



Project No. 012115-04

January 15, 2009

Mr. Gordon Cumming  
ALGONQUIN FORESTRY AUTHORITY (AFA)  
222 Main Street W.  
Huntsville, Ontario  
CAN, P1H 1Y1

**SUBJECT: REGISTRATION PROGRAM**

Dear Mr. Cumming,

Please find attached the Audit Report raised as a result of our 12 Month Surveillance Audit of your management system to the CAN/CSA - Z809-2002 standard conducted in your woodlands operations during the period of December 09-11, 2008.

We thank you and your organization for the support and co-operation given during the audit.

Best Regards,

A handwritten signature in black ink, appearing to read 'Martin Litchfield', is written over a light blue horizontal line.

Martin Litchfield RPF  
QMI-SAI Global Team Leader  
Encls.

QMI-SAI Global Confidential



Accreditation number No.19/06  
Validity of the accreditation  
from 2007/01/16 to the  
expiration date 2011/01/15

20 Carlson Court, Suite 100  
Toronto, ON CAN M9W 7K6  
Telephone: 416-401-8700  
Facsimile: 416-401-8650



## **CONFIDENTIAL**

### **SUSTAINABLE FOREST MANAGEMENT SYSTEM**

#### **AUDIT REPORT CAN/CSA-Z809-2002**

**Auditee:** ALGONQUIN FORESTRY AUTHORITY (AFA)  
**Address:** 222 Main Street W. Huntsville Ontario  
CAN P1H 1Y1

**Contact:** Mr. Gordon Cumming  
**Date(s) of Audit:** December 09, 2008 to December 11, 2008  
**Audit Team Leader:** Martin Litchfield  
**Type of Audit:** 12 Month Surveillance Audit  
**Audit Frequency:** 12 Months  
**SIC / NACE Code:** 0851 A02.0

#### **REPORT CONTENTS**

1. Executive Summary
2. Introduction to CAN/CSA Z809
3. Description of the Defined Forest Area (DFA)
4. Organization
5. Audit Findings
6. General Assessment and Recommendation

#### **REPORT DISTRIBUTION**

ALGONQUIN FORESTRY AUTHORITY (AFA)  
QMI-SAI Global File  
Martin Litchfield

---

#### **Statement of Confidentiality**

The information contained in this report is privileged and confidential and intended only for the use of the organization to who it is addressed. If you are not the intended recipient, you are hereby notified that any distribution, copying, disclosure or taking of any action in reliance on the contents of this transmission is strictly prohibited and review by any individual other than the intended recipient shall not constitute waiver of privilege. If you have received this report in error, please notify us immediately and return it to us.



## **SECTION 1 - EXECUTIVE SUMMARY**

### **Scope #      Scope Description**

- |   |  |
|---|--|
| 1 | The sustainable forest management system as it applies to the defined forest area which includes the entire Algonquin Park forest. |
|---|--|

### **Site:**

ALGONQUIN FORESTRY AUTHORITY (AFA)  
222 Main Street W.  
Huntsville  
Ontario  
CAN, P1H 1Y1

### **Summary of Audit Findings:**

There were no non-conformance, 3 Areas of Concern and 4 Opportunities for Improvement

### **Recommendation:**

The results of the Surveillance Audit indicates that the Management System of ALGONQUIN FORESTRY AUTHORITY (AFA) is suitable and effective and will continue to be recommended for registration to CAN/CSA-Z809-2002

## **SECTION 2 - INTRODUCTION TO CAN/CSA Z809-2002**

The Canadian Standards Association (CSA) developed Canada's National Standard on Sustainable Forest Management CAN/CSA Z809, in response to heightened awareness about forest management practices. The Standard was developed by a SFM Technical Committee in an open and inclusive process managed by CSA. The SFM Technical Committee is required to review the Standard periodically to ensure it incorporates knowledge gained through time and implementation. As the first edition of the Standard was published in 1996, the committee has published a revised version in 2002. The Standards Council of Canada (SCC) accredits CSA to write standards and approves them as National Standards.

Sustainable Forest Management (SFM) refers to the way a defined forest area is managed to maintain and enhance the long-term health of forest ecosystems for current and future generations. This Standard, which utilizes a continual improvement approach, requires public participation, practical demonstration of sustainable forest management practices, and a management commitment to a management system. SFM takes into account environmental, social and economic factors.

**Public Participation** - The CSA Standard requires organizations to seek comprehensive and continuing public participation, including a special effort for



Aboriginal Peoples, at the local community level for each defined forest areas. The public identifies forest values of specific importance to their environmental, social and economic concerns and needs. The public also takes part with the organization to identify and select SFM goals, indicators and objectives to ensure these values are addressed.

**Performance -** By following a SFM plan that incorporates the values, goals, indicators and objectives, identified by the public process, which can be traced back to the Canadian Council of Forest Ministers (CCFM) set of Sustainable Forest Management Criteria, together with other legal requirements, performance can be demonstrated on the ground.

**Systems and Continual Improvement-** The CSA Standard has system requirements, which are consistent with the internationally recognized ISO14001 Environmental Management System Standard. The system follows the concept of “plan – do – check – act”. The system framework helps an organization implement, track and monitor their progress towards meeting the economic, social and ecological performance objectives for the defined forest area. The Standard uses adaptive management procedures with recognize that SFM is a dynamic process that must incorporate new knowledge acquired through time, experience and research. The Standard requires there be an annual report on the indicator objectives with an annual review of the system and performance in the forest to identify areas for continual improvement.

**Third Party Independent Audits -** To become certified to the Standard is strictly voluntary but the organization must go through a third party independent audit of the SFM Requirements in the Standard. The audit is conducted by a Registrar accredited by the Standards Council of Canada. In addition the individual auditors employed or contracted by the Registrar have the requisite forestry expertise and are certified as environmental management systems auditors by the Canadian Environmental Auditing Association.

### **SECTION 3 - DESCRIPTION OF THE DEFINED FOREST AREA (DFA):**

### **SECTION 3 - DESCRIPTION OF THE DEFINED FOREST AREA (DFA):**

#### **Geographic Locations, Forest Types, Size, Legal Tenure and DFA Description:**

The Algonquin Park forest is the northern-most forest management unit in the Ministry of Natural Resources southern region for their administrative purposes in Ontario, Canada. The forest contains two basic forest complexes - tolerant hardwoods and hemlock that primarily occupy the Precambrian Uplands on the west, and white/ red pine, poplar and white birch found mainly in the eastern Ottawa Lowlands.

**Area of DFA:** 680,293 hectares – total forested area

**Legal Tenure / Licence Description:** The entire Algonquin Park forest constitutes the Defined Forest Area (DFA). Forest management activities occur only within the Recreation and Utilization Zone (R/U zone) of the Park as defined in the Algonquin Provincial Park Management Plan.



## SECTION 4 - ORGANIZATION:

**Description of the DFA Workforce:** AFA has 23 permanent employees and approximately 10 seasonal staff. There are approximately 420 people involved in forestry operations in the Algonquin Park forest, most as contractors working directly for AFA.

**Management Objectives and Responsibilities on the DFA:** AFA's objective is to ensure the long-term health of Algonquin Park's forest while producing a sustainable supply of forest products for the forest industry of the region. AFA is responsible for forest planning, harvesting, distribution of wood products, renewal and tending.

### Volume and Species Harvested 2007/2008:

Conifer =	184,098
Hardwood =	257,117
Total =	441,215 m <sup>3</sup>

**AAC Determination Process:** Allowable harvest levels are determined through the Ontario government's approved Forest Management Plan for the Algonquin Park forest. The computer model used for this calculation is the Strategic Forest Management Model.

### Products Produced and Mills Associated with the DFA Timber:

The Algonquin Park forest supplies 13 mills with regular volumes & another 5-10 smaller mills with surplus volumes. Products include sawlog material (42%), pulp quality material (57%) and specialty products (veneer/poles 1%)

### First Nations Consultation Process:

First Nations are consulted throughout the development and implementation of the Forest Management Plan for the Algonquin Park forest. First Nations are either involved through regular public consultation opportunities or through a customized process defined by the community. First Nation members are actively involved with the forest management planning team, the local citizens committee and the forest certification advisory group.

## SECTION 5 - AUDIT FINDINGS:

### Scope #      Scope Description

- |   |  |
|---|--|
| 1 | The sustainable forest management system as it applies to the defined forest area which includes the entire Algonquin Park forest. |
|---|--|



**Audit Criteria:**

To evaluate the suitability, adequacy and effectiveness of the organization’s Management System in meeting the requirements of the CSA Z809: 2002 standard and the organization’s Management System Documentation, for the declared scope of registration

The audit addressed the selected elements of the CAN/CSA-Z809-2002 standard that were identified in the 2008 audit plan

**Description of QMI-SAI Global and the QMI-SAI Global Audit Team:**

Quality Management Institute (QMI-SAI Global) is a third party management system certification Registrar. QMI-SAI Global is a Division of the CSA Group. Established in 1984, QMI-SAI Global has worked with thousands of organizations in North America and around the world, issuing registration certificates to those that meet international and national management system standards.

The QMI-SAI Global Sustainable Forest Management audit team members bring with them considerable experience in the area of sustainable forest management and environmental management systems auditing. Audit teams are comprised of certified auditors and registered professional foresters. All audit team members are subject to strict confidentiality and conflict of interest agreements.

The following personnel conducted this audit:

**Audit Team**

<u>Position</u>	<u>Name</u>
Team Leader	Martin Litchfield RPF
Team Member	Rod Seabrook

**Audit Coverage:**

The audit activities covered all of the organizational units and activities as identified in the Audit Plan. The audit methodology included interviews of 19 operators and 8 AFA field staff.

**Operations / Cut-Blocks Visited during the field audit include:**

- Harvest block 305-6
- Harvest block 361-1
- Harvest block 361-2
- Harvest block 1223
- Harvest block 1321
- Harvest block 1097

**Personnel (ie contractors) interviewed in the field:**

Dombroski Logging: 3 employees



Jessop Logging: 3 employees  
Makwa Logging: 1 employee  
Robinson Logging: 12 employees  
AFA field staff: 5 supervisors

**Members of the public participation process interviewed:**

Jeff Muzzi: Municipal representative  
John Winters: Ontario Parks  
Chief Randy Malcolm: Ardoch Algonquin First Nation  
Steve Sarazin: Algonquins of Pikwakanagan  
Irvin Yateman: Algonquin Nation Kijicho-Manito  
Dana Shaw: Forest Industry

**Members of First Nations interviewed:**

Individual letters were sent to nine First Nations requesting their input and comments regarding their involvement in the CSA certification process. There were no identified Metis groups affected by the DFA.

Those individual providing specific comments via interviews are as follows:

Chief Randy Malcolm: Ardoch Algonquin First Nation  
Steve Sarazin: Algonquins of Pikwakanagan  
Irvin Yateman: Algonquin Nation Kijicho-Manito

**Provincial Government personnel interviewed:**

John Winter: Parks Ontario

**Summary:**

The findings were discussed with Mr. Gordon Cumming. The Audit Team Leader commenced the closing meeting by thanking the ALGONQUIN FORESTRY AUTHORITY (AFA) staff for the cooperation and courtesy extended to the audit team during the audit.

In addition, the Audit Team Leader detailed the registration process, the requirements for future surveillance audits, and the re-assessment process.

The official closing meeting was attended by the personnel listed in Attachment #2.



**The QMI-SAI Global Audit Team recorded the following audit results:**

**Documentation Review:**

The audit team reviewed the SFM documentation, interim SFM monitoring report, SFM plan and the draft Independent Forest Audit action plan.

**Non-conformances:**

There were no non-conformances

**Status of any previously recorded non-conformances (NCRs)**

There were no previously recorded or outstanding NCRs. All of the previously identified Areas of Concern and Opportunities for Improvement were adequately addressed and effectively resolved.

**Significant Issues:**

All parties affected by the management of the DFA are evaluating the potential impacts of the Parks Board report for "Lightening the Footprint"

**Positive Aspects of the Management System:**

1. The relationship between the AFA, the contractors and the workforce demonstrates that all parties are working together for common goals.
2. The awareness of the workforce with respect to environmental pressures to "Lighten the Footsteps".
3. The identification of additional protection measures for special values such as the wolf den and old logging cabins
4. The protection of advance regeneration through the harvesting process

**Effectiveness of the Internal Quality Audit System:**

The 2008 Internal Audit was conducted as prescribed in the AFA procedure. The audit was conducted by Craig Howard, an independent forest consultant and was assisted by Ron Cahill. Both auditors are qualified and independent of the processes being audited.

**Opportunities for Improvement:**

- 7.3.4 Consider developing a checklist of when to conduct the required periodic surveys or reports, such as the Municipal by-laws.





- 7.5.1 Consider reviewing how to identify an approved hose for fuel management
- 7.4.4 Consider reviewing the requirements for hard copies of procedures in the field and the process for eliminating out-of-dates maps
- 7.6 Consider reviewing and modifying the Management Review agenda to specifically identify the requirements relating to public participation, Advances in science and technology, Lessons learned and Changes in the DFA.

**Areas of Concern:**

- 7.4.6: Review the training requirement for bulk fuel suppliers to ensure consistency between procedural directions and actual performance.
- 7.4.7 Review the implementation of the management and prevention of spills. The audit identified 3 out of 4 large spill kits were missing key components. The AFA supervisor did not have the required spill kit. As well, one of the large spill kits was located 13 km from the harvesting operations.
- 7.3.6 Review the criteria for measuring and reporting science and technology VOIT performance for #6.4.1.1.2 of a minimum of \$15,000/year. It is an annual target or a periodic rolling average?

Please note that these Areas of Concern will be reviewed as part of the preparation for the next audit.

**SECTION 6 - GENERAL ASSESSMENT AND RECOMMENDATION:**

Based on the review of the company's SFM program, and the audit results, the following recommendation is made:

**Surveillance Audit:**

The results of the Surveillance Audit indicates that the Management System of ALGONQUIN FORESTRY AUTHORITY (AFA) is suitable and effective and will continue to be recommended for registration to CAN/CSA-Z809-2002

An effective inter-action exists between all elements of the management system;  
The entire management system is effective in light of any changes  
Top management has demonstrated a commitment to maintain the effectiveness of the system.

**Next Scheduled Audit:** December 07, 2009

**Date(s):** December 07, 2009 to December 08, 2009

**Type of Audit:** 24 Month Surveillance Audit



**No. of Persons: 2**

**No. of Audit Days Required: 4**

Martin Litchfield  
QMI-SAI Global Team Leader

**Date:** 01/15/2009