

ONTARIO
PROFESSIONAL
FORESTERS
ASSOCIATION

ANNUAL REPORT 2004



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

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



This will be my second report to you as President of the Ontario Professional Foresters Association (OPFA). I can report again that we enjoyed another very interesting and productive year, one in which the Association continued to effectively carry out its

regulatory function and succeeded in developing and implementing a number of new initiatives that have focused on member services.

One of the most noteworthy I believe is the preparation and issuance of the Practice Bulletins. These were developed in response to the obligation of the Association to support members in carrying out of their professional duties and to provide guidance to them in situations that are unusual or different from the norm. An OPFA Practice Bulletin (PB) is a document that provides advice and guidance to OPFA members on actions to be taken in a variety of situations involving their scope of practice when they encounter situations where the course of action is not necessarily clear.

Practice Bulletins deal with steps to be followed by a member when making a determination of a course of action to be followed. Practice Bulletins do not deal with the technical standards of the scope of practice.

Practice Bulletins have the force of guidelines and are public documents. A total of eight bulletins are now in place and more will be developed as the occasions demand them.

Secondly, early in 2004, Council approved a document titled "A Guide To Professional Practice". The purpose of this guide is to provide all OPFA members with a summary of the responsibilities that they have as professionals in the practice of professional forestry. It is a framework of the professional system and values within which professional foresters commit themselves to in the carrying out of their day to day activity, both in the workplace and in the community. It re-enforces the principle that the overriding responsibility of every OPFA member is to serve and protect the public interest.

The development of the guide fulfills a portion of the Association's responsibilities as it contributes to the ability of members to maintain their competencies to practice to the highest standards of professional forestry. The guide is available on the website and is included in the package of material that is sent to all new members.

Council, in cooperation with the Registration Committee has implemented a series of actions designed to assist internationally educated and trained applicants as they seek to become OPFA members and practice professional forestry in Ontario. These actions include the development of a special tab on the OPFA website, the establishment of a mentoring program (the first step towards a mentoring program for all new OPFA members), conducting personal interviews with candidates to ensure that academic qualifications are being properly interpreted, accepting sponsors from outside of Ontario where the applicants work is directly comparable to that in Ontario. This is consistent with the Ontario Governments' initiative to improve access for internationally trained individuals and positions the OPFA well ahead of many Ontario regulators. I think you will agree that the Registration Committee has done a great

amount of high standard work this year and they deserve many accolades.

As part of our continuing effort to maintain government relations, we met with both the Minister and Deputy Minister of Natural Resources this past year. These meetings provide an opportunity to maintain contacts at the senior levels of the Ontario Government and to exchange views on a variety of issues that are of interest to us all. We enjoy a good relationship with both levels of government now and our intention is to maintain this over the longer term. As you may know, Rick Monzon, Executive Director continued his participation on the Provincial Forest Policy Committee and we are now a part of the Forest Solutions Workshops.

Finally, a number of by-law amendments were enacted in 2004 and the Continuing Education program was incorporated into our system as By-law No. 5. These were all approved at our 2004 Annual General Meeting in Thunder Bay, a meeting attended by over 175 members who thoroughly enjoyed the field tours, plenary and concurrent sessions, as well as the keynote address from Mr. David Ramsay, Minister of Natural Resources and the banquet speaker Mr. Rex Murphy. It was an exceptional meeting and the organizing committee co-chaired by Mona Wiltshire and Parthena Fotiadis are to be congratulated again for a superb job.

Again this year, Council was supported by the excellent staff at the OPFA office in Innisfil. They are Rick Monzon, R.P.F. – Executive Director and Registrar, Melissa Ginsberg – in charge of Administration and Susan MacLachlan – Continuing Education Coordinator. My personal thanks along with that of Council to all of you.

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

In conclusion, I would like to thank all of the members of Council for their support and enthusiasm in meeting our obligations to the members. Nick Baggs, R.P.F., John Goodman, R.P.F., Craig Howard, R.P.F., Parthena Fotiadis, R.P.F., Susan Jarvis, R.P.F., David Milton, R.P.F., Martin Streit, R.P.F., Rob Tomchick, R.P.F., Nancy Houle, R.P.F. Jim Parker, Ray Riley, Margaret Wanlin, Deborah McGregor and Ric Symmes have worked extremely hard on your behalf and we owe them our gratitude.

I think I would be remiss not to extend a special thanks to the five public members of Council. Their input has been insightful and full of terrific perspectives. In conjunction with our "professional" members on Council, they have helped the Association move forward strategically as we venture beyond our fledgling years.

I wish Craig Howard, your incoming President, the best of luck and with the Council and committees such as we have, I believe his tenure will be excellent.

Thank you for the opportunity to have served as your President over these past two years. It has been a real pleasure.

Another year and another set of accomplishments that the Ontario Professional Foresters Association can take pride in. As in previous years, we have remained very focused on the regulatory responsibilities of the Association and have used these to guide the Association's actions and activities. I believe that it has been a productive year and that we made some very good progress.

Carry-over Initiatives From 2003

Due Diligence

The last major component of the Due Diligence initiative was completed with the Ontario Ministry of Natural Resources (OMNR) responding to our request. The OMNR has now identified a number of positions that require the incumbents to have OPFA membership and have implemented a series of strategies to ensure this takes place. This represents an acceptance by OMNR that OMNR staff practicing professional forestry must be members of the OPFA.

Student Awareness

Late last year the OPFA began to redesign the "Forestry as a Career" brochure and develop an on line product that members could download from the OPFA website and use in the classroom when discussing forestry as a career.

The brochure redesign has been completed and copies will be printed and available in 2005. The brochure is available for viewing on the OPFA website and copies can be ordered by contacting the OPFA office, There is no charge.

The on-line product is in the form of a game, modeled after Jeopardy, and has received enthusiastic reviews

wherever it has been tested. The game is located under the new "Forestry as a Career" tab on the OPFA website (Members side). It can be downloaded onto a disk or CD and then taken into the classroom. Instructions accompany the game on the website.

General Public Awareness

We continued our activities to raise the profile of the OPFA much as we have done in previous years. Specific activities included;

- Assisting the Ontario Federation of Agrologists in their efforts to become self-regulated
- Addressing a variety of interest groups on the OPFA and the impact of our legislation
- Attendance at high profile agricultural shows and fairs in Southern Ontario
- Participation in Trees Ontario Participation in the U of T Faculty of Forestry Career Day

Communications With Members

The Newsletter continues to draw positive comments, a tribute to the Editorial Board and their work in developing the content of the Newsletter over the year.

The website continues to be used as the primary mechanism to announce new developments and for this reason it is important that members check the website on a regular basis. The Association has not yet developed a satisfactory mass email system and until that happens, the website will continue to be the primary source for "breaking news".

This year Council approved a Strategic Communications Plan – a report that provides suggestions in using communications to further the business objectives of the Association. The report provides recommendations in four areas;

- Long term communications objectives
- The way to achieve objectives
- Role and content of existing communication vehicles
- Need for additional vehicles

The plan has been posted on the OPFA website and was implemented in the latter part of 2004.

Regional Information Sessions

The feed back is that these sessions continue to be popular with an overall attendance of 100 members in 2004. A total of twelve sessions were held in the fall of 2004 from Thunder Bay to Ottawa (Dryden had to be cancelled due to bad weather) with the main topics being the Practice Bulletin initiative, Continuing Education and the International Candidate initiative. A number of good suggestions for improvement were received and will be considered in 2005.

Other Initiatives 2004

John Cary's report has highlighted the major 2004 initiatives but some additional activity included;

Privacy and Access Code

The development of a new Privacy and Access Code, a requirement of the Federal Government's Personal Information Protection and Electronic Documents Act. The new Code is available on the OPFA website and

has been submitted to Industry Canada along with a request that the OPFA be granted Investigative Body Designation in order that the Association can carry out its investigative duties in complaints and discipline matters as required under the Professional Foresters Act 2000. At the time this report was written, there had been no response from Industry Canada.

Finances

Members approved a fee increase for the 2005 year at the Annual General Meeting in Thunder Bay in April of 2004. The increase will be the first since 1998 and will enable the Association to maintain a small contingency for in-year issues that were not forecasted and /or contribute to the Association's general reserve. Overall, the finances of the Association continue to be sound. We ended the year with a slight deficit which will easily be covered by the Reserve. The Reserve now totals some \$204,000. Details on the 2004 expenditures and revenues can be found in the Auditor's Report that is included in this Annual Report of the Association.

Conclusion

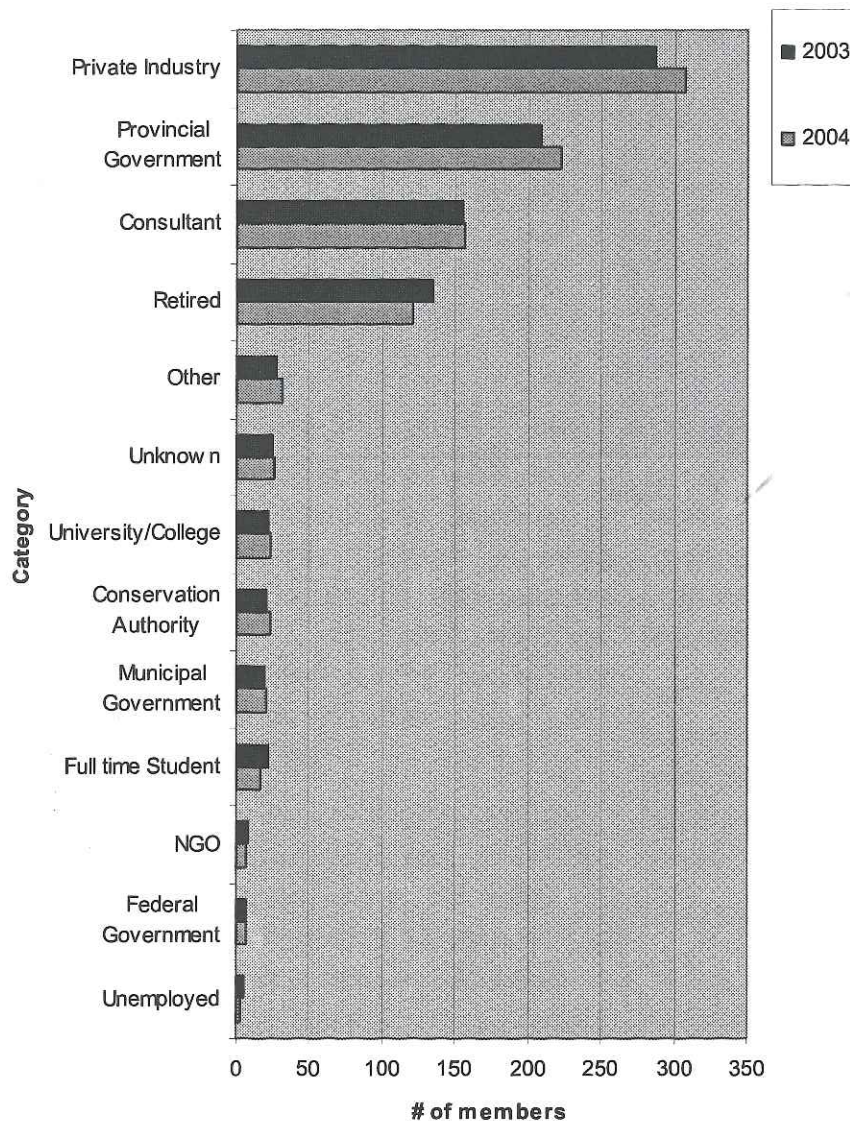
This concludes the report of the Executive Director for 2004. As you know, this will be my last report as your Executive Director and Registrar. I have enjoyed the opportunity to be part of this Association and particularly to have been able to be involved in having professional forestry recognized as a self-regulating profession in Ontario. I believe that the Association has made some great strides over the past several years and that you are well positioned for the future.

Thank you again for this opportunity, I know that you will enjoy great success in the future.

MEMBERSHIP STATISTICS

MEMBERSHIP	2004	2003	2002	2001
New R.P.F.'s	40	29	23	30
Reinstatements	2	4	0	9
Transfer from Inactive	0	0	0	0
Resignations	9	16	5	4
Transfer to Inactive	6	14	9	3
Deceased	7	9	5	5
Struck	10	14	6	9
LIFE	121	124	128	130
FULL ACTIVE	637	629	636	620
NON RESIDENT	58	68	68	68
INACTIVE	61	46	32	23
R.P.F's at Year End	877	867	864	841
ASSOCIATES	36	28	12	2
PROVISIONAL	30	26	21	12
STUDENTS	22	22	5	3
TOTAL MEMBERSHIPS	965	943	902	858

EMPLOYER STATISTICS



RECOGNITION & AWARDS COMMITTEE

By Lorne Riley, R.P.F., Chair

The Recognition and Awards Committee selected two members of the Association to honour for the 2003 award year. They were recognized at the Awards luncheon held at the April 2004 AGM in Thunder Bay.

Douglas Drysdale, R.P.F. was the recipient of the *Honoured Professional Award*. The award is presented to a current or past member who has made an exemplary and significant contribution to the Ontario Professional Foresters Association or to forestry in Ontario. **Ken VanEvery, R.P.F.** was the recipient of the *Forester-of-the-Year Award* which recognizes notable achievement by a more recently registered member of the Association. It is for members who have not had the opportunity to build a lifetime of notable achievement but who are worthy of recognition.

Several other members were recognized during the presentation. *Certificates of Appreciation* were awarded to the following members: **David Archibald, R.P.F.** for service on the Continuing Education Committee, **Fred Dewsberry, R.P.F.** for service on the Website Committee, **Lorne Riley, R.P.F.** for serving as Chair of the Recognition and Awards Committee and **David Wray, R.P.F.** for service on the Continuing Education Committee.

A number of members were recognized for 25-year membership. They are as follows: **John Boudreau, R.P.F.**, **David Chapeskie, R.P.F.**, **Ralph Forfar, R.P.F.**, **Peter Gill, R.P.F.**, **Eric Kaufman, R.P.F.**, **Chuck Mason, R.P.F.**, **Roman Orynik, R.P.F.**, **David Preston, R.P.F.**, **Paul Poschmann, R.P.F.**, **Robert Rivard, R.P.F.** and **John S. Thomson, R.P.F.**

During the year the Committee maintained its contributions to *The Professional Forester*. The June 2004 issue included an article on the awards presentation. Three tribute articles were published; the March issue featured **Benjamin Avery (1890-1965)**, the September issue **John Farrar (1913-1996)** and the December issue **Murray Morison (1903-1970)**.

Committee member **Bill Fullerton, R.P.F.** is responsible for coordinating the preparation of the tribute articles.

In late 2003 I assumed the role of Chair of the Recognition and Awards Committee. **Jim Coats, R.P.F.**, **Bill Fullerton, R.P.F.**, **Jack Harrison, R.P.F.**, and **Kevin Reese, R.P.F.** continued as members and in 2004 **Ken Armson, R.P.F.**, **Caroline Mach, R.P.F.**, and **Jennifer Tallman, R.P.F.** joined the committee. The contribution of all members is gratefully appreciated.

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

The Registration Committee met seven times in 2004, either in person or via teleconference. The focus of the Registration Committee for 2004 was the interpretation of the Act as it related to Associate Membership and Scope of Practice. The Inclusivity Project and the national strategy that we intended to develop, together with other provincial forester associations, has come off to a slow start. We are hoping sufficient attention will be given to it in 2005 to get it off the ground. This project investigates potential opportunities to adjust the membership standards so that they

provide additional flexibility for the consideration of graduates from forestry related courses in addition to Honours Forestry; while at the same time protecting the core values and academic standards of forestry professionals.

The Registration Committee reviewed many applications for membership during 2004. In all 51 new members were accepted into the OPFA. We welcomed 39 Full members, 7 Associate members, 2 student members and 2 Re-instatements. 9 members resigned and 10 were struck from membership for non payment of fees.

MEMBERSHIP CATEGORY DEMOGRAPHICS

	2003		2004	
	MEN	WOMEN	MEN	WOMEN
LIFE	120	1	123	1
FULL	540	97	540	89
NON-RESIDENT	50	8	58	10
INACTIVE	56	5	43	3
ASSOCIATE	34	2	27	1
PROVISIONAL	24	6	22	4
STUDENT	16	6	18	4
TOTALS	840	125	831	112

CONTINUING EDUCATION REPORT By Susan MacLachlan, C.E. Co-Ordinator

The purpose of the Continuing Education Committee is to ensure that all members remain informed and current with respect to the practice of forestry in Ontario.

Within the past year the CE Committee reviewed comments from the OPFA membership that resulted in changes to the Continuing Education Guidelines that Council approved in June 2004. The amendments made to Bylaw # 5 include changing the credit system to 3 credits per hour of "new forestry learning" and removing the Member Defined component.

The committee maintained its ongoing assessment of CE events in the Professional Forester, on the OPFA website and as well assisted the AGM committee in promoting CE by placing the AGM presentations on the website. A list of potential course providers was developed and by the spring of 2005 letters will be distributed to these contacts informing them of the CE assessment service offered by the OPFA CE Assessment team.

The CE Committee continued to assist members with their CE questions and facilitated access to and awareness of

Continuing Education opportunities. The committee also assisted the OPFA Office with advice on specific issues.

CFAB REPORT

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

This report summarizes activities of the Canadian Forestry Accreditation Board (CFAB) for the period Jan. 1 to Dec. 31, 2004. The Board is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional registration. Its role is to implement a national accreditation process mandated under a Policy Statement agreed to by its member agencies, the seven professional forester/forester engineer associations of Canada and the Canadian Institute of Forestry.

Accreditation Activities

A regularly scheduled accreditation visit was made to the Faculty of Forestry, University of British Columbia in Nov., 2004 to review the Forest Resources Management and Forest Operations Programs. The review team was led by Bruce Dancik, R.P.F.; other members were Vidar Nordin, R.P.F., Julie MacDougall, R.P.F., and Jan Schilf, R.P.F. An accreditation decision will be rendered at the Board's meeting in April 2005.

Agreement was reached with the Faculty of Agriculture, Forestry and Home Economics, University of Alberta for accreditation reviews of the Forestry and Forestry Business Management Programs to take place in February 2005. Members of the review team include James Cayford, R.P.F., Faye Johnson, R.P.F., Donald Laishley, R.P.F. and Jim Thrower, R.P.F. Agreement has also been reached with the Faculty of Forestry and

Environmental Management, University of New Brunswick, for an accreditation review of the Forest Ecosystem Management Program in March 2005. Team members are Greg Branton, R.P.F., Peter Marshall, R.P.F., Reino Pulkki, R.P.F. and Fred Somerville, R.P.F.

Board Meetings

The Board met twice during the year. At its meeting in Ottawa on March 20, 2004 it considered the report of the accreditation review of the Forest Environment and Forest Resources Management Program, Faculty of Forestry and Geomatics, Laval University and granted accreditation for a period of six years. The accreditation period continues until June 30, 2009. The Board also considered the report of an informal review of the Forest Operations Program. As an informal review, no decision was required or rendered.

The Board also met in Vancouver on Aug. 27, 2004. At that time it considered the report of the accreditation review of the Forestry Sciences Program, Faculty of Forestry, University of Moncton. Accreditation was granted for a six-year period extending to June 30, 2010.

Board Membership

The Board was saddened by the death of David Sharpe, R.P.F., who was the representative from the Newfoundland and Labrador Association. He was replaced by the alternate, Bill Buggie, R.P.F. Other changes for 2004

included new alternates for the College of Alberta Professional Foresters, the Ontario Professional Foresters Association and the Canadian Institute of Forestry. In Ontario, David Wray, R.P.F. resigned and was replaced by Faye Johnson, R.P.F.

Board members and alternates at the end of 2004 were Steve Hoyt, R.P.F. (Chairman) and Rod O'Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick; Bill Buggie, R.P.F. (no alternate appointed to date), Association of Newfoundland-Labrador Registered Professional Foresters; Tom Smith, R.P.F. and Ian Millar, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia; René Doucet, ing.f. and Jean-Louis Brown, ing.f. (alt.), Ordre des ingénieurs forestiers du Québec; James Cayford, R.P.F. and Faye Johnson, R.P.F. (alt.), Ontario Professional Foresters Association; Greg Branton, R.P.F. and Charles Backman, R.P.F. (alt.), College of Alberta Professional Foresters; Peter Marshall, R.P.F. and Jerome Marburg, LL.B. (alt.), Association of British Columbia Forest Professionals; and Bruce Dancik, R.P.F. and Pierre Zundel, R.P.F. (alt.), Canadian Institute of Forestry.

Other Activities

The CFAB Annual Report for 2003, including a current record of accredited programs, was published in the March/April issue of *The Forestry Chronicle*. At present, nine baccalaureate forestry programs in

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

seven universities are accredited.

The CFAB website continues on-line at [www.cfab.ca] in both official languages. During the year there were 1271 visits, virtually the same as in 2003.

The Board maintained its dialogue with the Association of University Forestry Schools of Canada (AUFSC) through correspondence, the provision of an annual update report to the schools and the receipt of periodic reports from AUFSC members. The Board participated in the regular meetings of the Canadian Federation of Professional Foresters Associations. Particular focus of the Federation continues to be consideration of the broadening of the academic standards for entrance into the profession. Membership in, and participation in the meetings of, the Association of Accrediting Agencies of Canada were continued.

Acknowledgement

Information in this report has been provided by Lorne Riley, R.P.F., Executive Director, CFAB

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

Website Terms of Reference:

- To provide consistent and timely communication to OPFA members and the general public concerning the practice of forestry in Ontario and the activities of the OPFA through the Associations website;
- To assist the Association to improve communications to members and enable the OPFA to pursue opportunities to reduce operational costs; and
- To enhance the ability of the Association to serve its various committees.

Priorities for 2005:

- Maintain a high quality website consistent with the OPFA as a professional organization and continue to provide ongoing information to members and the public on the activities of the Association and its responsibilities as a governing body of a legislated profession.
- Publicize the site to the members through articles in the Professional Forester and e-mail reminders and to utilize links from other related forestry websites;
- Provide website access for public education on and about the OPFA and sound forestry and forest management;
- Continue a job listing service for positions

available and for members to anonymously use to seek career opportunities; and

- Update Membership Directories.

The OPFA website continues to be well used, including the search capability.

Members are encouraged to view the Member's Only side of the website for the most up-to-date and complete information. Posting of the most recent news, information on Continuing Education, meetings, events and courses as well as other related issues as well as a detailed Members Directory are found on the Members Only side. The Members Only side also enables you to participate in the Polling Question. Help us find out what members think!

Forgot the password? - contact the OPFA office.

Special thanks are extended to this year's Website Committee members for their efforts and contributions in 2004.

The Committee always welcomes constructive suggestions for improvement of the site and the subjects that should be considered for inclusion.

The OPFA Website Committee needs members! If you are interested in joining the Website Committee, please contact the Executive Director at (705) 436-2226 or opfa@on.aibn.com

Check out your OPFA website!!

www.opfa.ca

FINANCE COMMITTEE REPORT

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

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

1. Review of OPFA Expenditures

Strategic Plan.

The Committee reviewed the 2004 Program Expenditures and concluded that they were in line with the objectives of the Strategic Plan.

The Committee remains concerned that the Strategic Plan appears to set unrealistic expectations given the Association's limited financial resources. We continue to recommend that the long term nature of the Strategic Plan with the accomplishment of its objectives being realized in future years, not in the immediate fiscal year, continue to be communicated to members.

2. Proposed Budget for 2005

The Committee reviewed the proposed budget for 2005 and determined that all aspects of the "Guiding Principles" had been incorporated into the proposed budget.

The Committee recommended so changes to the proposed budget to strengthen the Association's ability to respond to several major issues that the Committee anticipates for 2005; hiring of a new executive director, awareness program, continuing education, and the newsletter.

The Executive Committee and Council approved the Finance Committee's recommendations for the 2005 budget with a total expenditure of \$333,100 envisaged.

3. Review of OPFA Investments

The Committee reviewed the OPFA investment portfolio and found it to be in order.

The Committee endorsed the investment strategy that is currently being followed, however the Committee also felt that a more formal statement of the Association's investment policy would provide clearer direction to future Councils and Executive Director.

4. Investment Policy Statement for the OPFA

A formal statement of the Association's investment policy was developed and recommended to Council by the Finance Committee. Council approved the "Investment Policy Statement for the Ontario Professional Foresters Association".

5. OPFA Reserve

The Committee reviewed the OPFA Reserve Fund's 3 components;

1. Dissolution	\$45,000
2. Project Overrun	\$35,000
3. Legal	\$125,000

This level of Reserve Funding is in keeping with the Council's previous decision to maintain a \$200,000 Reserve Fund to cover the 3 noted components.

6. Communications

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

MINUTES—ANNUAL GENERAL MEETING 2003

1. Call To Order

The President called the meeting to order at 1:00 p.m.

2. Members and Proxies

The President noted that there were 80 members in attendance and that 33 proxies had been received. In addition one proxy is for Richard Macnaughton. 40 members needed for a quorum.

3. President's Remarks

The President welcomed members and guests to the 47th Annual General Meeting of the Ontario Professional Foresters Association. He noted that only members could vote on issues arising during the meeting.

This was a record setting meeting for the Association with over 175 registrants for the tours and workshops and indicative of the increasing credibility of the Association. To support this point, the President reviewed some of the major accomplishments of the Association over the past year, evidence that the Association had been very busy and very proactive in dealing with membership issues.

John also noted the outstanding support received from those sponsoring the event. A record number of sponsors with a corresponding record of financial and in-kind contributions. A list of all sponsors is contained in the Appendix.

4. In Memoriam

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

Albert Allman, Allan Buell, Robert Dixon, Roy Klein, George Kokocinski, George Marek, Lloyd Meyers, Kent Virgo, Mark Schaeffer, Bruno Seppala, John Willson

5. Approval of Minutes of 2003 Annual Meeting

Motion: Nancy Houle/Parthena Fotiadis - that the minutes of the 2003 Annual Meeting be approved as presented. **Carried.**

6. 2003 Resolution Update

There were no resolutions presented at the 2003 Annual General Meeting.

7. Report of Council

Motion: John Goodman/Richard Macnaughton – that the report of Council be accepted as presented. **Carried.**

8. Report of Executive Director

Motion: Craig Howard/Peter Gagnon – that the report of the Executive Director be accepted as presented. **Carried.**

9. Finance

Report of the Finance Committee

Motion: Ken Armson/Reino Pulkki – that the report of the Finance Committee be accepted as presented.

Discussion – There was a question if this motion covered the fee changes proposed for December 1, 2004. Rick Monzon replied that it did not.

With this clarification, the motion was voted on and carried unanimously.

Carried.

Auditors Report

Motion: Mike Willick/Carl Corbett – that the Auditors report for the year ending November 30th, 2003 be accepted as presented. **Carried.**

Appointment of Association Auditor for the Year Ending November 30th, 2004

Motion: Gary Murchison/Paul McAlister – that the firm of Caldana Girardi be appointed as Auditor for the Association for the year ending November 30th, 2004. **Carried.**

2004 Budget

Rick Monzon spoke to the highlights of the 2004 budget. The highlights were as follows;

- The total budget is expected to remain at about \$285,000
- A balanced budget is anticipated for 2004
- 2004 and 2005 will see a reconciliation of members and the different membership classes as a result of the first 3 year continuing education cycle
- Some 40 to 50 new members are anticipated over the coming year

10. Committee Reports

Registration Committee

Motion: Carol Walker-Gayle/Gary Murchison – that the report of the Registration Committee be accepted as presented. **Carried.**

Recognition and Awards

Motion: John Goodman/Richard Macnaughton – that the report of the Recognition and Awards Committee be accepted as presented. **Carried.**

It was agreed that Council should send a special letter of appreciation to Lorne Riley for all of his hard work in the establishment and implementation of the Recognition and Awards Committee.

Canadian Forestry Accreditation Board (CFAB)

Motion: Parthena Fotiadis/ Derek Dool – that the report of the Canadian Forestry Accreditation Board be accepted as presented. **Carried.**

Website

Motion: Fred Dewsberry/John Sills – that the report of the Website committee be accepted as presented. **Carried.**

Continuing Education

Motion: Mona Wiltshire/Richard Macnaughton – that the report of the Continuing Education Committee be accepted as presented. **Carried.**

11. Ontario Professional Forestry Foundation

Rick Monzon advised the members that the OPFF Strategic Plan had been completed and that it would soon be posted on the website. In addition, the Foundation was still pursuing the \$100,000 Capital Fund and that some \$25,000 had been raised by OPFA member donations. The Foundation will be approaching the forest industry and others for additional financial support over the balance of 2004.

The OPFF Fundraiser just completed raised an additional \$600 and all items had sold out. A list of the supporters of the Fundraiser can be found in the Appendix.

12. Ratification of Actions of Council

Motion: Gary Murchison/Paul McAlister – 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.

Questions on the Motion: There was a question on whether the motion covered all of the activities, reports, etc. of the sub-committees appointed by Council. The response from Rick Monzon was that it did not.

Following this clarification, the vote was called and the motion was carried unanimously.

13. Amendments to By-laws

a) **BY-LAW No. 1 Section 3.1.1.b – Life Membership**

Amendment Approved by Council December 1, 2003

On December 1, 2003, Council approved an amendment to Section 3.1.1.b – a by-law respecting Life Membership. The amendment is required to ensure that applications for Life Membership go to the Registration Committee as per the Professional Foresters Act 2000 and to change the phrase “employment in forestry work” to “the practice of professional forestry”. The governing legislation deals with “professional forestry”, not “forestry work”.

Motion: Reino Pulkki/Gary Murchison – that Section 3.1.1.b of By-law No. 1 be amended to read as follows:

“All applications for Life Membership shall be referred to the Registration Committee. An applicant for registration as a Life Member shall have been a Full Member in good standing of the Association for at least 15 years and shall, to the satisfaction of the Registration Committee, have retired from the active practice of professional forestry.”

Questions on the Motion – none

In Favour 80 Opposed 0

Carried.

b) **BY-LAW No.1 Section 3.2.1 – Membership Rights**

Amendment Approved by Council December 1, 2003

On December 1, 2003, Council approved an amendment to Section 3.2.1. – a by-law respecting Membership Rights. The amendment was necessary as the former wording gave the impression that the members in the identified membership classes were qualified to practice professional forestry when in fact they are only entitled to be recognized as members of the Ontario Professional Foresters Association.

Motion: Peter Gagnon/Bill Thornton – that Section 3.2.1 of By-law No. 1 be amended to read as follows:

“Full Members, Life Members, Non-Resident Members, and Inactive Members are entitled to use the designation “Registered Professional Forester”, “R.P.F.”, “Professional Forester”, or any other designation that would lead a member of the public to believe that he/she is qualified to be a member of the Ontario Professional Foresters Association. Honourary Members are entitled to use the designation “R.P.F. (Hon.)”

Questions on the Motion – none

In Favour 80 Opposed 0

Carried.

c) **BY-LAW No.1 Section 9.3.3 – Review and Reporting of Committees**

Amendment Approved by Council December 1, 2003

On December 1, 2003, Council approved an amendment to Section 9.3.3 – a by-law respecting the Review and Reporting of Committees. The amendment was necessary as the form in which the reporting took place is no longer in existence.

Motion: Mike Willick/Gary Murchison – that Section 9.3.3 of By-law No. 1 be amended to read as follows:

“Committee Terms of Reference will be published annually”.

Questions on the Motion - none

In Favour 80 Opposed 0

Carried.

d) **BY-LAW No.1 Section 3.1.i – Inactive Membership**

Amendment Approved by Council February 2, 2004

On February 2, 2004, Council approved an amendment to Section 3.1.i – a by-law respecting Inactive Membership. The amendment was necessary to provide flexibility to the Registration Committee to consider a wider variety of requests for Inactive Membership status than had previously been the case.

Motion: Peter Street/Nancy Houle – that Section 3.1.i of By-law No. 1 be amended to read as follows:

“Any Full Member who ceases to practice professional forestry may apply for registration as an Inactive Member. The Registration Committee will consider such applications based on the circumstances of the situation and have the authority to set conditions of membership. Inactive registration shall be terminated if the member becomes active in professional forestry and is eligible for reinstatement as a Full Member.”

Questions on the Motion - none

In Favour 80 Opposed 0

Carried.

e) **BY-LAW No.5 – Continuing Education**

Amendment Approved by Council February 2, 2004

On February 2, 2004, Council approved amendments to By-law No. 5 – a by-law respecting Continuing Education. The amendments were necessary to reflect the changes in the Continuing Education program approved by Council on February 2, 2004, (a summary of the proposed changes is as follows:

- The Association-Defined component has been re-titled as Continuing Education Program Description
- Credits at the rate of 3 credits per hour will be granted for either General or Specific Forestry Awareness through Group Learning,

Individual Learning or Field Trips

- The Member Defined component has been eliminated
- It is recommended that members maintain their records for a minimum of seven (7) years

and to reflect the Non-Compliance Policy adopted by Council that same date.

Motion: John Sills/Carol Walker-Gayle – that By-law No. 5 be amended to read as follows:

CONTINUING EDUCATION

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

Article 1 – Key Points

The key points in the Continuing Education Program include: Mandatory Participation, Continuing Education Program Description, Credit Assessment and Compliance.

Article 2 – Mandatory Participation

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

Article 3 – Program Overview

SECTION 3.1 – PURPOSE

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

Members are expected to understand what learning is required to maintain competency and to take the necessary steps to acquire it.

SECTION 3.2 – CONTINUING EDUCATION TARGETS

1. Each member must accumulate **150 Continuing Education credits over a three-year period**, an average of 50 credits per year.

2. The program is effective December 1, 2001. The first three-year period runs to November 30, 2004.
3. Members will utilize a credit-based system to demonstrate their adherence to the OPFA Continuing Educational requirements.
4. At the time of membership renewal for 2004/05, each member must account for at least 150 credits within two subject areas (General Forestry and Specific Forestry - see Sections 3.4.1 to 3.4.2)
5. Each Full, Associate and Non-Resident member must accumulate a minimum of 150 credits within each subsequent three-year period on a rolling basis.
6. There is no requirement to accumulate any minimum number of credits within a given year except as may be necessary to reach the required three-year total of 150 credits.
7. Current members will begin accumulating credits effective December 1, 2001.
8. New Full, Associate and Non-Resident members will begin accumulating credits upon admission to the Association. The first three-year period will begin December 1 of the year in which they are admitted.
9. The Registrar is responsible for recording and monitoring member credits and for developing appropriate procedures and mechanisms.

Section 3.3 – Competency Standards

1. *The member must maintain competency to established standards where established, or not practice in that area (as per the Code of Ethics).*
2. *Where competency standards have been developed by an appropriate agency for a specific area of practice (e.g. tree marking, compliance*

inspection, forest management planning), the member engaged in such practice must ensure they are aware of the applicable standards.

3. *Where competency standards have not been established by some appropriate agency, the member must be adequately familiar with the specific area of practice to make an informed decision regarding:*
 - *The competencies required to work successfully in that area of practice and*
 - *The degree to which their own competencies meet their forecast requirements.*
4. *The member must maintain competency to the standards that are reasonably necessary to conduct work in the specific area of practice, or not to practice in that area (as per the Code of Ethics).*

SECTION 3.4 – SUBJECT AREAS

There are two Subject Areas recognized by the Association for the purpose of obtaining credits. They are **General Forestry Awareness** and **Specific Forestry Awareness**.

1. **General Forestry**

- (a) This subject area focuses on keeping a member's general forestry awareness up to date. The purpose is to ensure that all members remain informed and current with respect to this broader subject area, considered to be essential to the practice of forestry in Ontario.
- (b) This broad subject area includes, but is not limited to the following:

- New forestry legislation and policy in Ontario (e.g. Forest Management Planning Training Module 1 – Introduction to Forest Management Planning)
- Revisions to existing forestry policy in Ontario
- Emerging approaches to forest ecosystem and landscape

management of importance to Ontario (e.g. Landscape Analysis Workshop, Emulating Natural Forest Landscape Disturbances Symposium)

- Changing economic and social pressures affecting forest management in Ontario
- New and revised forestry legislation and policy on a global level
- Professional standards and accountability

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

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

(d) Credits for this subject area are:

- Each hour of actual learning time earns **3 credits** to a maximum of 18 credits in one day.
- Field trips associated with workshops, meetings, courses and seminars earn **3 credits per hour** to a maximum of 18 credits in one day.

2. Specific Forestry

(a) This subject area focuses on the practice of professional forestry in relation to the development, management, conservation and sustainability of forests and urban forests. The focus is on the specific competency or competencies of the member.

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

- Detailed review of forestry related legislation and policy (e.g. clause by clause review)
- Biodiversity
- Silviculture
- Designing, specifying or approving of silvicultural prescriptions and treatments, including timber harvesting
- The appraisal, evaluation and certification of forests and urban forests
- The classification, inventory and mapping of forests and urban forests
- The auditing of forest management practices
- The assessment of impacts from planned activities on forests and urban forests
- The classification, inventory and mapping of forests and urban forests
- The planning and locating of forest transportation systems, including forest roads
- Field trips relative to specific subject areas

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

- **The objective** of the course/training must be to provide a specific level of awareness. A general overview of the subject matter is not a criterion.
- **The scope** of the course/training should be specific, providing a detailed study of the subject matter as opposed to a general overview. The learning should relate to the competency of the

member. The course/training may include linkages to other subject areas and/or discuss impacts or influences on other aspects of professional forestry.

(d) Credits for this subject area are:

- Each hour of actual learning time earns **3 credits** to a maximum of 18 credits in one day.
- Field trips associated with workshops, meetings, courses, conferences and seminars earn **3 credits per hour** to a maximum of 18 credits in one day.

Section 3.5 - Flexibility

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

Section 3.6 – Learning Methodologies

1. Group Learning

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

2. Individual Learning

Individual learning activities are achieved through personal research, reading (The Forestry Chronicle, the Professional Forester, Monographs [scientific papers], books, magazines, videos, Internet, operations related material), developing courses, workshops, and educational material that require new learning, or through networking, discussions, and human*

interaction. (If there is no new learning acquired by the developer of a course or seminar then there will be no credits allotted to the developer of the course or seminar.)*

Section 3.7 - Record Keeping and Reporting

1. Members are expected to maintain records, on an ongoing basis, in order that claimed credits may be verified during audit or under other circumstances requiring verification of competency maintenance. Members are required to keep these records for a minimum of seven years.
2. Members will report annually to the Registrar on Continuing Education activities as required (see Section 4.4 – Annual Reporting Protocol). A form will be attached to the Annual Fee Renewal Form, which must be completed and returned with the fees payment to the Registrar by December 1st of each year.
3. Failure to maintain appropriate records under this component may be considered an act of professional misconduct.

Section 3.8 - Accountability

1. Members

- (a) *Members must maintain appropriate competency according to the Continuing Education Program administered by the OPFA,*
- (b) *Members are accountable for maintaining competency in the area of activity for which they wish to practice.*
- (c) *Members must report credits to the OPFA on a yearly basis,*
- (d) *Members are accountable for the maintenance of their personal Continuing Education records.*
- (e) *The maintenance of competency is a voluntary activity for those in other than the Full, Non-Resident or Associate membership classes.*

2. Registrar

- (a) The Registrar will ensure the information on the Continuing Education program is made available to all members of the Association in a timely and regular fashion. (e.g. on the Web site and in the Professional Forester newsletter),
- (b) The Registrar will ensure that members are aware of their standing regarding the accumulation of credits over any three-year period (e.g. the credit standing will be printed on the Annual Fee Renewal Form,
- (c) The Registrar will determine and maintain corporate records as required,
- (d) The Registrar will provide examples on the types of records to be maintained.

Article 4 - Credit Assessment

Section 4.1 – Responsibility

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

Section 4.2 - Member Assessment

1. The procedure for assessing learning activities for Continuing Education credits provided below will be used by individual members who attend Continuing Education activities such as events, workshops and seminars that have not had prior assessment by the Continuing Education Committee. If questions or doubts arise on the CE assessment the member is encouraged to contact a Continuing Education Committee member. The procedure for assessment is as follows:
 - (a) Obtain copy of program outline or agenda,
 - (b) Determine which portions of the program meet one or

more of the subject areas and criteria

- (c) Determine the number of hours spent in active learning time (i.e. excluding breaks, meals, and non-qualifying activities),
- (d) Multiply the number of hours x 3 credits/hour to a maximum of 18 per day.

Section 4.3 – Assessment by the Registrar

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

The procedure for assessment is as follows:

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

Section 4.4 - Annual Reporting Protocol

1. *Members are required to report their Continuing Education credits on an annual basis for a rolling 3-year period on a Continuing Education Credit Reporting Form to be developed by the Registrar.*
2. *Members are not required to provide a list of activities that they have participated in.*
3. *It is in the best interests of the members to keep detailed documentation of all Continuing Education activities, as this documentation may be required in such instances as peer reviews or complaint investigations.*
4. *The Continuing Education Credit Reporting Form developed by the Registrar will accompany the Annual Fee Renewal Form and will be provided to members in October of each year.*
5. *The form will be personalized for each member.*
6. *The form will indicate the number of credits that a member has accumulated over the previous 3-year period and provide the opportunity for a member to indicate the number of credits that a member is claiming for the immediately preceding 12 month period (December to November).*
7. *The form will require members to identify the number of credits that they are claiming over the preceding 12-month period. The completion and maintenance of these records is the responsibility of the members.*
8. *Members must complete the form and return it to the Registrar by December 1st of each year beginning December 1st, 2002.*

Article 5 – Non Compliance Process and Outcomes

Section 5.1 – Purpose

To describe the process to be followed that will result in the suspension of any Full, Associate or Non-Resident member who has failed to meet the continuing education requirements.

Section 5.2 – Process for Suspending the Certificate of Registration

1. The process for suspending the certificate of registration of a member who has failed to meet the continuing education requirements is as follows;
 - (a) The Registrar shall mail or otherwise deliver to the member written notice that the member does not appear to have met the continuing education requirements and that the member will be expected to complete and report the required continuing education credits within 60 days following the end of the three year reporting period or following the date of the letter, whichever is later.
 - (b) Should the member's continuing education credits remain incomplete or unreported to the satisfaction of the Registrar after the 60 day period, the Registrar will deliver a second letter to the member directing the member to contact the Registrar within ten (10) days of receipt of the second notice to explain the failure to meet the continuing education requirements and to propose specific actions to be taken to meet the continuing education requirements within a time period to be determined by the Registrar.
 - (c) After the expiration of the time period, the Registrar shall review any response of the member and if not satisfied that the member has met the continuing education requirements, the Registrar may notify the member:
 - (i) that the member's certificate of registration will be suspended 30 days after the date of the final notice and,
 - that the Registrar will send a letter to the member's employer advising that the member has been suspended, and

- that notice of the suspension will be posted on the OPFA website and in the Professional Forester, or
- (ii) that the Registrar has set terms, conditions and limitations which, if not met, will result in the automatic commencement of the suspension of the member's certificate of registration. The terms, conditions and limitations may include but are not limited to:
 - that the member must satisfy the Registrar that the member has successfully completed certain continuing education activities by a specified date, or
 - that the member must restrict their professional activities in the manner specified by the Registrar until the member has satisfied the Registrar that the member has successfully completed certain continuing education activities.

Section 5.3 – The criteria for reinstatement are as follows;

1. The member may be reinstated if the Registrar is satisfied that the continuing education requirements have been met and that there are no outstanding fees or other unmet obligations to the Association.

Section 5.4 - The process for a member to appeal the Registrar's decision is as follows;

1. The member may seek a review of the Registrar's decision before the Executive Committee by delivering a written request for a review to the Registrar setting out the grounds for the review and any documentary information to support the request. The suspension shall not start or, if has already started shall be halted, upon receipt of the request until a decision is made by the Executive Committee.
2. The Executive Committee shall evaluate the request for a review and any supporting information from the member as well as any documen-

tary information provided by the Registrar shall:

- (d) confirm the suspension,
- (e) set aside the suspension, or
- (c) set terms, conditions and limitations (that may be different from any set by the Registrar) which, if not met, will result in the automatic commencement of suspension.

Section 5.5 – Criteria for Suspension of Certificate of Registration

1. The criteria for suspending the Certificate of Registration of a member who has failed to meet the continuing education requirements are as follows:
 - (a) the member has failed to provide sufficient information on the reporting form to reasonably satisfy the Registrar that the member has fulfilled the continuing education requirements;
 - (b) the member has failed to provide sufficient information in response to specific inquiries from the Association to reasonably satisfy the Registrar that the member has fulfilled the continuing education requirements or;
 - (d) the member has provided false information to the Registrar about the member's fulfillment of the continuing education requirements.

Questions on the Motion

Proposed Amendment Number 1

Clarification was requested with respect to the wording in Section 3.2.5 of the proposed by-law, specifically the meaning of the phrase "on a rolling basis". The explanation given was that this meant that once the initial 3 year reporting period for CE credits had passed, members were responsible for accumulating a minimum of 150 credits for each subsequent 3 year period – where each period included the last 2 years of the previous 3 year period. For example, the first 3 year

period would comprise years 1, 2 and 3, the second 3 year period would comprise years 2, 3 and 4, the third period would comprise years 3, 4 and 5 and so on.

Following this clarification, there was discussion as to whether this type of reporting was desirable or whether the reporting periods should be consecutive, one after the other. For example, the first 3 year period would be years 1, 2 and 3, the second 3 year period would be years 4, 5 and 6, the third 3 year period would be years 7, 8 and 9 and so on.

This resulted in the following amendment being proposed;

Motion: Neils Carl/Derek Dool – that the motion be amended by dropping the phrase “on a rolling basis” from Section 3.2.5 from the proposed by-law.

Questions on the Motion – none

In Favour 2 Opposed 78

The amendment to the motion was defeated.

Proposed Amendment Number 2

This amendment followed from the discussion of the defeated amendment and it was suggested that the clarity of the revised by-law would be improved if a chart or table could be added to the by-law to clearly indicate the explanation of what a “three year period on a rolling basis” meant.

As a result, the following amendment to the motion was proposed;

Motion: Peggy Smith/Chris Schaefer – that a table be added to the by-law to clarify the meaning of accumulating continuing education credits on a rolling basis.

Questions on the Motion – none

In Favour 41 Opposed 25

The motion was carried.

As there were no additional questions on the motion, the vote was called on the amended motion;

Motion: John Sills/Carol Walker-Gayle – that By-law No. 5, be amended to read as previously stated including the addition of a table added to the by-law that clarifies the meaning of “accumulating continuing education credits on a rolling basis”.

:In Favour 72 Opposed 0

Carried.

14. Amendment to the Mission Statement of the Strategic Plan

In September of 2003, Council approved a change in the Mission Statement of the OPFA’s Strategic Plan. The change was necessary as the original statement was overly zealous. The statement was adjusted to reflect more reasonable expectations with respect to standards and competency.

Motion: Richard Macnaughton/Mike Willick – that the Mission Statement of the OPFA’s Strategic Plan be amended as follows:

“To serve the public interest by actively contributing to the sustainability of Ontario’s forests by establishing standards, encouraging best practices, and ensuring the competency of those who practice professional forestry.”

Questions on the Motion - none

In Favour 80 Opposed 0

Carried.

15. Fee Schedule

a)

2003/2004

Motion: Gary Murchison/Craig Howard – that the Fee Schedule for 2003/2004 be accepted as presented.

Questions on the Motion – none

In Favour 80 Opposed 0

Carried.

b) 2004/2005

The OPFA has been discussing the need for additional revenue for the past several years. Without any cost-of-living increase being built into the annual fees, the Association faces an increasing reduction in the purchasing power of its revenue income. In addition, it is important to build a cash reserve to cover the legal costs associated with complaints and disciplinary hearings in the future and any year-end surpluses are always directed to the Association's reserve account.

Discussions at Council and Executive Committee on how to increase revenues have always involved two main options. The first is for the OPFA to become involved as a "specialized consultant" and operate on a fee for service basis. In doing this it has been recognized that the OPFA must not compete with OPFA members and member companies and so a specific market niche would have to be developed. This option has been used in the past but does not provide the Association with an ongoing yearly source of revenue such as is experienced by means of the annual fees.

The second option involves an increase in the annual fees. Fees have not been increased since 1997-98. The most common suggestion has been to raise the fees so as to cover the annual "cost of living" increases in order that the purchasing power of OPFA revenues remains at least constant and that the in year level of discretionary funding is restored to the \$25,000 level.

As a result Council passed a motion on February 2, 2004 accepting a series of proposed fee increases to be implemented December 1, 2004. Council further directed that this motion be placed before the members to be ratified at the 2004 Annual General Meeting.

Motion: Gary Murchison/Craig Howard – that the proposed fee increases be approved for implementation effective December 1, 2004;

<u>Membership</u>	<u>Class</u>	<u>2004 Fees</u>	<u>2005 Fees</u>
		<u>(Present)</u>	<u>(Proposed)</u>
Full Active	one payment	\$420	\$450
	two installments 2 @	\$215	2 @ \$230
Non-Resident		\$210	\$225
Associate		\$210	\$225
Practice Permit		\$420	\$450
		(\$105/quarter)	(\$112.50/quarter)
Inactive		\$210	\$225
Provisional		\$ 25	\$ 25
Student		\$ 25	\$ 25

Late Fees

Full Active Membership

- \$30 effective December 1, 2003(one payment)
- \$ 5 per month on installment plan (two payments) after April 30, 2004

Non- Resident

- \$15 effective December 1, 2003

Associate

- No late fee

Practice Permit

- No late fee

Inactive

- \$15 effective December 1, 2003

Provisional and Student

- No late fees

Proposed 2005

Full Active Membership

- \$50 effective December 31, 2004 (one payment)
- \$50 after April 30, 2005 (two payments)

Non-Resident

- \$50 late fee effective December 31, 2004

Associate

- \$50 late fee effective December 31, 2004

Practice Permit

- \$50 late fee effective one month after permit fee is due

Inactive

- \$50 late fee effective December 31, 2004

Provisional and Student

- No late fee

These fee increases are to be implemented effective December 1, 2004, providing that there has not been a \$15,000 increase in membership fee revenues over the 2003 total of \$273, 000.

Application Fee: a fee of \$200.00 shall accompany any application for registration as a member of the Association, including those for reinstatement of former members

Examination Fee: a fee for each examination tried under Article III, Section 3.03 of the By-laws shall be \$75.00.

Questions on the Motion - none

In Favour 70 Opposed 2

Carried.

16. Resolutions

Two resolutions were presented for consideration

Resolution No. 1

Whereas: non-members of O.P.F.A. and non-registered professional foresters are making decisions on areas within our scope of practice and these decisions do not sustain the forests and the forest environment,

Example – A non-member and a non-registered professional forester is telling our Plan Author (an R.P.F.) on the Lac Seul Forest to set the rotation age for Jack Pine and Spruce at 120 years which means we will not renew Jack Pine and as a result, it will not sustain itself.

Example – A non-member and a non-R.P.F. is telling our Plan Author (an R.P.F.) on the Lakehead Forest where to locate a road (winter only). This cannot renew the forest.

Be it resolved that Council give consideration to: amending Bill 110 (An Act respecting the regulations of the Practice of Professional Foresters) to include disciplinary action against non-members and non-R.P.F.s of the O.P.F.A. who practice professional forestry within the scope of practice outlined in Bill 110.

Moved By: Dean Hample

Seconded By: Jeff Murphy

Presented By: Glen Swant

Questions on the Resolution – questions on the specifics referred to in the resolution and a discussion of the procedures presently available in Bill 110 to deal with these types of situations lead to the resolution being withdrawn by the mover and seconder.**Resolution No. 2**

Whereas: Ontario R.P.F.s have a duty to uphold the law including the Constitution Act 1982 that recognizes and affirms Aboriginal & treaty rights, and more specifically the requirement of Ontario FMPMs to address Aboriginal values and participation in forest management,

Be it resolved that Council give consideration to: the OPFA providing advisory services and training or direction for training for Ontario R.P.F.s on Aboriginal awareness and issues in forest management planning in order to improve understanding and professional practice including;

- General awareness about Aboriginal Peoples
- FMPM related requirements for Aboriginal representation on planning teams, Aboriginal values and Background Information and Reports

Moved By: David Flood

Seconded By: Terry Wilson

Presented By: Peggy Smith

Questions on the Resolution – there were no major discussion or questions on this motion.

In Favour 47 Opposed 8

Carried.

17. Other Business

2004 Annual General Meeting

The President asked the members to consider the location of the 2005 AGM. Potential locations include Toronto, Timmins, Ottawa and Sault Ste. Marie and while no decision has been made yet, it is important that a location be selected soon so that an organizing committee can be established and begin work. In this regard, it was identified that there may be an opportunity to combine the AGM with a Forest Leadership conference provided that time and coordination can be achieved.

Members were asked to email Rick with any suggestions. Council meets on June 7th, 2004 and it would be helpful to decide at this meeting.

Continuing Education

Richard Macnaughton invited all OPFA members to become supporters of the program and to encourage all presenters of workshops, courses, etc. to contact the OPFA to have their educational programs assessed for continuing education credits.

Acknowledgements

The President acknowledged the excellent organization of the 2004 AGM and thanked the organizing committee – Mona Wiltshire and Parthena Fotiadis (co-chairs), Fred Dewsberry, Paul Poschmann, Paul McAlister, Russ Hughes, Herb Bax, Sheleagh Duckett, Jennifer Jones, Martin Kaiser, Reino Pulkki, Dave Archibald, John Sills, Ken Van Every and Melissa Ginsberg from the OPFA office for the excellent design and structure of the 2004 Annual Conference.

18. Adjournment

Motion: Mike Willick/Peter Gagnon – that the 2004 Annual General Meeting be adjourned.

Questions on the Motion – none

In Favour 80 Opposed 0

Carried.

Appendices

Appendix 1 – Sponsors of the 2004 Annual General Meeting (Alphabetical Order)

Abitibi Consolidated, Bowater, Buchanan Group, Confederation College, Domtar Forest Concepts, Grant Forest Products, Greenmantle Forest Inc., Kestral Forestry Hill's Greenhouses Ltd., KBM Forestry Consultants Inc., Lakehead Alumni, Lakehead University, Monsanto imagine, Natural Resources Canada, Nipissing Forest Resource Management Inc., Norampac, Northlands, Ontario Ministry of Natural Resources, Outland Reforestation Inc., Ontario Forestry Safe Workplace Association, R.E. (AI) Wainright Forestry Services, Tembec, The Vermillion Forest Management Company, Wiltshire and Associates Forestry

Appendix II – Sponsors of OPFF Fundraiser (Alphabetical Order)

Dow Chemical, Drysdale's Tree Farm, Frank Luckai, Grant Forest Products,

Jiffy Products, Jim Parker & Associates, KBM Forestry Consultants Inc.,

McCarthy's Clothing, Melanie Mathieson, Orysi Aromatherapy, Rocksville Gifts,

Sunnyside Gift Shop, Valhalla Inn, Wiltshire & Associates Forestry

ED GIRARDI, B.B.A., C.A.

Chartered Accountant

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AUDITOR'S REPORT

TO: The Members of the Ontario Professional Foresters Association

I have audited the balance sheet of Ontario Professional Foresters Association as at November 30, 2004 and the statements of operations, members' equity and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

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

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2004 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.


Ed Girardi
Chartered Accountant

Chartered Accountant

Richmond Hill, Ontario
March 15, 2005

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year ended November 30, 2004

1. **General**

The Ontario Professional Foresters Association, established in 1957, serves as a governing body for foresters, ensuring professionalism and environmental accountability.

The

Association is incorporated under the laws of Ontario and has no share capital.

2. **Summary of Significant Accounting Policies**

Revenue recognition

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

Investments

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

Capital assets

Council approved charging to expense purchases of office equipment for 1990 and subsequent years. In 2004 capital assets in the amount of \$3,518 were expensed.

Prepaid membership fees

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

Contributed services

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

3. **Investments**

The market value of the investments at November 30, 2004 was \$203,304 (2003: \$197,782).

4. **Lease Commitment**

The Association leases office premises at 8000 Yonge Street, Innisfil, Ontario. Annual lease payments under the lease expiring December 31, 2004 are \$8,676. In addition, the Association is required to pay a pro-rata share of realty taxes and common maintenance costs. Currently the premises are being leased on a monthly basis, as management is considering its long term options.

Ontario Professional Foresters Association

Statement of Cash Flows

For the Year ended November 30

	2004	2003
Cash provided by (used for):		
Operations		
Net income (loss) for the year	\$ <u>(2,471)</u>	\$ <u>7,525</u>
Changes in non-cash working capital components:		
Prepaid expenses and deposits	500	1,403
Accounts receivable	12,475	(1,088)
Accounts payable and accrued liabilities	(1,599)	2,100
Due from Ontario Professional Forestry Foundation	720	(2,319)
Prepaid membership fees	<u>31,173</u>	<u>16,655</u>
	<u>43,269</u>	<u>16,751</u>
Increase in cash during the year	40,798	24,276
Cash position, beginning of year	<u>211,637</u>	<u>187,361</u>
Cash position, end of year	\$ <u>252,435</u>	\$ <u>211,637</u>
Cash position represented by:		
Cash	\$ 45,494	\$ 9,123
Investments	203,304	197,782
Accrued interest	<u>3,637</u>	<u>4,732</u>
	\$ <u>252,435</u>	\$ <u>211,637</u>

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

Ontario Professional Foresters Association

Balance Sheet

As at November 30

	2004	2003
Assets		
Current		
Cash	\$ 45,494	\$ 9,123
Accounts receivable	5,040	17,515
Due from Ontario Professional Forestry Foundation	2,663	3,383
Prepaid expenses and deposits	<u>1,139</u>	<u>1,639</u>
	<u>54,336</u>	<u>31,660</u>
Other		
Investments (Note 3)	203,304	197,782
Accrued interest	<u>3,637</u>	<u>4,732</u>
	<u>206,941</u>	<u>202,514</u>
	\$ <u>261,277</u>	\$ <u>234,174</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities	\$ 3,251	\$ 4,850
Prepaid membership fees	<u>80,330</u>	<u>49,157</u>
	<u>83,581</u>	<u>54,007</u>
Members' equity	<u>177,696</u>	<u>180,167</u>
	\$ <u>261,277</u>	\$ <u>234,174</u>

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

Ontario Professional Foresters Association

Statement of Operations

For the Year Ended November 30

	2004	2003
Income		
Memberships - annual	\$ 267,682	\$ 267,418
- life	2,760	1,470
- associates, graduates in training	5,670	5,303
Application and examination	9,165	7,640
Miscellaneous	2,179	6,377
Interest on investments and deposits	6,241	15,283
	<u>293,697</u>	<u>303,491</u>
Expenses		
Professional fees	8,111	6,130
Bank charges	4,029	4,370
Office rent, maintenance and repairs	19,097	18,301
Equipment purchases, rentals and service	5,684	3,198
Office supplies and printing	16,549	18,258
Postage	9,636	8,662
Telecommunications	3,479	3,083
Management compensation, wages and benefits	120,513	125,424
Council travel and meetings	21,695	15,030
Committee expenses and projects	25,400	34,269
Newsletter costs	19,190	13,124
Licensing	3,415	5,041
National accreditation and affairs	5,150	3,167
Advertising and promotion	33,511	37,541
Director's liability insurance	1,740	1,447
Annual general meeting	(1,031)	(1,079)
	<u>296,168</u>	<u>295,966</u>
Net income (loss)	<u>\$ (2,471)</u>	<u>\$ 7,525</u>

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

Ontario Professional Foresters Association

Statement of Members' Equity

For the Year Ended November 30

	2004	2003
Members' equity, beginning of year	\$ 180,167	\$ 172,642
Net income (loss) for the year	(2,471)	7,525
	<hr/>	<hr/>
Members' equity, end of year	\$ <u>177,696</u>	\$ <u>180,167</u>