX R - Utilization Summary -- Field Tally

Lot/Cont: _____ Auditor: _____ Signature: _____
 Township: _____ Auditor: _____ Signature: _____
 Stand Number: _____ Contractor: _____ Date: _____
 _____ Landowner: _____

Line No. _____ Compass Bearing : _____
 Area Surveyed : _____ m (length) X 10 m (width)
 Area Inspected : _____ ha. (1 ha = 10,000 m²)

INSPECTION CRITERIA		WASTEFUL PRACTICES																		
	Species	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46
High Stumps	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
Long Butting < 8'	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
Merch Timber - Cut	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
Merch Trees - Uncut	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
Lodged Trees	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
Unmarked Trees - Cut	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			
S/M Trees Uncut	Conifer																			
	Swd																			
	Hwd																			
	TOTAL																			

COMMENTS :

APPENDIX S

Post-Cut Survey

Location Mapsheet _____ Landowner _____

Township _____ Stand ID _____

Background & History

Update-

Attributes, Comparisons and FRI update Source of Data ---> prism ocular

Attribute	Original FOP data	Intended Target Condition	Current Condition	FRI update
Year of Origin				
Stage of Development				
Management Consideration				
Accessibility Indicator				
Species Composition				
Stocking				
Height [m]				
Site Class				
Working Group				
Age Structure Indicator (circle)		Even- Un-even	E U	E U
Ecosite				
Ecosite source of Data Update				
Basal Area Distribution by DBH class (SELECTION ONLY)			provided on reverse side of this form	provided on reverse side of this form

Stage of Management (shelt. only)	Ct P S F L		next cut: P S F L	P S F L
-----------------------------------	------------	--	-------------------	---------

Additional - Silvicultural Effectiveness Monitoring

Silvicultural system				
Basal Area m ² /ha				
AGS / UGS ratio (Selection)		increase		
Crown closure (Shelterwood)				
Residuals & Seed Trees / ha				
Non-Productive Forest	enter OW or TW or B&A or R -->			

Preliminary Analysis of Silvicultural Success

Post-Cut Survey

Stand ID

,200..

Cruiser's Name

Date _____

[illegible]

1 dot for 1 species in 1 quad.

1 2 3 4 5 6 7 8 9 10
Clusters (4-quadrants each)

Regen. Notes:

[illegible][illegible]

Height [m]	Age [yrs]	Site Class
---------------	--------------	---------------

Cruisers Comments:

APPENDIX T

Fuel and Oil Spills Accidental Discharge Report Form

Name of Company or Contractor _____

Date of Report _____

Location

Township _____	Lot _____	Concession _____
More Specific Location of Spill _____		
(i.e. On Road, Landing, along skid trail etc.) _____		
(Include a sketch of more exact location on back of this sheet) _____		
	Yes	No
Was spill in, or did it get into any water or water body?	<input type="checkbox"/>	<input type="checkbox"/>
Was spill near any water or body of water?	<input type="checkbox"/>	<input type="checkbox"/>
Is area restricted from public access?	<input type="checkbox"/>	<input type="checkbox"/>

Time

Date of Spill: _____	What time did it occur? _____
How long did the discharge last? _____	

Product and Volume of Spill /// Adverse Effects

	lits or gal
What was spilled? _____	Estimate of How Much was Spilled _____
What caused the spill? _____	
(i.e.. hose or fitting broke etc.) _____	
What contributed to the cause? _____	
(i.e.. stick or stake caught hose, wear, _____	
stick slipped and hit fitting, etc.) _____	
Were there any adverse effects observed _____	
or potential adverse effects? _____	

Action Taken

What was done to contain the Spill? _____	
By whom? _____	When? _____
What was done to clean up the Spill? _____	
By whom? _____	When? _____

Disposal of Contaminated Material

How was Contaminated material _____	
disposed of? _____	
Where was material disposed of? _____	
By whom? _____	When? _____

Name of author of this report _____

Signature _____

Contractor name if different from above _____

Signature _____

APPENDIX U

GUIDELINES FOR NON-COMMERCIAL HARVESTING

- The objective of harvesting wood for personal use (non-commercial) should be part of your Management Forest Plan
- Consider hiring a certified Ontario Tree Marker to mark your woodlot or section of your woodlot with the objective of providing wood for personal use, i.e. fuel wood
- 10 cords/year (24m³) is considered personal use. If the landowner's needs for personal use wood exceed this amount, the EOMF Project Coordinator should be contacted.
- Personal use wood must not be removed from a woodlot or portion thereof previously managed under the EOMF Forest Certification project.
- Consider site conditions prior to harvesting ie: it may be more appropriate to log when ground is frozen.
- For fuel wood, concentrate harvesting on Unacceptable Growing Stock trees not suitable for wildlife purposes.
- The EOMF will provide periodically - an "Introduction to Tree Marking" short course which will enable participating forest owners to mark their own fuel wood but this training would not be adequate for commercial harvest operations.

Not all UGS trees should be removed

Consider residual basal area, crown closure, variety of species, tree sizes.

Priority for removal;

Diseased trees ie: Nectria (Target canker), Eutypella (Cobra canker);
Fomes rot, Hypoxylon fungus, armillaria, Beech Bark disease and Dutch Elm disease.

Trees with insect borer wounds

Trees with Low vigour

Trees with dark-faced wounds

Trees with open frost cracks

Trees with black bark (mold fungi)

Trees with severe lean or sweep

EASTERN ONTARIO CERTIFIED FOREST OWNERS PROJECT LANDOWNER APPLICATION

Name(s): _____ Date: _____

Mailing Address: _____

Phone Number: (____) _____ Email: _____

Fax Number: (____) _____

Location of your woodlot: Lot: _____

Concession: _____

County: _____

Township: _____

Size of your woodlot (please specify in acres) _____

What are your main objectives for the woodlot? (Please rank them from 1 (highest)
to 6 (lowest)

_____ Harvest Forest products _____ Obtain a return on investment

_____ Provide recreational opportunities _____ Enhance wildlife habitat

_____ Protect the environment _____ Produce maple syrup

Do you already have a forest management plan? Yes ____ No ____

If yes, what is the current status? _____

Do you have a Managed Forest Tax Incentive Plan? Yes ____ No ____

If yes, what is the current status? _____

Other ____ please specify: _____

None ____

Do you harvest some wood for personal use? Yes ____ No ____

How much (specify cords/board feet)? _____

What is the history of the property? _____

What are your goals, objectives and special interests with respect to your woodlot?

What do you want your property to look like in 10, 15, 20, 100 years?

What economic expectations do you have for your woodlot?

What personal experiences can you contribute to the group (e.g. member of a community group, business skills etc.)?

Thank you for your interest in the Eastern Ontario Certified Forest Owners Project, if you require any more information please feel free to contact Scott Davis at (613) 258-8422 or email at sdavis@eomf.on.ca.

EOMF LANDOWNER FILE CHECKLIST

(FOR RETENTION AT EOMF OFFICE - confidential)

LANDOWNER NAME _____

ADDRESS

PHONE # _____

PROPERTY LOT _____ **CONC** _____ **TOWNSHIP** _____

REQUIREMENT	✓ CHECK IF RECEIVED
	(write N/A if not applicable to this landowner)
Application	
Forest less than 1,000 hectares	
HCVF	
Aboriginal values	
Appropriate access	
Property boundary verification	
Managed Forest Plan	
MoU with EOMF	
Agreement with Forest Manager	
MoU with Resource Manager	
Stand analysis	
Pre-Inspection Checklist	
Forest Operations Prescription	
Tree Marking Audit	
Timber Sales Agreement	
Harvest Inspections	
Post-Cut Survey	
Updated FRI	
Regeneration survey	

EOMF FOREST CERTIFICATION PROJECT

PRE-ASSESSMENT CHECKLIST

Objective of Checklist

1. To serve as a tool for the resource manager (representative of group) when surveying landowner property for pre-entry compliance.
2. To provide additional information to the resource manager when review/revising existing management plan or developing management plan that will comply with FSC Regional Standards.

This checklist is not comprehensive, nor an endorsement of the quality of management on landowners property. Checklist is to be used by RM in concordance with Regional Standard. Management on landowners properties are required to comply with the FSC GLSL Regional Standards in order to be FSC certified, as determined by an Accredited FSC Certification Body.

Landowner: _____

Contact #: _____

Date of pre-inspection: _____

Pre-inspection completed by: _____

Pre-Assessment Standard - Checklist	Comments
MFTIP or other Forest Management Plan?	
P # 1 Compliance with Laws/FSC Principles	
Regulations / legislation (general knowledge)	
Payment of taxes	
Problems of trespassing	
Ways of addressing issue	
Does owner have a long-term commitment to good forest management?	
Long term commitment to managing land in accordance to FSC GLSL Standards	
P #2 Tenure / Use Rights, Responsibilities P#3	
Indigenous Peoples Rights	
Ownership of property	
Do you have any boundary disputes?	
Are Boundaries Visible?	
Will commit entire forested property within the local area e.g. Lanark County	
Relationship with adjacent neighbors	
Are there any groups that traditionally use the owner's property e.g.: for hunting, hiking, cross-country skiing, maple syrup extraction, etc.?	
Is this use specified in the MFTIP?	
P#3 Indigenous Peoples Rights	
Unique Features	
Sites of special cultural, ecological, economic or religious peoples for IPs, local people or public	
Do you have any native values on your property?	

P#4 Community Relations/Workers Rights/ Human Resources

Local community employment, training, provision of services as result of FM

Who is helping with forest management e.g., neighbours, family, friends, etc.--should document as per 4.1f

Health/safety of employees working on property

Are the people who work for/on the forest fairly treated?

Employee knowledge of rights (e.g. to organize, health)

Contract between landowner and contract worker

Grievance mechanisms in place

Social impact of management operation

 Consultation in mgt plan

 Minimize negative impacts of noise/aesthetics

Notify adjacent landowners of harvest or major activity

P#5 Benefits from Forest

Efficient use of forest/ multiple products and services

 NTFPs

 Under utilized species

 Recreational activities

 Watersheds/fisheries

Economic viability of operation

 Ability to achieve management objectives

 Preset harvest or quotas

Minimal waste on property

 Merchantable wood harvested utilized

 Acceptable stand damage specified to contractors

Harvest levels does not exceeds levels that can be permanently sustained

P# 6 Environmental Impact P#9 High Conservation Value Forests

Assessment of environmental values (local, regional, on-site processing facilities)

 Water resources

 Soil

 Unique/fragile ecosystems/landscapes

Pre-harvest plans and maps (timber, non-timber)

Ecological functions managed:

 Forest regeneration/succession

 Genetic species and ecological diversity

 Natural cycles

 Connectivity of forest

Silvicultural prescription based understanding of vegetation, soil and ecosystem

 Emulate natural disturbance, patterns, processes

 Follow accepted silvicultural guidelines

Unique Features: Ecological function and (alternative) management strategy, for

 Riparian buffers

 Water crossings

 VTE, rare, uncommon species

 White Pine

 Old Growth, Mature Forests

 Wildlife

 Snag Trees, DWD

 ANSIs, ESAs

 Connectivity

Landscape level representation

Protected areas on property

Restoration efforts on property

Land securements

Residual stand damage on property

Road construction

Soil erosion

Mechanical site prep

Chemical use on property

Biological control agents

Genetically engineered species

Exotic species, non native species

P# 7 Management Plan / P#8 Monitoring/Assessment

Existing Management Plan (horizon, objectives)

Demonstrated commitment, efforts, practices reflected in
mgt plan

Objectives for property

1, 5, 10, 20 years

Existing Management Mapping

Existing Documentation of activities

Training for developing and implementing Management Plan

Manuals, policies for implementing Mgt Plan

Existing Monitoring Plan

Pre/post harvest

Intentions of gaining COC certification

P# 10 Plantations

Plantations on property (%)

Date plantations were established

Management plan for plantations

Plantations promote protection, restoration, conservation of
natural forests

Wildlife corridors

Streamside zones

Uneven age and rotation variability

Species/Genetic/Composition/Structure diversity

Species Composition

Native/exotic

Restoration management planning

Management to improve soil structure, fertility and biological
activity

Soil erosion

Impacts on water quality/quantity

Forest Health

Integrated pest management strategies (Chemical
use)

Disease, fires, invasive plants mgt

Existing Monitoring plan

CHECKLIST FOR MINIMUM REQUIREMENTS:

FOREST MANAGER

NAME: _____

Requirement	Documentation attached? Yes or No
Bachelor degree or related technical diploma in forest management or a combination of education and experience	
Agreement with EOMF	
Workplace Safety Insurance Board (WSIB) coverage	
General Liability Insurance with a minimum coverage of \$1,000,000	
Satisfactory record of compliance on certified properties	

CHECKLIST FOR MINIMUM REQUIREMENTS:

FOREST PLAN AUTHOR

NAME: _____

Requirement	Documentation attached? Yes or No
Full or Associate member of the Ontario Professional Foresters Association	
OR	
Forest Manager with demonstrated experience in preparing plans for small woodlots	
OR	
Landowner may prepare managed forest plan for his own property, however, it must be approved by either the EOMF Certification Project Coordinator or one of the qualified individuals mentioned above.	

CHECKLIST FOR MINIMUM REQUIREMENTS:

FOREST OPERATIONS PRESCRIPTION (FOP) WRITER

NAME: _____

Requirement	Documentation attached? Yes or No
FOP must be certified by a Full or Associate member of the Ontario Professional Foresters Association	

CHECKLIST FOR MINIMUM REQUIREMENTS:

PESTICIDE APPLICATOR

NAME: _____

Requirement	Documentation attached? Yes or No
Ministry of Environment Pesticide Applicator License	
Proper Insurance Coverage	
OR	
Landowner following SOP 4.2 & SOP 4.3 and MOE regulations	

CHECKLIST FOR MINIMUM REQUIREMENTS:

TREE MARKER**NAME:** _____

Requirement	Documentation attached? Yes or No
Certified Ontario Tree Marker	
OR	
Work under the direct supervision of certified Ontario Tree Marker	
OR	
Landowner who is not a certified Ontario Tree Marker may mark trees on his own property for personal use if he has taken a tree marking workshop or is accompanied by a certified Ontario Tree Marker.	

CHECKLIST FOR MINIMUM REQUIREMENTS:

PROFESSIONAL LOGGER AND/OR SKIDDER OPERATOR**NAME:** _____

Requirement	Documentation attached? Yes or No
Workplace Safety Insurance Board (WSIB) coverage	
Minimum of \$1,000,000 public liability and employer's liability insurance	
Ministry of Labor chainsaw and/or skidder operator certification	
* Accredited professional logging courses	
* Accredited professional skidder operator courses	
*S102 Industrial Training Course for Basic Forest Fire Suppression	
Satisfactory record of compliance on certified properties	
* - if training is available	

CHECKLIST FOR MINIMUM REQUIREMENTS:

COMPLIANCE MONITOR**NAME:** _____

Requirement	Documentation attached? Yes or No
Demonstrated experience (or willingness to acquire training) in monitoring forest operations	
• Logging damage	
• Utilization	
• Road construction	
• Water crossing	

FURTHER READING

Eastern Ontario Model Forest

Forest Code of Practice

Information Report No. 49 – Introduction to Sustainable Forestry Certification

Information Report No. 52 – Eastern Ontario Model Forest – Forest Certification Pilot Project “A Closer Look”

Forest Stewardship Council

User Friendly Guide to FSC Standards (draft) for Well Managed Forests in the Central and Southern Great Lakes – St. Lawrence Forests of Ontario

FSC Standards (draft) for Well Managed Forests in the Central and Southern Great Lakes – St. Lawrence Forests of Ontario

Ontario Ministry of Natural Resources

For a list of pertinent Forest Management Planning Guidelines used on Crown lands, please contact the EOMF Project Coordinator

GLOSSARY

Basal Area: The cross sectional area of a stem at breast height (1.3 m), most commonly accumulated as square metres per hectare

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 a part; this includes diversity within species, between species and of ecosystems. (see Convention on Biological Diversity, 1992)

Biological diversity values: The intrinsic, ecological, genetic, social, economic, scientific, educational, cultural, recreational and aesthetic values of biological diversity and its components. (See Convention on Biological Diversity, 1992)

Biological control agents: Living organisms used to eliminate or regulate the population of other living organisms.

Chain of custody: The channel through which products are distributed from their origin in the forest to their end-use.

Chemicals: The range of fertilizers, insecticides, fungicides, and hormones which are used in forest management.

Clearcut: Any forest opening whose width or length is more than double the forest canopy height.

Criterion (pl. Criteria): A means of judging whether or not a Principle (of Forest Management) has been fulfilled.

Crop Tree: Any tree forming or selected to form, a component of the final crop, specifically, one selected to be carried through to maturity.

Customary rights: Rights which result from a long series of habitual or customary actions, constantly repeated, which have, by such repetition and by uninterrupted acquiescence, acquired the force of a law within a geographical or sociological unit.

Ecosystem: A community of all plants and animals and their physical environment, functioning together as an interdependent unit.

Endangered species: Any species which is in danger of extinction throughout all or a significant portion of its range.

Exotic species: An introduced species not native or endemic to the area in question.

Forest: An area managed for the production of timber and other forest products or maintained under woody vegetation for such indirect benefits as protection of site or recreation.

Forest integrity: The composition, dynamics, functions and structural attributes of a natural forest.

Forest management/manager: The people responsible for the operational management of the forest resource and of the enterprise, as well as the management system and structure, and the planning and field operations.

Gap-analysis: An assessment of the protection status of biodiversity in a specified region which looks for gaps in the representation of species or ecosystems in protected areas.

Genetically modified organisms: Biological organisms which have been induced by various means to consist of genetic structural changes.

Indigenous lands and territories: The total environment of the lands, air, water, sea, sea-ice, flora and fauna, and other resources which indigenous peoples have traditionally owned or otherwise occupied or used. (Draft Declaration of the Rights of Indigenous Peoples: Part VI)

Indigenous peoples: "The existing descendants of the peoples who inhabited the present territory of a country wholly or partially at the time when persons of a different culture or ethnic origin arrived there from other parts of the world, overcame them and, by conquest, settlement, or other means reduced them to a non-dominant or colonial situation; who today live more in conformity with their particular social, economic and cultural customs and traditions than with the institutions of the country of which they now form a part, under State structure which incorporates mainly the national, social and cultural characteristics of other segments of the population which are predominant." (Working definition adopted by the UN Working Group on Indigenous Peoples).

Landscape: A geographical mosaic composed of interacting ecosystems resulting from the influence of geological, topographical, soil, climatic, biotic and human interactions in a given area.

Local laws: Includes all legal norms given by organisms of government whose jurisdiction is less than the national level, such as departmental, municipal and customary norms.

Long term: The time-scale of the forest owner or manager as manifested by the objectives of the management plan, the rate of harvesting, and the commitment to maintain permanent forest cover. The length of time involved will vary according to the context and ecological conditions, and will be a function of how long it takes a given ecosystem to recover its natural structure and composition following harvesting or disturbance, or to produce mature or primary conditions.

Native species: A species that occurs naturally in the region; endemic to the area.

Natural cycles: Nutrient and mineral cycling as a result of interactions between soils, water, plants, and animals in forest environments that affect the ecological productivity of a given site.

Natural forest: Forest areas where most of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present, as defined by FSC-approved national and regional standards of forest management.

Nontimber forest products: All forest products except timber, including other materials obtained from trees such as resins and leaves, as well as any other plant and animal products.

Old Growth: Old growth forest ecosystems are characterized by the presence of old trees and their associated plants, animals, and ecological processes. They show little or no evidence of human disturbance.

Other forest types: Forest areas that do not fit the criteria for plantation or natural forests and which are defined more specifically by FSC-approved national and regional standards of forest management.

Peer reviewed: An independent review by a panel of experts.

Plantation: Forest areas lacking most of the principal characteristics and key elements of native ecosystems as defined by FSC-approved national and regional standards of forest management, which result from the human activities of either planting, sowing or intensive silvicultural treatments.

Primary forest: An ecosystem characterized by an abundance of mature trees, relatively undisturbed by human activity. Human impacts in such forest areas have normally been limited to low levels of hunting, fishing and harvesting of forest products, and, in some cases, to low density, shifting agriculture with prolonged fallow periods. Such ecosystems are also referred to as "mature," "old-growth" or "virgin" forests.

Protected area: **Areas** that have some form of legal protection from industrial activity such as logging, mining, hydro-electric or oil and gas development.

Principle: An essential rule or element; in the FSC's case, of forest management.

Restoration Forestry: Assisting natural processes to re-establish forest composition and structures necessary to re-establish fully functioning forests at all scales.

Secondary forest: The ecosystems that regenerate from a substantial disturbance (flood, fire, land clearing or extensive and intensive logging) characterized by a scarcity of mature trees and an abundance of pioneer species and a dense understory of saplings and herbaceous plants. Although secondary forests frequently peak in terms of biomass accumulation well-within one felling cycle, the transition to primary forests usually requires several rotation lengths, depending upon the severity of the original disturbance. Irreversible transformation of the underlying soil and nutrient cycle brought about by chronic or intense use may render it impossible for the original, primary forest type to return.

Semi-Natural Forests: Forests that are composed of native vegetation but whose composition, development and structure has been altered by human intervention in natural ecological processes.

Silviculture: The science and art of producing and tending a forest by manipulating its establishment, composition and growth to best fulfil the objectives of the owner. This may, or may not, include timber production.

Stand: A community of trees occupying a specific area and uniform enough in composition (species), age and arrangement to be distinguishable from the adjoining areas.

Succession: Progressive changes in species composition and forest community structure caused by natural processes (nonhuman) over time.

Tenure: Socially defined agreements held by individuals or groups, recognized by legal statutes or customary practice, regarding the "bundle of rights and duties" of ownership, holding, access and/or usage of a particular land unit or the associated resources there within (such as individual trees, plant species, water, minerals, etc).

Threatened species: Any species which is likely to become endangered within the foreseeable future throughout all or a significant portion of its range.

Use rights: Rights for the use of forest resources that can be defined by local custom, mutual agreements, or prescribed by other entities holding access rights. These rights may restrict the use of particular resources to specific levels of consumption or particular harvesting techniques.