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Forest Management
2017 Annual audit
Report for:

Ecotrust Canada
In
**Vancouver, British Columbia,
Canada**

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Standard Conversions

1 mbf = 5.1 m³
 1 cord = 2.55 m³
 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

1. INTRODUCTION

The purpose of this report is to document annual audit conformance of Ecotrust Canada, 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

Based on Company's conformance with FSC and Rainforest Alliance requirements, the audit team makes the following recommendation:	
<input checked="" type="checkbox"/>	Certification requirements <u>met</u>, certificate maintenance recommended Upon acceptance of NCR(s) issued below
<input type="checkbox"/>	Certification requirements <u>not met</u>:
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 audit, changes in Ecotrust Canada's membership occurred: Burns Lake Community Forest (BLCF) of 92,062.50 ha joined the group certificate and 4 FMUs of less than 1,000 ha left the group. Consequently, the group certificate is now comprised of one Community Forest and 4 FMUs of less than 1,000 ha for a total certified area of 93,972.70 ha. No changes in the organization's structure or procedures.

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
P1: FSC Commitment and Legal Compliance	No comments received.	No response needed.
P2: Tenure & Use Rights & Responsibilities	No comments received.	No response needed.
P3: Indigenous Peoples' Rights	Rights holders had only good comments concerning the Organization's collaborative attitude towards forest management practices.	No response needed.
P4: Community Relations & Workers' Rights	No comments received.	No response needed.
P5: Benefits from the Forest	No comments received.	No response needed.
P6: Environmental Impact	One stakeholder commented on past forest management practices on a forest that is no longer part of the group.	The comment did not concern the actual geographic scope of the group certificate. No answer needed.
P7: Management Plan	No comments received.	No response needed.
P8: Monitoring & Assessment	No comments received.	No response needed.
P9: Maintenance of High Conservation Value Forest	No comments received.	No response needed.
P10: Plantations	No comments received.	No response 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 nonconformances 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

NCR#:	6.1.3/17	NC Classification:	Major	Minor <input checked="" type="checkbox"/>
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 6.1.3			
Description of Nonconformance and Related Evidence:				
Channel assessments are done at the block level, but watershed condition is not considered in the operational management planning process regarding hydrological features and risks.				
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.			
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)			
NCR Evaluation Type	On-site <input type="checkbox"/> Desk Review <input checked="" type="checkbox"/>			
Evidence Provided by Organization:	PENDING			
Findings for Evaluation of Evidence:	PENDING			
NCR Status:	OPEN			
Comments (optional):				

NCR#:	6.2.4/17	NC Classification:	Major	Minor <input checked="" type="checkbox"/>
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 6.2.4			

Description of Nonconformance and Related Evidence:	
Forest workers interviewed had a handbook that listed a summary of species required by indicator 6.2.1, but they had not been trained per the 6.2.4 requirements for dealing with unexpected encounters of these species and what procedure to implement thereafter.	
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)
NCR Evaluation Type	On-site <input checked="" type="checkbox"/> Desk Review <input type="checkbox"/>
Evidence Provided by Organization:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN
Comments (optional):	

NCR#:	6.4.4/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 6.4.4			
Description of Nonconformance and Related Evidence:				
The certificate holder has not demonstrated how management treatments in dynamic reserves intend to mimic stand-replacing natural disturbances by (a) employing on a frequency (i.e. rotation age) that is at least 1.2 times the estimated average return interval for those disturbance (b) and include stand level retention significantly above the estimated average natural retention levels for those disturbances.				
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.			
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)			
NCR Evaluation Type	On-site <input checked="" type="checkbox"/> Desk Review <input type="checkbox"/>			
Evidence Provided by Organization:	PENDING			
Findings for Evaluation of Evidence:	PENDING			
NCR Status:	OPEN			
Comments (optional):				

NCR#:	6.5.8/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 6.5.8			

Description of Nonconformance and Related Evidence:	
The manager has not calculated and demonstrated that increases in peak flow maintain weighted equivalent clearcut area (ECA) to less than 25% within watersheds.	
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)
NCR Evaluation Type	On-site <input type="checkbox"/> Desk Review <input checked="" type="checkbox"/>
Evidence Provided by Organization:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN
Comments (optional):	

NCR#:	6.7.1/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 6.7.1			
Description of Nonconformance and Related Evidence:				
During field visits, the audit team interviewed on one site two forest workers and visited two machines. There were no spill kits on site, one of the fire extinguishers had not been inspected since 2012, forest workers lacked Environmental Management System training and the fuel tanks' nozzles in the back of the pickup trucks were not secured or contained in a way to prevent an unexpected failure of the nozzle.				
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.			
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)			
NCR Evaluation Type	On-site <input checked="" type="checkbox"/> Desk Review <input type="checkbox"/>			
Evidence Provided by Organization:	PENDING			
Findings for Evaluation of Evidence:	PENDING			
NCR Status:	OPEN			
Comments (optional):				

NCR#:	8.5.1/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 8.5.1			
Description of Nonconformance and Related Evidence:				

The summary of the results of monitoring was made available to interested parties. However, it did not include all the information required in 8.2.	
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)
NCR Evaluation Type	On-site <input type="checkbox"/> Desk Review <input checked="" type="checkbox"/>
Evidence Provided by Organization:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN
Comments (optional):	

NCR#:	9.1.2/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 9.1.2			
Description of Nonconformance and Related Evidence:				
The HCVF assessment has not been reviewed by an independent, third-party input from and review by qualified specialists.				
Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.			
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)			
NCR Evaluation Type	On-site <input type="checkbox"/> Desk Review <input checked="" type="checkbox"/>			
Evidence Provided by Organization:	PENDING			
Findings for Evaluation of Evidence:	PENDING			
NCR Status:	OPEN			
Comments (optional):				

NCR#:	9.1.4/17	NC Classification:	Major	Minor X
Standard & Requirement:	Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)			
Report Section:	Appendix II, Indicator 9.1.4			
Description of Nonconformance and Related Evidence:				
The HCVF assessment does not include (b) a risk assessment methodology appropriate to the conservation attribute to be maintained or restored, (c) the monitoring program was not completed for the audit and				

consequently, (d) an adaptive management strategy appropriate to the conservation attribute and its level of sensitivity was not developed in consideration of the monitoring program.

Note: HCVs identified in the HCVF assessment have a management strategy, which may depend on regulations or guidance by the province or measures defined by the certificate holder itself. But the certificate holder was still working on defining the overall structure (i.e. roles, measures, frequency) of its monitoring program for each HCV.

Corrective Action Request:	Organization shall implement corrective actions to demonstrate conformance with the requirement(s) referenced above. Note: Effective corrective actions focus on addressing the specific occurrence described in evidence above, as well as the root cause to eliminate and prevent recurrence of the nonconformance.
Timeline for Conformance:	12 months following the report finalization date (XX/XX/XXXX)
NCR Evaluation Type	On-site <input type="checkbox"/> Desk Review <input checked="" type="checkbox"/>
Evidence Provided by Organization:	PENDING
Findings for Evaluation of Evidence:	PENDING
NCR Status:	OPEN
Comments (optional):	

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).

OBS 3.1.4/17	Reference Standard & Requirement: Indicator 3.1.4, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
<p><i>For BLCF:</i> The Organization was able to demonstrate that it had free and informed consent of the key First Nation communities interested in the FMU and looked to engage with all relevant First Nations. However, the evidence was mostly based on interviews and some documentation.</p> <p><i>For SLIMF group members:</i> There is demonstration of lack of interest from the relevant First Nations on the members' FMUs but this is based on old communications.</p>	
Observation: The certificate holder should ensure that it continued to engage and keeps up to date documented evidence demonstrating it has obtained free and informed consent from the First Nations.	

OBS 4.1.3/17	Reference Standard & Requirement: Indicator 4.1.3, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
The Organization was able to demonstrate that the contractors are briefed on the best management practices that the standard requires for their roles in forest management. However, the evidence of adherence of contractors to the FSC requirements was mostly based on interviews.	

Observation: The certificate holder should ensure that it has documented evidence that it “requires contractor to adhere to portions of the FSC-BC Regional Standards relevant to their activities on the management unit” to more easily demonstrate meeting this requirement.

OBS 4.4.1/17

Reference Standard & Requirement: Indicator 4.4.1, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)

The Organization has developed and implemented a comprehensive plan for ongoing public participation that accommodates the needs and preferences of directly affected persons in relation to the process.
However, the stakeholders list did not have all the information needed for the audit team to contact the whole spectrum of type of stakeholders.

Observation: The certificate holder should make sure its stakeholders list covers the whole spectrum of stakeholders.

OBS 6.3.9/17

Reference Standard & Requirement: Indicator 6.3.9, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)

The standard requires for retention of dominant and co-dominant green trees and snags specific targets per Natural Disturbance Type (NDT) and Biogeoclimatic Ecological Classification (BEC). One of the targets included in the current BLCF Forest Stewardship Plan (for zone Engelmann Spruce Sub-alpine Fir (ESSF)) is below the 15% required by the FSC Standard.

That said, no recent harvesting has been done in this zone nor is included within the next 5-10-year operational plan. The certificate holder’s current management activities meet the standard’s requirements for retention, but an observation is issued to ensure targets are adjusted prior to implementing management activities in zone ESSF.

Observation: The certificate holder should ensure that its retention targets and results for dominant and co-dominant green trees and snags for both BEC zones meet the requirements of the indicator.

OBS 6.4.1/17

Reference Standard & Requirement: Indicator 6.4.1, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)

The ESSFmc BEC zone is currently under-protected per the analysis completed in the HCVF report. The manager is currently working with the British Columbia Ministry of Forests, Lands, Natural Resources Operations and Rural Development (MFLNRORD) to have this BEC zone protected to required level under Table P6-1. Since there are no plans to harvest in this area in the upcoming five years. As such, only an observation is issued.

Observation: The certificate holder should ensure that the gap identified in the BEC ESSFmc zone is formally protected to guarantee a 24% level of protection within the management unit and meet the requirements of indicator 6.4.3.

OBS 6.5.1/17

Reference Standard & Requirement: Indicator 6.5.1, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)

The ESSFmc BEC zone is currently under-protected per the analysis completed in the HCVF report. Since there are no plans to harvest in this area in the upcoming five years, the manager is currently working with the British Columbia Ministry of Forests, Lands, Natural Resources Operations and Rural Development (MFLNRORD) to have this BEC zone protected to required level under Table P6-1.

Observation: The certificate holder should ensure that the gap identified in the BEC ESSFmc zone is protected to ensure a 24% level of protection within the management unit and meets the requirements of indicator 6.4.3.

OBS 6.10.2/17	Reference Standard & Requirement: Indicator 6.10.2, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
The only case of actual conversion on the BLCF is for recreational use, i.e. mountain bike trails. Right now, this converted area does not exceed 5% of the timber harvesting land base of the management unit. Since the expansion of the trail network and campground has not started, this observation is issued.	
Observation: The certificate holder should ensure that prior to the expansion of the trail network and campground, benefits and impacts are evaluated and reported by qualified specialists per the requirements of indicator 6.10.2	

OBS 7.1.1/17	Reference Standard & Requirement: Indicator 7.1.1, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
The Organization has all the documentation required in a management plan. However, the documentation required by the standard to be included in the management plan was provided in many different documents. The standard mentions the management plan has one document to be accessible publicly.	
Observation: The certificate holder should ensure that the documentation provided to comply with principle 7 is included in a smaller number of documents to ensure a more efficient audit process and more comprehensive public consultation.	

OBS 9.4.2/17	Reference Standard & Requirement: Indicator 9.4.2, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
The HCVF monitoring was under completion during the audit. See NCR 9.1.4/17 .	
Observation: The manager should ensure that its monitoring program is capable of alerting the manager to changes in the status of an HCVF or conservation attribute and if they are effective.	

OBS 9.4.3/17	Reference Standard & Requirement: Indicator 9.4.3, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)
The HCVF monitoring was under completion during the audit. See NCR 9.1.4/17 .	
Observation: The monitoring program results should allow manager to identify if there are increasing risks to HCV attributes to allow adaptation of management strategies.	

2.8. Notes

NOTE 03/15	Reference Standard & Requirement: FSC Regional Certification Standard for British Columbia for Small Operators (2005), Indicator 6.2.3.
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In the case of Elkington and Shawinigan Lake School, new federal Recovery Strategies for Red Legged Frogs and Marbled Murrelet have been developed but have not yet been implemented by the government. These Recovery Strategies have not been assessed in relation to the two relevant Group Members.		
NOTE: Future auditors should verify that the federal Recovery Strategies for Red Legged Frogs and Marbled Murrelet, once implemented, have been assessed in relation to the two relevant Group Members		
<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Followed-up but still open	<input type="checkbox"/> Not followed-up this year
2016 Audit Team Response: The federal recovery strategies were not implemented at the time of the audit.		
2017 Audit Team Response: At the time of the audit, there had been no harvesting on Elkington and Shawinigan Lake School Forests since last audit and no harvesting was being planned for the upcoming months. The Forest Management Plans and the procedures used by the group manager and members include safeguards and procedures to ensure plans and procedures for Species at Risk (SAR) are implemented. This Note remains open so that the next audit team verifies that if operations occurred on these forests and measures included in these plans were implemented if required.		

2.9. New notes as a result of this audit:

NOTE 6.1.4/17	Reference Standard & Requirement: Indicator 6.1.4, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)	
All streams are defaulted to fish-bearing streams (S4) and their status is only changed to non-fish-bearing status if confirmed during field inventories. A stream assessment project has been approved for stream classification on the BLCF forest and completion of the project is expected for Summer 2018.		
NOTE: Future auditors should verify that the stream assessment project has been completed and is being used in the forest management planning and operational processes.		
<input type="checkbox"/> Closed	<input type="checkbox"/> Followed-up but still open	<input type="checkbox"/> Not followed-up this year
2018 Audit Team Response:		

NOTE 6.3.12/17	Reference Standard & Requirement: Indicator 6.3.12, Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005)	
During the audit, the manager was in the process of applying for a grant for an access management assessment that would provide a more current portrait of access road rehabilitation needs on the certified area.		
NOTE: Future auditors should verify if the access road assessment has been completed and is being used in the forest management planning and operational processes.		
<input type="checkbox"/> Closed	<input type="checkbox"/> Followed-up but still open	<input type="checkbox"/> Not followed-up this year
2018 Audit Team Response:		

3. AUDIT PROCESS

3.1. Auditors and qualifications:

Auditor Name	David Brunelle Ing.f, R.P.F.	Auditor role	Team leader, in charge of forestry, socio-economic and First Nations aspects
Qualifications:	<p>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 Société des Établissements de Plein Air du Québec, he worked in harmonizing the uses in Quebec's wildlife reserves for 3 years. During his short stint at the Ministère des Ressources Naturelles du Québec 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 firm. In addition, he holds a Law certificate from the Université de Montréal. David joined the Canada Rainforest Alliance team in January 2016 as a Forest Management Associate and completed the FSC lead auditor training. David already took part in more than 25 FM and COC audits.</p>		
Auditor Name	Yves Bouthillier Biol., M.Sc.	Auditor role	In charge of environmental and forestry 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 30 forest management and chain-of-custody audits. He completed his master in forest ecology 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 in 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	Principal Activities
Oct. 23	Remotely	Stakeholder public and private notifications/consultations
Oct. 27	Remotely	Planning call and audit plan
Nov. 7	On-site	Opening meeting, evidence review, field visits, consultation
Nov. 9	On-site	Closing meeting
Feb. 6	Remotely	Audit report finalized

Total number of person days used for the audit:13
 = number of days spent in preparation, on site and post site visit follow-up including stakeholder consultation

3.3. Sampling methodology:

Since last audit, changes in Ecotrust Canada’s membership occurred: Burns Lake Community Forest of 92,062.50 ha joined the group certificate and 4 FMUs of less than 1,000 ha left the group. Consequently, group certificate is now comprised of one Community Forest and 4 FMUs of less than 1,000 ha, for a total certified area of 93,972.70 ha.

Field visit was done only on Burns Lake Community Forest. Visits focused on operations completed in the past year, areas of special concerns (ex. stream crossing, HCV, stakeholder utilization), on-going operations and upcoming operations. For the SLIMF portion of the group, since changes in membership were members loss, a desk audit was performed per FSC-STD-20-007 requirements.

3.3.1 List of FMUs selected for evaluation

FMU/Group Member Name	Rationale for Selection
Burns Lake Community Forest	New Community Forest in group. Visits focused on operations completed in the past year, areas of special concerns (ex. stream crossing, HCV, stakeholder utilization), on-going operations and upcoming operations.
4 SLIMF members	Desk audit, no changes in SLIMF membership of the group.

3.4. Stakeholder consultation process

A public stakeholder notification was sent to a broad list of relevant stakeholders on October 23, 2017. The audit team also sent a notice to specific and relevant stakeholders by email and stakeholders were also contacted by phone. The stakeholders were chosen according to the need to assess the impacts of the forest on the local community. The audited member’s management staff were both interviewed based on their field of responsibility as needed by the auditors to document findings for indicators of the FSC standard.

Stakeholder type	Stakeholders notified (#)	Stakeholders consulted or providing input (#)
------------------	---------------------------	---

(i.e. NGO, government, local inhabitant etc.)		
Government	2	0
Recreation	4	0
Forest Workers	0	2
First Nation	18	1
Environmental	22	1
Unions	4	0
Academic	7	0
Industry	1	0

3.5. Changes to Certification Standards

Forest stewardship standard used in audit:	<ul style="list-style-type: none"> FSC Regional Certification Standards for British Columbia – Small Operations Standards (2005) Forest Stewardship Council Regional Certification Standards for British Columbia - Main Standards (2005) Rainforest Alliance Chain-of-Custody Standard for Forest Management Enterprises (FM-35) – August 2013
Revisions to the standard since the last audit:	<input type="checkbox"/> No changes to standard. <input checked="" type="checkbox"/> Standard was changed (detail changes below)
Changes in standard:	Advice Note 18 was published by FSC International on January 1, 2017. This advice note provided requirements for Intact Forest Landscapes (IFL), based on Motion 65. Per Global Forest Watch.org 2000-2013 data, there is no IFL on the certified area.
Implications for FME:	Conformance to new requirements verified

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: Ecotrust and the group member audited are proactive in reaching out to stakeholders and strives to maintain a positive relationship with all. Complaint records and follow-up actions have been reviewed.	
Accident records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Accident records were reviewed. No major accident or death due to the FM operations occurred since last audit.	
Training records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: Training records were reviewed.	
Operational plan(s) for next twelve months	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: A sample of operational plans for known operations were reviewed.	
Inventory records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

Comments: Inventory records were reviewed during the interview with the GIS specialist.	
Harvesting records	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: A sample of completed harvests were reviewed.	

b) Group Certificates

Required Group Records	Reviewed
Group management system	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: The group management system was reviewed during interviews with the group manager and though the documentation provided (group procedures). The system in place is able to address conformance issues.	
Rate of membership change within the group	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: One Community Forest was added and four members (all SLIMF) were removed from the group certificate during the audit period.	
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: The formal documentation and communications are frequent and concern audit results and planning.	
Records of monitoring carried out by the group entity	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: The records of the monitoring done by the group manager were reviewed.	
Records of any corrective actions issued by the group entity	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: The records of past CAR were reviewed by the auditor.	
Updated list of group members	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
Comments: The updated list of group members was provided before the audit for the sampling calculations.	

APPENDIX I: FSC Annual Audit Reporting Form:

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

Forest management enterprise information:			
FME legal name:	Ecotrust Canada		
FME Certificate Code:	RA-FM/CoC – 001758		
Reporting period	Previous 12 month period	Dates	November 2016 to November 2017

1. Scope Of Certificate			
Type of certificate: group	SLIMF Certificate: not applicable		
New FMUs added since previous evaluation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Group Certificate: Updated of FMU and group member list provided in Appendix VII-a:			
Multi-FMU Certificate: List of new FMUs added to the certificate scope:			
FMU Name/Description	Area	Forest Type	Location Latitude/Longitude ¹
Burns Lake Community Forest	92,302 ha	Natural	54° 22' 5" N 125° 76' 22" W
	ha		
	ha		

2. FME Information	
<input type="checkbox"/> No changes since previous report (if no changes since previous report leave section blank)	
Forest zone	Boreal
Certified Area under Forest Type	
- Natural	94,212.20 hectares
- Plantation	0 hectares
Stream sides and water bodies	206.35 Linear Kilometers

3. Forest Area Classification	
<input type="checkbox"/> No changes since previous report (if no changes since previous report leave section blank)	
Total certified area (land base)	94,212.20 ha
1. Total forest area	84,420.04 ha
a. Total production forest area	65,450.32 ha
b. Total non-productive forest area (no harvesting)	18,969.68 ha
- Protected forest area (strict reserves)	328.72 ha
- Areas protected from timber harvesting and managed only for NTFPs or services	0 ha
- Remaining non-productive forest	18,640.96 ha
2. Total non-forest area (e.g., water bodies, wetlands, fields, rocky outcrops, etc.)	9,791.96 ha

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

¹ 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.

² 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).		16.6 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.		0 ha
HCV3	Forest areas that are in or contain rare, threatened or endangered ecosystems.		688.20 ha
HCV4	Forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control).		317.50 ha
HCV5	Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).		0 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).		1,511.22 ha
Number of sites significant to indigenous people and local communities			

5. Workers

Number of workers including employees, part-time and seasonal workers:		
Total number of workers	16 workers	
- Of total workers listed above	15 Male	1 Female
Number of serious accidents	0	
Number of fatalities	0	

6. Pesticide Use

<input checked="" type="checkbox"/> FME does not use pesticides. (delete rows below)
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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)

Organization name			
Primary Contact		Title	
Primary Address		Telephone	
Address		Fax	
Email		Webpage	

Forests

Change to Group Certificate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Change in # of parcels in group	5 total members
Total certified area		93,972.70 Hectares	Acres

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

APPENDIX VII-a: Certified Group Member/FMU List

(Insert additional rows as necessary for groups with more than 15 members).

1. **Total # members in the certified pool:** 5
2. **Total area in Current Pool (ha. or acres):** 93,972.70 ha

CERTIFIED FMU TABLE *(list all FMU included in certificate scope)*

Name of Member/ Contact Details	Assigned Sub Code	Managemen t Tenure	FMU Location (e.g. town, county)	FMU Latitude/ Longitude ⁴	FMU area (ha)	Main Products
Elkington Forest	D		Shawnigan Lake BC, Canada	N 48° 33' 3..56" W 123° 36' 34 .80"	292.3	Logs, timber,
Marshall Forestry Services (WL0470) - PO Box 2, Midway BC, V0H 1M0	F		Midway BC, Canada	N 49° 02' 42.9966" W 118° 45' 25.6566"	970.4	Logs, timber,
Monticola Forestry Ltd. (WL0408) - PO Box 758, 59 Kootenay Avenue N, Fruitvale, BC,	G		Fruitvale BC, Canada	N 49° 09' 32.24" W 117° 19' 12.74"	583.5	Logs, timber,
Shawnigan Lake School - 1975 Renfrew Road, Shawnigan Lake BC, V0R 2W1	I		Shawnigan Lake BC, Canada	N 48° 39' 16.23" W 123° 38' 48.01"	64	Logs, timber
Burns Lake Community Forest	D		Burns Lake BC, Canada	N 54°13'31.63" W 125°46'0.78".80"	92,062.50	Logs, timber,
Total area in certified pool.					93,972.70 ha	

⁴ 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.