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FM-06 - 24 July 2013



Forest Management  
**2017 Annual audit**  
Report for:

**Eastern Ontario Forest  
Group**  
In  
**Kemptville, Ontario, Canada**

Report Finalized: July 25, 2017  
Audit Dates: June 12 to 15, 2017  
Audit Team: David Brunelle  
Yves Bouthillier

Certificate code: RA-FM/COC-000232  
Certificate issued: January 28, 2013  
Certificate expiration: January 27, 2018

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### Standard Conversions

1 mbf = 5.1 m<sup>3</sup>  
1 cord = 2.55 m<sup>3</sup>  
1 gallon (US) = 3.78541 liters

1 inch = 2.54 cm  
1 foot = 0.3048 m  
1 yard = 0.9144 m  
1 mile = 1.60934 km  
1 acre = 0.404687 hectares

1 pound = 0.4536 kg  
1 US ton = 907.185 kg  
1 UK ton = 1016.047 kg

## LIST OF ACRONYMS & ABBREVIATIONS

AOC	Areas of Concern
AR	Annual Report
AWS	Annual Work Schedule
CoC	Chain of Custody
CWG	Certification Working Group
EA	Environmental Assessment
ELC	Ecological Land Classification
EMS	Environmental Monitoring System
ENGO	Environmental Non-Governmental Organization
EOCWG	Eastern Ontario Certification Working Group
EOFG	Eastern Ontario Forest Group
EOMF	Eastern Ontario Model Forest
FME	Forest Management Enterprise
FMP	Forest Management Plan
FMPM	Forest Management Planning Manual
FMU	Forest Management Unit
FRI	Forest Resource Inventory
FSC	Forest Stewardship Council
GCF	Grey County Forest
GLSL	Great Lakes - St. Lawrence
GSCA	Grey Sauble Conservation Authority
ha	Hectares
HCV	High Conservation Value
HCVF	High Conservation Value Forest
HRF	Halton Region Forest
LPRCA	Long Point Region Conservation Authority
MFTIP	Managed Forest Tax Incentive Plan
MNO	Métis Nation of Ontario
MNR	Ministry of Natural Resources
MOU	Memorandum of Understanding
NCR	Non-Conformance Report
NRVIS	Natural Resource Values Information System
OBS	Observation
RA	Rainforest Alliance
SAR	Species at Risk
SOCWG	Southern Ontario Certification Working Group
SOP	Standard Operating Procedures
SVCA	Saugeen Valley Conservation Authority
WHMIS	Workplace Hazardous Materials Information System

# 1. INTRODUCTION

The purpose of this report is to document annual audit conformance of Eastern Ontario Forest Group, hereafter referred to as Forest Management Enterprise (FME). The report presents the findings of Rainforest Alliance auditors who have evaluated company systems and performance against the Forest Stewardship Council™ (FSC®) forest management standards and policies. Section 2 of this report provides the audit conclusions and any necessary follow-up actions by the company through nonconformity reports.

The Rainforest Alliance founded its previous SmartWood program in 1989 to certify responsible forestry practices and has grown to provide a variety of auditing services. Rainforest Alliance certification and auditing services are managed and implemented within its RA-Cert Division. All related personnel responsible for audit design, evaluation, and certification/verification/validation decisions are under the purview of the RA-Cert Division, hereafter referred to as Rainforest Alliance or RA.

This report includes information which will become public information. Sections 1-3 and Appendix I will be posted on the FSC website according to FSC requirements. All other appendices will remain confidential. A copy of the public summary of this report can be obtained on the FSC website at <http://info.fsc.org/>.

Dispute resolution: If Rainforest Alliance clients encounter organizations or individuals having concerns or comments about Rainforest Alliance and our services, these parties are strongly encouraged to contact Rainforest Alliance regional or Headquarters offices directly (see contact information on report cover). Formal complaints or concerns should be sent in writing.

## 2. AUDIT FINDINGS AND RESULTS

### 2.1. Audit conclusion

<b>Based on Company's conformance with FSC and Rainforest Alliance requirements, the audit team makes the following recommendation:</b>	
<input checked="" type="checkbox"/>	<b>Certification requirements <u>met</u>, certificate maintenance recommended</b> No NCR(s) issued
<input type="checkbox"/>	<b>Certification requirements <u>not met</u>:</b>
Additional comments:	
Issues identified as controversial or hard to evaluate.	

**2.2. Changes in FMEs' forest management and associated effects on conformance to standard requirements:**

Since last annual audit, no changes in group structure and responsibilities except for a change in management. The previous group manager left the organization during the audit period. Jim Hendry is now EOFG's group manager. This change, however, was not considered to be significant to affect the conformance of the group by the audit team.

**2.3. Excision of areas from the scope of certificate**

Not applicable. Check this box if the FME has not excised areas from the FMU(s) included in the certificate scope as defined by FSC-POL-20-003. *(delete the rows below if not applicable)*

**2.4. Stakeholder issues** *(complaints/disputes raised by stakeholders to FME or Rainforest Alliance since previous evaluation):*

FSC Principle	Stakeholder comment	Rainforest Alliance response
<b>P1: FSC Commitment and Legal Compliance</b>	No comments received	No answer needed
<b>P2: Tenure &amp; Use Rights &amp; Responsibilities</b>	No comments received	No answer needed
<b>P3: Indigenous Peoples' Rights</b>	<p>Overall, the indigenous representatives interviewed were generally satisfied with EOFG's level of engagement however a few concerns were shared with the audit team. Some First Nations representatives shared their opinion that the forest land owners, the members of the group certificate, didn't demonstrate enough awareness on First Nations values and interests.</p> <p>First Nation representatives commented on the fact that the Ash trees affected by the Emerald Ash Borer should not be burned right away. They believe it should be given to them for wood crafting purposes.</p>	<p>The standard requires managers to demonstrate having familiarity with available information on Aboriginal communities with traditional rights within the region and protect any known sites of special interest. The forest managers and workers interviewed during the audit demonstrated substantial knowledge on First Nations values. The organization is conformant to these requirements.</p> <p>Burning of Ash trees and waste is not permitted on certified members forests. This practice was not witnessed by auditors during the field visits and was corroborated by interviews with the group manager. The burning of wood from harvesting occurs in Ontario, but not in the scope the Organization's certificate. The organization is still conformant to these requirements.</p>

	First Nations representatives expressed the wish for more mentorship of young aboriginal forest workers by the Ontario Professional Forester Association (OPFA).	The mentorship of apprentice foresters by the OPFA is not the responsibility of the Organization. EOFG and its members continue to demonstrate being committed to support local events and responsive to local capacity building initiatives which are within their scope.
<b>P4: Community Relations &amp; Workers' Rights</b>	Many stakeholders commented on the good opportunities the group members of the certificate provided to take part in the forest management planning process.	No answer needed
<b>P5: Benefits from the Forest</b>	Stakeholders commented on the considerable investments some group members are making in enhancing the multiple uses of the forests.	No answer needed
<b>P6: Environmental Impact</b>	No comments received	No answer needed
<b>P7: Management Plan</b>	No comments received	No answer needed
<b>P8: Monitoring &amp; Assessment</b>	No comments received	No answer needed
<b>P9: Maintenance of High Conservation Value Forest</b>	No comments received	No answer needed
<b>P10: Plantations</b>	No comments received	No answer needed

## 2.5. Conformance with applicable nonconformity reports

The section below describes the activities of the certificate holder to address each applicable non-conformity report (NCR) issued during previous evaluations. For each NCR a finding is presented along with a description of its current status using the following categories. Failure to meet NCRs will result in non-conformances being upgraded from minor to major status with conformance required within 3 months with risk of suspension or termination of the Rainforest Alliance certificate if Major NCRs are not met. The following classification is used to indicate the status of the NCR:

Status Categories	Explanation
Closed	Operation has successfully met the NCR.
Open	Operation has either <u>not met</u> or has <u>partially met</u> the NCR.

Check if N/A (there are no open NCRs to review)

## 2.6. New nonconformity reports issued as a result of this audit

None.

## 2.7. Audit observations

**Observations** can be raised when issues or the early stages of a problem are identified which does not of itself constitute a nonconformance, but which the auditor considers may lead to a future nonconformance if not addressed by the client. An observation may be a warning signal on a particular issue that, if not addressed, could turn into a NCR in the future (or a pre-condition or condition during a 5 year re-assessment).

None.

## 2.8. Notes

**Notes** are for the audit team only, and identify items that should be looked at during subsequent audits.

No notes from previous audit to evaluate.

## 2.9. New notes as a result of this audit:

No new notes issued during this audit.

# 3. AUDIT PROCESS

## 3.1. Auditors and qualifications:

Auditor Name	David Brunelle R.P.F, ing.f	Auditor role	Lead auditor
Qualifications:	Forest engineer cumulating 10 years of experience in integrated resource management, forest management and in forest and environmental certification. David was first in charge of a forest management project for a consulting firm specialized in technical work. He then worked for a logging company for 3 years as Forestry Department Coordinator. In this position, he was involved in all tasks related to forest management and forestry operations' support. As the head of the integrated resource management projects for the <i>Société des Établissements de Plein Air du Québec</i> , he worked in harmonizing the uses in Quebec's wildlife reserves for 3 years. During his short stint at the <i>Ministère des Ressources Naturelles du Québec</i> in 2012, he participated in the implementation of forestry and environmental certifications at the provincial level. Finally, he held a management position in a forest management consulting		

	<p>firm. In addition, he holds a Law certificate from the <i>Université de Montréal</i>. David joined the Canada Rainforest Alliance team in January 2016 as a Forest Management Associate and completed the FSC lead auditor training.</p> <p>David took part in 55 FM and COC audits.</p>
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Auditor Name	Yves Bouthillier Biol. M.Sc.	Auditor role	In charge of environmental aspects
Qualifications:	<p>Forest Management Associate for Rainforest Alliance, Yves is a biologist and a FSC Forest Management Senior Lead Auditor and Chain-of-Custody Lead Auditor (ISO 19011). Since January 2014, he has completed more than 20 audits on private or public lands. He completed his master in forest ecology on riparian black spruce in Northern Québec at the Research Centre on Water, Earth, and the Environment of the INRS University. Prior to his master, he completed a baccalaureate in biology, with a concentration on conservation and environment at Laval University. He is a member of the Québec's association of biologists. Yves is fluent in English and French</p>		



### 3.2. Audit schedule

Date	Location /main sites	Main activities
April 24, 2017	Remotely	Preparation call
June 9, 2017	Remotely	General Opening meeting
June 12-13, 2017	On-site	Field opening meeting - AM. Field visits in Eastern Ontario.
June 14-15, 2017	On-site	Field visits in Southern Ontario and closing meeting.
July 20, 2017	Remotely	RA provides draft report to certificate holder
July 21, 2017	Remotely	Certificate holder sends back draft report to RA with comments
July 25, 2017	Remotely	Finalization of report

Total number of person days used for the audit: 6,5  
number of days spent in preparation, on site and post site visit follow-up including stakeholder consultation

### 3.3. Sampling methodology:

On-site sampling followed the guidance outlined in FSC-STD-20-007 (V3-0). Subsets were classified based on the forest size and type. No new members were added since the last annual audit. In total, 3 subsets were identified (private SLIMF below 1000 ha, 1,000 - 10,000 ha and above 10,000 ha). Rainforest Alliance then determined the minimum number of sites to be evaluated per subset by applying the sampling calculation formula based on the characteristics of the subsets (see FSC-STD-20-007 Annex 1 for formulas).

FMU category by area	# of FMUs	# of FMUs to visit during this audit (rounded up)
Above 10,000 ha	Existing: 2	$0.8 * 2 = 2$
1,000 – 10,000 ha	Existing: 10	$0.6 * \sqrt{10} = 2$
Below 1,000 ha	Existing: 99	$0.3 * \sqrt{127} = 4$
<b>Total</b>	<b>111</b>	<b>8</b>

Once the number of sites per subset was determined, site selection focused on evaluating active operations or operations that had had activity over the audit period, group members not visited previously, and sites that specifically related to the Principles and Criteria being evaluated this year (Principles 1, 4 & 10 and annual mandatory criteria). Other sites were selected based on their proximity to other sites being visited as to maximize the number of sites to be visited over the course of the on-site evaluation. The town of Oakville was selected this year to follow-up on conversions of forests to non-forest use that were disclosed during the last audit period.

### 3.3.1 List of FMUs selected for evaluation

FMU/Group Member Name	Rationale for Selection
Grey Sauble Conservation Authority	Above 10,000 ha. In Southern Ontario. No choice, this member needs to be audited every year.
Larose County Forest	Above 10,000 ha. In Eastern Ontario. No choice, this member needs to be audited every year.
Saugeen Valley Conservation	1,000 - 10,000 ha. In Southern Ontario. This member was chosen because of its proximity to other members (Grey Sauble), and because of ongoing intensive forest management activities.
United Counties of SD&G	1,000 - 10,000 ha. In Eastern Ontario. This member was chosen because of recent harvest and the likelihood of ongoing operations during the audit.
Private Property	SLIMF < 1,000 ha in Eastern Ontario. Maple Syrup producer.
Private Property	SLIMF < 1,000 ha in Eastern Ontario. No recent operations.
Private Property	SLIMF < 1,000 ha in Eastern Ontario. No recent operations.
Town of Oakville	SLIMF < 1,000 ha. Conversions of Forests to non-forests occurred during the last audit period. This member was chosen to address the conversions
Private Property	SLIMF < 1,000 ha. In Southern Ontario, close to other members to visit during the audit.

### 3.4. Stakeholder and interested party consultation process

An email was sent to all the stakeholders selected for this audit. According to the responses, interested stakeholders were contacted by phone for interviews.

Stakeholder/Interested Party type (i.e. NGO, government, local inhabitant etc.)	Stakeholders/Interested Parties notified (#)	Stakeholders/ Interested Parties consulted or providing input (#)
Landowners	4	4
Forest managers	4	0
Forest Users	4	2
ENGO	2	0
Ministry	3	0
First Nation	3	3

### 3.5. Changes to Certification Standards

Forest stewardship standard used in audit:	Rainforest Alliance Adapted FM Standard for the GLSL region (August 2010)
Revisions to the standard since the last audit:	<input checked="" type="checkbox"/> No changes to standard. <input type="checkbox"/> Standard was changed (detail changes below)

### 3.6. Review of FME Documentation and required records

#### a) All certificate types

Required Records	Reviewed
Complaints received by FME from stakeholders, actions taken, follow up communication	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: No complaints were received by the FME since last annual audit.	
Accident records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Health and safety records were provided to the audit team prior to the audit. No major accident occurred during the audit period.	
Training records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: FME provides training on a continuous basis to forest managers and members.	
Operational plan(s) for next twelve months	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Documents provided by forest managers for planned activities.	
Inventory records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Inventory records were seen in individual management plans for field sites visited.	
Harvesting records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Pre and post-harvest checklists were reviewed for harvests during the audit period for field sites visited.	

#### b) Group Certificates

Required Group Records	Reviewed
Group management system	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Policies and Procedures manual was reviewed. No major changes since 2016.	
Rate of membership change within the group	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: List of current members provided.	
Formal communication/written documentation sent to members by the group entity during the audit period	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: MOUs with forest managers and correspondence on particular issues addressed through the CWG was reviewed. Most correspondence with group members occurs verbally as needed.	
Records of monitoring carried out by the group entity	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Monitoring reports were reviewed through documentation provided by FME.	

Records of any corrective actions issued by the group entity	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Group manager maintains a list of corrective actions issued to group members.	
Updated list of group members	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Updated list of group members was provided during the audit.	

## APPENDIX I: FSC Annual Audit Reporting Form:

(NOTE: form to be prepared by the client prior to audit, information verified by audit team)

<b>Forest management enterprise information:</b>			
<b>FME legal name:</b>	Eastern Ontario Forest Group		
<b>FME Certificate Code:</b>	RA-FM/CoC – 000 232		
<b>Reporting period</b>	Previous 12 month period	<b>Dates</b>	Jun 11 <sup>th</sup> 2016 to June 12 <sup>th</sup> 2017

<b>1. Scope Of Certificate</b>			
Type of certificate: Group	SLIMF Certificate: Small SLIMF		
<b>New FMUs added since previous evaluation</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Group Certificate:</b> Updated of FMU and group member list provided in <b>Appendix VII-a:</b>			
<b>Multi-FMU Certificate:</b> List of new FMUs added to the certificate scope:			
FMU Name/Description	Area	Forest Type	Location Latitude/Longitude <sup>1</sup>

<b>2. FME Information</b>	
<input checked="" type="checkbox"/> No changes since previous report (if no changes since previous report leave section blank)	
Forest zone	Temperate
Certified Area under Forest Type	
- Natural	hectares
- Plantation	0 hectares
Stream sides and water bodies	Linear Kilometers

<b>3. Forest Area Classification</b>	
<input checked="" type="checkbox"/> No changes since previous report (if no changes since previous report leave section blank)	
Total certified area (land base)	ha
1. Total forest area	ha
a. Total production forest area	ha
b. Total non-productive forest area (no harvesting)	ha
- Protected forest area (strict reserves)	ha
- Areas protected from timber harvesting and managed only for NTFPs or services	ha
- Remaining non-productive forest	0 ha
2. Total non-forest area (e.g., water bodies, wetlands, fields, rocky outcrops, etc.)	ha

<b>4. High Conservation Values identified via formal HCV assessment by the FME and respective areas</b>			
<input checked="" type="checkbox"/> No changes since previous report (if no changes since previous report leave section blank)			
Code	HCV TYPES <sup>2</sup>	Description:	Area

<sup>1</sup> The center point of a contiguous FMU or group of dispersed properties that together comprise a FMU in latitude and longitude decimal degrees with a maximum of 5 decimals.

<sup>2</sup> The HCV classification and numbering follows the ProForest HCVF toolkit. The toolkit also provides additional explanation regarding the categories. Toolkit is available at <http://hcvnetwork.org/library/global-hcv-toolkits>.

HCV1	Forest areas containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species, refugia).	Species at Risk Habitat Conservation areas	ha
HCV2	Forest areas containing globally, regionally or nationally significant large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.	Nature Preserves	ha
HCV3	Forest areas that are in or contain rare, threatened or endangered ecosystems.	Bog, Fen, Old Growth	ha
HCV4	Forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control).	ANSI, PSW	ha
HCV5	Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).		ha
HCV6	Forest areas critical to local communities' traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).	Algonquin Land Claim Interest	ha
Number of sites significant to indigenous people and local communities			

<b>5. Workers</b>		
Number of workers including employees, part-time and seasonal workers:		
Total number of workers	2 workers	
- Of total workers listed above	1 Male	1 Female
Number of serious accidents	0	
Number of fatalities	0	

<b>6. Pesticide Use</b>		
<input type="checkbox"/> FME does not use pesticides. (delete rows below)		
FME has a valid FSC derogation for use of a highly hazardous pesticide	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
FSC highly hazardous pesticides used in last calendar year		
Name	Quantity	# of Hectares Treated
		ha
		ha
		ha
Non FSC highly hazardous pesticides used in last calendar year 2016		
Name	Quantity	# of Hectares Treated
Glyphosate	3.8 L	0.1 ha
Vision Max	77.4 L	21.7 ha
Garlon – RTU	56.8 L	10.7 ha
Trre_Azin	6.5 L	EAB treatment

## APPENDIX VI: Rainforest Alliance Database Update Form

**Instructions:** For each FSC certificate, Rainforest Alliance is required to upload important summary information about each certificate to the FSC database (FSC-Info). During each annual audit RA auditors should work with the certificate holder to verify that the information posted on FSC-Info is up to date as follows:

1. Print out current Fact Sheet prior to audit from FSC-Info website or direct link to fact sheets (<http://www.fsc-info.org>)
2. Review information with the FME to verify all fields are accurate.
3. If changes are required (corrections, additions or deletions), **note only the changes** to the database information in the section below.
4. The changes identified to this form will be used by the RA office to update the FSC database.

Is the FSC database accurate and up-to-date? YES  NO   
(if yes, leave section below blank)

### Client Information (contact info for FSC website listings)

<b>Organization name</b>			
<b>Primary Contact</b>	Jim Hendry	<b>Title</b>	Coordinator, Forest Certification Program
<b>Primary Address</b>		<b>Telephone</b>	613-258-8422
<b>Address</b>	jhendry@eomf.on.ca	<b>Fax</b>	
<b>Email</b>		<b>Webpage</b>	

### Forests

<b>Change to Group Certificate</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Change in # of parcels in group</b>	<b>total members</b> 139
<b>Total certified area</b>		<b>Hectares (or)</b>	<b>80,134 Hectares</b>

### Species (note if item to be added or deleted)

Scientific name	Common name	Add/Delete

### Products

FSC Product categories added to the FM/CoC scope (FSC-STD-40-004a)		
Level 1	Level 2	Species