



OPFA
The Ontario Professional Foresters Association

Annual Report 2016



Ontario Professional Foresters Association 2016 Annual Report

Ontario Professional Foresters Association

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2015-2016

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Highlighted names are members of the Executive Committee

†Partial year

** Public members are appointed by the Lieutenant Governor of Ontario*

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This report covers the fiscal year December 1, 2015 to November 30, 2016

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† *Partial Year*

* *Public members are appointed by the Lieutenant Governor of Ontario*

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COMMITTEES

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Larry McDermott, Public Member*
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Andy Straughan, R.P.F.
Kandyd Szuba, R.P.F.
Don Willis, R.P.F.
Murray Woods, Associate

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CHAIR

Astrid Nielsen, R.P.F.

Governance Committee

CHAIR

Dianne E. Miller, Public Member*

MEMBERS

Carl Corbett, R.P.F. (Ret.)
Graeme Davis, R.P.F.
Larry McDermott, Public Member*
Jim Parker, R.P.F. (Hon.)
Greg Pawson, R.P.F.

† Partial year

* Public members are appointed by the Lieutenant Governor of Ontario

OPFA REPRESENTATIVES ON EXTERNAL GROUPS

Canadian Forestry
Accreditation Board

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David Winston, R.P.F. (Ret.)

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(Northwest)
Al Thorne, R.P.F.
(Northeast)
Caroline Mach, R.P.F.
(Southern)

Provincial Forest Policy
Committee (MNRF)

Fred Pinto, R.P.F.

Ontario Trails Council

Caroline Mach, R.P.F.

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PRESIDENT'S MESSAGE

Astrid Nielsen, R.P.F.

The 59th year could best be described as **the year that the “modern forester” became the “new normal”**. The average Professional Forester in 2016 is different than one from 1976, and the OPFA has adapted to reflect this transition, albeit with some growing pains. Although we have work ahead of us in continuing to adapt to a rapidly changing environment, this should not overshadow the hard work by staff and volunteers that has led to the many accomplishments in 2016.

Perhaps the most significant accomplishment was the development of the 2016-2019 Strategic Plan. Over the last few years, many questions have been asked about the direction of the OPFA, and where we stand on issues such as advocacy. Through lengthy discussions and input, the OPFA developed a Strategic Plan that balances our legal requirements by continuing to protect the public good, while remaining an organization that members are proud to be a part of.

As in previous years, the continuing loss of practicing members from the OPFA was a concern that became a constant on Council meeting agendas. In response, Council developed several initiatives to encourage an increase in membership and to slow the annual loss of members.

One initiative examined ways in which the current registration process could be improved. The Registration Committee was tasked with a report that has made many recommendations that they, along with the Registrar, will be busy implementing over the next several years. In addition, a team of council members continues to explore ways in which we can improve clarity around exclusions to the *Professional Foresters*

Act, 2000 in hopes to better address unauthorized practice. Finally, after listening to our members, several councilors are working on initiatives to improve current member satisfaction. Stay tuned for these in 2017.

On a positive note, a record increase in the number of Provisional Members joining the OPFA was able to more than balance the loss in 2016. This increase can be attributed to the Credential Accreditation Process (CAP), and the accreditation of the University of **Toronto's Master of Forest Conservation** Program. A challenge for the OPFA in the future will be how to keep up with the extra workload demands in registering the new applicants, and working to continually streamline the process to make it more attractive to potential applicants. Look out for some significant improvements to this program in 2017.

Another milestone for the OPFA in 2016 was the implementation of the Bridge Training Program that provides training courses and assessments for the 35 demonstrable competencies required for entry into the profession of Forestry in Canada. These courses are ideal for Provisional Members looking to fill gaps identified in their CAP assessments, or for practicing members wishing to meet their annual competency credits.

I've enjoyed working with Council over the last seven years, and feel honoured to have been able to represent the OPFA as President in 2016. I am constantly amazed by the hardworking staff and the many volunteers dedicated to keeping the organization relevant through **challenging times**. **I've always believed** that those who work in the forest share a unique connection and passion. This is what has drawn me to the OPFA over the

years, and I know will be the key to its success in the years to come.

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EXECUTIVE DIRECTOR'S REPORT

Fred Pinto R.P.F.

The past year has been one of starting internal change that will position the OPFA for the future. External changes that impact or will impact the OPFA continue. For example, some professional associations with right to practice are progressing towards changes to their current enabling legislation, the Ministry of Natural Resources and Forestry is developing potential strategies to harmonize the requirements of the *Endangered Species Act* and the *Crown Forest Sustainability Act* and employers in Ontario are filling positions that involve working in forests as well as other aspects of the natural environment. All of these factors have a bearing on the ability of the OPFA to govern members. Internally the OPFA needs to have the right amount of flexibility to act when necessary and the right amount of structure to ensure decisions are well thought out and can be explained to members. This is obviously easier said than done and will be a work in progress.

We ended 2016 with a surplus again. Council has allocated part of the surplus to restoring **the Association's financial reserves**. Reserves are required by regulatory bodies like the OPFA to deal with occasional large costs that may result from actions the Association has to legally undertake such as a complex enforcement action. The remainder of the surplus is being used to meet ongoing business activities. **In particular the OPFA's software needs** have been analyzed. To do so, a task force of Council has been struck to recommend software solutions.

In order for the OPFA to be successful in its mandate to regulate and govern professional forestry in Ontario the Association needs to ensure it has adequate financial resources. Our sole source of revenue before 2015 was membership fees. In 2015 the Association started to diversify its revenue through activities that are complimentary to a regulatory body such as the OPFA. You will have noticed that **the Association's web page has advertising**. We will grow this revenue base and try to develop opportunities for



organizations to market their services at OPFA events and through the **Association's newsletter**. Another source of profit is the annual conference. Annual conferences are being run as a business enterprise so that delegates, exhibitors and sponsors all obtain the value they seek from their participation. The 2016 OPFA conference was a great

success. All exhibitors, delegates and sponsors had very positive experiences. A post conference letter of thanks to all exhibitors and sponsors resulted in 100% of them saying they wanted to participate again in 2017.

In 2015 Council formed a Governance Task Team to review the various committees and decision making bodies of the Association. In 2016 a new Governance Committee was formed to continue its review of the various OPFA Committees. The Governance

Committee has reviewed the Terms of Reference of all OPFA Committees and has tabled its recommendations to Council. Did you know that the Association has 19 different committees served by many hardworking members? Over the current year the various committees will be contacted to describe any revision to their structure and activity.

I met with members, people interested in professional forestry and representatives of other forestry organizations at various functions in 2016 rather than undertake a road trip around the province. During these functions I was able to

listen and speak to members and others. The OPFA plans to work with other forestry organizations to inform people of careers in professional forestry and describe the role of professional foresters in Ontario. Working together we can be more effective. I was also able to speak to members and others

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EXECUTIVE DIRECTOR'S REPORT CONTINUED

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interested in the activities of the Association via two Canadian Institute of Forestry e-lectures. Both e-lectures were very well attended. Participants in the e-lectures had many questions. This indicates a strong interest in the Association. The use of information technology is something that our members are willing to do and suggests that it is an additional cost effective means to engage members.

In 2016 the OPFA continued to use Twitter and expand the use of Facebook to describe what professional foresters do. Both social media have seen a progressive increase in people reading and commenting on our posts. The OPFA has more followers on social media than we have members. The most popular posts are those that show and describe

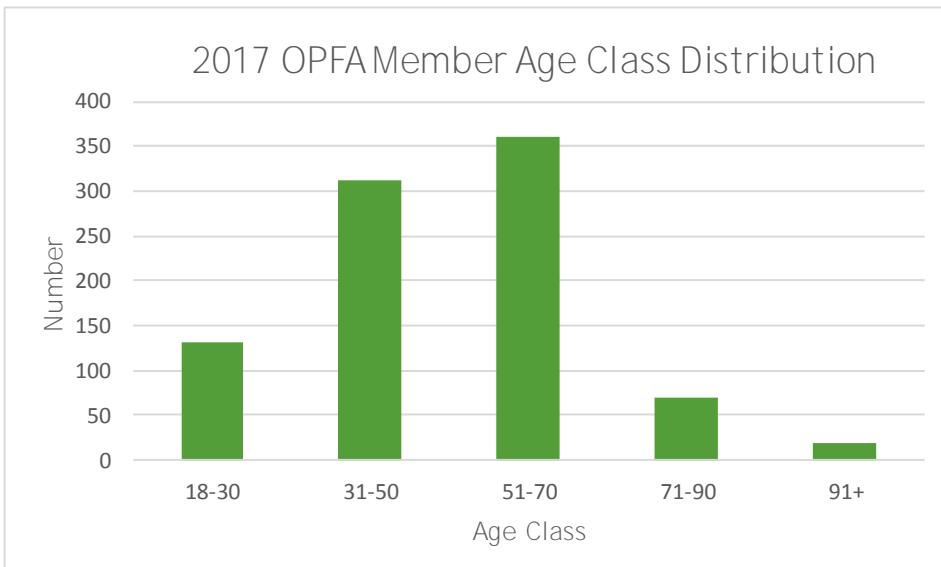
posts are a constructive means to explain the many facets of professional forestry to the public.

Our Student and Provisional Membership has tripled over the past three years to a historic high. I had the opportunity to speak to students from both accredited forestry programs in Ontario this past year. Every student at these sessions signed up as a Student Member. The challenge now is to ensure Student Members become Provisional Members. The influx of Provisional Members is also encouraging. Most small non-health regulatory bodies are not seeing young people enter into their profession, the OPFA is an anomaly. At the end of 2013 we had 32 Provisional Members at the end of 2016 we had 91 Provisional Members. The challenge now is to ensure Provisional members obtain

identify that they are looking for mentors or professional forestry experience via the OPFA membership directory. Employers and members can then contact Provisional Members when professional forestry work or volunteer opportunities arise.

Approximately 50% of OPFA members are over fifty years of age. We will continue to see practising members retire and some will resign as they end their professional careers. Take a look at the membership numbers shown on page 11 to get an idea of the trends in each membership category. It is time to tackle this important issue. Council for its part has identified membership trends as an important strategic priority. If you have solutions on what can be done to stop this loss let your regional Councillor know.

You will be reading this report during or just before the 2017 OPFA Conference in Guelph. No sooner was the 2016 conference over than the organizing team for the 2017 conference formed and started to develop their plans. 2017 is a special year, being the 60th anniversary of the OPFA. The conference organizing team has developed many activities that will showcase the history and achievements of the OPFA. I look forward to meeting you in person at the OPFA conference or at another venue during the year.



actual members and their work. Our popular posts are photos of student members and their aspirations, activities that Provisional Members have undertaken to work towards full membership, and posts that highlight member activities. We hope that these

mentors. If you would like to serve as a mentor send me a message. In particular, the Association is looking for members working in urban forests to serve as mentors.

Provisional Members can now self-

REGISTRAR'S REPORT

Susan Jarvis, R.P.F.

The 2016-2019 Strategic Plan identifies the OPFA goal: To regulate the practice of forestry and to govern members to ensure that the public interest is served and protected. This goal is achieved by four key objectives:

- Effective registration;
- Professional Competency Support Program;
- Review and establishment of standards and practice guidance;
- Procedures for Complaints, Discipline, and Unauthorized Practice.

OPFA's progress towards these objectives are described below:

Membership:

2016 was the third consecutive year of membership growth. Total membership increased 3% - from 838 members to 901 members.

- New student membership was substantial, up 22%
- Full and Provisional memberships increased by 3% and 2% respectively during the year
NOTE: This trend may suggest a continuing increase in practicing members in the future.
- Inactive and Associate membership categories decreased by 10% and 8%. This may be explained by:
 - long-time members retiring and reconsidering the need for membership;
 - membership fees increased for practicing members; and
 - several Associate Members completed the Credential Assessment and became Full Members.
- NOTE: There was no significant change in the number of Life, Non-resident and Honourary Members.

Membership Challenges:

Council is aware that professional forestry, as a regulated profession, is not well understood by either the public or employers. Council identified membership-related challenges including:

- Why does a person need to be an

OPFA member?

- Why does an employer need an R.P.F.?
- What is the value of being an OPFA member?

Council reviewed two documents:

Membership Report 2016 (May), Review of Registration Processes 2016 (August). They then identified preliminary Membership Challenges (Nov.). Strategic priorities will be identified and addressed to improve member attraction, member satisfaction, and member retention.

Registration:

In February, the OPFA filed an annual registration report with the Office of the Fairness Commissioner (OFC), a requirement of the *Fair Access to Regulated Professions and Compulsory Trades Act*. Planning began for the 2017 OFC Assessment of OPFA Registration Practices. The OFC assesses registration practices to ensure transparency, objectivity, impartiality and fairness for anyone applying to practise his or her profession in Ontario.

In May, the membership confirmed by-law changes to allow a streamlined re-admission process for eligible past members, and to recognize Bridge Training modules as a means to satisfy the Local Knowledge Assessment (forest policy). These changes result in quicker registration for applicants and returning past members.

The University of Toronto's Master of Forest Conservation (MFC) program was accredited* by the Canadian Forestry Accreditation Board, starting with 2015 graduates. In 2016, the OPFA initiated a Credential Assessment (CAP) for the MFC program prior to its accreditation. In November, the CAP assessment resulted in certain competencies being **"pre-approved" for 2011, 2012, 2013 and 2014** graduates with science-based undergraduate degrees. These applicants now benefit from reduced documentation for their CAP portfolios.

Training and assessment opportunities are needed by foreign-trained individuals and graduates from unaccredited Canadian programs, so that they can demonstrate competencies and become registered to practise professional forestry. The Bridge Training Program for Foresters (BTPF), funded in part by the province, was initiated to provide comprehensive training for all 35 competencies required for professional forestry in Canada. In October, the Canadian Institute of Forestry began implementation of the training modules that they developed. The remaining training modules will be available in 2017 from Lakehead University.

The review and proposed revision to the Certification Standards remained a priority for the OPFA in 2016. The Canadian Federation of Professional Foresters Associations initiated this project in 2014 in consultation with representatives of accredited university forestry programs in Canada. The Competency Review Working Group, chaired by OPFA, undertook the review of current Standards, and drafted revised Standards, following extensive consultation with forest practitioners, academics, employers and other stakeholders across Canada.

Proposed revisions to the Certification Standards continue to recognize academic training and experience, without lowering the standard expected of foresters by the profession and the public. Increased flexibility in competency achievement, and recognition for increasing diversity of forestry practice, will enable more university programs to be accredited, and more individuals to be successful in the Credential Assessment. Any revisions to the Certification Standards must be approved by OPFA Council before being implemented in Ontario

* **"Accreditation"** means that the program meets the Certification Standards for professional foresters.

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REGISTRAR'S REPORT CONTINUED

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Practice Guidance:

The major project to revise OPFA Practice Guidance continued with the approval of Practice Guidance - Competency Support (June). This document includes a new section that describes Peer Review, an element of the Competency Support Program that was approved by Council in 2015 for implementation by members on a voluntary basis. The revision of Practice Guidance for members will continue into 2017.

Competency Support:

The Competency Support Committee began work on training material to inform practicing members on how to prepare for and conduct a Peer Review. This training will be available to members in 2017.

Professional Practice:

There were occasional inquiries regarding

member practices in 2016, with only one formal Complaint. This complaint file carries forward into 2017 as due process continues. At year-end, there was one open complaint file; seven on-going concerns or issues; and no referrals to Discipline hearings. OPFA Enforcement Staff continued to successfully resolve many concerns before they escalated to formal complaints or specific unauthorized practice cases. This approach achieved favourable outcomes and resulted in 2016 enforcement costs being less than budgeted.

In closing, I extend my sincere appreciation to the many volunteers on 2016 OPFA committees, without whom the OPFA could not fulfill its mandate. Additional support for Registration, Competency Support and Enforcement activities was provided by Priscilla Doyle, Office & Registration Coordinator, and Jim Parker, R.P.F.(Hon), Enforcement Coordinator.

Membership Statistics

Category	2016 Year End	2015 Year End	2014 Year End	2013 Year End	2012 Year End
Full	520	505	506	535	552
Associate	48	52	53	53	54
<i>Subtotal: Practic- ing</i>	568	557	559	588	606
Inactive	47	52	54	63	64
Life	77	79	82	87	86
Provisional	91	89	61	32	21
Student	93	76	56	24	18
Honourary	6	6	6	6	5
Non-Resident	19	19	20	24	25
<i>Subtotal: Non-</i>	333	321	279	236	219
Total	901	878	838	824	825

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GOVERNANCE COMMITTEE REPORT

Dianne E. Miller, Public Member, Chair

In late, 2015 OPFA Council made the decision to establish a Governance Committee as a Standing Committee of Council to handle on-going governance matters and ensure that the governance structure is aligned with the achievement of OPFA strategic priorities.

The Governance Committee is to focus **on Council's framework for leadership**, accountability and transparency through the development and monitoring of sound policies and practices recommended to, and adopted by, Council.

The Chair of the Governance Committee and Committee Members were selected in the first quarter of 2016. As a new Committee of Council, the first challenge was to establish the Terms of Reference for the Committee, an exercise that took some time but ultimately met with Council approval in July, 2016.

Thus the 'Mandate' and 'Purpose' of the Committee have been set as follows:

Mandate

The Governance Committee shall be a standing committee of OPFA Council, responsible for assisting OPFA Council and staff to develop and maintain good organizational governance.

Purpose

1. To assist Council in governing the OPFA effectively in order that the organization fulfills its responsibilities under all applicable legislation in a manner consistent with best practices for organizational governance.
2. To monitor, facilitate, and be the custodian of all governance matters of the OPFA including,

but not limited to, reviewing and recommending revisions to and/or creating new by-laws and policies of the OPFA.

3. To ensure established processes are effective and efficient through monitoring and evaluating Council processes and development.
4. To ensure existing by-laws and policies are reviewed periodically and to make recommendations to Council regarding potential governance conflicts identified by the Committee or Council.
5. To engage Council in educational activities to enhance knowledge and familiarity with governance policies, processes and legislative requirements.

Through the fall months, the Governance Committee reviewed the Orientation Program for new Council Members and worked with the Executive Director by providing materials and offering guidance on the Orientation package, process, and presentation delivered in December.

A major area of focus of the Governance Committee through the fall and winter months has been the review of the Terms of Reference (TOR) for the 19 Committees of Council. The first step was to develop criteria by which all **Committee TOR's would be assessed.** Elements of the review included completeness, relevancy, membership, and communication with Council as well as clarity of roles, reporting relationships and required outcomes as aligned with OPFA strategic directions and priorities.

The Governance Committee has made preliminary recommendations to Council and will continue with this process over the next year.

The Governance Committee has also **started a discussion regarding OPFA's Nominations Criteria and Process.** This work will also continue throughout the next year.

I extend my personal thanks to all members of the Committee for their wise counsel, dedicated time, hard work, and support over the past year. It has been a job well done.

Governance Committee Members are:

Dianne E. Miller, Public Member (Chair), Carl Corbett, R.P.F. (Ret.), Graeme Davis, R.P.F., Larry McDermott, Public Member, Jim Parker, R.P.F. (Hon.), Greg Pawson, R.P.F., and Fred Pinto, R.P.F.

REGISTRATION COMMITTEE REPORT

Paul Poschmann, R.P.F., Chair

The Registration Committee had a very busy year, meeting seven (7) times in 2015-16, (December 10, Feb 12, April 14, May 16, June 9, August 11, October 13) one of which was a face-to-face meeting held in conjunction with the 2016 OPFA Annual Conference in North Bay. There were also two supplemental conference call meetings related to the Registration Process Review detailed further below.

The primary function of the Registration Committee is to consider applications for membership to the OPFA. Thirty-three (33) member applications were accepted as Provisional Members while they attain requirements for either Full or Associate membership, twenty (20) of which were required to undergo the Credential Assessment Process. From the Provisional Members we recommended twenty-four (24) Full and two (2) Associate for membership in 2016. We accepted three (3) transfers from other provinces, one (1) Non-resident membership, one Re-admission, three from Inactive and one (1) membership change from Full to Inactive. Additionally, over the last year, the Committee recommended four (4) Full Members into the Life membership category, one (1) Temporary membership, and forty-three (43) Student Members.

The Committee also worked on other registration-related issues. The most significant was a review of the registration process. The OPFA Executive Committee directed the Registration Committee and the Registrar to conduct an assessment of current efforts to improve the registration process, to resolve process issues arising from applicants from non-accredited programs with non-traditional experience, and to review requirements relating to the forest policy exam. The report was formally approved by the Registration Committee at the August 11th meeting and forwarded to the Executive Committee. OPFA Council accepted the

report on September 13th.

Other Committee work included sub-committee reviews of competency supplemental information provided by Provisional Members who had undergone the Credential Assessment Process, the review of the progress of Provisional Members in meeting the requirements for Full or Associate membership; the review of requests for change of the Scope of Practice for Associate Members, and the review of our committee Terms of Reference.

During the 2015-2016 year, the Registration Committee members were: Jack Harrison, R.P.F., Ulf Runesson, R.P.F., Jim McCready, R.P.F., Sarah Sullivan, R.P.F., Frank Knaapen, R.P.F. (Ret.), Mark Kuhlberg (Public Member), Tom Ratz, R.P.F. (Council Representative) and Chair Paul Poschmann, R.P.F. Sarah Sullivan, R.P.F. agreed to accept the post of Vice-Chair. All current Registration Committee members have agreed to continue their participation on the Committee for 2016-2017. The Committee wishes to express our appreciation for the support given by our OPFA staff.



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AWARDS & RECOGNITION COMMITTEE REPORT

Sarah Bros, R.P.F. Chair

Each year the OPFA Awards & Recognition Committee initiates a “Call for Nominations” to recognize members and friends of the Association. At the 2016 Annual Conference evening banquet in North Bay, the OPFA Awards and Recognition Committee presented awards and recognitions, in the presence of OPFA members, friends and guests, to acknowledge some of the exceptional members and others associated with the practice of professional forestry. President Astrid Nielsen, R.P.F. was on hand to assist with the presentations and to congratulate the recipients.

Some Award recipients were unable to attend the banquet, so under our updated policy, another opportunity to make the award presentation was agreed upon. Nevertheless, all recipients were announced at the Annual Conference.

The presentations included:

1. Honoured Professional (to recognize an exemplary career)

This award, normally presented annually to (usually only) one individual, recognizes professional foresters who, throughout their careers to date, have made exemplary and significant contributions to the Ontario Professional Foresters Association or to forestry in Ontario.

Bob Elliott, R.P.F. is well known throughout Ontario as a steady and quiet leader of the forestry profession, who spent many years working for government and the forest industry.

Bob’s experience stems from 27 years with the Ministry of Natural Resources in various positions culminating with the position of Assistant Director at the provincial level. Bob led the development and passage of the *Crown Forest Sustainability Act (CFSA, 1995)* in his position as Director of Forest Policy. Bob also held managerial positions with MacMillan Bloedel Limited and Weyerhaeuser Company in northeastern Ontario. Bob now runs his own consulting firm that specializes in forestry and

business management. Bob has also served as a member of the Forestry Futures Committee since 2006. Through his work with the committee, many **foresters have benefited from Bob’s forestry knowledge and his sound business sense. Bob’s other role, as Chair of the Association’s Competency Maintenance Committee** exhibits his dedication and commitment to the profession and has been equally impressive. Bob is the kind of forester who typifies how an R.P.F. in Ontario should perform.

2. Fernow Awards (formerly the Forester of the Year Award)

This award, named in honour of the first Dean of Forestry in Canada: B.E. Fernow, who started the 100-plus year tradition at the University of Toronto, is to be presented annually to a member, registered in the last ten years, to recognize notable contributions to either the Ontario Professional Foresters Association itself or to forestry in Ontario.

Etienne Green, R.P.F. earned an Honors Bachelor of Science in Forestry from Lakehead University in 2009. His first job was as a forestry intern with First Resource Management Group, 2010-2012 and then as Program Manager for their associated firm, Forest Carbon Alliance, 2012-2015. As a consultant in 2014, Etienne worked briefly for Carbonzero Inc., a firm focused on the corporate carbon market, where he completed a feasibility assessment and report for the Escarpment Biosphere Conservancy forest carbon project. From 2015-2016 Etienne worked for Tree Canada as a Program Manager for their national tree planting program. During that time he **updated Tree Canada’s information management systems** into a cloud-based system, and co-authored the *Tree Canada Afforestation and Reforestation Protocol Version 2, 2015*. Etienne was a member of the FPAC Labour Market Information Tool Advisory Committee in 2014, which was tasked with creating a tool to advise the forest industry on

supply chain specific labour market information worldwide.

3. John H. Sellers Award (for the promotion and awareness of professional forestry)
The recipient will be a member of the Association and, through activities carried out in a particular year or over several years, will have made substantial and/or continuing contribution to the promotion and awareness of professional forestry in Ontario. The Award is named for one of our past members who led OPFA into the modern electronic age as Chair of the Website Committee and our webmaster among many other accomplishments.

There was no recipient of the John Sellers Award for the 2016 Awards Year.

4. The Herridge Award (intended to **recognize those in “mid” career**)

Named for a past member who led both in and out of government and is best remembered for his breadth of accomplishments and persistence within forestry. This Award is to recognize one or more significant accomplishments in any aspect of Professional Forestry in mid-career.

Andrée Morneault, R.P.F., MF is a Registered Professional Forester with a Masters degree in Forestry from the University of Toronto. Andree spent over twenty years with the Ministry of Natural Resources and Forestry (MNRF) working as a forest science specialist. Andree authored or co-authored several research papers over her career with a focus on red oak management and silviculture and silviculture effectiveness monitoring practices in the Great Lakes-St. Lawrence Forest Region. Her work and science research affected provincial forest policies around forest regeneration monitoring, forest succession, and vegetation management programs. Andrée worked closely with forest practitioners as science support in forest management planning and

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AWARDS & RECOGNITION COMMITTEE REPORT CONTINUED

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regeneration standards. Recently Andree moved to Nipissing Forest Resource Management Inc. (NFRM) in Callander in the role of Silvicultural Planning Forester, on more than 550,000 hectares (5500 km²) of crown forest managed forest under a Sustainable Forest Licence to NFRM.

5. The Zavitz Award (to recognize contributions to forest conservation)

The award is named for E.J. Edmund Zavitz, Ontario's first Provincial Forester. Known as "The Man Who Saved Ontario with Trees and Determination"

Dr. Zavitz is the subject of a biographical book, he has a forest named for him in Norfolk County, and a plaque in his memory has been erected at the Guelph Arboretum. The award recognizes significant contribution to forest conservation.

Kandyd Szuba, R.P.F., PhD is a Registered Professional Forester with a PhD in wildlife biology. Kandyd has spent over thirty years working for a variety of employers, including: Domtar/Eacom as their company biologist; lecturer for environmental science and biology courses at Nipissing University; and, as a consultant to the provincial government, forestry and mining sector from her home in Astorville. Kandyd has served and continues to serve on a variety of committees including: Provincial Forest Technical Committee, Committee on the Status of Species at Risk Ontario (COSSARO); Chair of the Forest Ecosystem Science Cooperative; and is currently Vice-Chair of the Board of Directors for the Ontario Invasive Species Centre. Kandyd, over her career, has been, and continues to be, a positive voice regarding the role of sustainable forest management in conserving biodiversity and providing wildlife habitat.

6. The Jorgensen-Morsink Award (for accomplishments in urban forestry)

The Award is named for Eric Jorgensen, Professor at University of Toronto and University of Guelph who fought to see urban forestry as a recognized subject and who oversaw the first Masters graduates in that aspect of our discipline; and for Willem "Bill" Morsink, one of those urban forestry graduates, who worked in this field in Windsor, Toronto, and North York and was a passionate advocate of the Ontario Urban Forestry Council for which he authored the two Urban Forestry Scrapbooks. This Award recognizes significant accomplishments in the field of Urban Forestry.

Carol Walker, R.P.F. is a Registered Professional Forester and graduate of the University of Toronto, Faculty of Forestry. She has spent over 28 years working for the City of Toronto in the Urban Forestry branch of the Parks, Forestry and Recreation Division.

Carol specializes in urban forestry and focused early in her career on forest management, habitat protection and restoration. She spent many years working in Toronto's ravine system with a view to minimizing the impacts of heavy recreational use and land use practices on adjacent lands which were often in conflict with maintaining the health and integrity of the remnant forests which characterize the City's ravines. She has extensive experience in by-law enforcement and had many years of involvement in the City of Toronto planning process, specifically related to parks and open space planning and protection of the City's trees and other natural resources. She worked with developers and others to ensure that overall crown cover is maximized and that trees and their growing environment are protected and appropriately integrated in new developments. In her current role as Manager of Forestry Policy and Planning, Carol has a diverse portfolio which includes responsibilities for long term planning, research and analysis of best practices, and the development of policies and standards

related to the protection and enhancement of the urban forest. She is also responsible for data management, customer service and communications.

She is a firm believer in education that raises awareness of the value of trees and forests for all the benefits they provide and an advocate for the forestry profession. Carol is a former President of the Ontario Forestry Association which now operates as Forests Ontario and is a past Chair of the OPFA Registration Committee.

7. The Bayly Award (to recognize contributions to forestry by a non-member of the OPFA)

The award is named for G.H.U. "Terk" Bayly. Among other senior posts, Terk was Deputy Minister of the Department of Lands and Forests (1966-71), Secretary of Cabinet, and Chairman of the Ontario Heritage Foundation, the Niagara Escarpment Commission and the Blue Mountain Watershed Trust. Although a forestry graduate and a significant influence in our field, Terk was not an OPFA member. This Award recognizes contributions to the profession and practice of forestry by someone who is not a member.

Denis Cheff is a native of Hearst, Ontario. Denis is not a forester but, until his retirement in 2016, served for 25 years as the General Manager, Hearst Forest Management Inc. (HFMI). Over his 25 plus year term as General Manager for Hearst Forest Management Inc., Denis has fostered public and local involvement and influence in forest management, and increased the awareness of the importance of forestry and forest practices in local communities and First Nations. Denis is a dedicated supporter of innovative thinking to achieve excellence in forest management. Many of his colleagues believe Denis was instrumental in Hearst being named "the forestry capital of Canada" in 2015 by the Canadian

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AWARDS & RECOGNITION COMMITTEE REPORT CONTINUED

(Continued from page 15)

Institute of Forestry and the Canadian Forestry Association. Denis moved the co-operative Sustainable Forest License (SFL) into the first “e-SFL” by expanding the HFMI Board of Directors with the inclusion of Constance Lake First Nation and the communities of Hearst and Mattice/Val Cote.

Through Denis’ sound leadership HFMI is recognized in the industry as one of its leaders in the practice of sustainable forest management. His passion for forestry is seen in his tireless support and promotion of Hearst Forest Day and in his participation in forestry tours with the public, First Nations and the Local **Citizens Committee. Denis’ leadership** and passion for forestry has led to a management model at HFMI that engages the local communities in forestry, makes them proud of their environmental track record and where they feel they have some control over their forests.

Awards are not the only way the Association recognizes its members. The most important part of any organization is its volunteer base. Each year at the banquet the Association recognizes its member volunteers that have contributed to the OPFA as committee members, councilors or members of Council. Without their contributions of time, expertise, commitment and passion the Association would not function. Certificates of Appreciation are given to volunteer members who have stepped down from a committee or Council and/or completed their term on the respective committee or Council. The following certificates of appreciation were presented to:

The 2015 Annual Conference Organizing Committee Members:

John Cary, R.P.F., Co-Chair
Anne Koven, R.P.F. (Hon.), Co-Chair
Hina Alam
Malcolm Cockwell, R.P.F.
Dana Collins
Ian Dunn, R.P.F.
Meaghan Eastwood

Sam Gildiner, R.P.F.
Carla Grant
Scott Jackson
Peter J. Johnson, R.P.F.
Jessica Kaknevicus
Rob Keen, R.P.F.
Andy Kenney, R.P.F.
Christine Leduc
Janet McKay
David G. Milton, R.P.F. (Ret.)
Danjela Puric-Mladenovic
Stephanie Parizei
Vivian Peachey
Dave Pearce
Jack Radecki
Sandy Smith
Philip van Wassenaer
Carol Walker, R.P.F.
Peter Wynnyczuk

Another area of recognition is longevity: recognizing loyalty to the Association of those who have maintained their membership over many years. There are two occasions of recognition: at year 25 and year 50. Starting in 1983, the Association began awarding silver pins for 25 years of membership. This year we recognize members who joined the OPFA in late 1990 & early 1991, and have maintained their membership for 25 years. At the 2016 Annual General Meeting and Conference banquet the Association President presented the following 21 recipients with a 25-year pin:

Daniel Demers, Paul Fantin, Nick Gooderham, Gerald Geunkel, Ric Hansel, James Hendry, Len Hercun, Duncan Heyblom, Steven Hills, Vishnu Kowlessar, Dave Legg, Rob MacLeod, Kelly Mitchell, Lino Morandin, Don Nixon, Jim Rice, Jim Stewart, Bill Thornton, Linda Touzin, Richard Ubbens, Matt Wilkie.

Six years ago, the OPFA Council initiated recognition for half a century of Membership. Those members who had reached 50 years in the Association (the previous year) were invited to attend the Conference and banquet (specifically the Awards ceremony), as guests of the OPFA. The purpose of the invitation was

to allow the Association and members in attendance to officially recognize their commitment and loyalty.

At the 2016 Annual General Meeting and Conference and banquet, the following three members were presented their 50-year pin by the Association President:

David Bird, John Nolan, Norman Oldfield

EDITORIAL BOARD REPORT

Eric Thompson, R.P.F., Chair

The Editorial Board consists of ten persons: Tony Ritchie, R.P.F. (Ottawa), Fred Pinto, R.P.F. (North Bay), Lauren Quist, R.P.F. (Hearst), Matt Wilkie, R.P.F. (Kenora), Sarah Bros, R.P.F. (North Bay), Jim McCready, R.P.F. (Carleton Place), Mike Rosen, R.P.F. (Ottawa), John Harvey, R.P.F. (Blind River) and Caroline Mach, R.P.F. (Rosemont) who is the Editor, and Eric Thompson, R.P.F. (Kemptonville) who is now the Board Chair.

The Editorial Board has conference calls throughout the year that are designed to confirm the themes for future issues. For each theme the Editorial Board members identify the types of subjects and authors that might be solicited to prepare articles. It is then the responsibility of the members to solicit authors or write the articles for each issue.

Theme-based articles are typically provided to the Editor, who edits and assembles the product into an electronic layout. The Editor then forwards the issue layout to the OPFA office. The OPFA office places *The Professional Forester* on the OPFA website and advises members by e-mail when the issue is available. The OPFA office produces a very limited number of paper copies of *The Professional Forester* for members who do not have access to e-mail and for distribution to MPP's offices.

The Professional Forester publishes four issues per year. This year, the themes for those four issues were:

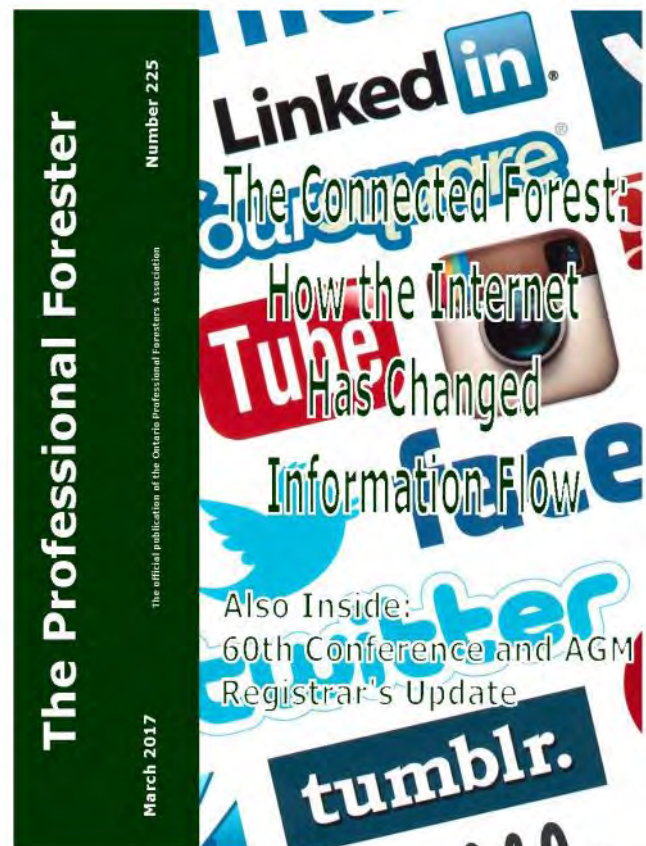
- March 2016 - The Changing Face of Forestry
- June 2016 - For the Forest, From the Forest: Out Opportunities Are Growing
- September 2016 - Climate Change
- December 2016 - A Day in the Life of

Foresters Across Canada

In 2017, we can look forward to some interesting themes for the newsletter. The Editorial Board attempts to choose themes based on importance, relevancy and whether the subject will fill an issue with enough solicited articles. The Editorial Board encourages and greatly appreciates OPFA member input to the selection of future themes and the provision of articles. If you wish to identify possible future themes or contribute to *The Professional Forester*, please contact the Editor, Caroline Mach, R.P.F. at newsletter@opfa.ca.

Of note, the themes being considered for the 2017 issues of *The Professional Forester* include:

- The Connected Forest - How the Internet has Changed Information Flow
- The OPFA at 60: Foresters in Changing Climates
- Carbon Credits and/or Cap-and-Trade
- **And more...**



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WEBSITE COMMITTEE REPORT

Greg Pawson, R.P.F., Chair

The OPFA Website Committee continues to maintain the content of the OPFA website. Fred Dewsberry, R.P.F. continues in the role of webmaster. There have been very few matters of concern to deal with and committee meeting activities have not been regularly convened this year. The OPFA has initiated a review of software applications that can manage OPFA business functions including website content and membership database needs. That review will continue in 2017.

Member input and comments are always welcome. Use the dedicated e-mail address webmaster@opfa.ca to make input or provide comments.



FINANCE COMMITTEE REPORT

By Bob Burgar, R.P.F. (Ret.) Chair

The Committee held three teleconference meetings between December 1, 2015 and November 30, 2016 to deal with two matters concerning the financial affairs of the Association.

The first matter was a review of the **Auditor's Report for 2015. The Committee reviewed the Auditor's draft report for 2015** and had some questions requiring clarification. The Committee Chair and the Executive Director discussed the Report with the Auditor. After this discussion the Committee was satisfied with the Report and recommended to Council that the Financial Statement for 2015 be **approved and that the Auditor's Report for 2015 be received.**

The second matter the Committee dealt with was the budget projections for 2017. The Committee reviewed the proposed budget and prepared recommendations to Council. The

Committee Chair discussed these recommendations in a conference call with the Executive Committee in early August. On September 13 the Committee Chair met with Council in a face-to-face meeting to discuss the Association budget for 2017 as amended by the Executive Committee. The budget for 2017, as amended by the Executive Committee, was approved by Council at this meeting.

The Finance and Audit Committee, in 2016, consisted of; Bob Boyce, R.P.F., Carl Corbett, R.P.F. (Ret.), Bohdan Kowalyk, R.P.F., David Milton, R.P.F. (Ret.), Judy Sewell, R.P.F., David Winston, R.P.F. (Ret.), Bob Burgar, R.P.F. (Ret.)

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COMPETENCY SUPPORT COMMITTEE REPORT

Bob Elliott, R.P.F., Chair

1. Introduction

In 2008, following the work of the Competency Maintenance Committee, Council decided to form a Standing Committee to develop and maintain a competency support system for OPFA members. *The Professional Foresters Act, 2000* requires that we have a quality assurance program. Although the OPFA had implemented a system based on self-directed continuing education (CE), (including the accumulation and tracking of CE Credits), this does not meet all of the regulatory requirements under the Act. The intent is to combine the Quality Assurance and Continuing Education authorities of Council. This Committee has been operating since January 2009.

2. Committee Membership

Tim Payne, Associate
Ian Listar, R.P.F.
Herb Bax, R.P.F.
Lauren Quist, R.P.F.
Tom Crowell, R.P.F.
Ben Kuttner, R.P.F.
Bob Elliott, R.P.F., Chair

Tim Payne, Associate, has joined the Committee this year. Tim is an OPFA Councillor from Southwestern Ontario. Richard Macnaughton, R.P.F. (Ret.) has actively participated in this Committee since its inception. He resigned from the Committee in November, 2016. **Richard's involvement in competency support and continuing education predates this committee.** It goes back to the original 1990s Continuing Education Committee jointly run by the OPFA and the Canadian Institute of Forestry. The original concept was a member recognition program for achieving 150 continuing education credits in a running three year period and was generally based on a simplified version of the Society of American Foresters program. It was a voluntary program, leading to a certificate, copied to the member's employer. With the proclamation of the *Ontario Professional*

Foresters Act, the OPFA withdrew from the joint program and started its own with the same committee. The Continuing Education Committee was replaced with the Competency Support Committee and the focus evolved into a **mandatory reporting program.** Richard's contribution to these competency maintenance programs and processes was significant and appreciated.

The Committee reports to Susan Jarvis R.P.F., the OPFA Registrar. Susan attends the Committee meetings to provide information, advice and **guidance relative to the Committee's** mandate and activities.

3. The Task

To develop and recommend a member friendly competency maintenance program and working tool for all practicing members of the OPFA in **support of Council's Quality Assurance** and Continuing Education authority to:

- **Support member's individual** responsibility for maintaining professional competency;
- Encourage excellence; and
- **Adequately meet the Association's** due diligence in these regards (*Professional Foresters Act, 2000*)

4. Key Working Principles

The Committee developed a number of principles to guide its work. The key principles are:

- The Competency Support Program will be based on member self-assessment and planning. It will be developed and driven by members.
- The Continuing Education program will be relevant to the learning plan.
- The Competency Support Program will be cost effective.

- Reporting mechanisms will be as efficient and simple as possible.

5. Accomplishments - 2016

The Committee's work focused on:

- Developing and reviewing content for the development of the Practice Guidance - Competency Support document that has been produced to update and replace the original Competency Support Guide. The Practice Guidance Document was completed and placed on the OPFA web site in June, 2016. It includes:

◇The guidance that members need to complete and maintain their Personal Practice Focus description and the supporting Learning Plan.

◇The process to record and report the details associated **with member's competency** maintenance requirements.

◇The guidance to help members participate in the voluntary Peer Review Process

- Developing a narrated Power Point peer review training presentation designed to assist members with the voluntary peer review process. The completed training package will be available on the OPFA website.

As always, the Committee encourages OPFA members to make sure that their annual records regarding a completed Personal Practice Focus, Learning Plan and Continuing Education Credits are up to date.

PRIVATE LAND FORESTRY COMMITTEE REPORT

Bob Burgar, R.P.F. (Ret.), Chair

The Committee did not have any official meetings in 2016.

In 2016 an electronic questionnaire about proposed areas of forestry practice and revised competencies was sent to all the professional forestry associations across Canada, and other forestry practitioners and employers. This survey was sent by the Competency Review Working Group (CRWG), a subcommittee of the Canadian Federation of Professional Forester Associations, in collaboration with the Association of University Forestry Schools of Canada. The questionnaire was approximately 70 questions long with questions asking for a numerical scoring and/or descriptive comments regarding strengths or proposed changes to competencies for foresters. Three members of the Committee were asked to, and did, complete the questionnaire. These responses were used by the CRWG

during the revision of proposed 2017 Certification Standards.

The Private Land Forestry Committee consisted, in 2016, of; Sarah Bros. R.P.F., Al Corlett, R.P.F., Ken Elliott, R.P.F., Peter Hynard, R.P.F., Caroline Mach, R.P.F., Martin Streit, R.P.F., Eric Thompson, R.P.F., Linda Touzin, R.P.F., Peter Williams, R.P.F., Bob Burgar, R.P.F. (Ret.)



CROWN LANDS FORESTRY COMMITTEE REPORT

Robert Partridge, R.P.F., Chair

In this eighth year of its mandate, the Crown Land Forestry Committee [CLFC] met three times in 2016 reviewing and addressing a variety of issues of interest to the OPFA that arose in the management of the Crown forests of Ontario.

2016 membership included: Craig Howard, R.P.F. [Vice Chair], George Graham, R.P.F., Susan Jarvis, R.P.F., Registrar [Ex-officio], Tom Ratz, R.P.F., Ken Van Every, R.P.F., Sarah Bros, R.P.F., Robert Partridge, R.P.F. [Chair], Peter Nitshke R.P.F. and Fred Pinto R.P.F., Executive Director [Ex-officio].

The mandate of the CLFC is to:

1. Monitor the Crown land forestry regulatory system and its impact on the practice of forestry in the province.
2. Review Crown land forestry issues that are referred to the committee or approved by Council.
3. Define issues and make recommendations to Council as required.
4. Maintain a general focus on practice standards rather than technical standards.
5. Review each practice bulletin that relates to Crown land forestry at least every five years to ensure they reflect the current crown land forestry issues. Develop new practice bulletins as required.
6. Act as a focus group for discussions with allied or other organizations as requested.
7. Maintain, for review and approval of Council, a list of issues being addressed. The Chair will make progress reports on these at Council

meetings.

CLFC meetings are held by teleconference and scheduled when as many members can attend as possible. In 2016 the committee continues to be proactive, as best it can, in matters such as:

1. Forest Management Planning Manual (FMPM)

- a. MNRF provided two opportunities to comment on its planned revision to the FMPM.
- b. The Committee outlined, in two separate submissions to MNRF, the following specific aspects of the proposed FMPM. Some of these components, in order of importance: Species At Risk and Overall Benefit Instrument, Optimize Foresters Licence, Mid-Plan Check, Review of Draft Plan, Issue Resolution, Certification Page, and other minor items and general comments.

2. Manuals (ie. Forest Information Manual (FIM) and Forest Operations and Silviculture Manual (FOSM). There is nothing in these manuals that raises any red flags, but the OPFA may wish to comment on the SEM requirements once that section is available for comment.

3. Invasive Species Act

The Committee is concerned that the proposed invasive species list does not include any forest pest species. Invasive forest insect and disease species **threaten Ontario's forests and impact** human values in cities, farms and rural areas. Currently in Ontario, there are several invasive forest species that are already having an impact. The OPFA recommends that all invasive forest pest species within, and at risk of, entering Ontario be added to the proposed

invasive species list and that the role of professional foresters be considered in the implementation of this law.

4. Membership

Effective November 2016, Ken VanEvery, R.P.F., resigned from the CLFC.

URBAN FORESTRY COMMITTEE REPORT

Michael Rosen, R.P.F., Chair

Members of the Committee are: John Cary, R.P.F. (Ret.), Andy Kenney, R.P.F., Anne Koven, R.P.F. (Hon.), Jim McCready, R.P.F., John McNeil, R.P.F., Amory Ngan, R.P.F., Astrid Nielsen, R.P.F., Mike Rosen, R.P.F. and Carol Walker, R.P.F. Lloyd BurrIDGE, R.P.F. (Ret.) and Shelly Vescio, R.P.F. resigned from the Committee during 2016. Four meetings were held as conference calls. Fred Pinto, R.P.F., OPFA Executive Director, provides staff support for the committee. One of the meetings featured Susan Jarvis, R.P.F., OPFA Registrar, who presented information about the national project to review the Certification Standards for professional foresters in Canada.

The revision of professional forester competencies has been discussed by the Urban Forestry Committee for several years now. In 2014, the Urban Forestry Committee prepared the Draft Urban Forestry and the Registration of Professional Foresters for Council consideration. The Committee recommended that competencies specific to Urban Forestry be developed to promote competent practice in the urban forest environment for the public interest. OPFA Council supported a revision to the national competencies with urban forestry being recognized as a specific area of practice.

The Canadian Federation of Professional Foresters Associations (CFPFA), of which the OPFA is a member, discussed revisions to the Certification Standards with provincial regulators and the Deans of accredited university forestry programs in Canada. With national support, the project started in October 2014.

This initiative does not deal with specializations within the profession since not all provinces have legislation that allows for specialties. Individuals that meet the Certification Standards would be licensed as Registered Professional Foresters in their province, regardless of what area of practice they

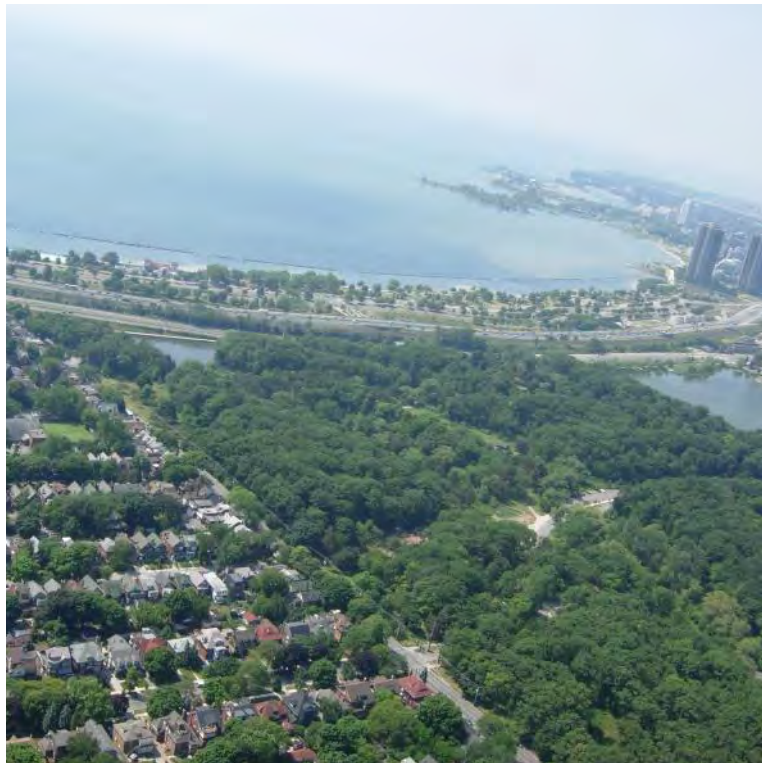
used to meet the Standards. If approved, changes to the Certification Standards (for individuals) would also be reflected in comparable changes to the Accreditation Standards (for forestry programs).

In April 2016, the Urban Forestry Committee responded as a group to a national, electronic survey regarding required competencies for foresters. A further consultation regarding competency revisions took place this summer with Mike Rosen, R.P.F. and Andy Kenney, R.P.F. responding. It was important for Ontario to provide significant input as it plays a leadership role in the country in urban forestry.

Environment.

The Committee continued to develop its Terms of Reference and will be submitting their final version to Council for approval in 2017.

The Committee has also been engaged with the idea of doing proactive outreach to key urban forestry employers (municipalities) as a way of identifying the positive reasons to hire or to have included in contractual **documentation the inclusion of "R.P.F."** as an asset. This activity would aid the **OPFA objective to promote forestry's professional profile.**



Revised Certification Standards were drafted by the national Competency Review Working Group which included recognition of five general areas of forestry practice, including urban forestry. The Urban Forestry area of practice required three specialized competencies: Values and Interest, Planning Principles, and Demonstration of Planning for Urban Forest

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CANADIAN FORESTRY ACCREDITATION BOARD REPORT

F. Johnson, R.P.F.

The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting the academic requirements for professional certification (registration/licensure) in Canada. 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 appointees from the member agencies.

The Board was established in 1989 and has been conducting site visitations since 1990. Assessment of academic programs is undertaken in accordance with comprehensive competency- and knowledge-based academic standards but also includes: consideration of facilities and services offered; faculty experience, qualifications and tenure; and the ability of the program to instil 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, twelve forestry programs (ten baccalaureate and two **Master's**) in Canada enjoy accredited status. The Board does not accredit faculties or institutions, nor does it review programs outside Canada.

Last year the Board entered into an arrangement with the Ontario Professional Foresters Association (OPFA) to participate in an Ontario Government funded project titled the "**Bridge Training program for Foresters**" (BTP). The purpose of the program is to make available

supplementary instruction for professional forest practice candidates who, after panel review, have had academic and/or experiential gaps identified in their bids to obtain certification. Two Ontario university-based suppliers were contracted by the OPFA to develop and deliver the instruction modules. The results of the **OPFA's** BTP undertaking will be available for use by all professional forest practice regulators in Canada.

In a second phase of the BTP, the Board entered into an agreement with the OPFA to conduct follow-up review of the efficacy of module delivery through online surveys and direct contact with those who have successfully completed the module courses and with instructors who are delivering the materials. This short-term undertaking by the Board will be completed by mid-2017.

The Board met three times during the report year - teleconferences on May 25 and December 21 and a face-to-face session in Vancouver on September 16.

At the May session, the Board reviewed the work of the CIF/ University of Toronto consortium developing instruction modules under the Bridge Training Program for Foresters (BTP) of the Ontario Professional Foresters Association (OPFA). The Board reported to the OPFA that, in its view, the modules submitted by the consortium "**cover** adequately the requirements of the **Demonstrable Competencies**" of Certification Standards 1, 2, 5, and 7. It is to be noted that the determinations do not constitute accreditation actions. The primary item on the Vancouver agenda was consideration of the final report of the accreditation review at the École de foresterie, Université de Moncton (see determination information under "**Accreditation**" below). The Board also reviewed a status report from

the University of British Columbia with respect to the Faculty of **Forestry's** Master of Sustainable Forest Management program.

At the December session the Board reviewed the work of a Lakehead University consortium developing instruction modules under the BTP. The Board reported to the OPFA that, in its view, the module related to Standard 6 - Information Acquisition and Analysis as well as the module related to Forest Policy submitted "**cover** adequately the requirements of the **Demonstrable Competencies**" of Certification Standard 6 and Forest Policy. Again, the determinations do not constitute accreditation actions.

Accreditation

The Board conducted one accreditation review during the year, at the School of Forestry (Dr. Roger Roy, f.a., Director), University of Moncton. The visit was undertaken in March by a team comprised of Germain Paré, ing.f. (Lead), Victor Brunette, ing.f., Rod **O'Connell**, R.P.F. and Ralph Roberts, R.P.F., ing.f. All team members had had previous review experience. Paré is the regular member of the Board appointed by **Quebec's** OIFQ. **O'Connell** is the alternate member of the New Brunswick association (ARPFNB).

At the Vancouver meeting, the Board determined that "**accreditation** of the Forest Management Program of the School of Forestry, University of Moncton, leading to the baccalaureate degree, shall be granted for a period of six years, the maximum allowed by the CFAB Policy **Statement**". Accreditation begins with the 2016/2017 academic year and continues to June 30, 2022.

In a further accreditation-related action, the Board considered a status report on the Master of Sustainable Forest Management program at the University of British Columbia. The report had been requested as part of the Accreditation Decision in the 2013 review of the

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CANADIAN FORESTRY ACCREDITATION BOARD REPORT CONTINUED

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program. The Board determined that, and was satisfied that, the supplementary requirements for accreditation of a **Master's** level program had been faithfully maintained and implemented by the Faculty in the four years since the inception of the program. Review activity during the coming year will consist of two site visits, one to the University of New Brunswick and another to the University of Alberta. The schools have been contacted and have agreed to receive site visit teams.

There was one change in Board membership over the past year. Roger Aggas, R.P.F., alternate member for the Registered Professional Foresters Association of Nova Scotia, stepped down. The association has named Robert Young, R.P.F. as its new alternate member to the Board. The Chair of the Board is Peter Marshall, R.P.F., the long-standing appointee of the ABCFP.

Board members and alternates at the end of 2016 were:

- Peter Marshall, R.P.F. (Chair) and Randy Trerise, R.P.F. (alt) Association of British Columbia Forest Professionals;
- Roger Roy, R.P.F. and Rod O'Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick;
- Jason Pond, R.P.F. and Glen Knee, R.P.F. (alt.), Association of Registered Professional Foresters of Newfoundland Labrador;
- Ian Millar, R.P.F. and Robert Young, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia;
- Germain Paré, 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. (Ret.) (alt.), Ontario Professional Foresters Association;

- John Daisley, R.P.F. and Peggy McDougall, R.P.F. (alt), Association of Saskatchewan Forestry Professionals;
- Dave Blackmore, R.P.F. and Charles Backman, R.P.F. (alt.), College of Alberta Professional Foresters;
- Bruce Dancik, R.P.F., (no alternate) Canadian Institute of Forestry.

All of those serving at the end of the year are expected to continue their participation in the coming year. Lorne Riley, R.P.F. (Ret.), an OPFA Life Member, is the Executive Director.

As a member, the Board remained fully active in the meetings and activities of the Canadian Federation of Professional Foresters Associations (CFPFA) and its subcommittee, the Credential Assessment Authority (CAA). The CAA oversees the implementation of the national Credential Assessment Process (CAP), created to assess the academic and experiential credentials of applicants for certification who have not graduated from an accredited program. The CFPFA continues to be involved in a collaborative undertaking with the Association of University Forestry Schools of Canada (AUFSC) to review and, potentially, adjust the academic standards for certification to broaden the base of academic backgrounds and chosen career paths considered acceptable for professional forestry practice in Canada. The Competency Review Working Group has continued to move ahead well in its work, the review of the **CFPFA's** Certification Standards for entry into professional forest practice. Five new

specialization standards have been developed to address areas of forest practice that have come more fully into play since the implementation of the current standards in 2008. The revisions and additions will be presented to CFPFA member agencies during the year for approval at which time, if approved, review and revision of the accreditation standards employed by the CFAB will be triggered. The Board is also an active member of the Association of Accrediting Agencies of Canada (AAAC). The AAAC considers items of mutual accreditation interest and shares accreditation experience amongst its thirty-six member agencies. STATUS OF CFAB PROGRAM ACCREDITATIONS AT CANADIAN SCHOOLS OF FORESTRY, DECEMBER 2015:

August 2011
University of New Brunswick, Faculty of Forestry and Environmental Management, Forest Ecosystem Management Program
Accredited for six years to June 30, 2017

August 2011
University of Alberta, Faculty of Agricultural, Life and Environmental Sciences, Alberta School of Forest Science and Management, Forestry and Forest Business Management Programs
Accredited for six years to June 30, 2017

September, 2012
University of British Columbia, Faculty of Forestry, Forestry Program, Forest Resources Management and Forest Operations majors
Accredited for six years to June 30, 2018

September, 2012
Lakehead University, Faculty of Natural Resources Management, Honours

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CANADIAN FORESTRY ACCREDITATION BOARD REPORT CONTINUED

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Forestry Program (H.B.Sc.F.)
Accredited for six years to June 30, 2018

September, 2013
University of British Columbia, Faculty
of Forestry, Master of Sustainable
Forest Management Program
Accredited for six years to June 30, 2018

September, 2014
University of Toronto, Faculty of
Forestry, Master of Forest Conservation
Program
Accredited for six years to December 31,
2019

September 2015
Laval University, Faculty of Forestry,
Geography and Geomatics, Forest
Management and Environment and
Forest Operations Programs
Accredited for six years to June 30, 2021

September 2015
University of Northern British Columbia,

College of Science and Management,
Ecosystem Science and Management
Program, Forest Ecology and Management
major
Accredited for six years to June 30, 2021

September 2016
Université de Moncton, École de
foresterie, Programme en Aménagement
des forêts
Accredited for six years to June 30, 2022



Ontario Professional Foresters Association 2016 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES

Wednesday, May 18, 2016

Clarion Resort Pinewood Park, North Bay, Ontario
(minutes are draft until approved at the 2017 AGM)

1. Call To Order:

President Astrid Nielsen, R.P.F., called the meeting to order at 3:00 p.m. noting that this was the 2016 Annual General Meeting of the Ontario Professional Foresters Association.

2. Notices, Members and Proxies:

The President called upon Registrar, Susan Jarvis, R.P.F., who noted that the Notice of the Meeting was distributed electronically or by mail 30 days in advance of the meeting, and was published in the March issue of *The Professional Forester* newsletter.

There were obviously more than 100 members in attendance and 10 proxies had been received: 7 proxies appointing the President, one proxy appointing Terry Schwan, R.P.F., one proxy appointing Tom Ratz, R.P.F. and one proxy appointing Ernie Demuth, Associate. These three members were in attendance.

Since a total of 40 attending members and proxies is needed for quorum, the Registrar noted that the meeting was properly constituted to proceed.

3. President's Remarks:

The President introduced members of the OPFA staff: Registrar, Susan Jarvis, R.P.F., Executive Director, Fred Pinto, R.P.F. and Office Coordinator/Registration Coordinator, Priscilla Doyle. She also introduced Vice President, Greg Pawson, R.P.F. and the Southwest Council Representative, Tim Payne, Associate who were available to collect any late resolutions. There were no new resolutions.

The President welcomed Members, and noted that guests were welcome.

However only Full, Associate, Non-Resident, Inactive and Life members are entitled to vote during the meeting.

The President noted that as is required by the OPFA By-laws, the Annual Report for the previous fiscal year, with all reports and the audited financial statements, was posted on the OPFA website and notice of such was sent to all members in April. She also noted that printed copies of the Annual Report were available at the meeting and that one would be sent to any member upon request. It can also be downloaded from the OPFA website. In order to terminate the meeting by 5:15 p.m. to ensure adequate time for preparation for the banquet and to provide adequate time for questions or comments, a blanket motion to accept all reports would be requested, however, if any Member had a reason they wished to explain, individual reports could be separated out for an individual vote.

4. In Memoriam:

The President noted that six members had passed away since the last Annual General Meeting or whose death we have heard about since then. She asked all to stand for a moment of silence to remember:

Mark Fleming, R.P.F.
Ralph Forfar, R.P.F.(Ret.)
Donald Fraser, R.P.F.(Ret.)
Pieter Prins, R.P.F.(Ret.)
J. Keith Waddell, R.P.F.(Ret.)
Stanley White, R.P.F.(Ret.)

5. Recognition of New Members:

The President asked any new members in attendance, who had joined the OPFA since the last Annual General Meeting in April 2015, or any newly registered practicing members, to stand and introduce themselves. New members or

newly registered members present included Lucie Babak, John Harvey, Krish Homagain, Allison Winmill and Andrew Avsec. These new members were welcomed by a round of applause. The President welcomed the new members to the OPFA and asked that they take their professional status seriously, and that they remember that their primary responsibility is to protect the public interest, and to find ways to contribute to the advancement of the profession.

The President noted that the Association has a record number of Provisional Members. Many of these new members are looking for mentors. Qualified members were invited to volunteer to serve as mentors.

6. Approval of Minutes of 2015 Annual Meeting: pages 35 - 42

The President noted that the minutes were posted in draft form on the website and are in the 2015 Annual Report. The President asked for a motion to approve the minutes as presented.

Motion: It was moved by Lorne Riley, R.P.F. (Ret.), seconded by Greg Pawson, R.P.F., that the minutes of the 2015 Annual General Meeting be accepted as presented.

Carried.

7. Resolution Updates: page 36

The President called upon the Executive Director, Fred Pinto, R.P.F., to speak about the resolutions from the 2015 Annual General Meeting. Two resolutions were received at the 2015 Annual General Meeting. Responses to these two resolutions were developed by Council and distributed to all members in January 2016. Council wanted

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES CONTINUED

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members to have responses to the 2015 Resolutions as early as possible, so that members had more time to discuss and understand the responses. The resolutions and summary of 2015 Annual General Meeting discussion can be found in the minutes of the 2015 Annual General Meeting on pages 36- 39 of the 2015 Annual Report. The Executive Director read each of the two 2015 **Resolutions, and Council's response or actions to each resolution:**

Resolution 2015-1: The first 2015 resolution asked the Council to describe the financial implications to the Association of the 2013 Unauthorised Practice court case, and what will be considered before undertaking similar action in the future.

Resolution 2015-1:
Moved by Troy Anthony, R.P.F. and seconded by Matt Kendrick, R.P.F.:

“Whereas the OPFA recently launched an unsuccessful legal action in the case of an alleged unauthorized practice, and

Whereas significant criticism was levelled at the OPFA and its expert witnesses in the court decision, and

Whereas the legal cost incurred by the OPFA have placed the OPFA in an unfavourable financial position,

**“Be it resolved that Council give consideration to providing information to OPFA members regarding the rationale and outcome of the recent court case How the case contributed to the OPFA mandate and served to protect the public interest?
Total cost?
What will be considered prior to pursuing future court cases?
To what extent should OPFA members be consulted prior to initiating action in the future?”**

Carried by the membership present.

This resolution was considered during several Council meetings in 2015.

Council's response to this resolution was included in the December issue of *The Professional Forester* newsletter, the link to which was e-mailed to all members on January 6, 2016.

The response to Resolution 2015-1 included the answers to the four questions listed in the resolution:

1. How did the court case contribute to serving the public interest?

- *The Professional Foresters Act, 2000*, gives the OPFA the specific mandate to regulate its members and the practise of professional forestry in Ontario.

- When it appears that a person is practising professional forestry outside the authority of the Act or Regulations, then the association has the mandate to follow-up with individuals involved.

- Also, the public interest was served by ensuring that anyone who engages in, or holds themselves out as able to engage in, the practice of professional forestry must obtain a certificate of registration and comply with the standards and ethics of the profession.

2. Total cost of unauthorized practice case:

- 2013 Cost: \$62,296 (2013 Annual Report Financial Statement)

- 2014 Cost: \$ 230,245 (2014 Annual Report Financial Statement)

- Total: \$ 292,541

- No additional costs were incurred in the 2015 fiscal year or future years.

3. Considerations prior to pursuing future Unauthorized Practices cases:

- The OPFA continues to develop

practice guidance for members, and implement a graduated approach to enforcement.

- The OPFA Enforcement Program includes several parts: Concerns, Complaints, Discipline, and Unauthorized Practice.
- Factors specifically considered relative to Unauthorized Practice are:

a. Cases are handled by the OPFA with the goal of resolution. This often includes clarification in what activities a person is doing,

education on the scope of professional forestry, and who is required to be licensed. Typically, an offer to assist with the OPFA registration process towards registration is offered.

b. If an unauthorized person continues to practise what is considered to be professional forestry without direct supervision by a licensed member, additional communication will take place and be documented.

c. Subsequent actions may include specific requests to the person to stop conducting professional forestry activities, letters delivered from our legal counsel, and, only if warranted, an application for an injunction (cease and desist order) by the Superior Court of Justice.

d. The public court system is the only legal option available to us according to the Act - there is no internal process allowed. An application in the courts is considered to be a last resort.

e. The choice of options will be determined by Council after thorough communication, investigation and review. Decisions will be informed by many factors including particulars of the case, actions undertaken by the non-member to date, strength of evidence, legal advice, and financial resources.

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES CONTINUED

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4. To what extent should members be consulted prior to initiating action?

•The Act states that Council of the Association shall manage and administer its affairs. The responsibility to undertake the mandate of the OPFA lies with the Council, which includes responsibility for enforcement decisions and allocation of financial resources.

•Members of the OPFA must rely on their Council to professionally and fiscally undertake all activities of the Association. Councillors are provided regular updates on enforcement activities, including the cost of such activities.

•The Act protects the privacy of the individuals involved in complaints and discipline. This limits what information can be shared with all members. Members will continue to be advised of Association activities, including enforcement activities, through the newsletter and e-mail, **as they have been in the past.**”

The Executive Director asked if there were any questions or comments on **Council’s response to this resolution.** There were none.

Resolution 2015-2- The second 2015 Resolution requested that Council consider seeking specific changes to statutory regulations related to a limitation on practise related to excluded occupations.

Resolution 2015-2:

Moved by Tom Ratz, R.P.F. and seconded by Michele Kipien, R.P.F.:

“Whereas the Professional Foresters Act, 2000 Part 1 (General) Section 3 (Scope of Practice) Sub section (2) (Exclusions) states “The practice of

professional forestry does not include acts performed in relation to the management or manipulation of forests if they are performed, (b) by a person acting within the scope of practice of a profession, trade or occupation that is listed in the regulations;” and the ONTARIO REGULATION 145/01 Part III, Section 4 (of Regulations): Excluded Acts states “For the purposes of clause 3 (2) (b) of the Act, a person who performs an act in relation to the management or manipulation of forests that is within the generally accepted scope of any of the following professions, trades or occupations is not practising professional forestry when so acting, unless the person is a registered professional forester:

- Natural resource technician and technologist.
- Forest management plan approver certified under the “Managed Forest Tax Improvement Program”.
- Certified tree marker.
- Biologist.
- Certified arborist.
- Landscape architect.
- Professional planner.
- Certified Ontario or Canadian land surveyor.
- Botanist.
- Zoologist.
- Professional engineer.
- Certified property appraisers.
- Agronomist.
- Ecologist.

*Whereas, currently over 20 million hectares of the province is being managed, and the forest cover is being planned by non-foresters. R.P.F.s are required to sign off/certify on the large-scale manipulation of forest cover being planned by other practitioners, **thereby calling into question our “world class” forest management process and the relevancy of R.P.F. Foresters have to the process. Those that are mandating the work have no legal responsibility or accountability for their***

actions.

Be it resolved that Council give consideration to requesting that the Lieutenant-Governor revise the Act 1,3 (2) to include “(b) by a person acting within the scope of practice of a profession, trade or occupation that is listed in the regulations” and for less than the area limits set out within the regulations; and

Be it resolved that Council give consideration to requesting that the Minister of Natural Resources and Forestry revise the regulation to include “... accepted scope of any of the following professions, trades or occupations” and for an area less than [an area to be determined by OPFA Council] hectares in size solely or in aggregate “is not ... “
A vote on the revised resolution was called by the President.
Carried by the membership present.

A response to this resolution was included in the 2015 December issue of *The Professional Forester* newsletter. The newsletter was distributed by e-mail to all members on January 6, 2016. The response to Resolution 2015-2 from Council stated that a sub-committee of Council has been formed, called the Regulations Committee. The Committee will evaluate options that will more clearly define professional forestry and excluded activities and occupations. Its aim is not to limit the actions or choices of landowners or the public, but to ensure the OPFA can effectively enforce the *Professional Foresters Act, 2000*. The OPFA will work with other organizations involved in forestry, such as the forest products companies, to develop mutually acceptable options. These options will be discussed with the Ministry of Natural Resources and Forestry. If accepted by the Ministry of Natural Resources and Forestry, the Regulation amendment will be submitted for consideration to the Legislations and

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES CONTINUED

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Regulations Committee of the Legislature. OPFA members will continue to receive periodic updates on this Regulation Revision Project as activities occur.

The Executive Director asked for **questions regarding Council's response** to this resolution. Lacey Rose R.P.F. asked if the association was pursuing a specific area to define the scope of practice of professional forestry. The Executive Director said that the association is looking for evidence that can be used to request changes to regulations and that a specific area to define professional forestry is not being considered at this time.

8. Annual Reports pages 7 - 34

The President stated that she would review the reports that are contained in the OPFA 2015 Annual Report and asked for a blanket motion to accept all reports, rather than deal with them individually. However, if any Member had a reason that they wished to explain, any report(s) could be separated out for a vote. There were no requests for any report to be considered separately. The President asked if there were any questions on the reports-there were none.

Motion: It was moved by Fred Dewsberry, R.P.F. and seconded by Keith Ley, R.P.F. that the following reports be received as presented in the Annual Report:

President's Message - page 7
Executive Director's Report - pages 8-9
Registrar's Report -pages 10-13
Finance and Audit Committee Report - page 14
Registration Committee Report -pages 15 -16
Awards & Recognition Committee Report -pages 17-22
Editorial Board Report -page 23
Website Committee Report -page 24
Competency Support Committee Report -

pages 25-26
Private Land Forestry Committee Report -page 2
Crown Lands Forestry Committee Report -pages 28-29
Urban Forestry Committee Report -page 30
Canadian Forestry Accreditation Board (CFAB) Report-pages 31-33
Carried

9. Auditor's Report & Financial Statements pages 40-54

The President noted that the 2015 financial statements had been approved **by Council and the Auditor's Report** has been received. Both appear in the 2015 Annual Report. The President asked if there were any questions for Bob Bugar, R.P.F. (Ret.), Chair of the Finance and Audit Committee. There were none.

10. Council's Appointment of Association Auditor

The President reported that at the Council meeting on May 16, 2016, Council passed a motion to appoint Ed Girardi, C.A. as Auditor for the Association for the year ending November 30th, 2016. The President asked if there were any questions or comments. As there were no questions, the President stated that this concludes the reports in the 2015 Annual Report, except for the information on pages 55 through 59 which are our sponsors for the 2015 Annual Conference. The President asked for a round of applause to express appreciation for the sponsors of the 2016 Annual Conference.

11. Confirming and Approving the Acts and Procedures of Officers and Councillors

The President called for a motion to approve the acts and procedures of OPFA Officers and Councillors:
Motion: It was moved by Bob Bugar, R.P.F. (Ret.) and seconded by John Cary, R.P.F. (Ret.) 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. Confirmation of Proposed 2016 By-law Changes:

The President noted that the proposed by-law changes were approved by Council in March, 2016. A summary of the proposed by-law changes, and rationale for the changes, was distributed to members 30 days in advance of this meeting and posted on the OPFA website. The proposed by-law changes are summarized as follows:

Article 6.5: to revise distribution of Council meeting agendas to seven (7) days in advance of the meeting;

Article 10.11: to reduce required advance notice for council elections from 60 days to 30 days;

Articles 11.1 and 11.35: to recognize the upcoming option of OPFA approved training to satisfy the Local Knowledge Assessment (Ontario forest policy) membership requirement;

Article 11.33: to expand eligibility for re-admission (streamlined process) to past-members who have practised within the past five years;

Article 18.1: to allow for the office administration of membership fees to the Registrar or the Executive Director, and

[12 Articles]: for editorial corrections.

The President asked if there were any questions or comments from the membership on these proposed by-law

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES CONTINUED

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changes. There were none.

The President asked if any member requested a separate vote on any individual by-law article. No by-law changes were requested to be separately considered.

The President called, by a show of hands, for a vote to confirm the by-law changes reminding those present that only Full, Associate, Non-resident, Inactive and Life members may vote. There were 100+ votes in favour, plus 10 proxy votes in favour, 0 votes against, and 0 abstentions in confirming the proposed 2016 by-law changes, effective May 19th, 2016. The President declared that the proposed 2016 By-law changes are confirmed by the membership, and are effective May 19, 2016.

13. Highlights of OPFA Business for 2016

The President called upon Executive Director, Fred Pinto, R.P.F., to provide a brief update on activities of the OPFA:

a. Strategic Plan

The OPFA has developed a draft Strategic Direction 2016-2018 which was discussed by Council at its May 16, 2016 Council meeting. A summary of the draft Strategic Direction has been made available during the conference and a link will be e-mailed to members and posted on the OPFA website soon. Four strategic objectives have been developed for the association. These are:

- i. Establish and maintain an effective and efficient regulatory program that is responsive to public concerns and provides for continuous professional development of members.
- ii. Promote recognition of the profession by the public, industry, other regulators and government bodies.
- iii. Align OPFA governance structures to support the core business of the OPFA.
- iv. Provide guidance to individuals

interested in becoming professional foresters.

b. Changes to Regulations

A committee of Council has been formed which is working to determine what regulation revisions can be done to help enforce the *Professional Foresters Act, 2000* more effectively and efficiently.

c. Commence Governance Review

i. A task team co-chaired by Councillors Dianne Miller and Richard Raper, R.P.F. started the review of governance in 2015. Each OPFA Committee began revisions to their Terms of Reference using a template.

ii. A standing committee, the Governance Committee, Chaired by Councillor Dianne Miller has been formed and will help ensure best management practices are developed and used in the governance of the OPFA.

d. Election of Councillors

- i. The first election in many years for OPFA Councillors was held in 2015.
- ii. Elections for Council will be encouraged as each two-year elected Councillor term nears completion.
- iii. The OPFA encourages members to stand for election as it improves accountability in decision making and develops engagement of members.

e. Continued development of Bridge Training for Competencies

- i. Contracts for the preparation of training modules were issued last year. Most training modules will be available online.
- ii. Training modules for all core competencies for professional forestry are being developed and are expected to be available in June/July.
- iii. Members will receive detailed

content, format and cost information on these training modules when they are developed.

- iv. Training modules can be used to learn new competencies required for registration as professional foresters, or as continuing education by practising members to enhance their knowledge and competencies in areas outside their area of practice.

f. Implementation of Voluntary Peer Review for Competency Support

- i. Last year, Council approved implementation of a Peer Review on a voluntary basis as part of the Competency Support Program for practicing foresters.
- ii. Peer Review will be implemented at the end of this year.
- iii. The Competency Support Committee has been working on information about Peer Reviews and required support and training for members. Training will take place next winter.
- iv. Council will soon approve a new Practice Guidance - Competency Support document which includes information on Peer Review. Members will be sent copies of this approved Practice Guidance shortly, and it will be posted on the OPFA website.

g. Control Costs, Diversify Revenue

- i. Through website advertising
- ii. Advertising in the newsletter
- iii. Expand sponsorship and exhibitor partners to more than direct forestry organizations.
- iv. **Manage OPFA's activities within its proven revenue sources**

h. Explain Role of Professional Foresters in Ontario

- i. OPFA started to use Twitter and Facebook to explain the role of its members
- ii. Written and oral presentations were made to government and media to

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2016 MINUTES CONTINUED

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inform them of the role of OPFA members and explain professional forestry

- iii. Several presentations were made to students in accredited forestry programs in 2015 and 2016.

14. Resolutions:

The President noted that in keeping with the *Professional Foresters Act, 2000*, OPFA resolutions only call upon Council to consider matters covered. However, despite suggestions from our lawyer that resolutions are inappropriate, Council continues to prefer involving the membership when possible. The membership was informed that written resolutions would be accepted until Friday, May 13, 2016, for consideration at this Annual General Meeting. No resolutions were received for presentation at this meeting, and no late resolutions were received for consideration by Council.

15. Other Business:

The President asked if there was any other business for discussion. There was none.

She then raised two matters before termination:

2017 Annual Conference:

The President announced that members in and around Guelph have begun organizing the 60th OPFA Annual Conference for May, 2017.

2016 Annual Conference:

The President acknowledged the support of sponsors and exhibitors for this annual conference and then noted the excellent organization and hard work of the volunteers on the 2016 Conference Committee:

Co--Chairs: Peter Street, R.P.F. and Fred Pinto, R.P.F.

Paul Krabbe, R.P.F.
Murray Woods, Associate
Al Stinson
Andy Straughan, R.P.F.
Andrée Morneault, **R.P.F.**
Daryl Sebesta, R.P.F.
Kandyd Szuba, R.P.F.
Sarah Bros, R.P.F.
Mark Lockhart, R.P.F.
Scott McPherson, R.P.F.
Chris McDonell, R.P.F.
John Long
Don Willis, R.P.F.
Don Farintosh
Lindsay MacLean, R.P.F. (**Ret.**)
There was a round of applause.

16. Termination

The President declared that as there was no further business, the 2016 Annual General Meeting of the OPFA was hereby terminated.

Ontario Professional Foresters Association

Audited Financial Statements

November 30, 2016

Ontario Professional Foresters Association

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ED GIRARDI PROFESSIONAL CORPORATION

(Authorized to practise public accounting by The Institute of Chartered Accountants of Ontario)

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

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Independent Auditor's Report

TO: The Members of the Ontario Professional Foresters Association

I have audited the accompanying financial statement of the Ontario Professional Foresters Association which comprise the balance sheet at November 30, 2016 and the statements of operations, changes in net assets, and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.


An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Ontario Professional Foresters Association as at November 30, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Richmond Hill, Ontario
January 31, 2017

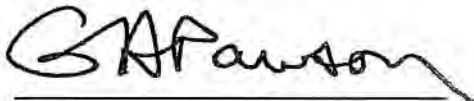

Chartered Accountant
Licensed Public Accountant

Ontario Professional Foresters Association

Balance Sheet As at November 30

	2016	2015
Assets		
Current		
Cash	\$ 430,114	\$ 349,556
Restricted cash (Note 13)	104,465	148,596
Accounts receivable	1,130	1,359
Prepaid expenses and deposits	5,639	4,610
	<u>541,348</u>	<u>504,121</u>
Long term investments (Note 3)	<u>151,604</u>	<u>90,925</u>
	<u>\$ 692,952</u>	<u>\$ 595,046</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 46,690	\$ 24,436
Deferred grant income (Note 13)	104,465	148,596
Prepaid membership fees (Note 4)	280,829	250,001
	<u>431,984</u>	<u>423,033</u>
Net Assets		
Internally restricted (Note 5)	205,315	203,637
Unrestricted net assets	55,653	(31,624)
	<u>260,968</u>	<u>172,013</u>
	<u>\$ 692,952</u>	<u>\$ 595,046</u>

On behalf of the Board:



President



Executive Director

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

Ontario Professional Foresters Association

Statement of Operations For the Year Ended November 30

	2016	2015
Revenues		
Memberships	\$ 363,641	\$ 313,210
Application and examination	17,933	19,979
Events	27,180	33,395
Grant income (Note 13)	124,132	111,994
Miscellaneous	7,842	2,325
	<u>540,728</u>	<u>480,903</u>
Expenses (Note 8)		
Regulatory	118,008	101,257
Profile (recognition of profession)	8,620	17,009
Policy engagement	1,792	9,008
Competency	124,132	111,994
Member services	11,215	16,788
Governance	87,641	68,877
General administration	102,043	83,073
	<u>453,451</u>	<u>408,006</u>
Excess of revenues over expenses before interest from restricted funds	87,277	72,897
Interest earned on restricted funds	1,678	5,049
Excess of revenues over expenses	<u>\$ 88,955</u>	<u>\$ 77,946</u>

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

Ontario Professional Foresters Association

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

	Internally Restricted	Unrestricted	2016	2015
Balance, beginning of year	\$ 203,637	\$ (31,624)	\$ 172,013	\$ 94,067
Excess of revenues over expenses	1,678	87,277	88,955	77,946
Balance, end of year	<u>\$ 205,315</u>	<u>\$ 55,653</u>	<u>\$ 260,968</u>	<u>\$ 172,013</u>

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

Ontario Professional Foresters Association

Statement of Cash Flows For the Year Ended November 30

	2016	2015
Cash provided by (used for):		
Operating Activities		
Excess of revenues over expenses for the year	\$ 88,955	\$ 77,946
Net change in non-cash working capital components:		
Prepaid expenses and deposits	(1,029)	(900)
Restricted cash	44,131	(13,006)
Accounts receivable	229	(162)
Accounts payable and accrued liabilities	22,254	(15,866)
Deferred grant income	(44,131)	13,006
Prepaid membership fees	30,828	15,021
	<u>52,282</u>	<u>(1,907)</u>
Investing		
Decrease (increase) in long term investments	<u>(60,679)</u>	<u>173,633</u>
Increase in cash during the year	80,558	249,672
Cash balance, beginning of year	<u>349,556</u>	<u>99,884</u>
Cash balance, end of year	<u>\$ 430,114</u>	<u>\$ 349,556</u>

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

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

1. Purpose of the Association

The Ontario Professional Foresters Association (i.e. 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 the Province of Ontario as a regulatory agency and has no share capital. The Association is a not-for-profit organization under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

2. Summary of Significant Accounting Policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations contained in Part V of the Canadian Institute of Chartered Accountants ("CICA") Handbook.

Revenue recognition

The Association follows the deferral method of accounting for contributions, which include membership dues. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured. Externally restricted contributions (i.e. Bridge Training Program) are recognized as revenue in the period in which the related expenses are incurred. Amounts received from grants for specific purposes are recognized as income to the extent of related expenses and as conditions of various agreements have been met.

Interest income is recognized as revenue when earned.

Financial instruments

Cash, accounts receivable, and investments are classified as loans and receivables which are measured at amortized cost. Accounts payable and accrued liabilities are classified as other financial liabilities, which are measured at amortized cost.

The Corporation has chosen to apply the CICA Handbook Section 3861 "Financial Instruments - Disclosure and Presentation", in place of CICA 3862 "Financial Instruments - Disclosure" and CICA 3863 "Financial Instruments - Presentation".

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

2. Summary of Significant Accounting Policies (continued)

Contributed materials and services

Volunteers contribute time and effort to assist the Association in carrying out its activities. Because of the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Management reviews these estimates periodically, which include allowance for bad debts and accruals and as adjustments become necessary they are reported in the period in which they become known. Actual results may vary from the current estimates.

Impairment of financial instruments

Financial assets measured at cost are tested for impairment when there is an indication of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the impairment, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Future accounting pronouncements

In December 2010, the Accounting Standards Board (AcSB) issued accounting standards for private not-for-profit organizations as Part III of the CICA Handbook. These standards are effective from fiscal years beginning on or after January 1, 2012. The Association has adopted these standards from December 1, 2012. To the extent that Part III of the Handbook does not address certain matters applicable to the Association, it will use accounting standards for private enterprises contained in Part II of the CICA Handbook. The impact of transitioning to these new standards has not yet been determined.

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

3. Long Term Investments

	2016	2015
Scotia Mortgage Corporation	\$ -	\$ 42,353
TD Mortgage Corporation	50,000	-
Canadian Western Bank	55,283	-
Dundee Bank of Canada	-	48,572
Manulife Bank	46,321	-
	<u>\$ 151,604</u>	<u>\$ 90,925</u>

These guaranteed investment certificates are due to mature on various dates by April 7, 2021 and bear interest which range from 1.80% to 18.00%. As explained in Note 5 to the financial statements these investments have been internally restricted by the Association.

4. Prepaid Membership Fees

	2016	2015
Balance, beginning of year	\$ 250,001	\$ 234,980
Less: Amount recognized as revenue during the year	(250,001)	(234,980)
Add: Amount received relating to the following year	280,829	250,001
Balance, end of year	<u>\$ 280,829</u>	<u>\$ 250,001</u>

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

5. Internally Restricted Net Assets

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 Committee, and is to be increased by the interest earned on these invested funds. These funds may only be used with the express approval of the Association.

The current reserve target, as amended in 2016, was calculated as follows:

	2016	2015
Dissolution	\$ 60,000	\$ 45,000
Project over-runs	-	35,000
Allowance for two concurrent major disciplinary matters	400,000	230,000
Interest earned on invested funds	<u>80,174</u>	<u>75,125</u>
	540,174	385,125
Interest earned during the year on invested funds	1,678	5,049
Target deficit to be funded	(150,000)	-
Cumulative funds transferred for enforcement action	<u>(186,537)</u>	<u>(186,537)</u>
Balance, end of year	<u>\$ 205,315</u>	<u>\$ 203,637</u>

6. Lease Commitment

The Association leases office premises at 5 Wesleyan Street, Georgetown, Ontario. Monthly lease payments are \$831 and the lease term expired on June 30, 2013. The Association is presently leasing the office space on a month to month basis.

7. Related Party Transactions and Balances

There were no related party transactions or balances with the Ontario Professional Foresters Foundation in fiscal 2016.

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

8. Expenses

Expenses presented on the statement of operations are presented in a traditional format by project groups. Common expenses are allocated to each project group based on actual utilization of such expenses. Allocations are reviewed annually, updated and applied on a prospective basis.

The break down of expenses by nature is as follows:

	2016	2015
Staff	\$ 202,502	\$ 198,994
Legal	10,198	5,419
Office (supplies, postage, photocopying, etc.)	8,814	10,169
Equipment & Software	4,538	4,543
Expenses related to grant income	124,132	111,994
Teleconferencing, telephone & internet	4,155	5,833
Rent	9,967	9,967
Travel, memberships & meetings		
Forestry	4,877	4,757
Regulatory	5,410	11,369
OPFA	33,995	22,309
Bank charges	11,980	9,419
Audit	5,966	5,853
Insurance	6,615	6,535
Website	5,554	1,380
Honoraria	1,000	1,000
Provision for (recovery) of uncollectible receivables	4,427	(1,535)
Other	9,321	-
	<u>\$ 453,451</u>	<u>\$ 408,006</u>

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

9. Major Projects

The following expenses, included in the Statement of Operations, are projects or project groups that have absorbed a significant amount of resources.

	2016	2015
1 Regulatory		
Registration	\$ 97,932	\$ 79,568
Discipline	20,076	14,424
2 Competency - Bridge Training		
Staffing - OPFA staff	22,176	21,894
Consultants	8,475	45,765
Training - CIF and Lakehead University	89,947	30,646
Other	3,534	13,689
3 Member Services		
Fall seminars	771	1,353

10. Financial Instruments

The carrying values of cash, accounts receivable, short term investments and accounts payable and accrued liabilities approximate their fair values due to the relatively short-term maturity. The carrying values of long term investments approximate their fair values as the terms and conditions of these instruments are comparable to current market terms and conditions.

The Association is subject to market, currency and interest rate price risks with respect to its cash balances, account receivables and investments. The Association has a wide base of members to mitigate credit risk. In order to manage its credit risk from cash balances and investments, the Association deals with credit worthy financial institutions. The Association is exposed to interest rate risk on its investments. The Association has established a target mix of investment types designed to achieve the optimal return within reasonable risk tolerance.

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2016

11. Capital Management

In managing capital the Association focuses on liquid resources available for operations. The Association's objective is to have sufficient liquid resources to continue operating despite adverse financial events. The need for sufficient liquid resources is considered in the preparation of an annual budget and in the monitoring of cash flows and actual operating results compared to the budget. As at November 30, 2016, the Association has met its objective of having sufficient liquid resources to meet its current obligations.

12. Reclassification

Certain of the prior year's figures have been reclassified to conform to the presentation adopted in the current year.

13. Deferred Grant Income and Restricted Cash

The OPFA entered into an agreement with the Ontario Ministry of Citizenship, Immigration and International Trade entitled Bridge Training Program for Foresters (i.e. BTPF) which commenced on March 3, 2014 and will terminate on March 31, 2018.

The program proposed by the Association is intended to develop competency based training and/or assessment for all 35 core competency requirements for registration in the forestry profession.

The maximum funding available per the Ontario Bridge Funding Agreement (i.e. OBFA) totals \$385,000 with funding instalments to be made based on achievement of various milestones from July 2014 to March 2018.

The activity in deferred grant income for fiscal 2016 and 2015 is as follows:

	2016	2015
Beginning balance	\$ 148,596	\$ 135,590
Grant funds received as per the OBFA	80,001	125,000
Deductions - grants recognized as revenue	<u>(124,132)</u>	<u>(111,994)</u>
Ending balance	<u>\$ 104,465</u>	<u>\$ 148,596</u>

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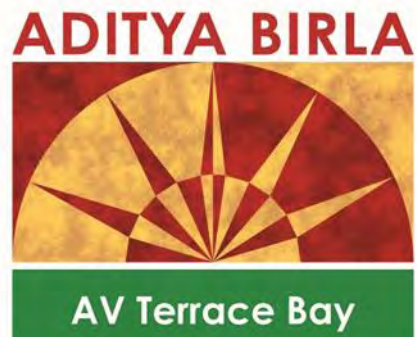


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