

ONTARIO
PROFESSIONAL
FORESTERS
ASSOCIATION

ANNUAL REPORT 2003



Table of Contents

Association Information	- 2
Committee's & Members	- 3
Council Report	- 4
Executive Director's Report	- 6
Membership Statistics	- 7
Registration Committee Report	- 8
Canadian Forestry Accreditation Report	- 9
Website Committee Report	- 10
Continuing Education Committee Report	- 11
Recognition & Awards Committee Report	- 12
Finance Committee Report	- 13
Annual General Meeting 2003 Minutes	- 14
Auditors Report	- 28

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Dave Wray, R.P.F.
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Susan Jarvis, R.P.F.
Mike Clarke, R.P.F.

CIF Representative

Richard Macnaughton, R.P.F.

CFAB Representative

James Cayford, R.P.F.
Dave Wray, R.P.F. (alt)

COUNCIL REPORT By John Cary, R.P.F., President



We have now completed our third full year as self-regulated professionals and our association, the Ontario Professional Foresters Association has completed its' third year as the regulating body of our profession. While this may not appear to be a significant accomplishment, I think it is worthwhile to look at the key strategic changes we have made in the programs of the association that has resulted in the very effective functioning of our new regulatory body. The fact that this has been accomplished in a smooth and professional manner acknowledges the expertise of past Councils and the ability of the members to relate to our new professional mandate and personal accountabilities.

Our new legislation became effective on May 1, 2001. Prior to that date the OPFA had redone the Strategic Plan, reviewed and adjusted our bylaws, reviewed and adjusted our internal processes and procedures to ensure that all were consistent with our new legislation. We had reviewed our program activities to ensure that there was consistency with the new Act and we developed a new "Chart of Accounts" to enable us to track our revenues and expenditures. We had developed and put in place new processes and procedures to deal with activities that were new (handling of complaints and discipline, grand-parenting) and we had identified the priority program activities that

were to be addressed (e.g. Continuing Education, Awareness) as soon as possible. In addition, communication to members has improved and the newsletter revamped to better identify and comment on those regulatory issues which we must all be aware of.

All this was completed on time and your Association was ready to implement the new Act on May 1, 2001. A remarkable achievement when one stops to consider it.

My point in recounting this bit of history is that we were well positioned as a regulatory body in December 1, 2002 and I believe that over the last year, your association, while it continues to some extent the repositioning process that it has been engaged in, is now becoming increasingly recognized as the professional regulating body that it is. Its views and opinions are well researched, grounded in fact not rhetoric, and it can be relied on to give sound, independent advice on a variety of issues affecting professional forestry in Ontario.

For example, the OPFA's input to the Declaration Order of the Ministry of Environment regarding the Timber Environmental Assessment is considered to be a quality document and while many of the recommendations were not adopted by the Minister of Environment, the input was well thought out and professionally presented. One recommendation that was accepted was the appointment of a representative of the OPFA (the Executive Director), to the Provincial Policy

Committee chaired by the Deputy Minister of the Ministry of Natural Resources. That appointment is seen as recognition of the new professionalism of your Association and of the expertise that can be brought to the policy table. In addition, the OPFA's views were sought on the review of the Forest Management Planning Manual, the use of guides in the forest management planning process, "declining enrollment" and the development of new training modules for professional foresters.

On the program side, the Association continued with the awareness initiative that it began in 2002. A major feature of this in 2003, was the "Due Diligence Initiative" that informed employers of their responsibilities with respect to the Professional Foresters Act 2000. This initiative involved contacting the Ontario Ministry of Natural Resources, all Sustainable Forest License Holders in Ontario, all Conservation Authorities and all Upper Tier Municipalities, advising them of the intent of the legislation and asking "what steps they were taking to ensure that their employees or consultants practicing professional forestry were members of the Ontario Professional Foresters Association". The responses indicate that employers understand their obligations under the Act and equally important the OPFA has fulfilled its obligation of advising employers of the legislation and the need for compliance.

Another major initiative this past year involved preparing for the implementation of the Personal Information Protection and Electronic Documents Act.

This piece of federal legislation will be applicable in Ontario effective January 1, 2004 and provides direction to organizations and individuals on the securing of personal information from unauthorized access, disclosure, use or tampering. To ensure compliance, Council reviewed and modified OPFA policies and procedures on the management of members personal information and developed a Privacy Code that sets out the actions that the OPFA will take to ensure the protection of members personal information and compliance with the Act. A copy of the Code is available to members on the website.

In addition a special sub-committee of Council was established to examine the extent to which the Association could better use technology in the carrying out of its' ongoing business practices. After several meeting and consultation with the Website Committee, it was agreed that given the present size of the membership and the use now being made of the website, only minor adjustments should be made at this time. These are in the process of being implemented and will further increase our operating efficiency.

Your Continuing Education program has just completed its second year and while there are still some issues to be sorted out, it is apparent

that all members are aware of the program and in agreement with it. There is no question that the commitment to ongoing continuing education is one of the trademarks of a practicing professional. The OPFA is at the forefront in the professional community with the implementation of a mandatory CE program and it is gratifying to see that while there are some issues with the methodology, there has been no debate on the necessity or value of the program.

Council continued to support the work of the CFPFA on the Inclusivity project. This project, now supported by all of the Canadian professional foresters associations is to examine the feasibility of adjusting the academic standards required for membership of professional foresters associations in Canada so that the associations may accept a broader range of candidates fore membership. This is necessary given that the scope of practice of professional of forestry will continue to expand and the OPFA has a legislated obligation to ensure that our membership includes all those practicing professional forestry in Ontario and that the membership standards are consistent with this continually changing scope. The project is now in the hands of a CFPFA working group. That group of which Ontario is a member intends to have a working draft by the fall of 2004.

Finally, I must again congratulate the committee responsible for the outstanding Annual General Meeting held on April 29 - May 1 in Sault Ste.

Marie. The meeting was very well-received and set new standards that will test the skills of all AGM committees to follow. I am confident however that these standards will not only be met but surpassed, foresters can never resist a challenge.

Council was again supported throughout the year by the very capable staff at the OPFA office in Innisfil. These include Rick Monzon, R.P.F. - Executive Director and Registrar, Melissa Ginsberg, Office Administration and Susan MacLachlan - Continuing Education Coordinator. My personal thanks along with that of Council to all of you.

Finally, I would like to thank all of the members of Council for their assistance over the past year and for extending their commitment for an additional term. Nick Baggs, R.P.F., John Goodman, R.P.F., Craig Howard, R.P.F., Parthena Fotiadis, R.P.F., Susan Jarvis, R.P.F., David Milton, R.P.F., Martin Streit, R.P.F, Rob Tomchick, R.P.F., Nancy Houle, R.P.F. Jim Parker, Ray Riley, Margaret Wanlin, Deborah McGregor and Ric Symmes have worked very hard on your behalf and it has been very much appreciated.

Thank you for the opportunity to have served as your President over this past year.

John Cary, R.P.F.
President

EXECUTIVE DIRECTORS REPORT By Rick Monzon, R.P.F., Executive Director

The theme of this report is awareness and communications. This theme emerged as the priority issue of the members resulting from the 2002 Annual General Meeting. As a result, the majority of effort in 2003 related to this theme. Some of the highlights are as follows.

Due Diligence

John Cary has already identified the major work that was done here in 2003. In addition, I attended a number of meetings of Conservation Authority General Managers and spoke directly to them about our legislation and what actions needed to be taken to ensure compliance. In addition, I attended the ISAO Annual Meeting in Toronto in February of 2003 to review our legislation, elaborate on the difference in our respective mandates and to assure them that the OPFA was prepared to discuss any potential problems with them. In addition, the office sent a number of official letters to companies and individuals advising them of potential conflicts with our legislation (advertising and practice) and recommending the remedial action required.

Student Awareness

The Executive Director continues to be a member of the faculty of forestry advisory committees at Lakehead University and the University of Toronto and attended the scheduled meetings of these committees. In addition, briefings on the Inclusivity Project were given to the Advisory Committee at Lakehead and to the Dean of the Faculty of Forestry and the Environment at the University of Toronto.

In addition, I spoke to the 3rd and 4th year forestry students at Lakehead in October of 2002 on the Professional Foresters Act 2000 and the value of the forestry profession.

Others student awareness activities included the distribution of our new "Careers in Forestry" brochure, speaking with the OFIA to the 3rd year design class of Humber College students on forestry in Ontario, and the development of two new lesson plans on forestry and career opportunities in the revised Focus on Forests publication distributed by the Ontario Forestry Association to schools and teachers across Ontario.

General Public

The thrust of these activities was to raise the profile of the OPFA, education as to specific work of the OPFA and professional forestry was secondary to the intent of ensuring that the OPFA would continue to be sought after for good advice and solid information. Specific activities included;

- Assisting the Ontario Federation of Agrologists in their efforts to become a self-regulated profession
- Addressing a variety of special interest groups on the OPFA and the impact of our new Act
- Attendance at the World Forestry Congress in Quebec City
- Attendance at local agricultural shows and fairs in Southern Ontario
- Participation in Trees Ontario
- Review of draft forest conservation by-law template
- Preparation of Qs and As for by-law enforcement officers on the Professional Foresters Act

2000 as it relates to the enforcement of forest conservation by-laws

Communications to Members

As part of our ongoing efforts to improve internal communications to members a number of improvements were made to our existing communications. The centre tear-out component of the newsletter is now fully operational and provides members with essential information on regulatory issue that they may wish to personally save. In addition a new "Need To Know" tab has been added to the website. This tab contains material that all members need to know and will be updated as required. In addition the newsletter is now available in electronic format on the website. There is no intent however to discontinue the paper version of the Newsletter.

The OPFA website itself has undergone another revision. Significant features include a new "mouse over" feature and the development of a Continuing Education tab on the site, which contains all of the pertinent CE material that is available.

Finally, the Regional Information Sessions were expanded this past year to include Kapuskasing and Pembroke. Consideration is being given to establishing specific links with CIF sections in order that OPFA members can take better advantage of the education and training activities conducted/sponsored by the OPFA.

Service Improvements

This saw the complete transfer of our paper records relating to past members to a new electronic format designed to be compatible with and supported by our present electronic Registry. This mind-numbing task was completed with the help of a summer student and Tim Williams, R.P.F. from Williams and Associates.

An additional improvement might be that we abandoned our list-serve initiative of 2002 and replaced it with a new bulk email service through Eudora. We are still working out the details of this usage not being considered as spam by some servers but we are making progress.

Some will note that we have a new insurance provider, a fact that seems

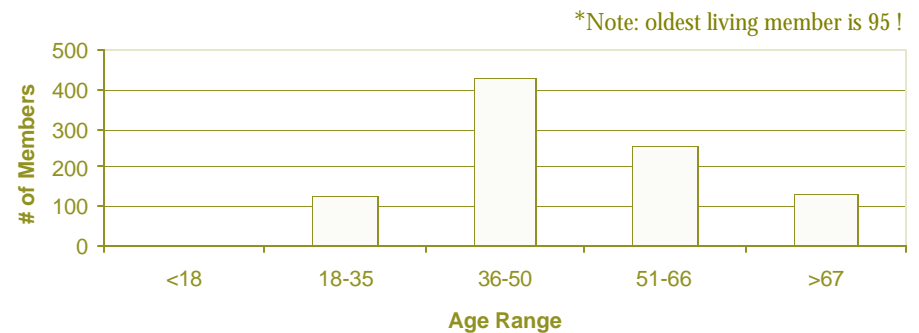
to be the normal state of affairs in this industry these days. However, our broker has been successful in keeping all premiums at very reasonable rates and a new brochure outlining all of the different types of insurance available to OPFA members has been developed and distributed.

The finances of the Association continue to be sound. We ended the year with a small surplus but our reserve has not been touched and now totals some \$197,000. Details on the 2003 revenues and expenditures can be found in the Auditor's Report that is included in this Annual Report of the Association.

MEMBERSHIP STATISTICS

MEMBERSHIP CATEGORY	2003	2002	2001	2000
New R.P.F.'s	29	23	30	26
Reinstatements	4	0	9	2
Transfer from Inactive	0	0	0	0
Resignations	16	5	4	16
Transfer to Inactive	14	9	3	3
Deceased	9	5	5	2
Struck	14	6	9	1
R.P.F.'s at Year End	867	864	841	829
Life	124	128	130	131
Full	629	636	620	595
Non Resident	68	68	68	83
Inactive	46	32	23	20
Other Members	48	26	15	15
Associate	28	12	2	N/A
Provisional	26	21	12	11
Student	22	5	3	4
Total Membership	943	902	858	844

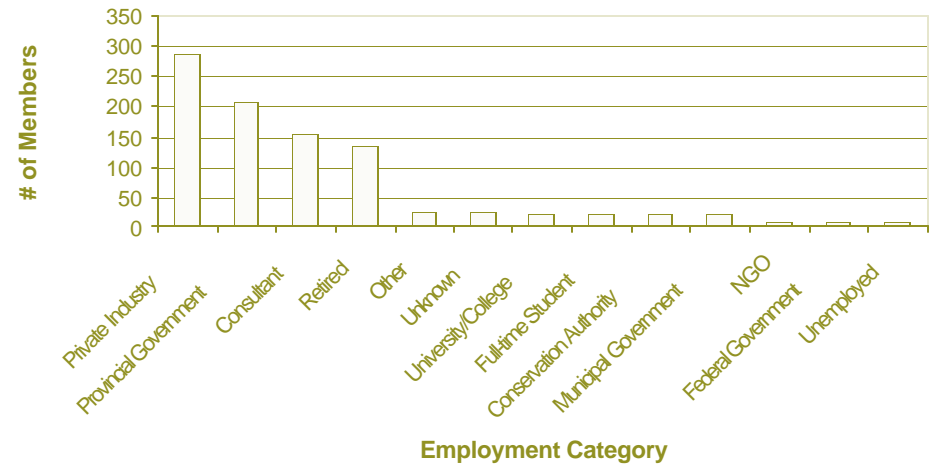
Age Demographics of Members



MEMBERSHIP CATEGORY/GENDER DEMOGRAPHICS

Category	Total Membership	Men	Women
LIFE	124	123	1
FULL	629	540	89
NON RESIDENT	68	58	10
INACTIVE	46	43	3
ASSOCIATE	28	27	1
PROVISIONAL	26	22	4
STUDENT	22	18	4
TOTAL	943	831	112

Employer Statistics



REGISTRATION COMMITTEE REPORT By Faye Johnson, R.P.F., Chair

The Registration Committee met six times in 2003, either in person or via teleconference. The Registration Committee continues to deal with the interpretation of the Act and by-laws at many meetings this year. Topics of interest in 2003 included membership categories (especially associate membership), scope of practice, private land forestry, and academic standards. We have continued to meet on the topic of inclusiveness and are now involved in developing a national strategy on

that topic. Specifically Council, together with the Registration Committee, are investigating what steps could be taken to adjust the membership standards so that they provide additional flexibility for the consideration of graduates from forestry related courses in addition to Honours Forestry; while at the same time protecting the core values and academic standards of forestry professionals.

The Registration Committee reviewed many applications for

membership during 2002. In all 33 new R.P.F.'s were accepted into the OPFA. We have also welcomed 16 new associate members and 17 student members. In total our organization has a total of 943 members as of Nov. 20, 2003.

The Committee members remained the same as year-end 2002.

CFAB REPORT By James Cayford, R.P.F., OPFA Representative

This report, prepared for the OPFA, summarizes the activities of the Canadian Forestry Accreditation Board (CFAB) for the period January 1, to December 31, 2003.

The Board is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional registration. Its role is to implement a national accreditation process mandated under a Policy Statement agreed to by its member agencies.

Board Membership

The Board is comprised of one representative from each of the registered professional foresters/ingenieurs forestiers associations in Canada and from the Canadian Institute of Forestry. In addition to regular members, each organization has a designated alternate member.

The current CFAB membership is as follows:

A new member and alternate for the College of Alberta Professional Foresters and new alternates for the Association of Registered Professional Foresters of New Brunswick and the

Canadian Institute of Forestry.

Accreditation Activities

The Board conducted an accreditation review of the Natural Resources Management Program (Forestry Major), College of Science and Management, University of Northern British Columbia on February 26-28. Site visit team members were Bruce McLean, R.P.F. (Chair), Jim Cayford, R.P.F., Bruce Devitt, R.P.F. and Julie MacDougall, R.P.F. Bruce Dancik, R.P.F. had been named to the team but was unable to participate due to illness. On August 9th the Board granted the program a three-year accreditation which will expire on June 30, 2006. CFAB member agencies were formally advised of the decision in late summer.

The Board also conducted an accreditation review of the Forest Environment and Forest Resources Management Program of the Faculty of Forestry and Geomatics, Laval University from November 5-7. Site visit team members were Rene Doucet, ing. f. (Chair), Jeff Butler, R.P.F., Vidar Nordin, R.P.F. and Rod O'Connell, R.P.F. A report has been prepared and the decision concerning

accreditation will be made by the Board at its meeting in March 2004. Additionally, an informal review of the Forest Operations Program was undertaken by Jean-Louis Brown, ing. f. (Chair) and Gilles Couturier, R.P.F. The review had been requested previously by the member agencies.

Arrangements have been made for a regular accreditation visit to the University of Moncton to review the Forestry Program. The visit will take place on March 24-26, 2004.

Board Meetings

The Board met once in Toronto on August 9. The main topic dealt with the accreditation visit to the University of Northern British Columbia; other topics included future accreditation reviews, site team selection process, site visit feedback from the forestry schools, the CFAB website and relations with the Canadian Federation of Professional Foresters Associations (CFPFA) and the Association of University Forestry Schools of Canada (AUFSC).

Finances

It is anticipated that CFAB expenses

for 2003 will approximate \$31,750 as compared with an estimated budget of \$36,150. Lower costs than anticipated were incurred for the site visits, meetings and travel, and translation. The proposed budget for 2004 is approximately \$36,000 reflecting two site visits; the estimated total assessment for the year will be \$31,600 which is approximately 15-20% higher than in 2003.

Other Activities

Annual reports were received from all schools having a baccalaureate degree program in forestry and a summary report was prepared and distributed to CFAB member agencies with copies to members of the AUFSC. The report includes enrolment information summarized by the AUFSC which reveals that undergraduate enrolments have declined continually since 1999/2000. However, the figures indicate that the decline between 2001/02 and 2002/03 was less than that experience in the preceding two years.

Lorne Riley, R.P.F., Executive Director and J. H. Cayford, R.P.F.

met with AUFSC members in Ottawa on June 19 to discuss concerns related to enrolment decline and the possible relationship with accreditation standards.

The Board continues to be a member of the CFPFA and participated in CFPFA teleconferences and in meetings in Ottawa and in Quebec City primarily related to the broadening of the academic standards for entrance into the profession. Other topics discussed included participation in the World Forestry Congress, privacy legislation and registration of the terms R.P.F., ing. f and related designations.

The Board continues as a member of the Association of Accrediting Agencies of Canada (AAAC) and the Executive Director participated in meetings of the AAAC in Ottawa on March 28 and June 20 and in the Annual General Meeting on November 14.

The CFAB Annual Report was published in the March/April 2003 issue of The Forestry Chronicle.

The CFAB website (www.cfab.ca) continues to be updated regularly. During the year there were a total of

WEBSITE REPORT By John Sellers, R.P.F., Chair

now www.opfa.ca

The Website Committee is pleased to present and maintain the website for the OPFA. The site reflects this professional association, its activities and new/revised pages.

For 2004, a new year, a new look and location for the OPFA Website - www.opfa.ca Easier to remember. The password remains the same. For easier and more direct access log onto and **bookmark the Members side** directly.

The Member side has all the information available to members, including that available to the public. The Public side of the website has a much limited amount of information available to visitors. If you want to see all that is available - **log onto the Members side** of the OPFA site.

Website Terms of Reference:

- To provide consistent and timely communication to OPFA members and the general public concerning the practice of forestry in Ontario and the activities of the OPFA through the Associations website;

- To assist the Association to im-

prove communications to members and enable the OPFA pursue opportunities to reduce operational costs; and

- To enhance the ability of the Association to serve its various committees.

The new website now has **pop-up menus** that enable you to see and get to all the major pages available with only one click of one button. We hope visitors to the site will find it an improvement.

The OPFA website continues to be well used, including the search capability. It is evident however, that many members are viewing the public side and not the Member's side - and only getting some of the information they could have available to them.

The Members side has improved information on CE Opportunities, Meetings, Events and Courses as well as credit information. The Directory of Members will be updated in 2004.

We would like to include involvement of Committees in the website and its content, posting Committee Annual Reports and perhaps their meeting

minutes. The various Committees of the Association can assist in providing information to the site for members as well as the public. Assign a Committee member to assist to do this! **We welcome your input and comments on the website. New Committee members are welcome.**

Special thanks are extended to this year's Web Site Committee Members:

Dave Legg, R.P.F., Fred Dewsberry, R.P.F., Lorne Riley, R.P.F., Tim Williams, R.P.F., Norma Griffin, R.P.F., Mike Clarke, R.P.F., Bob Robinson, R.P.F., and Susan Jarvis, R.P.F., (Council Rep) for their efforts and contributions.

The Committee has accepted with regret the loss of Bob Robinson, R.P.F., Fred Dewsberry, R.P.F., and Tim Williams, R.P.F. from the Committee for 2004.

Check out your OPFA website!!

CONTINUING EDUCATION COMMITTEE REPORT

By Susan MacLachlan, C.E. Co-Ordinator

In 2003, the major development within Continuing Education pertained to communications of the program to the OPFA members. The Continuing Education Committee was committed to the task of making sure that all Full, Associate and Non-Resident members knew what was expected of them with respect to reporting Continuing Education Credits. A communication plan was prepared and included creating a Focus Group, comprised of OPFA members throughout the province and from variety of different sectors of forestry, to assist the CE Committee with helping members adjust to and understand the CE requirements.

The communication plan also included preparing articles for *The Professional Forester* informing OPFA members of their mandatory Continuing Education requirements. In addition, individual letters to members were sent out indicating a requirement to report Continuing Education Credits to the Registrar on a yearly basis. Furthermore, members of the Continuing Education Committee undertook the task of

providing one-on-one support with members who requested assistance. CE events that had been assessed by the OPFA were posted on the OPFA website to assist members in determining activities that would be applicable towards their Continuing Education Credits. Despite the extensive promotion regarding the need to report CE Credits annually the matter remains an ongoing challenge.

Consequently the CE Committee conducted a review of comments from members received throughout the year and at the fall Regional Information sessions lead by the Executive Director, concerning the complexity of the CE Guidelines. This review resulted in a number of specific problems being identified and consequently a face-to-face meeting was held in Sault Ste. Marie in October and many worthwhile ideas were brought forward. The CE Committee is considering how to simplify the existing guidelines and if it would be feasible to change the existing requirements.

As the Continuing Education Program moves into the final year of the first

three year reporting period, the Committee feels that it has met its commitment to communicate the program to members and will continue to suggest improvements to the program based on member feedback and issues arising from implementation of the program.

RECOGNITION & AWARDS COMMITTEE By Lorne Riley, R.P.F., Chair

Following last year's call for nominations through *The Professional Forester* and on the Association website, the Recognition and Awards Committee selected two members of the Association to honour for the 2002 award year.

Robert (Bob) Staley, R.P.F. was the recipient of the *Honoured Professional Award*. The award is presented to a current or past member who has made "exemplary and significant contribution to the Ontario Professional Foresters Association or to forestry in Ontario". **Caroline Mach, R.P.F.** was the recipient of the *Forester-of-the-Year Award* which recognizes notable achievement by a more recently registered member of the Association. It is for members who have not yet had the opportunity to build a lifetime of notable achievement but who, nonetheless, have made their mark in forestry in the province and who are worthy of special recognition. The award were presented at the May 2003 AGM in Sault Ste. Marie.

The services to the Association of a number of other members were

recognized during the awards presentations at the AGM. Certificates of Appreciation were presented to: **Riet Verheggen, R.P.F.** for her continuing leadership in Association affairs as Past-President; **Mike Hay, R.P.F.** for his contributions to the association as Councillor, Northwestern Section; **Gary Murchison, R.P.F.** and **John Christian, R.P.F.** for 17 and 14 years of service, respectively, on the Registration Committee, **Bob Haig, R.P.F.**, **Deborah MacEwen, R.P.F.**, **John Sellers, R.P.F.** and **Mac Squires, R.P.F.** for their service on the Recognition and Awards Committee; **Roxanne Comeau, R.P.F.**, **Peter Street, R.P.F.** and **Laird Van Damme, R.P.F.** for several years each on the OPFA/CIF Liaison Committee; and **Lloyd Eckel, R.P.F.** for his long-term commitment to the Ontario Professional Forestry Foundation.

Each recipient has contributed time and energy to the activities of the Association and has helped further the programs of the Association.

Their efforts on our behalf are much appreciated. Thank you, one and all,

for helping to make the OPFA a strong and enduring entity. Award announcements were published in the June 2003 issue of *The Professional Forester* and in the September/October 2003 issue of *The Forestry Chronicle*.

The Committee maintained its contributions to *The Professional Forester* during the year with a salute to the aforementioned award winners in the June 2003 issue, to an Association founding member, **George Willard (Bill) Phipps** (deceased), in the December 2002 issue and to long-time member **George Garner, R.P.F.**, the last also in the June issue. A tribute to former member **Gordon Cosens** (deceased) has been prepared for publication in the December 2003 issue. Sincere thanks to **Bill Fullerton, R.P.F.**, who has been the driving force behind the tribute articles prepared during the year, and to the several members who contributed their time and knowledge to the preparation of the articles.

Recognition and Awards Committee activity is recorded in both the public

and member sections of the OPFA website. Criteria for nominations and submission information for each award category are included on the site.

The Committee encourages all members to become familiar with the Association's recognition and awards program and to participate actively. Recognition is membership driven. Your nominations will help the Association become more meaningful to its members.

Finally, having been the Chair of the R/A Committee since its inception, I felt it time to step aside for others to lead, and did so as of the end of the Association year. As always, it has been a pleasure to serve the Association. I am enriched as a result. My thanks to **Jim Cayford, R.P.F.** who has agreed to take over as Chair. The other members of the Committee have agreed to continue with their contributions to the work of the Committee.

FINANCE COMMITTEE REPORT

By Bob Bugar, R.P.F., Chair

The Finance Committee held 2 meetings during the year to make recommendations to Council concerning the Association's finances.

1. Review of OPFA Program Expenditures: the Strategic Plan

The Committee expressed concern that the Strategic Plan set unrealistic expectations given the limited financial resources of the Association. However, it was agreed that as the Strategic Plan was long term in nature the objectives should be accomplished over the long term, not in the immediate fiscal year.

The Committee reviewed the 2003 Program Expenditures and concluded that they were in line with the objectives of the Strategic Plan. The Committee recommended that the Chart of Accounts be revised to more clearly identify Association expenditures. This was done for the 2004 budget.

2. Proposed Budget for 2004

The Committee reviewed the proposed budget for 2004. It was determined that all aspects of the "Guiding Principles" had been

incorporated into the proposed budget. The Committee noted that virtually the entire budget is committed on fixed costs and ongoing initiatives. Despite this, there are 3 major issues that will arise in 2004 that will have to be funded; Privacy, Awareness, R.P.F Accountability. The Committee recommended that the 2004 budget be amended to include costs for these initiatives. The 2004 budget was amended to include these costs and the amended budget was recommended for approval. The Executive Committee and Council approved the 2004 Budget for a total expenditure of \$288,000.

3. Review of OPFA Investments

The committee reviewed the OPFA investment portfolio and found it to be in order. The Committee endorsed the investment strategy that is being followed.

4. Fee Increases

The Committee noted that there will be no regular membership fee increase in 2004. The Committee noted, with approval, that the issue of a 3% membership fee increase in

each of 2005 and 2006 along with increases in application fees will be discussed in Regional Information Sessions. Such an increase will have to be justified to the membership, but the Committee feels such increases are long overdue. The Committee recommends that Council consider establishing some form of periodic fee increase so that the Association's budget can at least keep pace with inflation.

5. OPFA Reserve

The Committee reviewed the OPFA Reserve Fund and recommended that the Reserve of \$190,000 be restructured to reflect 3 components:

- i. Reserve - \$40,000 (monies available for closing the Association)
- ii. Program Contingency - \$40,000 (monies available to cover unforeseen program overruns)
- iii. Legal Fund - \$110,000 (monies available for legal costs associated with complaint and discipline cases)

* These 2 are the \$80,000 Reserve approved by Council previously

6. New Members

The Committee recommended, and Council approved, that 2 additional members be added to the Committee.

The purpose of adding the new members is to provide the Committee with an increased strategic perspective

on the issues and priorities that the Association must deal with.

The new members of the Committee are Martin Streit R.P.F. and Judy Sewell R.P.F.

7. Communications

The Committee suggested that Council continue to make members aware of the rationale supporting Council decisions on the Annual Budget through the Newsletter and regional and local meetings.

MINUTES—ANNUAL GENERAL MEETING 2003

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION
ANNUAL GENERAL MEETING
May 1, 2003 Sault Ste. Marie

1. Call To Order

The President called the meeting to order at 1:30 p.m.

2. Members and Proxies

The President noted that there are 54 members in attendance and that 55 proxies have been received. 40 members are needed for a quorum

3. President's Remarks

The President welcomed members and guests to the 46th Annual General Meeting of the Ontario Professional Foresters Association. He noted that only members could vote on issues arising during the meeting.

4. In Memoriam

The President noted the members who had passed away since the last meeting and asked for a moment of silence in their memory

Bruno Seppla

Don Burton

Bill Roll

Robert Dixon

5. Approval of Minutes of 2002 Annual Meeting

It was noted that the Annual Report 2002 should be to amended to recognize Craig Howard as a member of the 2002 Council not Craig Edwards.

Motion: Brian Callaghan/Lorne Riley – “that the minutes of the 2002 Annual Meeting be approved as amended”. **Carried**

6. 2002 Resolution Update

Commemorative Pins

As a result of the resolution, Council considered the issue and agreed that commemorative pins be developed. Council further agreed that:

- **That commemorative lapel pins be presented for 25 years of membership in the OPFA once the member has the necessary years of membership.**
- **That the start date of membership be the date that the member was accepted as a Full or Associate member of the OPFA.**
- **That the commemorative pin be:**
 - **Sterling Silver for 25 years of membership**

Expression of Appreciation for 2002 Annual General Meeting

Council was not required to take any action on this item.

7. Report of Council

Motion: Lorne Riley/Brian Callaghan – “that the report of Council be accepted as amended”. **Carried.**

8. Report of Executive Director

Motion: Matt Hollands/Bob Burgar – “that the report of the Executive Director be accepted as presented”. **Carried**

9. Finance

Auditors Report

Motion: Dave McGowan/Carl Corbett – “that the Auditors Report for the year ending November 30th, 2002 be accepted as presented”. **Carried.**

Appointment of Association Auditor For The Year Ending November 30th, 2003

Motion: Craig Howard/Murray Ferguson – “that the firm of Caldana Girardi be appointed as Auditor for the Association for the year ending November 30th, 2003”. **Carried**

2003 Budget

Rick Monzon reviewed the highlights of the 2003 budget and also advised the total of the OPFA Reserve Fund was about \$190,000. There were no questions.

10. Committee Reports

Registration Committee

Motion: Faye Johnson/Susan Jarvis – “that the report of the Registration Committee be accepted as presented”. **Carried.**

Recognition and Awards

Motion: Lorne Riley/Craig Howard – “that the report of the Recognition and Awards Committee be accepted as presented”. **Carried.**

Canadian Forestry Accreditation Board (CFAB)

Motion: Dave Wray/Cat Cybulski – “that the report of the Canadian Forestry Accreditation Board be accepted as presented”. **Carried.**

Website

Motion: Fred Dewsberry/Astrid Nelson – “that the report of the Website Committee be accepted as presented”. **Carried.**

Continuing Education

Motion: Mona Wiltshire/Neil McLean – “that the report of the Continuing Education Committee be accepted as presented”. **Carried.**

Report of the Finance Committee

Motion: Bob Burgar/Dave Wray – “that the report of the Finance Committee be accepted as presented”. **Carried.**

11. Ontario Professional Forestry Foundation

Rick Monzon spoke on the activities of the Foundation over the 2002 and noted that the Foundation had achieved a cash balance of almost \$30,000 towards the establishment of the Capital Fund.

12. Ratification of Actions of Council

Motion: Gary Raines/Dave McGowan – “that all acts, contracts, By-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Council and officers of the Association since the last Annual meeting of the Association to the date hereof, as the same are set out or referred to in the minutes of the Council, or in the financial statements submitted to this meeting, be and the same are hereby ratified, approved, sanctioned and confirmed”. **Carried.**

13. Amendments to By-laws

a) **BY-LAW No. 1 – Amendment**

Approved by Council June 5, 2002

On June 5, 2002, Council approved an amendment to Section 6 of By-law No. 1 – a by-law respecting the delegation of powers and duties to the Executive Committee. This by-law is further to the requirements of the Professional Foresters Act 2000, which provides the opportunity for Council to pass by-laws for this purpose, Section 53.(1) 13.

Motion: Bob Bugar/Brian Callaghan – “that Section 6 of By-law No. 1 be amended by adding Section 6.11 as follows”:

Section 6.11 – Delegation of powers and duties to the Executive Committee

Council shall delegate to the Executive Committee by way of a motion passed at a meeting of Council the authority to carry out the powers and duties set out in the regulations of the Professional Foresters Act 2000 or by-laws of the Association.

This authority does not extend to the power to make, amend or revoke a regulation or by-law.

DISCUSSION - none

IN FAVOUR – 54 OPPOSED – 0

CARRIED.

b) **BY-LAW No. 4 –Standards of Professional Practice (New)**

Approved by Council June 5, 2002

On June 5, 2002, Council approved By-Law No. 4 – a by-law respecting the principles and standards of practice for the practice of professional forestry. This by-law is further to the requirements of the Professional Foresters Act 2000, which provides the opportunity for Council to pass by-laws for this purpose, Section 53.(1) 31. The by-law mirrors the principles and standards that were approved by Council in June of 2001. The passage of this by-law was necessary in order for the ‘principles and standards’ to have legal status within the Association.

Motion: Rick Lambert/Craig Howard – “that proposed By-law No. 4 be adopted as presented”:

BY-LAW No. 4

A By-law respecting the principles and standards of practice for the practice of professional forestry.

BE IT ENACTED as a By-law of the Ontario Professional Foresters Association (Herein after called the “Association”) as follows:

Professional Standards of Practice relate to how a member of the Association goes about his or her work. They

refer to the application of professionally accepted methodologies and procedures in both obtaining and interpretation of information. They are applicable to professional conduct and action.

Professional Standards of Practice are distinct from technical standards that may be imposed by legislation or specified by an owner or employer. Silvicultural Standards and Guidelines are examples of technical standards. These are associated with professional activities and are the prerogative of the client.

Professional Standards of Practice flow from a series of Principles of Professional Conduct. For the Ontario Professional Foresters Association, these principles and associated professional standards are as follows:

Principle 1

A member of the Association shall undertake activities in conformity to all relevant legislation and regulations and in consideration of all guidelines and shall ensure the client is informed.

- **Maintain familiarity with legislation, regulations, and guidelines, which are relevant to the member's practice.**

Principle 2

A member of the Association shall advocate and practice forest land management consistent with ecologically sound principles.

- **Demonstrate an understanding of the relevant ecological processes related to forest practices**

Principle 3

A member of the Association shall undertake only such work as he/she is competent to perform by virtue of training and experience.

Principle 4

A member of the Association shall ensure that the type, currency and reliability of information are suitable for the intended purposes.

- **Use suitable, relevant information**
- **Provide an analysis of methodology, risks and costs of the information used to affect decisions as required**

Principle 5

A member of the Association shall provide the client with explicit and viable alternatives to meet stated objectives.

Inform the client of:

- **The forestry related social, economic and environmental outcomes expected with selected alternatives**
- **The effects of the planned activities in meeting stated objectives**
- **The most probable spatial and temporal changes in the forest resulting from activities**

Principle 6

A member of the Association in prescribing actions shall provide for a continuing evaluation of activities

and assessment of results, where appropriate.

- Document the outcomes of planned actions so as to provide useful benchmarks of their effectiveness

All of the Principles and Professional Standards have been developed to meet certain criteria. These are:

1. They must be capable of being measured in an objective and measurable manner.
2. They must apply to all professional foresters independent of their level or nature of employment.
3. They must be enforceable, for without they have no meaning.
4. They must be linked to and be consistent with the Code of Ethics.

DISCUSSION - none

c) BY-LAW No. 5 – Continuing Education (New)

Approved by Council June 5, 2002

On June 5, 2002, Council approved By-law No. 5 – a by-law respecting continuing education as a requirement for the maintenance of membership in the Ontario Professional Foresters Association (OPFA). This by-law is further to the requirements of the Professional Foresters Act 2000, which provides the opportunity for Council to pass by-laws for this purpose, Section 53.(1) 24. T

BY-LAW NO. 5

CONTINUING EDUCATION

A By-law respecting continuing education as a requirement for the maintenance of membership in the Ontario Professional Foresters Association (OPFA).

ARTICLE 1 – KEY POINTS

The key points in the Continuing Education program include: Mandatory Participation, Association-Defined and Member-Defined Components, and Credit Assessment.

ARTICLE 2 – MANDATORY PARTICIPATION

Every person who is or becomes a member of the OPFA in any one of the following membership categories is required to fulfill the continuing education requirements as set out in this By-law. The membership categories are: Full, Associate and Non-Resident.

ARTICLE 3 – ASSOCIATION-DEFINED COMPONENT

Section 3.1 – Purpose

To ensure that all members remain informed and current with respect to the practice of forestry in Ontario.

Section 3.2 – Continuing Education Targets

1. Each member must accumulate 150 Continuing Education credits over a three-year period, an average of 50 credits per year.
2. The program becomes effective December 1, 2001. The first three-year period runs to November 30, 2004.
3. Members will utilize a credit-based system to demonstrate their adherence to the OPFA Continued Educational requirements.

4. At the time of membership renewal for 2004/05, each member must account for at least 150 credits within two areas of learning activity (Group Learning and Individual Learning see pages 4-5)
5. Each member must accumulate a minimum of 150 credits within each subsequent three-year period on a rolling basis.
6. There is no requirement to accumulate any minimum number of credits within a given year except as may be necessary to reach the required three-year total of 150 credits.
7. Current members will begin accumulating credits effective December 1, 2001.
8. New Full and Associate members will begin accumulating credits upon admission to the Association. The first three-year period will begin effective December 1 of the year in which they are admitted.
9. The Registrar is responsible for recording and monitoring member credits and for developing appropriate procedures and mechanisms.

Section 3.3 – Learning Methodologies

There are two Learning Methodologies recognized by the Association for the purpose of obtaining credits. They are **Group Learning** and **Individual Learning**.

1. Group Learning

Group Learning involves learning in a group, often within a classroom setting. Credits can be obtained by participating in workshops, seminars, training courses and some technical sessions. This learning may be of higher value to the learner because the learner may benefit from

the organized structure and interaction of other participants. Within this learning methodology two broad subject areas are recognized: General Forestry Awareness and Specific Forestry Awareness.

(i) General Forestry Awareness

- a) This subject area focuses on keeping a member's general forestry awareness up to date. The purpose is to ensure that all members remain informed and current with respect to this broader subject area, considered to be essential to the practice of forestry in Ontario.
- b) This broad subject area includes, but is not limited to the following:
 - New forestry legislation and policy in Ontario (e.g. Forest Management Planning Training Module 1 – Introduction to Forest Management Planning)
 - Revisions to existing forestry policy in Ontario
 - Emerging approaches to forest ecosystem and landscape management of importance to Ontario (e.g. Landscape Analysis Workshop, Emulating Natural Forest Landscape Disturbances Symposium)
 - Changing economic and social pressures affecting forest management in Ontario
 - New and revised forestry legislation and policy on a global level
 - Professional standards and accountability
- (c) The criteria for inclusion within this broad subject

area include but are not limited to the following:

The objective of the course/training must be to provide a general level of awareness. A detailed analysis of the subject matter is not a criterion.

- **The scope** of the course/training should be wide in scope, providing a broad overview of the subject matter as opposed to a detailed in depth review. The course may include linkages to other subject areas and/or discuss impacts or influences on other aspects of professional forestry.

(d) Credits for this subject area are:

- Each hour of actual learning time earns **4 credits** to a maximum of 24 credits in one day.
- Field trips associated with workshops, meetings, courses and seminars earn **2 credits per hour**.

(ii) Specific Forestry Awareness

(a) This subject area focuses on the practice of professional forestry in relation to the development, management, conservation and sustainability of forests and urban forests.

(b) The specific subjects that qualify for credits include but are not limited to:

- Detailed review of forestry related legislation and policy (e.g. clause by clause review)
- Biodiversity
- Silviculture

- Designing, specifying or approving of silvicultural prescriptions and treatments, including timber harvesting
- The appraisal, evaluation and certification of forests and urban forests
- The classification, inventory and mapping of forests and urban forests
- The auditing of forest management practices
- The assessment of impacts from planned activities on forests and urban forests
- The planning and locating of forest transportation systems, including forest roads
- Field trips relative to specific subject areas

(c) The criteria for inclusion within this subject area include but are not limited to the following:

- **The objective** of the course/training must be to provide a specific level of awareness. A general overview of the subject matter is not a criterion.
- **The scope** of the course/training should be specific, providing a detailed study of the subject matter as opposed to a general overview. The course/training may include linkages to other subject areas and/or discuss impacts or influences on other aspects of professional forestry.

(d) Credits for this subject area are:

- Each hour of actual learning time earns 2 credits to a maximum of 12 credits in one day

- Field trips associated with workshops, meetings, courses, conferences and seminars earn 1 credit per hour

2. Individual Learning

Individual learning activities are achieved through personal research, reading (The Forestry Chronicle, Monographs [scientific papers], books, magazines, videos, Internet, operations related material), developing course, workshops, and educational material that require new learning *, or through networking, discussions, and human interaction. (* If there is no new learning acquired by the developer of a course or seminar then there will be no credits allotted to the developer of the course or seminar.)

- (a) Subjects meriting credits within this learning activity are the same as for General and Specific Forestry Awareness listed previously in the types of learning activities undertaken by members such as the examples listed above.
- (b) The **criteria** for inclusion within this area include but are not limited to the following:
 - **The objective** of individual learning activities is to acquire new learning within the subject areas of General Forestry Awareness and Specific Forestry Awareness.
 - **The scope** of the subject matter can be specific or general in nature.
- (c) The credit allocation for this activity is as follows:
 - Each hour of actual learning time earns **1 credit**.

Section 3.4 - Flexibility

1. Members have the flexibility to achieve credits in any combination of learning methodologies or subject areas that best suit the member.
2. Members are encouraged to acquire some credits through Continuing Education activities in the General Forestry Awareness subject area.

Section 3.5 - Summary of the Credit Accumulation (Within these two Learning Methodologies)

1. Credits are obtained through participation in two areas of Continuing Education, either group and or individual:
 - (i) Participation in General Forestry Awareness will earn 4 credits for each hour of actual learning time to a maximum of 24 credits in one day (Refer to page 4)
 - (ii) Participation in Specific Forestry Awareness will earn 2 credits for each hour of actual learning time to a maximum of 12 credits in one day (Refer to page 5)
 - (iii) Participation in Individual Learning Activities will earn 1 credit for each hour of actual learning time. (Refer to page 6)

Section 3.6 - Record Keeping and Reporting

1. Members are expected to maintain records, on an ongoing basis, in order that claimed credits may be verified during audit or under other circumstances requiring verification of competency maintenance. (See Appendix I Sample Reporting Form)

2. Members will report annually to the Registrar on Continuing Education activities as required (see Section 5.4 – Annual Reporting Protocol). A form will be attached to the Annual Fees Notice, which must be completed and returned with the fees payment to the Registrar by November 30th of each year.
3. Failure to maintain appropriate records under this component may be considered an act of professional misconduct.

Section 3.7 - Accountability

1. Members

- (i) Members must maintain appropriate competency according to the Continuing Education Program administered by the OPFA,
- (ii) Members must report credits to the OPFA on a yearly basis,
- (iii) Members are accountable for the maintenance of their personal Continuing Education records.

2. Registrar

- (i) The Registrar will ensure the information on the Continuing Education program is made available to all members of the Association in a timely and regular fashion. (e.g. on the Web site and in the Professional Forester newsletter),
- (ii) The Registrar will ensure that members are aware of their standing regarding the accumulation of credits over any three-year period (e.g. the credit standing will be printed on the reporting form that will accompany the Fees Notice,

- (iii) The Registrar will determine and maintain corporate records as required.

ARTICLE 4 - MEMBER-DEFINED COMPONENT

Section 4.1 - Purpose

1. To ensure that all members remain competent with respect to their areas of practice.
2. Members are expected to understand what learning is required to maintain competency and to take the necessary steps to acquire it.

Section 4.2 - Continuing Education Targets

1. The OPFA does not identify targets for this component.
2. Where competency standards have been developed by an appropriate agency for a specific area of practice (e.g. tree marking, compliance inspection, forest management planning), the member engaged in such practice must ensure they are aware of the applicable standards.
3. The member must maintain competency to established standards where established, or not practice in that area (as per the Code of Ethics).
4. Where competency standards have not been established by some appropriate agency, the member must be adequately familiar with the specific area of practice to make an informed decision regarding:
 - The competencies required to work successfully in that area of practice and
 - The degree to which their own competencies

meet their forecast requirements.

5. The member must maintain competency to the standards they have determined to be reasonably necessary to conduct work in the specific area of practice, or not to practice in that area (as per the Code of Ethics).

Section 4.3 – Learning Methodologies

1. Members may pursue how they learn at their own discretion.
2. No specific learning methodology is prescribed.
3. Some examples of areas in which the member may pursue learning are:
 - personal professional development (e.g. mentoring, mediation),
 - personal business practices,
 - subject areas of personal specialty or competency.

Section 4.4 – Flexibility

1. Learning taken in the context of the Member-Defined Component may in some instances be able to count for credits in the Association-Defined Component as well. (e.g. in some cases it may be that subjects identified within the context of “Specific Forestry Awareness” could also be considered as a personal specialty or competency. In these cases the member may claim credits available in this area of Association Defined Component).

2. Members are responsible for making judgments in such situations.

Section 4.5 – Credit Accumulation

1. There is no credit accumulation as part of the Member-Defined Component.

Section 4.6 – Record Keeping and Reporting

1. Members will not report learning activity to the Registrar within the Member-Defined Component.
2. The OPFA does not specify a minimum amount of continuing education activity in this component.
3. The amount, type and area of study will be strictly the responsibility of the member.
4. Members are encouraged to keep track of courses taken for their personal files. (See Appendix I Sample Reporting Form that can be adapted for Member-Defined Component).

Section 4.7 – Accountability

1. Members are accountable for maintaining competency in the area of activity for which they wish to practice.
2. The maintenance of member competency is a voluntary activity for those who no longer practice forestry, or who do not work within the profession.
3. Members are accountable for maintaining personal competencies.
4. There is no requirement for regular reporting to the Registrar on maintenance of personal competencies.

5. The Registrar will provide examples on the types of records to be maintained. (See Appendix I Sample Reporting Form)

ARTICLE 5 - CREDIT ASSESSMENT

Section 5.1 – Responsibility

1. Credit Assessment can be done by Members or by the Registrar (where course providers in advance of delivering courses request credit assessment).

Section 5.2 - Member Assessment

1. The procedure for assessing learning activities for Continuing Education credits provided below will be used by individual members who attend Continuing Education activities such as events, activities, workshops or seminars, that have not had prior assessment by the Continuing Education Committee. If questions or doubts arise on the Continuing Education assessment the member is encouraged to contact a Continuing Education Committee member.

- (i) The procedure for assessment is as follows:
 - (a) Obtain copy of program outline or agenda,
 - (b) Determine which portions of the program meet one or more of the subject areas and criteria (see page 4-6)
 - (c) Determine the number of hours spent in active learning time (i.e. excluding breaks, meals, and non-qualifying activities),
 - (d) Multiply the number of hours x 2, 4 or 1 credit(s)/hour.

Section 5.3 – Assessment by the Registrar

1. Sponsoring/organizing agencies are encouraged

to submit their programs, by e-mail if possible, to the Registrar for prior Continuing Education credit assessment. OPFA Continuing Education Committee will assess events that have been submitted. Course/workshop providers do not have the authority to unilaterally assign Continuing Education credits to their events and should apply to the OPFA for prior assessment.

- (i) The procedure for assessment is as follows:
 - (a) Requests for assessment are to be submitted to the Registrar at least 30 days prior to the event. Requests must include a copy of the program/agenda with dates and times,
 - (b) The Registrar will forward the request to the appropriate member of the CE Committee for assessment (Lead Continuing Education Credit Assessor) The Lead Assessor will assess the number of qualifying Continuing Education credits and forward results to the Registrar who will notify the requestor. The Lead Assessor will consult with other Continuing Education Committee members as appropriate in determining Continuing Education credits,
 - (c) The time from receipt of the program/agenda to the notification of Credits will not exceed 2 weeks.

Section 5.4 - Annual Reporting Protocol

1. Members are required to report their Continuing Education credits on an annual basis for a rolling 3-year period on a Continuing Education Credit

- Reporting Form to be developed by the Registrar.
2. Members are not required to provide a list of activities that they have participated in.
 3. It is in the best interests of the members to keep detailed documentation of all Continuing Education activities, as this documentation may be required in such instances as peer reviews or complaint investigations.
 4. The Continuing Education Credit Reporting Form (to be developed by the Registrar) will accompany the Annual Fees Notice and will be provided to members in October of each year.
 5. The form will be personalized for each member.
 6. The form will indicate the number of credits that a member has accumulated over the previous 3-year period and provide the opportunity for a member to indicate the number of credits that a member is claiming for the preceding 12 month period (December to November).
 7. The form will require members to identify the number of credits that they are claiming in each Association-Defined Learning Methodology over the preceding 12-month period. The completion and maintenance of these records is the responsibility of the members.
 8. Members must complete the form and return it to the Registrar by November 30th of each year beginning November 30th 2002.

DISCUSSION

There was a short discussion regarding the need to

ensure that R.P.F's who are either out of forestry or employed in executive positions in the forestry sector, do not relinquish their memberships as a result of the Continuing Education requirements. This was noted as an issue that the CE committee was aware of and looking at a number of ways to mitigate this. It was suggested that part of the issue is that we are not yet accustomed as a profession to automatically record CE activities such as we do when we keep track of our expense accounts. Also individuals in executive positions, are likely to be able to accumulate well in excess of the required CE credits as a result of new learning that they do in the course of their jobs. In conclusion, it was noted that we are very early into this exercise and that there were a number of issues that needed to be sorted out over the course of the next several months.

IN FAVOUR – 54 OPPOSED – 0

CARRIED.

d) BY-LAW No. 1 Amendment

On December 9, 2002, Council discussed the issue of the continuation of the category of Associate Membership. As a result of this discussion Council passed a motion authorizing the continuation of the Associate membership category with no time limitation. That decision necessitated an amendment to

By-law No. 3.1.(e) i to remove the two year time requirement within which applications had to be submitted.

Motion: Richard Raper/Parthena Fotiadis – “that By-law No. 1 Section 3.1 (e) i be amended as follows”:

“The applicant’s work experience must be of a nature that is acceptable to the Registration Committee.

Registration may be such as to specifically identify those aspects of professional forestry in which the applicant is given approval to work.”

DISCUSSION

There was considerable discussion regarding this amendment. The main issue was the establishment of the Associate Member as a permanent membership class within the OPFA. Issues included the value of establishing periodic reviews of the class, the need to maintain professional standards, the concern that a fixed deadline was necessary to force potential members to join and a sense that some individuals might decide that this type of membership offered an easier way to achieve professional academic accreditation and provide unfair competition to practicing R.P.F.s.

In response, the rationale for the establishment of the class was reviewed as well as the number of members in the class at this time and their rights, which are more limited than those of R.P.F.s. In addition, there was discussion about the value that Associates brought to the OPFA and the fact that this type of membership allowed the OPFA to increase its' ability to carry out its primary object of regulating the practice of professional forestry in Ontario. Finally, it was noted that the predominant number of Associates were in Southern Ontario, all had geographic restrictions attached to their licensure and that the Registration Committee had rejected some applicants.

At the end of the discussion, the vote was called.

IN FAVOUR – 52 OPPOSED – 2

CARRIED.

14. Fee Schedule 2002/2003

Motion: Faye Johnson/Greg Pawson – “that the Fee Schedule for 2002/2003 be accepted as presented.” **Carried.**

15. Resolutions

The President called for any Resolutions from the floor. No resolutions were forthcoming.

16. Other Business

2004 Annual General Meeting

The President stated the location of the 2004 AGM had yet to be determined and asked for suggestions from the floor. It was suggested that an attempt be made to tie the event to another major forestry event in the same area if at all possible. Also, the need to engage high quality speakers was noted as well as a suggestion to examine the opportunity for video conferencing. Suggested locations included Ottawa and Thunder Bay but members were encouraged to contact Rick Monzon with their thoughts and suggestions over the next several weeks. Council meets on June 2, 2003 and intends to set the location at that meeting.

Acknowledgements

The President acknowledged again, the excellent the excellent organization, design and speakers of the 2003 Annual Conference. He then asked the members to show their thanks to the organizers – Norma Griffin, Riet Verheggen, Brian Callaghan, Craig Howard, Greg Pawson, Peter Gagnon, Melissa Ginsberg and all others who had been involved.

17. Adjournment

Motion: Fred Dewsberry/Carl Corbett – “that the 2003 Annual General Meeting be adjourned”. **Carried.**

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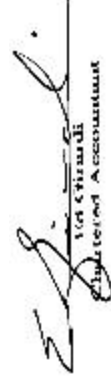
AUDITOR'S REPORT

TO: The Members of the Ontario Professional Foresters Association

I have audited the balance sheet of Ontario Professional Foresters Association as at November 30, 2003 and the statements of operations, members' equity and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2003 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.



Ed Girardi
Chartered Accountant

Richmond Hill, Ontario
February 27, 2004

Ontario Professional Foresters Association

Notes to Audited Financial Statements

For the Year ended November 30, 2003

1. **General**

The Ontario Professional Foresters Association, established in 1957, serves as a governing body for foresters, ensuring professionalism and environmental accountability. The Association is incorporated under the laws of Ontario and has no share capital.

2. **Summary of Significant Accounting Policies**

Revenue recognition

Membership fees of the Association are recognized as revenue in the year to which the fees apply.

Investments

Investments are recorded at the lower of cost and market value.

Capital assets

Council approved charging to expense purchases of office equipment for 1990 and subsequent years. In 2003 capital assets in the amount of \$758 were expensed.

Prepaid membership fees

Required fees received in the current year which pertain to the subsequent year are shown as a liability in the financial statements.

Contributed services

Volunteers contribute their time each year to assist the Association in carrying out its various activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

3. **Investments**

The market value of the investments at November 30, 2003 was \$197,782 (2002: \$176,517).

4. **Lease Commitment**

The Association leases office premises at 8000 Yonge Street, Innisfil, Ontario. Annual lease payments under the lease expiring December 31, 2004 are \$8,676. In addition, the Association is required to pay a pro-rata share of realty taxes and common maintenance costs.

Ontario Professional Foresters Association

Statement of Cash Flows For the Year ended November 30

	2003	2002
Cash provided by (used for):		
Operations		
Net income for the year	\$ 7,525	\$ 21,453
Changes in non-cash working capital components:		
Prepaid expenses and deposits	1,403	-
Accounts receivable	(1,088)	2,513
Accounts payable and accrued liabilities	2,100	(24,033)
Due from Ontario Professional Forestry Foundation	(2,319)	-
Prepaid membership fees	16,655	(1,898)
	<u>16,751</u>	<u>(23,418)</u>
Increase (decrease) in cash during the year	24,276	(1,965)
Cash position, beginning of year	<u>187,361</u>	<u>189,326</u>
Cash position, end of year	<u>\$ 211,637</u>	<u>\$ 187,361</u>
Cash position represented by:		
Cash	\$ 9,123	\$ 15,671
Investments	197,782	168,721
Accrued interest	<u>4,732</u>	<u>2,969</u>
	<u>\$ 211,637</u>	<u>\$ 187,361</u>

The accompanying notes are an integral part of these financial statements.

Ontario Professional Foresters Association

Balance Sheet As at November 30

	2003	2002
Assets		
Current		
Cash	\$ 9,123	\$ 15,671
Accounts receiv-	17,515	16,427
Due from Ontario Professional Forestry	3,383	1,064
Prepaid expenses and deposits	<u>1,639</u>	<u>3,042</u>
	<u>31,660</u>	<u>36,204</u>
Other		
Investments (Note	197,782	168,721
Accrued interest	<u>4,732</u>	<u>2,969</u>
	<u>202,514</u>	<u>171,690</u>
	<u>\$ 234,174</u>	<u>\$ 207,894</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities	\$ 4,850	\$ 2,750
Prepaid membership fees	<u>49,157</u>	<u>32,502</u>
	<u>54,007</u>	<u>35,252</u>
Members' equity	<u>180,167</u>	<u>172,642</u>
	<u>\$ 234,174</u>	<u>\$ 207,894</u>

The accompanying notes are an integral part of these financial statements.

Ontario Professional Foresters Association

Statement of Operations For the Year Ended November 30

	2003	2002
Income		
Memberships - annual	\$ 267,418	\$ 264,619
- life	1,470	2,100
- associates, graduates in training	5,303	9,038
Application and examination	7,640	9,295
Special projects	6,377	4,445
Interest on investments and deposits	15,283	9,161
	<u>303,491</u>	<u>298,658</u>
Expenses		
Professional fees	6,130	3,533
Bank charges	4,370	2,995
Office rent, maintenance and repairs	18,301	14,171
Equipment purchases, rentals and service	3,198	5,627
Office supplies and printing	18,258	12,591
Postage	8,662	4,499
Telecommunications	3,083	4,019
Management compensation, wages and benefits	125,424	117,810
Council travel and meetings	15,030	10,579
Committee expenses and projects	34,269	26,402
Newsletter costs	13,124	16,177
Licensing	5,041	29,708
National accreditation and affairs	3,167	3,580
Advertising and promotion	37,541	21,388
Director's liability insurance	1,447	1,728
Planning	-	1,666
Annual general meeting	(1,079)	732
	<u>295,966</u>	<u>277,205</u>
Net income	<u>\$ 7,525</u>	<u>\$ 21,453</u>

The accompanying notes are an integral part of these financial statements.

Ontario Professional Foresters Association

Statement of Members' Equity For the Year Ended November 30

	2003	2002
Members' equity, beginning of year	\$ 172,642	\$ 151,189
Net income for the year	7,525	21,453
	<hr/>	<hr/>
Members' equity, end of year	\$ <u>180,167</u>	\$ <u>172,642</u>

The accompanying notes are an integral part of these financial statements.