



**Project No. 012115-06**

November 23, 2011

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

**SUBJECT: REGISTRATION PROGRAM**

Dear Gord,

Please find attached the Audit Report raised as a result of our Surveillance Audit of your management system to the CAN/CSA - Z809-2002 standard conducted in your woodlands operations during the period of on November 21-23, 2011.

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". The signature is fluid and cursive, with a large, stylized "M" and "L".

Martin Litchfield RPF  
QMI-SAI Global Team Leader  
Encls.

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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:** November 21-23, 2011  
**Audit Team Leader:** Martin Litchfield RPF  
**Type of Audit:** Surveillance  
**Audit Frequency:** 12 Months  
**SIC / NACE Code:** 0851 A02.0

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#### **REPORT DISTRIBUTION**

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

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#### **Statement of Confidentiality**

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#### **SECTION 1 - EXECUTIVE SUMMARY**

**Scope #**

1

**Scope Description**

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, 4 Areas of Concern and 1 Opportunity for Improvement

**Recommendations:**

The results of the Re-registration Audit indicate that the Management System of ALGONQUIN FORESTRY AUTHORITY (AFA) is suitable and effective. The company will be recommended for continued registration to CAN/CSA-Z809-2002 standard.

**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):**

#### **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:** 680,749 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.

**Annual Allowable harvest:**  
Total = 761,058 m3

**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:**

<b>Scope #</b>	<b>Scope Description</b>
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 all elements of the CAN/CSA-Z809-2002 standard as identified in the 2010 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:**

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

OPU 109-5  
 OPU 109-7  
 OPU143-1  
 OPU 118-6  
 Black Bass road  
 Travers lake road  
 Achray road  
 AFA Tree marking

#### **Forest Activities Observed**

- Shelterwood prescriptions
- Selection prescriptions
- Stand improvement prescriptions
- Feller buncher harvesting
- Skidding
- Loading
- Trucking
- Road construction
- Road maintenance



- Bridge installations
- Culver installations
- Cross-drainage pipes
  
- Plantation cleaning
- Site preparation
  
- Riparian protection
- Wildlife habitat protection
- Wood turtle prescriptions
- Cultural heritage protection
- Boundary identification

**Personnel interviewed in the field:**

Dombroski Logging; 3 employees  
Visneskie Logging; 1 employee  
Makwa Logging; 5 employees  
Jessup Logging; 4 employees  
AFA staff; 6 employees  
Robinson Contracting; 3 employees

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

Three members of the Advisory Group were interviewed. The discussions confirmed satisfaction with the Forest Certification process. Members expressed concern about the excessive restrictions associated with species at risk protection. The results of the Satisfaction Survey were also discussed and confirmed.

**Provincial Government personnel interviewed:**

MNR Compliance Specialist indicated no serious compliance concerns.

**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 was no response to the letters of invitation. There were no identified Metis groups affected by the DFA.

Two First Nation representatives were interviewed during the audit. The representatives were satisfied with the AFA forest management program. Their input was respected. The only outstanding concern is the direction to limit access within the park:

**VOITs verified (field & office)**

All the VOITS were reviewed for each of the 2 designated Criteria. A total of 7 VOITS were assessed. While most were evaluated according to the reports and data provided. The following VOITS were also assessed during the field verifications:



- 2.1.1.1.1
- 2.2.1.1.1
- 3.1.1.1.1
- 3.2.1.1.1
- 3.2.1.2.1

The annual report of VOIT assessment was effective and comprehensive. The only areas requiring attention in Criteria 2 and 3 are identified in the following table:

Indicator	Description	Field and/or Office	Improvement
2.1.1.1.1	100% regeneration success as forecast in table FMP-28 in 2005 FMP (no allowable variance)	Field & Office	88% of the total area assessed is successfully regenerated, with 81% regenerating to the projected forest unit. The remaining area that has not successfully regenerated will continue to be monitored and treated as required.
3.2.1.1.2	100% compliance with prescriptions developed for the protection of water quality and fish habitat as measured by Forest Operation Inspections (5% allowable variance)	Office	94 % compliant  Need to follow prescriptions for riparian protection

**Summary:**

The findings were discussed with Mr. Cumming and the AFA management team. 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 transition to the new standard in 2012.

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, the SFM monitoring report, and the SFM plan and the draft action plan summary arising from the Independent Forest Audit

**Non-conformances: No Non-conformances**





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

The one NCR identified in the 2010 audit was reviewed and found to be effectively resolved.

NCR's 2010-01 is closed.

All the previously identified Areas of Concern and Opportunities for Improvement have been addressed and effectively resolved

**Significant Issues:**

1. The "Lightening the footprint" report by MNR, but the uncertainty about implementation continues to raise concerns amongst the advisory committee members
2. First Nation representatives are concerned about additional access restrictions and road breaching within Algonquin Park; while Algonquin Park staff prefer more road access restrictions

**Positive Aspects of the Management System:**

1. The development of a new environmental program to address regeneration protection
2. The investigation of long skidding options to address the concerns about road density
3. The effective rehabilitation of aggregate pits
4. The special management considerations for Wood Turtles as they are a Species at Risk

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

The 2011 Internal Audit was conducted as prescribed in the AFA procedure. The audit was conducted during the period of October 24-28, 2011. All findings from the Internal Audit are being evaluated and monitored. The auditors were qualified and independent of the processes being audited.



**Areas of Concern:**

7.4.2: Review training records retention requirements with contractors to ensure that all required records of non-core training are retained and available.

7.4.2: Review the training records management process to ensure that all core training requirements are captured in the training records for contractor supervisors.

7.4.5: Review and revise as required the document control process for ensuring that hard copies of SOPs used in the field are current

7.5.1: Review Part B monitoring practices to ensure that supervisors understand the requirements of the Fuel Handling Code and that inspections of compliance to requirements are comprehensive

**Opportunities for Improvement:**

- Consider utilizing the CSA logo and marks on AFA correspondence to highlight the CSA certification

**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 this Re-Assessment Audit indicate that the Management System of ALGONQUIN FORESTRY AUTHORITY (AFA) is suitable and effective.

The ALGONQUIN FORESTRY AUTHORITY (AFA) will continue to be recommended for registration to the 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:**

**Date(s):** November 20 to 23, 2012

**Type of Audit:** S2

**No. of Persons:** 2

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

Martin Litchfield RPF  
QMI-SAI Global Team Leader

**Date:** 11/23/2011