



# OPFA

The Ontario Professional Foresters Association

## *Annual Report*

*2007*

Ontario Professional Foresters Association  
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Tony Jennings, R.P.F.

**ADMINISTRATION**

Priscilla Doyle

Mike Clarke, R.P.F.

Judy Biggar

Janice Sukhiani

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## Council

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Anne Koven

\*Henry Lickers

\*Deborah McGregor

\*James Parker

Ray Riley

Margaret Wanlin

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Laird Nelson, Associate

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DIRECTOR

Tony Jennings, R.P.F.

**Executive Committee**

John Cary, R.P.F.  
 Craig Howard, R.P.F.  
 Frank Miklas, R.P.F.  
 David Milton, R.P.F.  
 Ray Riley

**Website Committee**

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 Margaret Penner, R.P.F.  
 Mike Rosen, R.P.F.

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 Rob Tomchick, R.P.F. (Northeast)  
 Allan Foley, R.P.F. (Northeast)  
 \*Martin Streit, R.P.F. (Southern)  
 \*John Orpana, R.P.F. (Southern)

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 Craig Huff, R.P.F.  
 Tony Jennings, R.P.F.  
 Andy Kenney, R.P.F.  
 Anne Koven, R.P.F.  
 Jim McCready, R.P.F.  
 Bruce McGauley, R.P.F.  
 John McNeil, R.P.F.  
 Richard Ubbens, R.P.F.  
 Shelley Vescio, R.P.F.

**CFAB Representative**

Faye Johnson, R.P.F.  
 David Winston (alt)

**Competency Maintenance Working Group**

FACILITATOR  
 Jim Parker, R.P.F.(Hon)

MEMBERS  
 David Balsillie, R.P.F.(Hon)  
 Rod Carrow, R.P.F.  
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 Craig Howard, R.P.F.  
 Tony Jennings, R.P.F.  
 Jim Parker, R.P.F.(Hon)  
 Caroline Mach, R.P.F.

CORRESPONDING  
 Herb Bax, R.P.F.  
 Herman Ebbers, Associate  
 John Goodman, R.P.F.  
 Susan Jarvis, R.P.F.  
 Mona Wiltshire, R.P.F.

\* = Partial Year

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 Bill Brown, R.P.F.  
 Dave Puttock, R.P.F.  
 Shannon Teskey, R.P.F.

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 Allan Foley, R.P.F.

PUBLIC MEMBER  
 \*Bob Duncanson  
 \*Anne Koven  
 \*Jim Parker

**Discipline Committee**

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MEMBERS  
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 Ed Tear, R.P.F.  
 Rob Tomchick, R.P.F.

COUNCIL MEMBER  
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PUBLIC MEMBER  
 Margaret Wanlin

**Provincial Forest Policy Committee (MNR)**

Tony Jennings, R.P.F.

**Registration Committee**

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MEMBERS  
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 Astrid Nielsen, R.P.F.  
 Reino Pulkki, R.P.F.  
 Ulf Runesson, R.P.F.  
 Jim Turner, R.P.F.

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 Mona Wiltshire, R.P.F.

PUBLIC MEMBER  
 \*Deborah McGregor  
 \*Henry Lickers

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 Bohdan Kowalyk, R.P.F.  
 Judy Sewell, R.P.F.  
 Martin Streit, R.P.F.  
 Dave Winston, R.P.F.

**Nominations Committee**

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MEMBERS  
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 Tony Jennings, R.P.F.  
 Terry Schwan, R.P.F.

**C.E. Committee**

CHAIR  
 \*Richard Macnaughton, R.P.F.

MEMBERS  
 Ken Brown  
 Mike Clarke, R.P.F.  
 Norma Griffin, R.P.F.  
 Nancy Houle, R.P.F.  
 Melanie Mathieson, R.P.F.  
 Dave Winston, R.P.F.

**PRESIDENT'S REPORT**

By David G. Milton, R.P.F.,  
President

**Fifty Years of Excellence in Forestry in Ontario**

This year, 2007, marks the fiftieth anniversary of the establishment of the Ontario Professional Foresters' Association, the association responsible for the regulation of the practice of professional forestry in Ontario. Over that half century, remarkable women and men have been, and have seen to be, leaders in the renewal of the natural forests of Ontario, actively contributing to the sustainability of the forest. Dedicated to serving and protecting the public interest, our association is charged with the responsibility of ensuring the highest standards of professional forestry .... and in advancing the awareness of forestry on all forested lands in Ontario.

I continue to be impressed with the commitment that members of the OPFA have to the organization and its objectives. The engagement of foresters from government, industry and education in all the aspects of the governance of the OPFA is remarkable, given the pool of about 1000 professionals and the wide array of activities where the profession finds itself involved. The standing committees of the OPFA provide excellent forums for the debate of issues, the consensus of opinion and the consolidation of positions of the Association. In particular, I would like to commend the members of Council for their diligence and attention to the administration and policy development functions of the OPFA. Those elected from among the R.P.F. community serve mindful of their responsibilities to the profession. The public members of Council appear and participate with a level of engagement that makes it a joy to be acting as the President of the Members.

In particular, Ray Riley and Margaret Wanlin deserve attention. While Public Members of Council receive a small stipend when attending meetings, it in no way warrants the dedication, thought and thoroughness shown by these two who have been with us since the start of "right to practice". They must now leave having served two maximum terms.

Among the many issues that face forestry and the professionals that practice in forestry, there are three that I would offer as current and topical – topical for the forests and for the foresters.

The issue of climate change has captured the attention of all of us, has offered a platform for informers and pontificators and has galvanized organizations and governments to take action. The public has been made to appreciate the scientific consensus of the need to take action to mitigate the potential impacts of climate change. Within the scientific community, the natural forests of the world are seen as among the most positive and active contributors, on a short time frame, to retarding – perhaps eventually neutralizing – the deleterious consequences of green house gases. Opinions of Canada's national leaders suggest that policies of managing the forest to increase carbon sequestration will be a positive contributor in mitigating climate change.

The role of the forests having been highlighted turns the question then to the role of the professional foresters in delivering an organized response. The professional forester needs to prepare for the changes in forest management, with as much knowledge, experience

and acumen that can be mustered. The practice of professional forestry has always been a body of practical skills based on accumulated scientific and empirical experience.....and that wealth of information will improve with better information on our forests of the effects of climate change on forest growth, fire cycles, insect and disease infestations and the like. Among the roles of the OPFA is the one to promote forest practices that address the sound management of Ontario's forests.

With the forest lands of Ontario (and Canada) essentially public, over 90 % being held by the public through the Crown, questions related to forest tenure are central to debates on forest policy. Every province is now, has recently or soon will be addressing the need for forest tenure policy reform ... and will be encouraging the views of those intimately involved in forest management, the sustainability of the natural forests and the broad social objectives that accrue from the wise use of our forests.

The practice of professional forestry intrudes on the discussions / debates on forest tenure policy reform in the significant role that foresters and the forest management planning process have in describing and cataloguing wood available for harvest, respecting the sum of the attributes of the forest and ensuring that forest ecosystems thrive in the future. The essence of forest sustainability is that foresters manage for the continuous and successional sustainable forest. Among the challenges that professional foresters face in fulfilling their

obligations to the forests are the often competing and conflicting aspirations of the tenure holders and the public at large. The principles of stewardship and of good forest practice are the points of entrance where practicing forestry professionals are able most effectively to translate the wishes of the public (the collective “owner” of the forests) into an exemplary regime of forest tenure. The OPFA as a regulatory body is established to adjudicate and discipline the practice of professional forestry, frequently occurring in the context of forest management practices within a tenured arrangement.

The OPFA is responsible for the regulation of the practice of professional forestry in Ontario and is to govern its members in accordance with the Act, that the public interest may be served and protected. Among the college of foresters in the OPFA there has been a growing opinion that, notwithstanding the regulatory function of the OPFA, it should be fundamental for the OPFA to be seen as the voice of forestry in Ontario, to be the advocate for good forestry practices. At the 2007 annual meeting of the OPFA in Huntsville, time and time again in the body of the meeting, foresters stood and implored the OPFA to accept to engage in the public arena of advocacy for forests and forestry. The regional meetings of the members across Ontario this past fall offered more conversation, debate and focus to the idea that the OPFA engage itself as the public voice for forests and forestry.

The OPFA has issued position statements on forestry matters; has drafted forest practice bulletins; has engaged in provincial policy initiatives on matters pertaining to forestry; and, has sought to ensure the province’s forests are managed in the public interest. The Council of the OPFA has been thoughtful in considering the manner in which the

OPFA could (and should) fulfill its obligations to contribute to the sustainability of Ontario’s forests and assure the high standards of practice of its foresters. With the several resolutions supporting advocacy made at the 2007 Annual Meeting, Council at the outset agreed that it would be appropriate for the professional body to engage to ensure that inaccurate or misleading information in the public domain be countered. On reflection, given the narrow mandate of the OPFA as a regulator – and the possible conflicts to OPFA’s disciplinary role – Council has adopted a more cautious approach.

We have not yet reached a consensus on advocacy - either as Council or among the foresters that have opinions on the issue. The one thing though that we all agree is that foresters are going to be sought for the professional views on forests and forestry ..... and we owe it to the forests, the practice of professional forestry and the foresters to respond .....

..... and that is serving the public interest.

## REGISTRAR/EXECUTIVE DIRECTORS REPORT

By Tony Jennings, R.P.F.,  
Registrar/Executive Director

As I did last year, let me use the space here to deal with some matters not covered in other reports.

**Office:** After June Punnett's departure early in the year (with our sincere thanks), Mike Clarke, R.P.F. agreed to take her place until we moved. That move was delayed by road construction blocking access to the new office site, but finally happened at the end of July. The relocation involved moving into older and smaller quarters, saving almost \$5,000 per year (offset this first year by moving costs).

The change also has allowed a new team to form. All of us are providing services by contract on a part-time basis, in a partially virtual office. All of us are able to do at least some of our work offsite, mainly from home offices:

- Priscilla Doyle is filling two roles: Office Coordinator and Coordinator, Registration and Member Records and is in the office for part of most days
- Mike Clarke R.P.F. decided to stay involved, supporting Priscilla as Coordinator, Administrative Projects, coming to the office when needed, but doing much of his work from home.
- Judy Biggar has taken on the role of Coordinator, Competency and Policy, again, largely working from home.

- Janice Sukhiani is the newest member of the team, joining us as book-keeper and has been in the office for part of two to three days per week.

As Registrar and Executive Director, I am in the office a lot more often than when it involved an hour and a half commute.

We trust you are finding the new team meets or exceeds your expectations; let us know if not.

**Complaints and Discipline:** In 2006, I included a brief review of our Complaints and Discipline processes. They were also a topic at the fall seminars and an article in the Professional Forester. These are critical processes in maintaining member competence and probity and some material is repeated here.

In 2006/7 we dealt with two complaints initiated in the previous year and three further complaints were received and consideration initiated or completed. None have required the services of an investigator.

We also received one anonymous letter complaining about a Member, which was considered by the Executive Committee.

The Professional Foresters Act does not allow OPFA to deal with anonymous matters as complaints, thus the Complaints Committee could not deal with the matter.

The Act does allow the Executive Committee to deal with concerns about member activity that might warrant a disciplinary hearing. Though the Act is not very prescriptive, the Executive Committee follows a process similar to that of the Complaints Committee.

These processes, set out in the Act, form one key component of our profession's responsibility to ensure competency in our individual members' practices.

The complaints process (and the Executive Committee's consideration of a concern) are confidential; the complainant and the respondent receive the decision of the panel, but even Council is not informed of the details of a complaint, although it will know whether a complaint was referred to discipline or not.

The Complaints Committee (or Executive Committee) serves a screening function. While it has some scope for action, it may not do something that amounts to discipline. If it determines that discipline might be appropriate, it refers the matter to the Discipline Committee. Section 26 of the Act is very specific about its activities.

A Discipline hearing is a public process conducted as a formal hearing, except in very limited circumstances set out in the Act. After the hearing has been completed, a Discipline Committee may decide that publication of their decision, including the member's name, is appropriate in a particular case.

The Association (Registrar), rather than the complainant, becomes the “prosecutor” in a disciplinary hearing.

As in previous years, no hearings were held by the Discipline Committee.

**Regional Seminars:** From Late October to early December, there were 21 half-day seminars. A repeat was scheduled in January 2008 for Thunder Bay members as a very late notice and conflicting meetings meant poor attendance at the first session. Costs were minimized by sponsor support. Organizations provided facilities and refreshments in most cases. Over 230 attended a session, down from last year.

As in 2006, a separate session was arranged for students by the Lakehead Forestry Faculty. This time it was also attended by forestry students from Confederation College. In Southwestern Ontario, Lands and Forests Consulting arranged a field trip to follow the seminar they hosted.

The 2007 Agenda included discussions of competency maintenance, Complaints and Discipline and of Advocacy. In most Southern Ontario locations, an MNR paper on private land forestry was “shoehorned” into an already busy agenda.

**Advocacy:** At the 2006 AGM, two resolutions called for Council to consider Public Advocacy by OPFA. Council has spent considerable time considering appropriate action which would reflect our legislated mandate (and limitations), our available re-

sources and the desires of OPFA members. It has been on the agenda of each Council meeting and was required to be a discussion item at the Fall Seminars. At year end, Council had decided to step up Policy related activity, but was still working on a full framework. Considerations are reflected in your President’s report.

**Inclusivity:** The Inclusivity Project (revising criteria for Professional Forestry Certification) continued as a major undertaking for CFPFA (Canadian Federation of Professional Forestry Associations). Draft Certification Standards had been adopted in principle by your Council at the end of last year. This allowed proceeding on the basis of these new standards to work with CFAB (Canadian Forestry Accreditation Board) developing new Accreditation Standards by which University Forestry Programs would be assessed. At year end, these standards were nearly complete. Both sets of Standards should be ready for use in 2009.

**Mobility:** On a related matter, the Mutual Recognition Agreements (MRA) among CFPFA members required review. These agreements are the basis for accepting RPFs in good standing from other jurisdictions (proof of knowledge, usually by exam, of local legislation and policy is still required). Under Federal Provincial “Agreement on Internal Trade” (AIT), these arrangements require periodic review. Work was delayed by the need for BC and Alberta to incorporate a separate “Treaty on Labour Mobility Agreement” (TILMA). Meanwhile, all Provinces, including the new association

in Saskatchewan, continue to operate under the old MRAs.

**Quality Assurance:** At the start of the year, Council struck a working group to develop a program of competency maintenance. Part of the basis for this was the discussion at the previous (2006) AGM about taking a “next step” by seeking member support for developing an audit of reported Continuing Education Credits. While the resolution passed, the discussion made it clear that we weren’t clear about where this next step was taking us. Council’s responsibility to pursue due diligence in this regard was also apparent.

The Working Group did not develop a program as requested, rather it provided some background some ideas and a strategy for consulting the membership. At the 2007 AGM (Annual General Meeting) and then at the Fall Seminars, this was a major topic. Council authorized the Group to continue its efforts into 2008. (A report is expected at the 2008 AGM).

**Provincial Oversight:** Under the new **Fair Access to Regulated Professions Act, 2006**, the Province of Ontario has established new requirements for registration processes reporting and third party audits, and has created a new “Fairness Commissioner” and related Office, to administer these requirements. Significant time was spent with other regulators consulting on the new processes and getting acquainted with the new Office.

## REGISTRAR/EXECUTIVE DIRECTORS REPORT CONTINUED

The Legislature has also passed the **Health Systems Improvement Act, 2007**. While its requirements are mandatory only for health professions (including several new ones being created), they are seen as reflecting government thinking about regulatory processes. Thus all professional regulators have spent time reviewing these REQUIREMENTS and how they are being applied. Of particular relevance for OPFA's current considerations, the health professions Quality Assurance programs must include continuing education, self, peer and practice assessments and processes for compliance monitoring.

**Embezzlement:** OPFA was successful in obtaining a court ruling in its favour, allowing us to pursue recovery of all embezzled funds, legal and accounting costs for the investigation and court process and some "business interruption costs". At year end, we were still in a required 6-month waiting period after the August decision, but recovery was to be pursued.

In the Financial Statements at the end of this Annual Report, only the embezzled funds which passed through our books (and were shown in last year's statements) are shown as a recoverable asset. Since recovery of the full amount authorized is doubtful and the amount likely to be obtained could not be

determined with any accuracy, no adjustment was made. However, the full amount of the authorized recovery is reflected in the notes.

**In closing**, we would like to express appreciation on the Members' behalf and on our own, for the dedication and consideration shown by the many more consistently committed than ours.



## RECOGNITION & AWARDS COMMITTEE REPORT

By John Cary, R.P.F, Chair

The Recognition and Awards Committee selected two members for our leading honours:

**W.J. (Bill) Brown** received a plaque as the **Honoured Professional Award** winner. This award is presented to a member who has made an exemplary and significant contribution to the OPFA and/or forestry in Ontario.

The third annual **John H. Sellers Award** was presented to **Dave Legg** in recognition of his outstanding achievement in the promotion and awareness of professional forestry in Ontario.

**Certificates of Appreciation** were presented to members who have stepped down after serving as members of Council and Committees.

**John Cary** Past President 2004-2006

**Parthena Fotiadis** Councillor-at-Large 2005-2006, Executive, Finance & Complaints Committees

**Nancy Houle** Councillor Central West 2002-2006

**Rick Monzon** Continuing Education, Recognition and Awards

**Deborah McGregor** Public member of Council 2001-2007

**Jim Parker** Public Member of Council 2001-2007

**Michael Rosen** Editorial Board & Website Committee

**Martin Streit** Southern Ontario Regional Advisory Representative

**Carol Walker Gayle** Chair, Registration Committee

**25 Year Silver Pins** are awarded to those who have maintained their membership over a notably long period. This year, pins were presented to:

**Bruce Byford, Grant Craig, David Ethier, Robert Forbes, Richard Groves, Brian Hillier, Kenneth Lennon, Gordon Mackenzie, Susan Millson, David Millson, Glen Parsneau, Geoffrey Pattyson, Wayne Smith, Robert Stokes and Terry Wilson.**

Council decided to make a special award this year and in recognition of **Jim Parker's** immense service to the Association over the last six years as a Public Member of Council. Jim played a crucial role in leading the Competency Group, developing the Association's Communications Plan, drafting grant applications and providing extraordinary advice and so as a measure of deep appreciation, Council issued a **Certificate** appointing Jim to be the second **Honourary Member of the Ontario Professional Forester's Association.**

Council and all but one member of the Recognition and Awards Committee decided to make an additional **Honoured Professional Award** this year. Unexpectedly and without warning the recipient or obtaining the Committee's full support, the award was presented by **Herb Bax** to **John Cary.**

# REGISTRATION COMMITTEE REPORT

By Paul Poschmann, R.P.F., Chair

The Registration Committee met 5 times in 2007, one of which was a face-to-face meeting held in conjunction with the 2007 AGM. The primary business of the Registration Committee is to consider applications for membership to the OPFA. Over the year, the Committee considered 14 applications and recommended 11 for full membership and 1 for associate membership. We also considered 5 transfers from other provinces. In addition, we reviewed reinstatement, provisional, life, student, inactive and non-resident requests.

The Committee also provided advice on other issues related to, or potentially impacting, our registration criteria including Bill 124: Fair Access to Regulated Professions Act and the Inclusivity project.

The Registration Committee welcomed Henry Lickers to the committee as a public appointee replacing Deborah McGregor. The Committee wishes to ex-

press our appreciation to Deborah for her active participation and contributions over her time on the committee. The Committee also wishes to thank David Balsillie for his work in administering the Ontario Policy exam. Peggy Smith has agreed to take on this task.

Birth Decade	Section							Grand Total
	NE	NW	CE	CW	SE	SW	Out of Province	
1910	0	0	1	2	0	8	2	13
1920	0	7	13	8	10	26	3	67
1930	1	6	11	3	1	13	4	39
1940	2	17	9	15	10	25	10	88
1950	39	74	29	63	25	60	22	312
1960	37	67	16	50	20	37	25	252
1970	27	72	9	28	6	18	8	168
1980	3	12	0	1	1	0	1	18
<b>Grand Total</b>	109	255	88	170	73	188	75	958

## REGISTRATION COMMITTEE REPORT CONTINUED

Category	Gender	Section							Grand Total
		NE	NW	CE	CW	SE	SW	Out of Prov.	
ASSOCIATE	Female	0	1	0	1	0	1	0	3
	Male	1	3	7	2	10	18	0	41
ASSO Total		1	4	7	3	10	19	0	44
FULL	Female	18	37	11	18	5	9	0	98
	Male	82	189	39	122	33	71	9	545
FULL Total		100	226	50	140	38	80	9	643
Non-Resident	Female	0	0	0	0	0	0	8	8
	Male	0	0	0	0	0	0	48	48
NR Total		0	0	0	0	0	0	56	56
<b>Sub Totals</b>	<i>Female</i>	18	38	11	19	5	10	8	109
<b>Practicing</b>	<i>Male</i>	83	192	46	124	43	89	57	634
<b>Members</b>	<i>Sub-T</i>	101	230	57	143	48	99	65	743
INACTIVE	Female	0	2	0	3	2	2	1	10
	Male	6	12	5	9	7	21	6	66
IA Total		6	14	5	12	9	23	7	76
LIFE	Female	0	0	0	0	0	1	0	1
	Male	1	12	24	15	11	49	8	120
LIFE Total		1	12	24	15	11	50	8	121
PROVISIONAL	Female	0	0	1	1	0	4	0	6
	Male	1	5	3	0	4	15	0	28
PRV Total		1	5	4	1	4	19	0	34
STUDENT	Female	0	5	1	1	0	1	0	8
	Male	0	15	0	0	0	1	0	16
ST Total		0	20	1	1	0	2	0	24
HONOURARY	Male	0	0	0	0	0	2	0	2
HONR Total		0	0	0	0	0	2	0	2
Subtl. Gender	<i>Female</i>	18	45	13	24	7	18	9	134
	<i>Male</i>	91	236	78	148	65	177	71	866
<b>Grand Total</b>		109	281	91	172	72	195	80	1000

## CANADIAN FORESTRY ACCREDITATION BOARD REPORT

By Faye Johnson, R.P.F., OPFA Representative

The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification (registration/licensure). Its role is to implement a national accreditation process mandated under a detailed Policy Statement agreed to by its member agencies, the eight professional forester/forest engineer associations of Canada, and the Canadian Institute of Forestry. Its membership is made up of representatives appointed by the member agencies.

The Board was established in 1989 and has been conducting site visitations since 1990. Assessment of academic program is undertaken in accordance with comprehensive subject area standards but includes, also, consideration of facilities and services offered; faculty experience, qualifications and tenure; and the ability of the program to imbue professional qualifications and qualities in students. The regular accreditation cycle for a program is six years, although circumstances may dictate a shorter period for a given program or an interim review to confirm that a program continues to meet accreditation requirements. At present, ten baccalaureate forestry programs in Canada enjoy accredited status. The Board does not accredit programs outside Canada.

The third round of accreditation reviews was completed in 2006 with the assessment of baccalaureate programs at two Canadian forestry schools (Lakehead and UNBC). No reviews were scheduled for 2007.

Through a series of Inclusivity Project workshops and meetings, the Canadian Federation of Professional Foresters Associations (CFPFA) has made much progress in the development of a set of forestry practice certification standards for broad use across the country. The proposed standards would have important implications for the manner in which the Board undertakes its accreditation review service on behalf of its member agencies. In 2007 it was decided that CFAB members, together with representatives of the CFPFA and the forestry schools, would participate on a working group named the "Accreditation Standards Development Working Group". Its mandate is to develop appropriate academic standards and accreditation review criteria for the purpose of CFAB evaluation of university level baccalaureate programs in forestry leading to certification by the professional forester regulatory bodies of Canada. CFAB participants included Steve Hoyt, R.P.F., Peter Marshall, R.P.F., Faye Johnson, R.P.F., and Lorne Riley, R.P.F. The Working Group

met three times during 2007 and, for the most part, completed the Academic Standards for Accreditation. Related tasks to be completed for 2008 include, planning and preparing the plenary session, getting clarification around the Contribution Agreement with HRSDC and making changes to the CFAB Policy Statement, Questionnaire and Manual. The Board met once during the year, in Rocky Harbour, Newfoundland in early September to consider and comment upon the draft accreditation standards.

Some changes in Board makeup occurred during the year. We welcomed the Association of Saskatchewan Forestry Professionals as the newest member to the CFAB. Also, Tom Smith, R.P.F. stepped down as the member representing the Registered Professional Foresters Association of Nova Scotia. This resulted in Ian Millar, R.P.F. moving from his position as alternate member to member and Brendan Hemens, R.P.F. becoming the alternate member. Jerome Marburg LL.B. stepped down as the alternate member for the Association of British Columbia Forest Professionals. Pierre Zundell also stepped down as the alternate member for the Canadian Institute of Forestry. Neither of these gentlemen has been replaced yet.

Board members and alternates at the end of 2007 were:

Steve Hoyt, R.P.F. (Chairman) and Rod O'Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick;

Bill Buggie, R.P.F. and Glen Knee, R.P.F. (alt.), Association of Newfoundland-Labrador Registered Professional Foresters;

Ian Millar, R.P.F. and Brendan Hemens, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia;

René Doucet, ing.f. and Jean-Louis Brown, ing.f. (alt.), Ordre des ingénieurs forestiers du Québec;

Faye Johnson, R.P.F. and David Winston, R.P.F. (alt.), Ontario Professional Foresters Association;

John Daisley, R.P.F. and Jeff Vlasman, R.P.F.T. (alt), Association of Saskatchewan Forestry Professionals;

Janet Schilf, R.P.F. and Charles Backman, R.P. (alt.), College of Alberta Professional Foresters;

Peter Marshall, R.P.F. (no alternate at present) Association of British Columbia Forest Professionals;

Bruce Dancik, R.P.F. (no alternate at present) Canadian Institute of Forestry.

The member agencies are currently naming their representatives for 2008. Most of those serving in 2007 are expected to continue their participation in the coming year.

The CFAB Annual Report for 2006, including the then current record of accredited programs, was published in the March/April 2007 issue of *The Forestry Chronicle*. The CFAB website continues on-line at “www.cfab.ca” in both official languages. The site is updated on a regular basis and contains, among others, information on currently accredited programs, the full Academic Standards of the CFAB and news items on the activities of the Board as well as links to the member agencies and the forestry schools having CFAB-accredited programs.

The Board is a regular participant at the meetings of the Canadian Federation of Professional Foresters Associations and was heavily involved in the deliberations of the Federation’s Inclusivity Project (see above). The Board maintained its dialogue with the Association of University Forestry Schools of Canada (AUFSC) through correspondence, the provision of an annual update report to the schools and the receipt of periodic reports from AUFSC members. Membership in, and participation in the meetings of, the thirty-member-strong Association of Accrediting Agencies of Canada were continued.

## STATUS OF CFAB PROGRAM

### ACCREDITATIONS

#### AT CANADIAN SCHOOLS OF FORESTRY

##### DECEMBER 2007

##### March 2004

*Laval University, Faculty of Forestry and Geomatics, Forest Environment and Forest Resources Management Program*

Accredited for six years to June 30, 2009

##### August 2004

*University of Moncton, Faculty of Forestry, Forestry Sciences Program*

Accredited for six years to June 30, 2010

##### April 2005

*University of British Columbia, Faculty of Forestry, Forest Resources Management Program and Forest Operations Program*

Accredited for six years to June 30, 2011.

##### July 2005

*University of New Brunswick, Faculty of Forestry and Environmental Management, Forest Ecosystem Management Program and Forest Engineering Program*

Accredited for six years to June 30, 2011.

##### July 2005

*University of Alberta, Faculty of Agriculture, Forestry and Home Economics, Forestry Program and Forest Business Management Program*

Accredited for six years to June 30, 2011.

##### August 2006

*Lakehead University, Faculty of Forestry and the Forest Environment, Forestry Program (H.B.Sc.F.)*

Accredited for six years to June 30, 2012

##### August 2006

*University of Northern British Columbia, College of Science and Management, Ecosystem Science and Management Program (Forestry Major)*

Accredited for three years to June 30, 2009

J.S. Hoyt, R.P.F., Chairman

L.F. Riley, R.P.F., Executive Director

## CONTINUING EDUCATION COMMITTEE REPORT

By Richard Macnaughton, R.P.F., Chair

The year has been a relatively quiet period for the Committee while the feedback from the sessions on professional competency from last year's Annual Meeting and Conference and the Fall regional meetings are digested and returned to the Committee for action. This report and marching orders from Council are expected early in the new year.

Meantime, the Committee's assessors have continued to assess those workshops, training sessions, seminars and conferences that have been submitted. Over 20 events were assessed during the year.

Several issues continue to hamper the quick and orderly assessment of these events.

1. Several requests for post assessment of events have been received. Members are reminded that only major events, such as a national conference, will be assessed after the event has occurred, to ensure consistency in assessment. Members can assess events they have attended themselves. The guidelines are posted on the CE Web page (<http://www.opfa.ca/cont-ed/ce-guide.php>).
2. Event organizers are reminded to submit their event agendas, in sufficient detail, to allow for proper assessment of their event. This includes any field trips attached to the event. Assessors require the full title of the presentation, a statement of the presentation contents, and the presenter's name. Time frames should include start and stop times.

3. Requests for assessment are to be submitted at least one month in advance of the event. The assessment results will be returned to organizers two weeks before the stated event. If organizers wish to have CE credits published in their program, please submit the details a month before the deadline for submitting the program to the publishers.

Ken (Mac) Brown will be retiring from the CE Committee this year. Although Mac is not a member of the OPFA, he has provided valuable input as a citizen and a faculty member from Lakehead University into the committee's activities, and he will be missed. The Committee will be appointing a LU faculty member to replace him.

My thanks to the CE Committee members, Mike Clarke, R.P.F., Norma Griffin, R.P.F., Melanie Mathieson, R.P.F., Mona Wiltshire, R.P.F., and Dave Winston, R.P.F. for their input to the Committee. Also thanks to Tony Jennings and Council for their direction and oversight.

## FINANCE COMMITTEE REPORT

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

The Finance Committee held two meetings in 2007 to make recommendations to Council concerning the Association's finances. The Committee's time was devoted to 4 items this year.

### 1. Revised Terms of Reference.

Much of the Committee's time this year was spent working with the Auditor and the Executive Director to put in place financial practices and procedures to prevent future fraud or misuse of Association funds. We believe that all of the Auditor's recommendations to this effect have been implemented.

In addition, the Committee felt, and recommended to Council, that this Committee should have an ongoing role in overseeing the financial procedures of the Association. To this end a revised Terms of Reference for the Committee was recommended to Council. The essence of the changes were to add to the Committee's responsibilities as follows; 1. the Committee will work with the Auditor before and during his audit and review the Auditor's annual report and management letter and make recom-

mendations to Council concerning the findings of the Auditor; 2. a member of the Committee will review roughly monthly the financial statements and bank reconciliations of the Association; and 3. the Committee will review the financial statements provided to Council at each meeting (roughly quarterly). Council accepted the Committee's recommendations to have a more direct role in the Financial management of the Association. The Committee will be renamed, The Finance and Audit Committee.

### 2. Reserve Policy.

During the 2006 Audit, the Auditor could not locate a Council Minute that authorized the Association to maintain a "Reserve Fund". As a result he had to report the Reserve amount as "Members Equity". This designation was not what was intended for the Reserve Fund and could cause future problems for a non-profit Association. To clarify this matter the Committee recommended to Council that a formal Council Minute be prepared authorizing a \$280,000 reserve, exclusive of the "collectable fraud" amount.

Council approved the recommendation and the appropriate Minute has been prepared. The 2007 Audited Financial Statements reflect this formalizing of our reserve practice. The Finance & Audit committee will review reserve levels at least every three years.

### 3. Investment Policy

The Committee reviewed the current Investment Policy of the Association and recommended no changes. The Committee did note that the format should be simplified and will consider a revised format in 2008.

### 4. Fraud Issue.

The committee has been kept up to date on the legal action with regard to the fraud matter. OPFA obtained a court judgement authorizing us to pursue full recovery. Following a legal waiting period, recovery has been initiated and should be complete before the end of fiscal 2008.

## COMPETENCY MAINTENANCE WORKING GROUP REPORT

The Council formed the Competency Maintenance Working Group which is a working task group whose mission was to "develop a realistic program to maintain member competencies in the practice of professional forestry:

- That addresses the need of members and is user friendly
- That is cost effective
- That satisfies the requirements of the OPFA identified in legislation
- That will be seen to be credible nationally
- Protects the Association from criticism
- Protects the public interest "

The authority for action flows from Section 53.(1) paragraph 22 of the Professional Foresters Act, 2000 which states "*The Council may pass by-laws, prescribing a quality assurance program and requiring members and employers of members to participate in and co-operate with the program;*"

The Working Group did not produce a "realistic program". Instead it provided a discussion paper and strategy for involvement of the membership. Their initial report and updates was posted on the website and discussed in articles in *The Professional Forester*.

There was a presentation to the 2007 AGM and discussion at each Fall Seminar. There will be a report at the April 2008 Annual General Meeting.

## WEBSITE COMMITTEE REPORT

By Greg Pawson, R.P.F., Chair

The OPFA website committee has spent much of 2007 concentrating its efforts in planning for some upgrades to the website and in improving information that is provided on the OPFA website.

Mike Rosen has stepped down from the committee as his new role in the Tree Canada organization consumes much of Mike's time and resources. His work with the committee has been appreciated and we thank Mike for his time and efforts with the website committee.

As with most website designs an effort is required in maintaining and upgrading the system to make the website more efficient in its utility and to make improvements to improve the content of the website.

Efforts to upgrade the website include:

- Ability for members to update address and personal information
- Access for members to track continuing education
- Enhancements to the career postings utility to allow applicants to submit and edit postings until suitable to the administrator
- Enhance access to the administrator's area for assigned/authorized users, e.g., representatives of the OPFA Annual General Meeting Committee to manage meeting registration from their home location
- Enhancing the administrative utility of the website to better manage notifications and reports

-Upgrading the consultant listing to update the list directly from the member database

Efforts to improve the utility of the website include:

- Reconfiguring the menu page to organize subject matter in a more efficient manner
- Reorganizing the news / information content of the website to provide better access to news (from website links) and to provide member information pertinent to the membership needs

Implementing website upgrades and continuing development of the renewed approach to news and information on the OPFA website continues in 2008.

Bruce Weild, the site designer, continued to assist the committee on an as-needed basis. During the year a core group of the committee, consisting of Greg Pawson and the former co-chairs (Dave Legg and Lorne Riley), and Tony Jennings convened roughly monthly in teleconference to deal with matters of immediate concern and need. Most common meeting discussion points centred on site structure and improvement, access and navigation, updating of content and responsibilities of committee members to ensure informative and current content.

The OPFA website continues to be used for managing the OPFA AGM registration. This was successfully undertaken by the 2007 AGM committee and the 2008 AGM committee continues to make use of this function.



The site continues to be popular. There were approximately 37,000 visits during the year, although it is difficult to say how many discreet visits this represents. The more popular website subject matter includes:

Career ads – 10,950 hits

Consultants list – 5,402 hits

The Professional Forester publication – 5,045 hits

Forester available – 1,550 hits

Classified ads – 1,124 hits

Consultant ads – 1,052 hits

Interestingly enough, there were also 2,141 visits to the “forgot password” web page.

I agreed to take up the post of Chair starting in 2006/07 and it has been very much a learning year for me. With the guidance of Tony Jennings, Lorne Riley and Dave Legg I have learned a lot. Dave has provided some specific guidance for me on the technical side of things to increase my technical skills in managing website content. Dave continues to be the driving force for the technical content of the website.

As in the past, the Committee seeks the involvement of Association committees and encourages them to submit news of activities, meeting report synopses, updates of terms-of-reference, annual reports, committee member lists and any other information that a committee may feel is of interest to the general membership.

It is the Committee’s aim to see the website continue to grow and improve and be of significant value to the members of the Association. It is also a goal to have the website present a readily accessible source of information to the general public.

Member input and comments are always welcome. Contact any of the Committee members through the dedicated e-mail address “webmaster@opfa.ca” .

## EDITORIAL BOARD REPORT

By Matthew Benson, R.P.F. Chair

The members of the Editorial Board of the *Professional Forester* include: Craig Robinson, R.P.F. (Thunder Bay), Eric Thompson, R.P.F. (Hearst), Jim McCready, R.P.F. (Carleton Place), Mike Rosen, R.P.F. (Ottawa), Ken Armson, R.P.F. (Toronto), Tony Jennings, R.P.F. (Georgetown); Matthew Benson, R.P.F. (Dryden) and Caroline Mach, R.P.F. – the Editor (Rosemont).

The Editorial Board normally meets twice a year by conference call, usually in June and December. The purpose of these meetings is to confirm the themes for future issues and for each theme, to identify the types of subjects and authors that might be solicited to prepare articles. It is then the responsibility of the members of the Editorial Board to solicit or prepare those articles for each issue.

In addition to theme-based articles, each issue of the *Professional Forester* also includes reoccurring features including: 'What a Forester Does' articles, Council/Councilor news, Coming Events and OPFA Member News. In 2008, we hope to add a reoccurring feature that will be a summary review of forest-related scientific literature recently published.

Articles are provided to Caroline Mach, the editor, who edits and assembles the products into an electronic layout. Caroline then forwards the issue layout to the OPFA office. Beginning in December 2007, the *Professional Forester* went online. This means that the OPFA office now places the *Professional Forester* on the OPFA

website and advises members by e-mail when the issue is available. The OPFA office also continues to produce a limited number of paper copies of the *Professional Forester* for members without access to e-mail, for distribution to MPP's offices and as required.

In 2007, the Editorial Board met by conference call on the mornings of June 27<sup>th</sup> and December 12<sup>th</sup> for about 2 hours each. The *Professional Forester* publishes four issues per year. In 2007, the themes for those four issues were:

- March 2007 - The 50th anniversary of the OPFA
- June 2007 - Biomass and Bio-fuels
- September 2007 - Herbicide Use
- December 2007 - Forest & Tree Inventory

Themes being considered for the 2008 issues of the *Professional Forester* are:

- March 2008 - Forestry: A Changing Climate
- June 2008 - Forestry Associations
- September 2008 - Changes in Forestry
- December 2008 - Forestry as a Tool

OPFA member contributions to the *Professional Forester* are appreciated and encouraged. For further information please contact the Editor, Caroline Mach at [forestager@dufferinmuseum.com](mailto:forestager@dufferinmuseum.com).

## URBAN FORESTRY COMMITTEE REPORT

By Lloyd Burrige, R.P.F., Chair

The UF committee had the inaugural meeting at the OPFA conference, Deerhurst Inn, Huntsville on April 18, 2007.

A number of short term goals were established and action items have been undertaken as follows:

1. To have a number of Urban Forestry[UF] presentations at every annual OPFA conference.

Action. At the Thunder Bay conference Michael Rosen will be speaking on the topic of Urban Forests and Climate Change. Also, Shelley Vescio, will be conducting a UF tour of Thunder Bay trees during which UF issues will also be discussed.

2. To commence a UF literature review.

Action A number of websites were researched by Lloyd Burrige. The most promising UF literature site appears to be the International Society of Arboriculture[ ISA ] "Arboriculture and Urban Forestry Past Publication" web site. The Journal of Arboriculture and Urban Forestry is a refereed journal devoted to disseminating knowledge about the art and science of establishing, growing, and maintaining individual trees and forests in and around human settlements including their economic, environmental, social and aesthetic importance. Past journal issues back to 1975 are available online. In addition, ISA has also established a link to Google Scholar for research done by others in the UF field.

Access to the ISA web site is free and the process is as follows:

1. Enter [www.isa-arbor.com](http://www.isa-arbor.com).
2. Click on Education.
3. " " Free Resources.
4. " " Portal to Research.
5. " " Arboriculture and Urban Forestry
6. Follow the search instructions.

Give it a try.

Interactive sites for the asking and answering of questions in the UF field are also available. Two of the best are:

- a] The Canadian Urban Forest Network ie [canufnet@list.web.net](mailto:canufnet@list.web.net) under web master Andy Kenney and;
- b] The Society of Municipal Arborists list serve ie: [sma-14596@memberclicks.com](mailto:sma-14596@memberclicks.com)

3.To prepare and submit UF articles for the "Professional Forester".

Action It is suggested that the literature review and interactive UF web sites noted above be published in the Professional Forester publication. Also, Shelley Vescio has agreed to submit an article on UF in Thunder Bay following the April OPFA conference.

4. To prepare and circulate Best Practice Bulletins in UF.

Action In preparation.

The committee is organizing a conference call meeting following the OPFA conference.

**MINUTES****ONTARIO PROFESSIONAL FORESTERS ASSOCIATION****ANNUAL GENERAL MEETING 2007****Deerhurst Resort, Huntsville, ON****April 20, 2007***Draft: subject to confirmation at the 2008 AGM***1) Call To Order**

- President David Milton called the meeting to order at 1:00 P.M.

**2) Members and Proxies**

- The President declared that there are 56 Members in attendance and that 36 proxies had been received. As 40 members are a quorum, the meeting was duly constituted.

**3) President's Remarks**

- The President welcomed Members, noted that guests were welcome, though only members might vote. Then, he recognized current and potential public members of Council who embody the public interest perspective and contribute significantly to our efforts on behalf of Members.
- Printed Annual Reports were provided and contained the reports to be considered. OPFA will make one available to any Member requesting one, but reacting to some members encouraging the less expensive electronic route, we will post the report on the website and so advise the membership.
- The President noted that we were behind in posting Council minutes on the website and shortly will have this up to date.

- In 2006, Members voted by mail on by-law changes; more Members participated in the decisions than in previous years and this approach will be used on any changes in 2007.

**4) In Memoriam**

- The President noted Members who had passed away since the last Annual Meeting, then called for a moment of silence in their memory:

Murray Atkinson

James Barron

Harry Graham

Robert Loughlan

John McClelland

**5) Recognition of New Members:**

- The President asked those in attendance who had joined OPFA since the last AGM, to stand and introduce themselves. Three Members stood and were welcomed by a round of applause. The President asked the new members to accept their professional responsibility to find ways to contributing to the advancement of the profession and its efforts for the public good.

## 6) Approval of Minutes of 2006 Annual Meeting

- Noting that the minutes of the last AGM were in the printed annual report, the President asked for a motion

**Motion:** Richard Macnaughton/Paul McAllister: that the minutes of the 2006 Annual Meeting be approved as presented.

**Carried**

## 7) 2006 Resolutions Update

- The President reported on the three resolutions passed At the 2006 AGM and subsequently considered by Council:

### **Resolution 2006-1**

*Moved: Lloyd Burrige, R.P.F. Seconded: Al Cameron, R.P.F.*

Whereas the OPFA enabling legislation (Bill 110) contains reference to urban forestry, and

Whereas the Canadian Forestry Strategy has as one of its goals, the strengthening of the urban forestry component, and

Whereas the urban forestry field is expanding rapidly, and

Whereas the OPFA formerly had an urban forestry committee,

Be it resolved that Council give consideration to reestablishing the urban forestry committee to explore mutual concerns with the municipal arborist/urban forestry committee of the International Society of Arboriculture (ISA) and other interested parties.

**Carried Unanimously**

- While it took a bit of time to get moving, Council acted on this matter. The Urban Forestry Committee has been established and the terms of reference and membership of the committee were outlined in the most recent Professional Forester (March 2007).

### **Resolution 2006-2**

*Moved: Astrid Nielsen, R.P.F. Seconded: Susan Jarvis, R.P.F.*

Whereas Life Membership is intended to recognize a combination of long membership and retirement from practice, and

Whereas some Life Members are finding it attractive or necessary to practice occasionally, putting themselves at risk professionally, and

Whereas Candidates (Applicants) who apply for membership are required to provide sponsors who are familiar with their work and can confirm that it was done at a professional level, and

Whereas the Registration Committee encounters sponsors who are less familiar with a membership Candidate's work than is desirable, and membership Candidates who are trying to identify suitable sponsors after they have achieved the required 18 months suitable work experience, and

Whereas other Provincial regulators of Professional Forestry, with whom we have reciprocal recognition of RPFs, require that the work experience be undertaken as an "articling" period while enrolled in their Association as Forester-in-Training, under the oversight of sponsors,

Be it therefore resolved that we ask Council to consider revising the Membership classes and the related requirements, including particularly, but not solely:

- Extending the prior long membership requirement for Life Membership,
- Recognizing the right of Life Members to practice, if they are meeting continuing competency efforts like other active members (Full, Associate, Non-Resident), and

- Requiring membership in the Provisional class (or a re-named Forester in Training class) while undertaking the required work experience, with sponsors identified upon initial “enrollment” into the Provisional Class.

**Carried Unanimously**

- Council did consider the matters contained in this resolution and dealt with them in concept. These decisions will be reflected in the next proposed by-law changes:
- Council agreed with changing the qualifying period for Life membership;
- They did support the idea of requiring membership at the Provisional level while getting the experience required in the 18 month “articling period”, if it can be characterized this way.
- Council did not agree with the concept of Life members being able to practice. Such a move would complicate our membership classes. OPFA policy is clear: Life membership is available to Full Members who have chosen to cease practicing Professional Forestry. Those who continue to practice must continue as Full members, with the obligations that are entailed.

**Resolution 2006-3**

*Moved: Richard Macnaughton, R.P.F.*

*Seconded: Mona Wiltshire, R.P.F.*

Whereas, the Ontario Professional Foresters Association has developed a mandatory reporting process for continuing education (CE) activities; and

Whereas, there is a need to demonstrate to the public that professional foresters are maintaining their competency such that the forests of Ontario continue to be managed to the highest possible standards; and

Whereas, a new phase in practice competence through an auditing process of Members’ CE records is required;

Now therefore be it resolved, that the Council give consideration to: the development of an internal Continuing Education audit program, as a next step in requiring practice competence. This program would be focused on ensuring that OPFA members are maintaining and recording information on training in an appropriate manner. Sufficient detail would be recorded such that if audited, an auditor would be able to determine if a member was maintaining their CE records in a manner that clearly indicates that the CE activity was undertaken by the member and the number of credits associated with each CE activity is properly recorded.

**Carried ( 25 For; 3 Opposed; 4 Abstaining)**

- This resolution was controversial. While it passed with a significant majority, the concerns raised by some members caused Council to re-think our approach.

As noted in the article in the last (*March*) Professional Forester, Council decided to step back and look more broadly at the obligations we as a profession carry and Council is obliged to pursue. Council struck a Working Group, led by Jim Parker, who has just finishing his term as a public member of Council and was, the previous day awarded the second Honorary Membership in the OPFA.

The Working Group’s report would be a significant item of discussion for members through the coming year.

**Presentation of the Draft Report - Embracing Our Future: Ensuring Professional Competence of Members of the Ontario Professional Forestry Association.**

To start the year-long discussion , the President asked Jim Parker, supported by Working Group members: Craig Howard and Bob Elliot, to present the draft report, noting that their general conclusions were confirmed again earlier in the week by Council.

The thoughts leading to the Report and the Working Group conclusions were presented.. The Committee reviewed the practices of other regulatory bodies. Programs are underway or in development for almost all professions and recently were made a requirement for the health professions.

The result of the OPFA Working Group's efforts is a set of recommendations with two themes. First, the programs developed should be as positive and useful to members as possible, while being adequate to satisfy an external public that the profession (and Council) is meeting its obligation to ensure member continuing competence in their individual scopes of practice. The second emphasis was on the need for adequate time, encouragement and opportunity for Members to take part in the dialogue about how this objective is met:

- An article has appeared in the Professional Forester and others will.
- The report is being presented at the AGM.
- The Draft report will be posted on the website.
- Comments are welcomed at any time.
- This discussion will be a main item in this fall's regional seminars.
- A report will be made at next year's annual meeting.

Comments and question from the audience were generally supportive and included noting:

- the need to determine one's scope of practice,
- a suggestion that we separate knowledge and skill as parts of competence,
- an observation that non-members expect a level of consistency in different members' practices such as prescriptions for a given woodlot.

## 8) Reports:

- Noting that the reports to the membership were in the printed Annual Report, the President called for motions on each:

### a) President's Report

**Motion:** Rick Monzon/Paul Poschmann: that the Report of the President be accepted as presented.

**Carried**

### b) Report of Executive Director

**Motion:** Nicholas Baggs/John Cary: that the Report of the Executive Director be accepted as presented.

**Carried**

### c) Finance

#### i) Report of the Finance Committee

**Motion:** Robert Burgar/Jack Harrison: that the Report of the Finance Committee be accepted as presented.

**Carried**

Before moving to the next motion, the President asked the Executive Director to speak briefly to some matters in the financial statements.

Tony drew Members attention to the "Litigious Amount Recoverable" in the Assets listed in the balance sheet. Council debated whether or not to show the amount, since our success in recovery is uncertain. The balance of opinion was that the extent of the expenditures to be recovered should be shown to the members and we should not write off the amount until recovery has been attempted. However, this may overstate our assets to the extent that recovery is unsuccessful.

**ii) Auditors Report**

In discussion of the motion, it was discovered that the printed reports available at the meeting had an error resulting from the printing setup ( The net income was mis- aligned and a figure missing on the Statement of Operations.) Copies of the financials as approved at the Council Meeting were correct and copies were available at the meeting.

*Secretary's Note: The annual report posted on the website is correct.*

**Motion:** Robert Burgar/Craig Howard: that we accept the Auditors report for the year ending November 30<sup>th</sup>, 2006.

**Carried**

**iii) Appointment of Association Auditor For The Year Ending November 30<sup>th</sup>, 2007**

**Motion:** Greg Pawson/Lloyd Burrige: that the firm of Caldana Girardi be appointed as Auditor for the Association for the year ending November 30<sup>th</sup>, 2007"

**Carried**

*Secretary's Note: The firm Caldana Girardi has been closed. As he was the responsible partner, we have continued to use Ed Girardi, C.A. meeting the spirit of the Motion.*

**9) Committee Reports:**

- Noting that the Committee reports on activities in 2005/6 fiscal year were printed, the President asked whether those present were willing to consider them "en bloc".

**Motion:** Richard Macnaughton/Craig Howard: that the Committee Reports be accepted as presented.

**Carried**

a) **Registration Committee**

b) **Recognition and Awards**

c) **Canadian Forestry Accreditation Board (CFAB)**

d) **Website**

e) **Continuing Education**

**11) Ratification of Actions of Council**

**Motion:** Lorne Riley/John Cary: 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**

**12) Fee Schedule 2007/2008**

**Motion:** Susan Jarvis/Peter Nitschke: "that the Current Fee Schedule as fixed by Council and approved at the Annual Meeting in 2004, be ratified for the next year."

**Carried**



- Following the Vote, the President noted that this will mean a fourth year without an increase. While offsets are being found and inflation is low, costs still escalate as programs are developed. Members suggested that the Fee Schedule be included in future Annual Reports.

## 12) Resolutions

- The President called upon Craig Howard and Bill Hubbert who had been designated by the Annual Conference Committee to collect Resolutions in writing. They presented the 6 resolutions received.

### Resolution 2007-1

Moved: John Cary, R.P.F.                      Seconded: Rick Monzon, R.P.F.

Whereas the Act includes the public interest as part of its principal object, &  
Whereas the Association must act on this as a matter of law, &  
Whereas currently the public views environmental values as paramount, the Association must capture the opportunity to act and advocate publicly for improved practice and planning,

Be it resolved that Council give consideration to immediately increasing its role in advocating for good forestry practices by identifying public issues and developing statements which represent positions of Ontario Professional Foresters.

**Carried**

### Resolution 2007-2

Moved: Lloyd Burridge, R.P.F.                      Seconded: John Cary, R.P.F.

Whereas the OPFA has included an urban forestry component as part of the 50<sup>th</sup> annual conference "Value the Past; Embrace the Future" and;

Whereas the Canadian Forestry Association declares each year a Forest Capital of Canada and;  
Whereas the CFA this year has recognized the importance of urban forestry and;  
Whereas the CFA has for the first time designated a major urban city in southern Ontario, Oakville, as the 2007 Forest Capital of Canada for Oakville's "shining example of a municipality that pays attention to the planning & management of urban forests & natural resources",

Therefore be it resolved that Council give consideration to the President of the OPFA, David Milton sending congratulatory letters on behalf of OPFA to:

- 1 – The Mayor of Oakville, Ontario: Rob Burton,
- 2 – The Chair (Mr. Barry Waito) & General Manager (Mr. David Lemkay) of the Canadian Forestry Association,
- 3 – Mr. John McNeil R.P.F., Manager of Forestry & Cemeteries, Oakville, & communicate this congratulations to the widest possible audience.

**Carried**

### Resolution 2007-3

Moved: John Cary, R.P.F.                      Seconded: Lorne Riley, R.P.F.

Whereas the association needs to improve the frequency of communication to members,

- save costs of mailing,
- continually update & improve the member knowledge of the activity that council engages in,
- request member support & role in initiatives promptly,
- get immediate feedback by members electronically,

Be it resolved that Council give consideration to starting the transition of the Newsletter from hard copy into an electronic medium by November 30<sup>th</sup>, 2007.

**Carried**

**Resolution 2007-4**

Moved: Doris Krahn, R.P.F.    Seconded: Kevin Reese, R.P.F.

Whereas

- there are growing pressures on the forest in the settled landscape of southern Ontario;
- there is an expectation that RPFs will conduct good forestry practices;
- the OPFA is interested in maintaining and growing public confidence in professional forestry by RPFs and RPF credibility;
- there is limited opportunity for continued education and training for forest professionals
- about good forestry practices specific to the forests of southern Ontario;
- there is an increase in formal and anecdotal complaints over the past several years about RPF's complying with good forestry practices in southern Ontario forests;
- there is a growing need for a common professional understanding of good forestry practices in southern Ontario;

Be it resolved that Council give consideration to

1. embarking on a process to further clarify and communicate the definition of "good forestry practices" for southern Ontario; and
2. establish & maintain a committee (similar to the model of the recently established Urban Forestry Committee) focused on issues related to the practices of forestry in the rural settled landscape of southern Ontario.

**Carried**

**Resolution 2007-5**

Moved: John Cary, R.P.F.

Seconded: Bob Elliott, R.P.F.

Whereas advocating in the public interest is inherently part of our legislation

- increasing the Association's public profile
- capturing the public's current belief that environmental values are paramount

Be it resolved that Council give consideration to making public statements immediately on the following matters:

- climate change,
- the situation in Northern Ontario,
- supporting the government's new initiatives on forestry in Southern Ontario,
- supporting the values of urban forests.

**Carried**

**Resolution 2007-6**

Moved: Bob Elliott, R.P.F.

Seconded: Herb Bax, R.P.F.

Whereas the Honourable David Ramsay was unable to attend this Annual conference and hear directly the view of OPFA members

Be it resolved that Council give consideration to expressing the thanks of OPFA members for his efforts on behalf of forests and forest users; and our encouragement for further effort.

**Carried**

- The President thanked Bill and Craig for their efforts in formatting and presenting the thoughtful resolutions.

**13) Ontario Professional Forestry Foundation** A written report was distributed as an information matter; technically, the Foundation is a separate body.

**14) Annual Conferences**

a) The President recognized the 2007 Annual Conference Organizing Committee, which received a strong round of applause:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| <b>Carl Corbett (Chair), R.P.F.</b> | <b>Bill Brown, R.P.F.</b>      |
| <b>Gord Cumming , R.P.F.</b>        | <b>Dave Deugo, R.P.F.</b>      |
| <b>Keith Fletcher, R.P.F.</b>       | <b>Craig Howard, R.P.F,</b>    |
| <b>Bill Hubbert ,R.P.F.</b>         | <b>Jim Parker, R.P.F.(Hon)</b> |
| <b>Margaret Penner, R.P.F.</b>      | <b>Mike Rosen, R.P.F.</b>      |

**Registration**

**Sandra Corbett            Nancy LeBlanc**

**Master of ceremonies**

**King Wright, R.P.F.**

b) The President noted tentative intent to hold the 2008 Annual Conference in Thunder Bay about the same time next Year and called for Volunteers, particularly encouraging some of our younger members to get involved.

c) The President also noted that it is a good time to begin discussions locally about hosting the 2009 conference. Peterborough and London were mentioned as possibilities.

15) There being no other business, the President accepted the following motion

**Motion** Paul McAllister – that the 2007 Annual General Meeting be adjourned.

**Carried**

**Ontario Professional Foresters Association**

**Audited Financial Statements**

November 30, 2007

*Ed Girardi*  
*Chartered Accountant*

# Ontario Professional Foresters Association

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- Auditor's Report
- Balance Sheet
- Statement of Operations
- Statement of Changes in Net Assets
- Statement of Cash Flows
- Notes to Audited Financial Statements

**ED GIRARDI, B.B.A., C.A.**  
**Chartered Accountant**

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 Richmond Hill, Ontario  
 L4C 3B3

Telephone: 905-884-8644  
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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, 2007 and the statements of operations, changes in net assets 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 Canadian 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, 2007 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountant  
 Licensed Public Accountant

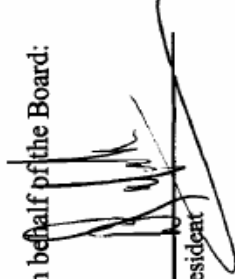
Richmond Hill, Ontario  
 January 11, 2008

## Ontario Professional Foresters Association

### Balance Sheet As at November 30

	2007	2006
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 16,528	\$ -
Accounts receivable	5,698	30,839
Due from Ontario Professional Forestry Foundation	182	1,698
Prepaid expenses and deposits	<u>5,700</u>	<u>6,139</u>
	<u>28,108</u>	<u>38,676</u>
<b>Litigious amount recoverable (Note 5)</b>	<u>56,220</u>	<u>56,220</u>
<b>Other</b>		
Investments (Note 3)	<u>253,825</u>	<u>217,483</u>
	<u>\$ 338,153</u>	<u>\$ 312,379</u>
<b>Liabilities</b>		
<b>Current</b>		
Overdraft (Note 6)	\$ -	\$ 17,777
Accounts payable and accrued liabilities	25,627	14,128
Prepaid membership fees	<u>15,220</u>	<u>20,407</u>
	<u>40,847</u>	<u>52,312</u>
<b>Net Assets</b>		
Net assets reserved for future use (Note 7)	280,000	-
Unrestricted net assets	<u>17,306</u>	<u>260,067</u>
	<u>297,306</u>	<u>260,067</u>
	<u>\$ 338,153</u>	<u>\$ 312,379</u>

On behalf of the Board:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Registrar & Executive Director

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

*Ed Girardi*  
*Chartered Accountant*

**Ontario Professional Foresters Association**

**Statement of Operations  
For the Year Ended November 30**

	<b>2007</b>	<b>2006</b>
<b>Revenues</b>		
Memberships	\$ 290,667	\$ 302,955
Application and examination	5,545	7,060
Annual general meeting	637	14,565
Miscellaneous	28	3,705
Interest on investments and deposits	<u>10,295</u>	<u>6,847</u>
	<u>307,172</u>	<u>335,132</u>
<b>Expenses</b>		
Professional fees	8,614	8,283
Bank charges	4,824	5,903
Office rent, maintenance and repairs	15,823	18,438
Equipment purchases, rentals and service	3,709	3,449
Office supplies and printing	15,813	13,189
Postage	2,897	6,406
Telecommunications	3,753	4,268
Management compensation, wages and benefits	101,721	120,210
Council travel and meetings	26,882	23,001
Committee expenses and projects	21,963	25,193
Newsletter costs	11,557	14,554
Licensing	464	691
National and regulatory affairs	4,772	7,556
Advertising and promotion	24,770	24,745
Director's liability insurance	9,774	4,316
Website	<u>12,597</u>	<u>6,146</u>
	<u>269,933</u>	<u>286,348</u>
<b>Excess of revenues over expenses</b>	<u>\$ 37,239</u>	<u>\$ 48,784</u>

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

*Ed Girardi*  
*Chartered Accountant*



**Ontario Professional Foresters Association**

**Statement of Changes in Net Assets  
For the Year Ended November 30**

	Reserve funds	Unrestricted	2007	2006
<b>Balance, beginning of year</b>	\$ -	\$ 260,067	\$ 260,067	\$ 211,283
Excess of revenues over expenses		37,239	37,239	48,784
Funds reserved for future use (Note 7)	280,000	(280,000)	-	-
<b>Balance, end of year</b>	<u>\$ 280,000</u>	<u>\$ 17,306</u>	<u>\$ 297,306</u>	<u>\$ 260,067</u>

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

*Ed Girardi*  
*Chartered Accountant*

**Ontario Professional Foresters Association**

**Statement of Cash Flows**

For the Year Ended November 30

	2007	2006
<b>Cash provided by (used for):</b>		
<b>Operations</b>		
Excess of revenues over expenses for the year	\$ 37,239	\$ 48,784
Changes in non-cash working capital components:		
Prepaid expenses and deposits	439	(4,546)
Accounts receivable	25,141	(24,195)
Accounts payable and accrued liabilities	11,499	11,290
Due from Ontario Professional Forestry Foundation	1,516	-
Litigious amount recoverable	-	(30,755)
Prepaid membership fees	(5,187)	(16,614)
	<u>33,408</u>	<u>(64,820)</u>
<b>Investing</b>		
Increase in investments	(36,342)	(3,419)
<b>Increase (decrease) in cash during the year</b>	34,305	(19,455)
<b>Cash (overdraft), beginning of year</b>	<u>(17,777)</u>	<u>1,678</u>
<b>Cash (overdraft), end of year (Note 6)</b>	<u>\$ 16,528</u>	<u>\$ (17,777)</u>

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

*Ed Girardi*  
*Chartered Accountant*

## Ontario Professional Foresters Association

### Notes to Audited Financial Statements For the Year Ended November 30, 2007

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#### 1. General

The Ontario Professional Foresters Association ("the Association"), established in 1957, serves as a governing body for professional foresters, ensuring professionalism and 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 consist of Guaranteed Investment Certificates and 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 2007 capital assets in the amount of \$1,404 (2006: \$1,827) 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.

*Ed Girardi*  
*Chartered Accountant*

**Ontario Professional Foresters Association**

**Notes to Audited Financial Statements  
For the Year Ended November 30, 2007**

**3. Investments**

The market value of investments at November 30, 2007 was \$253,825 (2006: \$217,483) and they consist of the following:

<b>Guaranteed Investment Certificate</b>	<b>Interest Rate</b>	<b>Due Date</b>	<b>Cost and Market Value</b>	<b>Accrued Interest</b>	<b>Total</b>
TD Canada Trust	4.05%	December 6, 2007	\$ 25,000	\$ 69	\$ 25,069
B2B Trust	4.10%	March 24, 2008	62,757	1,776	64,533
Province of B. C.	4.06%	September 5, 2008	35,030	339	35,369
Pacific & Western Bank	4.15%	March 23, 2009	46,114	1,327	47,441
B2B Trust	4.30%	April 20, 2009	35,253	935	36,188
B2B Trust	4.65%	October 13, 2009	19,707	55	19,762
B2B Trust	4.90%	July 16, 2010	25,000	463	25,463
			<u>\$ 248,861</u>	<u>\$ 4,964</u>	<u>\$ 253,825</u>

**4. Lease Commitment**

The Association leases office premises at 5 Wesleyan Street, Georgetown, Ontario. Monthly lease payments are \$742 and the two year lease term expires on June 30, 2009.

**5. Litigious Amount Recoverable**

The Association has obtained judgement from the Ontario Superior Court of Justice against a former administrative assistant to recover funds embezzled by the assistant. In addition to the amount of misappropriated funds shown on the balance sheet, judgement also included damages for increased professional fees and general damages for business interruption as well as interest from the date the claim was issued. The total judgement award amounted to \$73,226. Action regarding the collection of these amounts commenced subsequent to year end.

**6. Overdraft**

The Association does not have overdraft privileges on its current bank account, however any overdraft that might be anticipated could be funded by transfers from investments. The balance shown as an overdraft in the prior year represented cheques which had not cleared the bank as of year end.

*Ed Ghavali*  
*Chartered Accountant*

**Ontario Professional Foresters Association****Notes to Audited Financial Statements  
For the Year Ended November 30, 2007**

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**7. Funds Reserved For Future Use**

In 2007 the Association formalized a policy of reserving funds for potential future liabilities including project over-runs, litigation or other contingencies.

A target level of funds has been established by the Council, upon advice from the Finance and Audit Committees and is to be achieved by contributions of at least \$5,000 annually in addition to the interest earned on these invested funds. These funds may only be used with the express approval of Council.

The current reserve target was calculated as follows:

Dissolution	\$ 45,000
Project over-runs	35,000
Allowance for two concurrent major disciplinary matters	<u>200,000</u>
	<u>\$ 280,000</u>

*Ed Girardi*  
*Chartered Accountant*