2018 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

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OPFA

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2018 ANNUAL REPORT

OFFICE	905.877.3679	ADDRESS	5 Wesleyan Street #201 Georgetown, ON L7G 2E2	opfa@opfa.ca
FAX	905.877.6766			www.opfa.ca

Executive Director

Fred Pinto, R.P.F.

Registrar

Fred Pinto, R.P.F.

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David Payne †

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COUNCILLOR SOUTHEAST

Richard Raper, R.P.F.

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Susan Gesner

Mark Kuhlberg

Larry McDermott

Paul Wallis

† Partial year
Public members are appointed by the Lieutenant Governor of Ontario

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COMMITTEES, WORKING GROUPS & TASK TEAMS

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Mark Kuhlberg (Public Member)

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Emily Salt, R.P.F. in Training

Matt Wilkie, R.P.F.

‡ Statutory Committee † Partial Year Public members are appointed by the Lieutenant Governor of Ontario

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Mike Rosen, R.P.F. †

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Krish Homagain, R.P.F.
Mike Liukko, R.P.F.
Gregg Lloyd, R.P.F.
Krista Mayrand, R.P.F.
Ryan Milne, R.P.F.
Al Thorne, R.P.F.
Paul Tremblay, R.P.F.
Don Willis, R.P.F.

Social Media

Denis Gagnon, R.P.F.
Brian Marshall, R.P.F.
Lacey Rose, R.P.F.

OPFA REPRESENTATIVES ON EXTERNAL GROUPS

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David Winston, R.P.F. (Non-Practising)

Provincial Forest Policy Committee (MNRF)

Fred Pinto, R.P.F.

Accreditation Standards

Susan Jarvis, R.P.F.
Faye Johnson, R.P.F.
Lorne Riley, R.P.F. (Ret.)

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

Ontario Trails Council

Caroline Mach, R.P.F.

‡ Statutory Committee † Partial Year

Public members are appointed by the Lieutenant Governor of Ontario

Photo Credit: Kandyd Szuba

PRESIDENT'S MESSAGE

2018 is my final term as President, and I now turn the baton over to Peter Street. Peter completes a two-year term as Vice President and will now lead the OPFA Council in 2019. I have enjoyed my two years as President and look forward to my continued participation in the OPFA Council as Past President.

OPFA continues to adjust business processes including human resource personnel (Fred has completed his first year as full-time Executive Director and Registrar). During 2018, we interviewed and hired a Registration Manager, Louise Simpson, to keep OPFA's efforts focused on bringing on new Provisional Members and assisting current Provisional Members to meet the requirements of Full Member or Associate Member status. Towards the end of 2018 also brought on a new Enforcement Coordinator, Dave Payne, to work for the OPFA as Jim Parker stepped back from this role in October 2018. We thank Jim for all his many years of contributions to the OPFA and we look forward to fostering a new relationship with Dave. Throughout all of this Priscilla Doyle continues her steadfast support of the OPFA.

OPFA Council continues to keep members informed of the actions and undertakings of the OPFA. With the assistance of members like Lacey Rose and Denis Gagnon, the OPFA has promoted professional foresters and professional forestry using social media platforms such as Facebook and Twitter. In 2018 the OPFA Council determined that we needed to make better efforts in keeping members informed of Council activities; each edition of *The Professional Forester* now includes a "Council Corner" where a Council member highlights some of the discussion that takes place at Council meetings. We are also going to begin posting approved OPFA Council minutes on the website. I am also hopeful that we will make good use of the OPFA website to better engage our membership.

In December 2018 Council saw the departure of Astrid Nielsen, Past President, 2018 and Richard Raper, Councillor, Southeast section. Astrid and Richard provided great service to Council and the OPFA and we thank them wholeheartedly for their contributions to the OPFA. With their departures, we now have welcomed 2 new members to Council with Muhammad Waseem Ashiq, Councillor, Southeast section, and Neil McLean, Councillor, Central West section. I trust that Waseem and Neil will find their experiences with the OPFA Council a rewarding opportunity.

I will take this time to encourage all members of the OPFA if you have an interest in being more involved with the OPFA, such as serving as a member of Council please inform a member of Council or the Executive Director and Registrar, Fred Pinto, of your interest.

We continue to have an increasing number of Provisional Members coming into the OPFA, but as new members come into the OPFA we still have an older-skewed demographic that is quickly reaching retirement age. The OPFA needs to ensure that those that practice professional forestry are members of the OPFA to remain viable as a regulatory body and to protect the public's interest.

In 2017 we contracted with Office / Bureau to lead us through an exercise to update the OPFA presence. This included an update of our website, a rebranding exercise that has provided the OPFA with a new logo and a new approach to managing our website platform and website content. The OPFA's business processes are now being incorporated into the website platform making use of Google's GSuite tools to make the OPFA a more effective and efficient association. That contract was completed in 2018.

We successfully held the 2018 OPFA Annual Conference in Timmins, with the theme of People & Forests: A Changing Environment Fire – Insects – Reconciliation. Gordon King led his Annual Conference Working Group in admirably hosting the annual conference. The conference sessions focused on different self-regulated professions, environmental change, and Indigenous understanding, knowledge, and culture. The sessions were well attended and the perspectives of the various speakers and their presentations were well received. Thanks to the various volunteers and sponsors that are always needed to host these annual events.

In 2019 the OPFA will continue to focus on the need to continue to increase the membership of the OPFA. It is critical that those that are practicing professional forestry be members of the association and to protect the public's interest.

I look forward to being part of the continuing growth of the OPFA.

Greg Pawson, R.P.F.

President

EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

The OPFA saw positive changes on several fronts. There are several challenges though. The OPFA needs to develop strategies and resource them to deal with:

1) Registrants on the verge of retirement;
2) Process Provisional registrants where most are from non-Canadian Forestry Accreditation Board programs;
3) A shortage of Mentors and;
4) Increased enforcement activity.

Enhancing the Association's productivity and privacy:
Work on revising and adopting new information technology that started in 2017 continued and was completed in 2018. I am pleased to report that this complex activity was completed without any cost overruns, even though it was beyond the skill sets that OPFA staff have. Registrants will see a new website, however, working behind the website is association management software. Registrants can now pay fees and manage their individual data. The OPFA now has, just in time, data to make decisions. For example, the OPFA can have summaries and lists on the annual renewal of registrants or number of meals needed at the awards banquet at the annual conference. This information allows the OPFA to control its costs. The OPFA is now using a virtual filing and collaborative system that allows staff and volunteers to collaborate seamlessly from anywhere where an internet connection exists. This is being done so that the OPFA can enhance the current services to registrants, protect and properly archive documents and enable registrants to collaborate wherever they live or work.

Professional Practice:
The OPFA has a responsive enforcement program that continues to grow each year (see Figure 1). The growth occurs as more people become aware that professional forestry is regulated and that they can avail themselves to the complaints process. In 2018 the OPFA received and resolved 3 inquiries, 10 concerns, and 8 complaints. Figure 2 shows that around 75% of these enforcement actions were initiated by the public.

As regulated professionals, we have certain obligations. Direction to a registrant's professional practice is provided by the regulator through "Practice Guidance" documents. Most enforcement actions in the OPFA have been related to two areas; general professional practice and the practice of professional forestry on private land. Practice guidance in these two areas of practice was revised in 2018. You can find copies of approved Practice Guidance documents on the OPFA website. I encourage you to periodically review the Practice Guidance documents as part of your continuing education efforts. Regular review of these documents will provide insight that will help improve your practice.

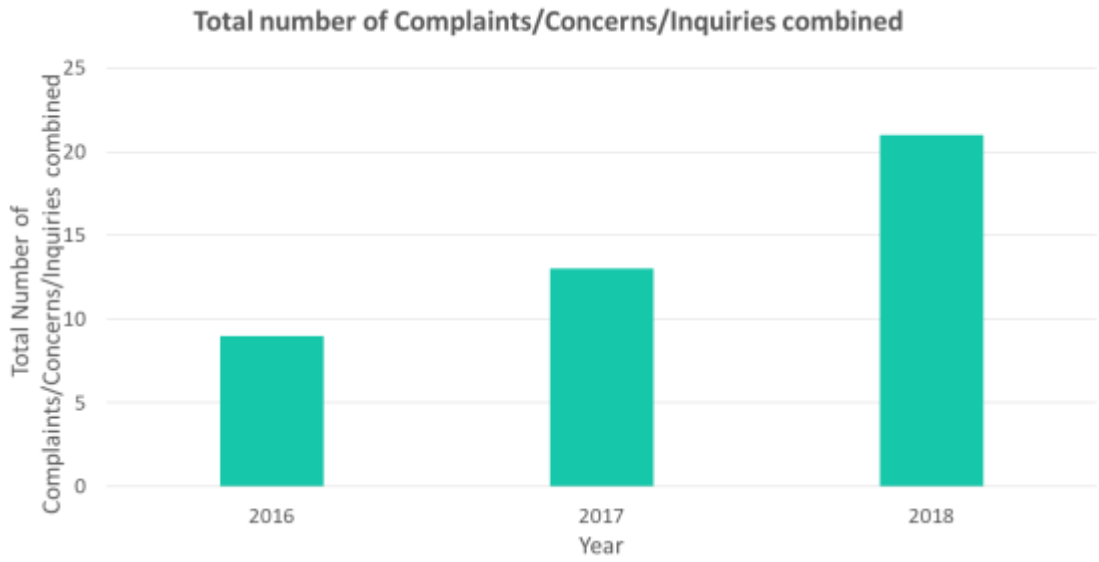


Figure 1: Enforcement activity is growing every year

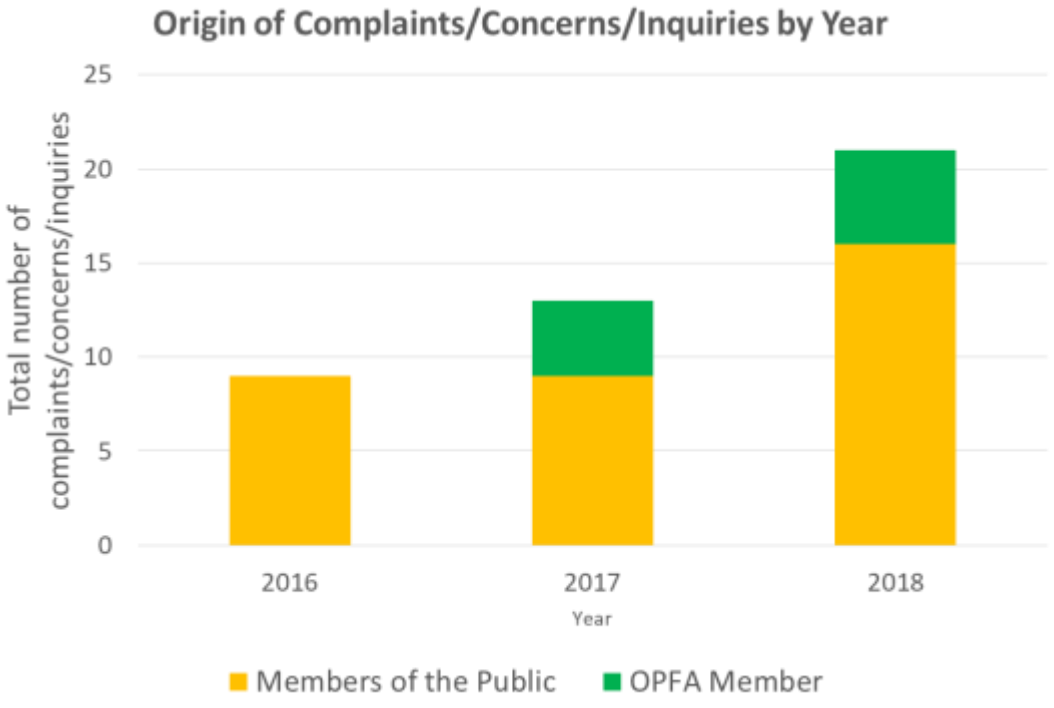


Figure 2: The majority of enforcement actions have been initiated by the public.

Membership of Registrants:
The number of practising registrants has been stable in 2018 (Figure 3). We are seeing continued growth in Provisional registrants with most coming from non-CFAB accredited programs. The number of Student members is dynamic as many join while at school but then find other occupations upon graduation (Figure 4). The number of Full and Associate registrants has been stagnant or declining since 2006.

I try and meet students from CFAB accredited programs each autumn at their respective universities. OPFA staff meet with these forestry students at other times, such as during the annual winter camp for University of Toronto students. This allows students to know that professional forestry is regulated and that there are lots of jobs for those that are

licensed to practice. We also inform the students that they need to find out how professional forestry is practiced in Ontario. This will require them to go beyond gaining just an academic understanding of forestry and involve them interacting with OPFA members. In 2018 the OPFA gained 52 new Student Members.

The OPFA is challenged with limited resources to assist all Provisional registrants to obtain Full or Associate registration. Registration Committee and Council have implemented some changes that clarify the registration process. A Registration Manager has been hired to assist Provisional Members through the registration process, including the Credential Assessment Process. As another example, we have heard sponsors complain about the time it takes to fill in sponsorship forms. To reduce the time required by sponsors we now are developing new guidelines which will require new Provisional registrants to document their work history so that sponsors can more efficiently attest to the candidate's experience. Every Provisional registrant now has an individual folder through the OPFA's virtual office. Each Provisional Member can now access their member profile and progress report table at any time to review and report on the progress of their specific requirements towards Full or Associate registration. OPFA staff involved in registration can also check on the candidate's progress and upload files. This change provides greater clarity on what the candidate needs to complete and when the task needs to be done.

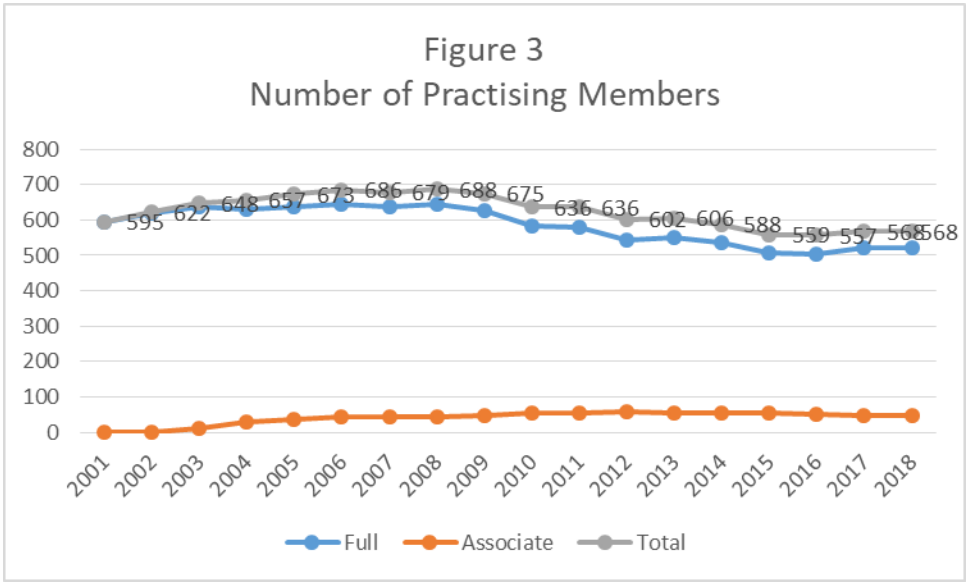


Figure 3. The number of Full, Associate and total number of practising members of the OPFA from 2001 to 2018

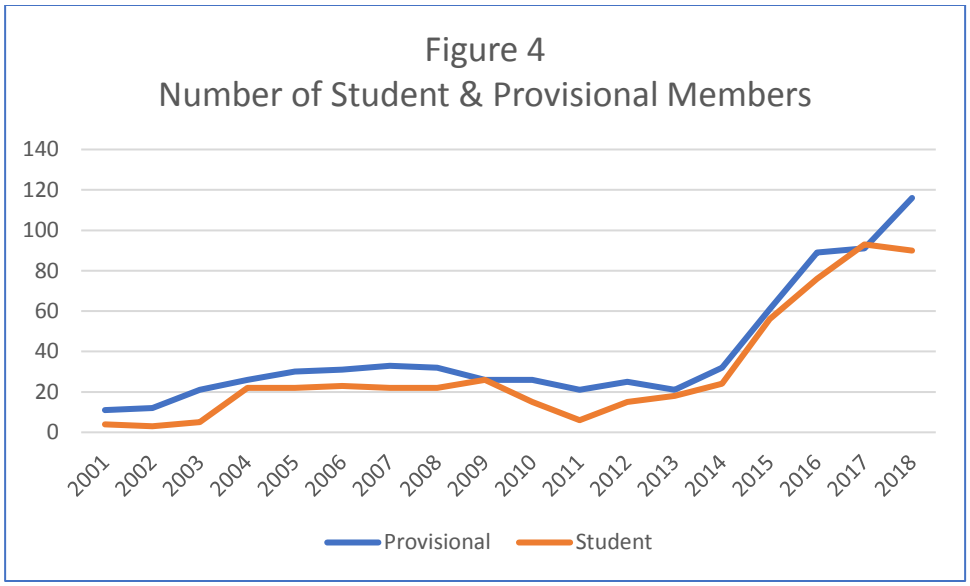


Figure 4. The number of Student and Provisional Members from 2001 to 2018.

Registrants Annual Renewal:
As regulated professionals, we are required to pay annual fees for registration and report on maintaining competency in our profession. Five written messages including two paper letters are sent annually to inform all registrants of their annual registrant renewal obligations. Also, all new practising registrants have their mentors sign that they have informed the new member of their annual renewal obligations.

By the end of 2018, 34 registrants had not paid or reported their competency maintenance plans. This is lower than in 2017 when 55 registrants were in arrears. While the number is lower it is still a problem as it demonstrates that a significant minority of registrants do not understand that the OPFA is a regulatory organization governed by provincial legislation and not a social club. The failure of so many registrants to pay their fees on time and report their competency maintenance suggests that the OPFA and its registrants need to better understand their obligations and what it means to be a regulated professional. Please note that registrants are suspended if they have not paid their fees or reported their competency maintenance plans. The OPFA is required to post all suspensions on the publicly accessible directory of registrants.

Professional foresters and work:
Organizations or individuals hiring staff or contractors to provide forestry services are often unaware of the benefit regulated professionals bring to their organization and society. To better inform employers, and individuals in occupations excluded from being a registrant of the OPFA, a series of information sheets have been prepared and distributed.

Information sheets that inform Certified Tree Markers and Managed Forest Tax Incentive Plan Approvers of the role of professional foresters have also been prepared and distributed. The information sheets invite these forest workers to join the OPFA if they plan to offer any services that are within the scope of practice of professional forestry. I have also prepared an annual letter for all Managed Forest Tax Incentive Plan Approvers and I speak to every new class of Certified Tree Marker candidates.

Information sheets have also been prepared for municipalities and conservation authorities. These information sheets inform the employer of the benefits of hiring a regulated professional. Some registrants have provided me with the addresses of specific managers. Each of these managers has received an information sheet and an invitation to contact me if they have any questions. This initiative has already had some positive results with some employers hiring professional foresters for the first time.

Professional foresters and society:
The legislation that establishes the OPFA and governs how we operate does not generally allow the Association to advocate for professional foresters. In this regard, the *Professional Foresters Act, 2000* is similar to all the other regulatory laws in Ontario. All regulators in Ontario have a national or sometimes provincial advocacy body to promote the interests of various regulated professionals. Professional foresters have a national advocacy organization, the Canadian Institute of Forestry. For those of you that want to speak out, I ask that you engage the Canadian Institute of Forestry.

The OPFA does speak out when the issue is in the public's interest and when information mischaracterizes our profession. Recognize that the OPFA does not have the resources or organization to develop comprehensive responses and distribute them. Responses must be fast, i.e. a response available within 30 min to half a day. To ensure the OPFA does have a public voice I personally write and distribute these responses using selected members and Council as reviewers if necessary.

Simply reacting to misinformation does not have much of an impact and can result in leaving a negative impression with those we challenge. We also need to be constructive and positive. To do so the OPFA has been active via Facebook and Twitter informing viewers of the role of professional foresters in Ontario and the jobs available for young people. These posts have been gaining more viewers every year. In 2018 the OPFA added an Instagram account so that we can reach people that use this social media platform. If you have not liked or followed the OPFA I invite you to do so. Each of the social media platforms is managed by different OPFA members who volunteer and coordinate the posts used.

Registration:
New Certification Standards for the Profession of Foresters in Canada were approved by OPFA's Council in 2017. During the discussion prior to approving the 2017 Certification Standards for the Profession of Foresters, Council passed a motion to ensure professional forestry competencies were developed to make sure members understood their responsibilities related to Indigenous jurisdiction in Canada. In 2018 I informed Canada's other regulators of professional foresters, the Canadian Forestry Accreditation Board (CFAB) and CFAB accredited educational institutions of this initiative. Work to describe the standards and their rationale for their inclusion began in 2018. The OPFA also conducted a search to identify training programs related to this subject that are available.

Every February the OPFA files an annual report with the Office of the Fairness Commissioner (OFC), a requirement of the Fair Access to Regulated Professions and Compulsory Trades Act. A copy of this report is posted on the OFC's website.

The Bridge Training Program for Foresters (BTPF), funded in part by the province, was used to provide comprehensive training for all 35 competencies required for professional forestry in Canada. By the end of 2018 fifty-three candidates had completed 137 training modules (see Figure 5). Training modules are offered by consortiums led by the Canadian Institute of Forestry and Lakehead University. A second evaluation of the training modules via a survey of candidates was contracted to the Canadian Forestry Accreditation Board (CFAB). This survey found that the candidates perceived the information to be of good quality and easy to access and understand. The survey found the quality of the videos and responses of some instructors could be improved. The findings of the survey have been shared with the two service providers and the OPFA is working with them to improve the training modules.

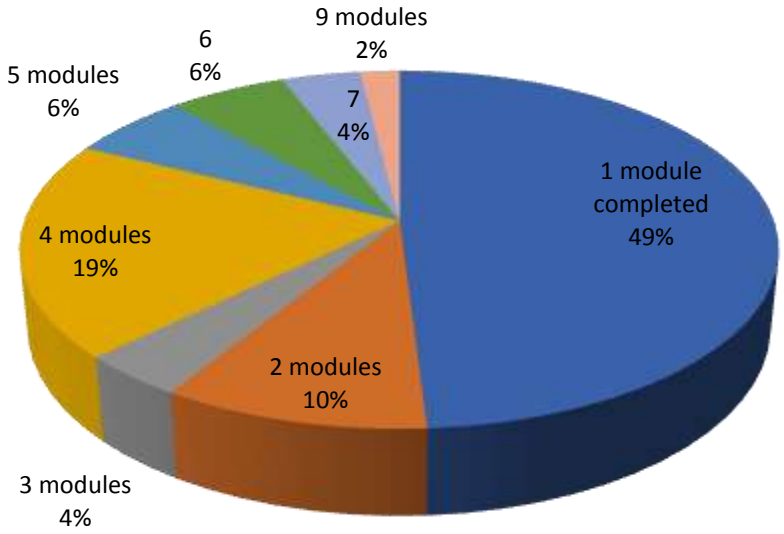


Figure 5. The distribution of the number of Bridge Training for Professional Foresters training modules completed by candidates from February to November 3, 2018. (Kenney, 2018)

Citation

Kenney, W.A. 2018. Summary on the Evaluation of the Implementation of Bridge Training Program for Foresters Training Modules: Reporting Session C, February 8, 2018, to November 3, 2018. Unpublished manuscript. CFAB. 12 p

Conclusion:

The OPFA continues to grow in total number of registrants. Also, the public in Ontario is more aware of the importance and role of professional foresters. To continue this progress the OPFA needs help from all its registrants. Please help by showing and explaining to the public in your community what a professional forester does and please keep abreast with understanding and fulfilling your professional responsibilities.

I end here with one wish: A significant minority of registrants believe that the OPFA is a social club or advocacy group. When you meet me, ask me to explain why I say this. Dealing with this misconception wastes our limited resources. It also affects how the public perceives our profession. My hope is that all registrants realize that the OPFA is a regulator of professional forestry and not a social club. OPFA staff, the President and OPFA Council have to follow the regulations set by the Ontario Legislature that govern the OPFA. We are not free to make arbitrary decisions.

COMMITTEE REPORT

Finance

David G. Milton, R.P.F. (Ret.), Chair

The committee held three meetings by conference call in 2018; and, the committee took one decision by consent resolution in the year. The members of the committee in 2018 included: Bob Boyce R.P.F., Brad Ekstrom R.P.F., Bohdan Kowalyk R.P.F., David G. Milton R.P.F. (Ret.), Ian Pyke R.P.F., Peter Street R.P.F., Paul Wallis (OPFA Public Member), David Winston, R.P.F.(Non-Practising).

Council requested early into the new fiscal year 2018 that the Committee consider and give some advice to Council on:
- defining the level of reserve funds,
- investing the reserve and surplus operating funds and,
- policies regarding the preparation of the annual budget, and policies regarding the spending limits of the Executive Committee on complaints, enforcement and legal advice (before seeking the consent of Council)

In offering an opinion on a level of reserve funds, the committee considered both OPFA history and OPFA expected future reality, recommending that a reserve amount of $175,000 would meet the obligations of a) dissolution of the Association, b) contingency funds for an extraordinary event, and c) reserve funds for legal costs should OPFA find itself in a protracted legal case under the Act. Council received the advice and decided not to reduce the reserve funds to $175,000 as legal costs are considerable.

The committee recommended to Council that the investing of surplus and reserve funds be Guaranteed Investment Certificates, to ensure that the capital assets of the OPFA are preserved. The committee has yet to finalize a protocol for preparation of the annual budget, currently relying on the Executive Director as the instigator of the draft that is then reviewed and modified by the Finance Committee, the Executive Committee and finally Council where the budget is approved. Similarly, the Committee has not yet concluded discussions on limiting the funds expenditures by the Executive Committee. The Chair is to lead that discussion in 2019, with some advice from the Executive Committee.

The committee devoted two telephone conference calls and a resolution to the review of the draft 2019 operating budget. In addition to discussing and recommending line by line items of the budget, the committee also discussed: 1) the level of bank charges, 2) the role of the Executive Committee in the financial audit, 3) an additional $50,000 allocated to restricted reserves, 4) the plan to develop competencies related to Indigenous jurisdiction in Canada needed by professional foresters, 4) developing resources for members to enable them to improve their professional practice, and, 5) the need to develop a presentation of the audited financial statements at the Annual Meeting of the Members.

The committee received the request late in 2018 that one task from Council for the coming year considers the preparation of a five-year financial projection for the OPFA.

COMMITTEE REPORT

Registration

Malcolm Cockwell, R.P.F., Chair

Sarah Sullivan, R.P.F., Vice-Chair

The Registration Committee enjoyed a productive year. It met eight times in 2018: February 08, April 05, May 14, June 07, August 09, October 11, November 08, and December 07. The meeting on May 14 was an in-person meeting held in conjunction with the OPFA Annual Conference in Timmins, and that meeting was followed by a discussion with members of Council about the function of the Registration Committee.

The primary function of the Registration Committee is to uphold the professional standards of the OPFA while ensuring qualified applicants move swiftly through the registration process. A table indicating changes in the membership population is provided; our comments here address these highlights.

Over the course of the fiscal year in 2018, we accepted 29 Full Members and 1 Associate Member, resulting in 30 new Practising Members. However, a greater of individuals – being 34 Full Members and 5 Associate Members – either resigned, passed away, changed membership categories or cancelled their memberships, resulting in a net loss of 9

Practising Members of the OPFA, which was 559 at the end of 2018 compared to 568 at the end of 2017. This trend is troubling and it was on the minds of the members of the Registration Committee throughout the year. Some of our work during the year focused on reversing this trend; our efforts are described below.

During the year, we also accepted 49 Provisional Members and 27 Student Members, who are working towards attaining the requirements for either Full Membership or Associate Membership. It is worth noting that 22 Provisional Members and 16 Student Members moved into other membership categories. As a result of these changes, the number of Non-Practising Members decreased to 335 from 361 at the end of 2017. Unlike the previous trend, these changes are not troubling, as the movement of Non-Practising Members to other membership categories usually indicates professional progress on the part of the member. Furthermore, we generally believe that there is a glut of Provisional Members who have been stuck in the "membership pipeline," but who increasingly have viable pathways to Full Membership or Associate Membership.

As members of the OPFA, we view all of these changes – positive or negative – as a strong reminder of the importance of promoting forestry as an attractive career to youth and encouraging competent individuals to pursue various forms of membership with the OPFA. Within the Registration Committee, we are committed to holding ourselves accountable to the rate at which competent individuals move through the registration process.

In addition to reviewing materials and determining the future of each applicant to the OPFA, the Registration Committee contributed to several registration related initiatives this year. A few examples that we are most proud of supporting include developing standardized scopes of practice for Associate Members, ensuring consistency in the evaluation of graduate programs, creating a viable registration pathway for 2011-2014 graduates of the Masters of Forest Conservation program, developing a BSc (Bachelor of Science) equivalency table, and exploring alternatives to the current sponsorship process. The Chair of the Registration Committee had the pleasure of reporting on these initiatives and others during the Council Meeting in December.

Over the course of 2018, the following individuals contributed as members of the Registration Committee: Malcolm Cockwell (Chair), Sarah Sullivan (Vice-Chair), Mark Kuhlberg (Public Member of Council), Denis Gagnon (Elected Member of Council since November 2017), Jim McCready, Ulf Runesson, Andrée Morneault, Dean Assinewe, Krish Homagain and Frank Knaapen. The work of the Registration Committee was also supported by OPFA staff, particularly Priscilla Doyle, Louise Simpson, and Fred Pinto.

MEMBERSHIP STATISTICS

CATEGORY	2018	2017	2016	2015	2014	2013	2012
				(year-end)			
Full	517	522	520	505	506	535	552
Associate	42	46	48	52	53	53	54
Subtotal: Practising	559	568	568	557	559	588	606
Inactive	52	54	47	52	54	63	64
Life	78	77	77	79	82	87	86
Provisional	130	116	91	89	61	32	21
Student	52	90	93	76	56	24	18
Honourary	6	6	6	6	6	6	5
Non-Resident	17	18	19	19	20	24	25
Subtotal: Non-Practising	335	361	333	321	279	236	219
Total	**894**	**929**	**901**	**878**	**838**	**824**	**825**

WORKING GROUP REPORT

Awards & Recognition

Sarah J. Bros, R.P.F., Chair

Each year the OPFA Awards & Recognition Working Group initiates a "Call for Nominations" to the membership to nominate exemplary member colleagues and friends of the Association. At the 2018 Annual Conference evening banquet in Timmins, the OPFA Awards and Recognition Working Group presented awards and recognitions, in the presence of OPFA members, friends, and guests, to acknowledge 5 worthy members and friends who have had an impact on the practice of professional forestry. President Greg Pawson 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.

AWARDS PRESENTED

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.

Peggy Smith, R.P.F.(RET.)

Dr. Peggy Smith, R.P.F. (Ret.) is widely known to the forestry and indigenous community. A B.Sc.F. graduate of Lakehead University, Peggy went on to obtain her doctorate in forestry from the University of Toronto, Faculty of Forestry. Peggy, of Cree ancestry, is known as Miskwaanakwadook (Red Cloud Woman) to the indigenous community.

Peggy has been a champion of indigenous peoples' rights. She was appointed interim Vice-Provost (Aboriginal Initiatives) in September 2016. Prior to this, she was Associate Professor in Lakehead University's Faculty of Natural Resources Management. Dr. Smith has taught Policy and Legislation in Natural Resources, Environmental Assessment, Aboriginal Peoples and Natural Resources and Natural Resources Development and Aboriginal Peoples in the Faculty of Law.

Her research interests have focused on the social impacts of natural resources management, especially Indigenous peoples' rights, community forestry, public participation, northern development, and forest certification. Peggy continues her longstanding affiliation as Senior Advisor with the National Aboriginal Forestry Association, an Indigenous-controlled non-profit organization with the goal of increasing Indigenous participation in the forest sector.

2. FERNOW AWARD

TO RECOGNIZE NOTABLE CONTRIBUTIONS BY A RECENT GRADUATE— 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.

Svetlana Zeran, R.P.F.

Svetlana Zeran, R.P.F. graduated from Lakehead University in 2015. Since then Svetlana has made forestry her passion. As a student tree planter and then as a forestry intern with the CIF, she impressed many colleagues with her passion for all thing's forestry and her keen interest in becoming a R.P.F. In her short career Svetlana has worked in Wawa for MNRF as a Management Forester and in White River for White River Forest Products Limited. Currently, Svetlana works in the Great Lakes-St. Lawrence forest region as Planning Forester on the Bancroft-Minden Forest.

Svetlana is also an avid volunteer leading forestry tours for students, teachers and CIF delegates; she volunteers for the local forest industry association connecting high school students with the forest and volunteers with "Forests Without Borders". To quote one of her nominees: "*Svetlana has many positive traits, but her commitment to good forestry practice and to the people who work in the forest are particularly strong and are evident in how she approaches her work. She willingly and eagerly stretches the bounds of her professional experience and does so with an understanding and confidence well beyond her*

years. As a practitioner getting long in the tooth, I can tell you she is the type of person who makes you believe that the forest is "in good hands".

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.

Samuel Nsiah, R.P.F.

Samuel Nsiah, R.P.F., is a new Canadian coming with a background in forestry from Ghana. At the time of the award presentation, Sam was a Provisional Member. Sam received a master's in Forestry from Lakehead University in 2014 and is currently a Ph.D. candidate at the University of Toronto. Sam's first employment was with the town of Parry Sound as an Environmental Conservation Coordinator. Since 2016, Sam has been employed with MNRF in various positions most recently as a Regional Analyst in the northeast Region.

Sam is best known for his volunteer efforts in reaching out to new Canadians with a background in forestry – letting them know about the profession and the need to become a member. Sam has also voluntarily led international field trips for undergraduate and graduate students from Lakehead University and the University of Toronto in 2017. Sam volunteers for Forests without Borders where he played a very strong role in leading forestry projects that are making a difference to rural people in Ghana. These efforts promote the work of trained foresters in Ghana. Additionally, Sam has used personal funds and time to travel to Ghana. One project helped local people map their sacred forests, the only remaining primary forests in Ghana. This project inspired the United Nations Small Grant program to adopt it and to help coastal people in Ghana also map their sacred forests. Other projects involved setting up a financially viable small tree nursery to restock degraded sacred forests and helping with the installation of a pilot project to produce charcoal from plantations. The latter is aimed at reducing charcoal production, a major cause of deforestation in Ghana.

4. THE HERRIDGE AWARD

RECOGNIZES SIGNIFICANT ACCOMPLISHMENT OF 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 accomplishment in any aspect of Professional Forestry in mid-career.

Don Willis, R.P.F.

Don Willis, R.P.F. is well known throughout the forest industry and to many Association members. Don has been involved in the silviculture industry as the Global Forestry Product Manager with Jiffy Products of America for most of his career. Currently, Don provides technical support to tree nurseries and the forest industry across North and South America and has been doing so for more than 3 decades. Don has used his position to encourage and advocate for forest regeneration by working with seedling growers and organizations involved in forest restoration around the world.

For the past four years, Don has volunteered his time and helped organize and manage the exhibit program of the OPFA's annual conferences. Under Don's guidance, the exhibit program has provided value to exhibitors and has become a fun and informative part of the OPFA's annual conference. Feedback from exhibitors after every annual conference has been overwhelmingly positive resulting in a high level of repeated bookings for

the next conference. Additionally, Don volunteers as a Director of the Ontario Woodlot Association (OWA) and is the Near North Chapter President. In this role Don advocates for proper forest management organizing information seminars to local woodlot owners and members of the OWA.

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.

There were no nominations for this award in 2018

6. THE JORGENSEN-MORSINK AWARD

FOR ACCOMPLISHMENT IN URBAN FORESTRY — The Award is named for Eric Jorgensen, Professor at the 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.

There were no nominations for this award in 2018

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.

Dr. Mohini Sain, PhD

Dr. Mohini Sain, Ph.D. is a former Dean of the Faculty of Forestry University of Toronto and currently a professor specializing in advanced nanocellulose technology, biocomposites, and bio-nanocomposites. He is cross-appointed to the Department of Chemical Engineering and Applied Chemistry and is a fellow of the Royal Society of Chemistry, UK, and the Canadian Academy of Engineering. He is also the author of more than 400 peer-reviewed papers and is designated as a highly-cited researcher.

After graduating with both a Bachelor of Chemistry (B.Sc.) with Honours and a Bachelor of Technology (B.Sc.E) from Calcutta University in the early 1980s and earning his Master of Technology (MSc.E) at the Indian Institute of Technology in Kharagpur, Dr. Sain completed his PhD in Chemical Engineering at the Czech Technical University in Prague before arriving in Canada to start a research appointment at the University of Quebec at Trois-Rivières, specializing in pulp and paper research. Joining the Faculty of Forestry in 1999, Dr. Sain has enjoyed an immense career during his tenure which includes his appointment of Dean from 2012 to 2017. Under his leadership, the Faculty found success in raising its profile, increasing student enrollment and attracting research support. One of his most exceptional accomplishments was obtaining

accreditation from the Canadian Forestry Accreditation Board for the Master of Forest Conservation program, the first in Canada to develop a professional program with the objective to study all aspects of forest conservation including forest governance, policy and economics, sustainable forest management, urban forestry, and conservation biology and silviculture.

He is also the Founder and Director of the Centre for Biocomposites and Biomaterials Processing, an internationally recognized research facility based out of the Faculty with a mission to develop next-generation energy-efficient lightweight performance nanomaterials for industrial applications, including aerospace, automotive, biomedical and electronics uses, by utilizing primary and secondary natural resources such as forest- and agro-residues.

Dr. Sain is globally known for his pioneering work on the Biocar Initiative, and in 2009, an issue of Toronto Life magazine featured his idea as the second best among 25 World Changing Ideas from the Smartest Torontonians. Dr. Sain holds several awards; a few recent ones are the Plastic Innovation Award and the KALEV PUGI Award for innovation and contribution to industry. Holding tens of patents, Dr. Sain is world-renowned for his expertise in transforming research ideas into commercialization. He has several start-up companies that are spin-offs from his research findings including Greencore Composites Inc., Natures Affinity Inc., and GreenNano Technologies Inc. To date, he has made more than thirty technology transfers to industries and has helped create new companies for making products ranging from packaging to automotive parts to building construction materials.

Dr. Sain's research activities have been documented by global television networks, magazines and via radio interviews. He is also the co-author of the world's first book on cellulose nanocomposites and has co-edited several other books and publications. He is involved in many global strategic research policy developments, standardizations and research-funding strategic councils in an advisory role. He is a highly acclaimed engineering consultant in materials engineering and works with almost 100 companies worldwide. He is a leader in creating non-profit organizations that are highly meaningful to society at large and is the founding member of the Canadian Natural Composites Council, the Ontario BioAuto Council, and the Ontario-Jianshu Nano-Innovation Centre in Suzhou, China, along with many more. He has championed the global Wood-Plastic Composite industry by actively pursuing his global vision for this important and emerging green industry having advised on many global committees to help grow this industry into a billion-dollar market.

CERTIFICATES OF APPRECIATION

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 or working group 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, working group or Council and/or have completed their term on the respective committee or Council. The following certificates of appreciation were presented to:

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.

PRESENTED CERTIFICATES OF APPRECIATION

The 2018 Annual Conference Organizing Committee members

Standing committee members, Councillors, or other members of Council

RECOGNITION OF LONGEVITY

Another area of recognition is ***longevity***: recognizing commitment to the Association and understanding of the importance of those 3 letters that accompany your name are those who have been members over decades. There are two occasions of recognition by the Association:

25 YEARS OF MEMBERSHIP

Starting in 2003, the Association began awarding Silver pins for 25 years of membership. This year we recognize members who joined the OPFA in late 1992 and early 1993 and have maintained their membership for 25 years. At the 2018 Annual General Meeting and Conference banquet the Association President presented, with assistance from the Executive Director presented the following 8 recipients with a 25-year pin:

Deb MacEwen, R.P.F.
Ulf Runesson, R.P.F.
Colin Arlidge, R.P.F.
Martin Kaiser, R.P.F. (NON-PRACTISING)
Bruce Summerby, R.P.F.
Ken Farr, R.P.F.
Bill Greenaway, R.P.F.
Sylvain Levesque, R.P.F.

50 YEARS OF MEMBERSHIP

Beginning in 2000, the OPFA Council included recognition of R.P.F.'s who had been members of the Association for over half a century. Those members who had reached 50 years in the Association (as of 2017) were invited to attend the Conference and banquet (specifically the Awards ceremony), as guests of the OPFA. The purpose of the invitation is to allow the Association and its membership, in attendance, an opportunity to officially recognize the commitment and loyalty of these individuals to their profession and the Association.

At the 2018 Annual Conference banquet, the following 2 members were presented their 50-year pin by the Association President:

John Goodman, R.P.F. (Ret.)
John Christian, R.P.F. (Ret.)

The Awards and Recognition working group is comprised of 3 members from a variety of forestry disciplines, locations, and employers.

WORKING GROUP

HEARST

George Graham, R.P.F.

Chief Forester, Hearst Forest Management Company

BARRIE

Graeme Davis, R.P.F.

Forester, Simcoe County

PETERBOROUGH

Rob Spence, R.P.F.

Administrator, Managed Tax Incentive Program, Ministry of Natural Resources & Forestry

The Working Group works by consensus and meets 1-2 times per year by phone to review nominations for the awards. The present Working Group members replaced the previous Working Group members in 2015. My thanks to the Working Group members for their commitment to this very difficult but rewarding task. We look forward to bestowing this year's awards on deserving members and improving the awards and recognition of our members and will be working towards that end in 2019.

WORKING GROUP REPORT

Editorial Board

Betty van Kerkhof, R.P.F., Chair

In 2018-19, a number of long-term board members stepped down; fortunately, a number of new members also joined the board.

I wish to thank Caroline Mach, R.P.F. for her 20 years of exemplary service as the newsletter editor. Caroline will be stepping down as editor after the March 2019 issue. Jennifer Dacosta joined the Editorial Board in January 2019 and will be undertaking the editor duties starting with the March 2019 issue. I am very pleased that we have this opportunity to transition to a new editor and thank Jennifer for stepping forward.

Eric Thompson, R.P.F., past Chair of the Editorial Board, stepped down as of January 2019. Lauren Quist (R.P.F.), Editorial Board member from Hearst resigned in September 2018. I wish to thank Eric and Lauren for their past dedication to the board and years of service. I understand that both are very busy with work and other volunteer activities.

The Editorial Board is pleased to welcome the following new members in 2018 and 2019: Mark Partington, R.P.F., Emily Salt, R.P.F. in Training, Arben Pustina, R.P.F., and Jennifer Dacosta, R.P.F. in Training.

THE EDITORIAL BOARD WORKING GROUP 2018

OTTAWA
Tony Ritchie, R.P.F. (Non-Practising)
Mike Rosen, R.P.F.

NORTH BAY
Fred Pinto, R.P.F.
Sarah Bros, R.P.F.

HEARST
Lauren Quist, R.P.F.

KENORA
Matt Wilkie, R.P.F.

CARLETON PLACE
Jim McCready, R.P.F.

OAKVILLE
Arben Pustina, R.P.F.

SAULT STE. MARIE
Jennifer Dacosta, R.P.F. in Training
Betty van Kerkhof, Chair

BLIND RIVER
John Harvey, R.P.F.

ROSEMONT
Caroline Mach, R.P.F. (Editor)

TIMMINS
Emily Salt, R.P.F. in Training

QUEBEC
Mark Partington, R.P.F.
Eric Thompson, R.P.F.

Member interest in the newsletter and its contents is much appreciated. The Editorial Board has been reviewing the recent survey that identified themes of interest to members and is working to address them in upcoming newsletters.

The Professional Forester publishes four issues per year. In 2018, the themes for those four issues were:

MARCH — Indigenous Forestry

JUNE — OPFA Annual Conference Recap

SEPTEMBER — Urban Forestry

DECEMBER — The Role of Forestry in Habitat Creation

The Professional Forester includes articles to educate members on expectations and obligations associated with being a member of a regulated profession. The newsletter also identifies continuing education opportunities for members, as well as member news. In response to the member survey, the OPFA Council Corner provides articles to summarize Council's activities and to provide more information about Councillors.

The Editorial Board meets throughout the year via conference calls and confirms the themes of 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 task of the Editorial Board members to solicit authors or write the articles for each issue. If you are approached by an Editorial Board member, it means that your perspective is valuable for a given issue. Consider taking the time to develop an article and share your perspective with fellow members.

Articles are 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.

WORKING GROUP REPORT

Crown Land Forestry

Robert Partridge, R.P.F., Chair

The Crown Land Forestry Working Group met 2 times in 2018 reviewing and addressing a variety of issues of interest to the OPFA that arose in the management of the Crown forests of Ontario.

2018 MEMBERSHIP

George Graham, R.P.F.
Tom Ratz, R.P.F.
Peter Nitschke, R.P.F.
Sarah Bros, R.P.F.
Robert Partridge, R.P.F., Chair
Fred Pinto, R.P.F., Executive Director & Registrar (Ex-Officio)

MANDATE

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

Meetings are held by teleconference and scheduled when as many members can attend as possible. In 2018 the working group continues to be proactive, as best it can, in matters such as:

1. Provincial Forest Strategy

Prepared note for council consideration regarding the opportunity to comment on provincial forest strategy, highlights included:

a. MNRF Structure - concerns about reporting, review, and efficiencies.

b. Government Guidelines and Professional Judgement – emphasis on the fact that foresters need the ability to administer professional judgement; implementation and development of government guidelines need to be cognizant of this area of professionalism.

2. Other Future Items of Interest

Similar to last year's report, in the interest of continuing to serve OPFA members, the topic of silviculture prescriptions. Scoping to understand professional guidance documents for prescriptions and standards.

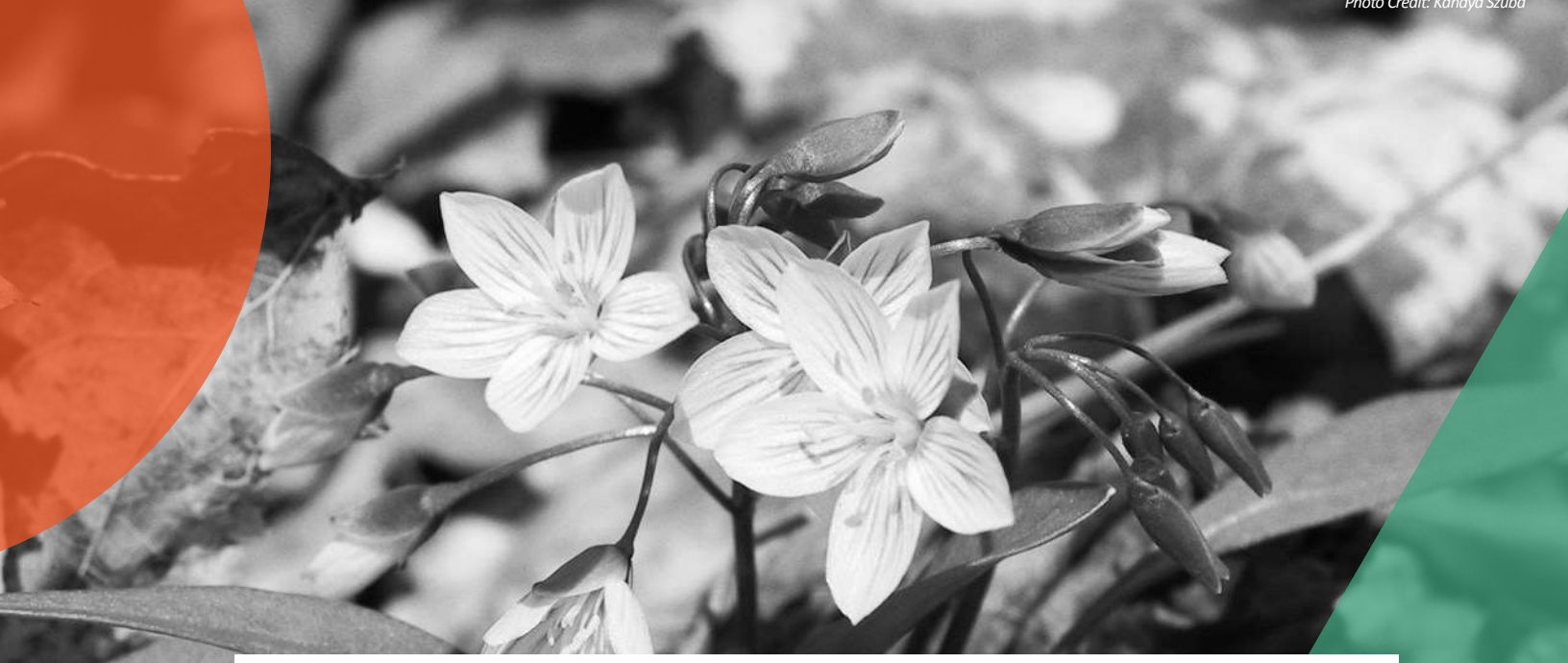


Photo Credit: Kandya Szuba

WORKING GROUP REPORT

Urban Forestry

Ben Kuttner, R.P.F., Chair

The Urban Forest Working Group had four teleconference meetings during 2018. As a priority detailed in the Urban Forest Working Group's (UFWG) 2018 workplan, a concerted effort was made to recruit new members. Thus, membership of the UFWG changed in 2018, with the addition of new members, and the resignations of some long-serving members. As of December 2018, the Working Group appointed Ben Kuttner, R.P.F. as its Chair with Mike Rosen becoming Past Chair and Jim McCready, John McNeil, Amory Ngan, Astrid Nielsen, Phil Davies, Timea Filer, and Joel McCracken as Members. Andy Kenney, John Cary, Anne Koven, and Carol Walker stepped down from the Working Group – their many years of contribution were enthusiastically acknowledged.

2018 MEMBERSHIP

Ben Kuttner, R.P.F. (Chair)
John Cary, R.P.F. (Ret.)
Andy Kenney, R.P.F.
Anne Koven, R.P.F., (Hon.)
Joel McCracken, R.P.F.
Jim McCready, R.P.F.
John McNeil, R.P.F.
Amory Ngan, R.P.F.
Phil Davies, R.P.F.
Astrid Nielsen, R.P.F.
Mike Rosen, R.P.F., Past-Chair
Carol Walker, R.P.F.
Timea Filer, R.P.F.

The UFWG continued efforts to raise the profile of urban foresters within the OPFA, and within Ontario society in general in 2018. First, the description of "What Foresters Do" on the OPFA website was reviewed, photos of urban foresters in the field were taken to include on the OPFA website, and proposed changes to the description of "what foresters do" on the website were developed and discussed by the working group members. In addition, an Urban Forestry themed issue of *The Professional Forester* newsletter (Issue 231: Urban Forestry) was circulated to the membership in September 2018 that included articles from different perspectives on urban forestry in multiple contexts. Working Group member Timea Filer, R.P.F. contributed an article to the issue on strategic urban forest management and adapting to change.

The UFWG continued to express interest in the proposed restructuring of the University of Toronto's Faculty of Forestry and associated opportunities to enhance its urban forestry programs. A letter with input from the Working Group was sent by the Executive Director of the OPFA to the Dean of Forestry, offering the Working Group's expertise in developing a CFAB accredited program in urban forestry.

The UFWG also maintained an area of interest surrounding the Ontario Association of Landscape Architects (OALA) and their continued interest in right to practice legislation to regulate landscape architects in the province under the OALA. The Ontario Government provided alternative suggestions instead of right to practice legislation in December of 2017. The change in government in 2018 may result in a reconsideration of the OALA's proposal. Hence, the UFWG requested that the Executive Director continue to monitor the situation and provide updates as required.

In addition, on request of the Executive Director of the OPFA, the UFWG explored the identification of competencies required for Provisional Members who want to practice elements of urban forestry that may fall within the scope of professional forestry to become Associate Members. The idea behind the request was to identify competencies required of Associate Members if they were to apply for membership with a reduced scope of practice, in order to serve the interest of the public that understands the benefits of service delivery by members of a regulated profession. The UFWG will continue the discussion on the identification of such competencies in 2019.

WORKING GROUP REPORT

Social Media

Society's expectations for communication have become more instant than ever, with traditional websites going by the wayside and many heading straight to social media for their information. The way in which governments, businesses, organizations, and individuals communicate has changed tremendously. We are living in the world of social media, and the OPFA is on board.

The OPFA joined Facebook in 2014, and Twitter in 2015, and Instagram in 2018. Messaging is positive, factual and intended to engage an audience of foresters and interested citizens alike – and it's free! The main goals are to increase the positive profile of the professional forester, help the public be more aware of what we do, and recruit future foresters to join us in the sustainable management of Ontario's forests. It's also a way for us to build pride in the profession, keep in touch, support and be supported by like-minded organizations.

The Facebook following has grown to nearly 1,000. Some posts reach more than 2,000 people, with the most impactful messaging being about members. Over the last month, for example, more than 4,200 people were reached by OPFA posts. It's also an effective way to build interest around events, like our Annual Conference. 53% of the followers are between the ages of 25-44, an important group for us to communicate with as we try to grow the Association. Most are within Canada, but some follow from the US, India and other countries.

Our followers on Twitter (@_OPFA) continue to increase as well and we are currently over 750. The followers range from individuals to large corporations to NGOs and other professional forester regulatory bodies in Canada. Over the past year, our tweets that have received the greatest attention were the International Women's Day tweet that included a great collage image and our National Tree Day tweet. We also retweet interesting and relevant posts that are in line with our goals for messaging. Our most active time on Twitter is the lead up to the Annual Conference as we promote the speakers, agenda and host city.

The newest addition to the OPFA's social media presence, our Instagram page (@on.professional.foresters.assn) was created in November of 2018. With Instagram becoming one of the top social media platforms, especially with younger generations, it will be a key tool to engage new members going forward. To date with 25 posts, we have reached 111 followers. Our strongest engagement has come from in-the-field photos that have been submitted by active OPFA members, along with our most recent post celebrating International Women's Day. With an increase in posts pertaining to what our members are doing in their day to day roles, we can expect an increased following moving forward in 2019.

If you have ideas for OPFA social media posts, please get in touch! This could be a picture and story of something cool you've seen or done at work, interesting forest news or an event you're organizing. And make sure to follow along!

#TeamOPFA Social Media,

2018 MEMBERSHIP

Denis Gagnon, R.P.F.
Brian Marshall, R.P.F.
Lacey Rose, R.P.F.

REPORT

Canadian Forestry Accreditation Board

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-based and knowledge-based academic standards and includes, also, consideration of facilities and services offered; faculty experience, qualifications, and tenure; and the ability of the program to instill 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 baccalaureates and two Master's) in Canada enjoy accredited status. The Board does not accredit faculties or institutions, nor does it review programs outside Canada.

The Board met once at a face-to-face meeting in Edmonton on September 14th. At this meeting, the board considered the final reports of the review of programs at the University of British Columbia and Lakehead University. The Board also dealt with the finalization and acceptance of documents to be used with the revised certification and accreditation standards.

The University of British Columbia program review was conducted in April by a team comprised of David Winston, R.P.F.(Non-Practising) (lead), David Blackmore, R.P.F., Ian Millar, R.P.F., and Janet Schilf, R.P.F.(Ret.). Messrs. Winston and Blackmore are, respectively, alternate (Ontario) and regular (Alberta) members of the Board.

The Lakehead University program review was conducted in March by Roger Roy, f.a., Bruce Dancik, R.P.F.(Ret.), Rod Smith and Jim Thrower, R.P.F. Drs. Roy and Dancik are members of the Board representing, respectively, New Brunswick and the Canadian Institute of Forestry.

At the Edmonton meeting, the board determined that accreditation of the Forest Resources Management and Forest Operation majors, Faculty of Forestry, University of British Columbia (Dr. John Innes, Dean) and the Honours Forestry program, Faculty of Natural Resources Management, Lakehead University (Dr. Ulf Runesson, Dean) "shall be granted for a period of six years, the maximum allowed by the CFAB Policy Statement". In each case, accreditation begins with the 2018/2019 academic year and continues to June 30, 2024.

One regular program review is scheduled for 2019, at the University of British Columbia (Master of Sustainable Forest Management). By agreement with Dean Innes, the UBC review will take place in April. A second review which was scheduled for the University of Toronto (Master of Forest Conservation) has been postponed for one year (to December 31, 2020) at the request of Dean Wright.

There were two changes in Board membership over the past year. Kevin Keys, R.P.F., stepped down after a brief period as the RPFANS alternate member and has been succeeded by Peter Burchill, R.P.F. Also, Randy Trerise, R.P.F. succeeded Casey Macaulay, R.P.F. as the ABCFP alternate member. Peter Marshall, R.P.F., the long-standing appointee of the ABCFP continues in his position as Chair. The former College of Alberta Forest Professionals, having come together with the province's forest technologist group, is now part of an organization called the Association of Alberta Forest Management Professionals.

Board Members and alternates

END OF 2018

ASSOCIATION OF BRITISH COLUMBIA FOREST PROFESSIONALS

Peter Marshall, R.P.F., Chair

Randy Trerise, R.P.F. (alt.)

ASSOCIATION OF ALBERTA FOREST MANAGEMENT PROFESSIONALS

Dave Blackmore, R.P.F.

Charles Backman, R.P.F. (alt.)

ASSOCIATION OF SASKATCHEWAN FORESTRY PROFESSIONALS

John Daisley, R.P.F.

Peggy McDougall, R.P.F. (alt.)

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Faye Johnson, R.P.F.

David Winston, R.P.F. (Non-Practising) (alt.)

ORDRE DES INGÉNIEURS FORESTIERS DU QUÉBEC

Germain Paré, ING.F.

Pierre Breton, ING.F. (alt.)

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEW BRUNSWICK

Roger Roy, F.A.

Rod O'Connell, R.P.F. (alt.)

REGISTERED PROFESSIONAL FORESTERS ASSOCIATION OF NOVA SCOTIA

Robert Young, R.P.F.

Peter Burchill, R.P.F. (alt.)

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEWFOUNDLAND LABRADOR

Jason Pond, R.P.F.

Glen Knee, R.P.F. (alt.)

CANADIAN INSTITUTE OF FORESTRY

Bruce Dancik, R.P.F.

No Alternate

Photo Credit: Marc Johnson

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 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 a CFAB-accredited program.

Approval of new Certification Standards for entrance into professional practice by the CFPFA member agencies in mid-2017 paved the way for review and revision of the Academic Standards for Accreditation used by the CFAB. Starting in mid-September 2017, a joint CFPFA/AUFSC/CFAB working group charged with the task met several times in teleconference and in a face-to-face session. Subsequently, revisions of the Academic Standards and of the CFAB Policy Statement were presented to and approved by, CFPFA (required for use) - the former in March 2018 and the latter in June 2018. The CFAB Questionnaire was then revised by CFAB (CFPFA approval not required). All reworked documents were provided to the Association of University Forestry Schools of Canada (AUFSC) for its September 2018 meeting in Edmonton. Peter Marshall and Lorne Riley of the CFAB met with AUFSC members at that time to discuss the changes. Use of the new materials will begin with the reviews scheduled for 2019.

The Board is also an active member of the Association of Accrediting Agencies of Canada (AAAC). The AAAC which has a membership of about 30 professional disciplines, considers items of mutual accreditation interest and shares accreditation experience amongst its member agencies.

STATUS OF CFAB PROGRAM ACCREDITATIONS AT CANADIAN SCHOOLS OF FORESTRY – DECEMBER 2018

SEPTEMBER 2013

University of British Columbia, Faculty of Forestry

Master of Sustainable Forest Management Program
Accreditation extended one year to June 30, 2019

SEPTEMBER 2014

University of Toronto, Faculty of Forestry

Master of Forest Conservation Program
Accreditation extended one year to December 31, 2020

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

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

SEPTEMBER 2017

University of New Brunswick, Faculty of Forestry and Environmental Management

Forestry Program
Accredited for six years to June 30, 2023

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, 2023

SEPTEMBER 2018

University of British Columbia, Faculty of Forestry

Forestry Program, Forest Resources Management and Forest Operations majors
Accredited for six years to June 30, 2024

Lakehead University, Faculty of Natural Resources Management,

Honours Forestry Program (H.B.Sc.F.)
Accredited for six years to June 30, 2024

2018

Annual General Meeting Minutes

WEDNESDAY, MAY 16, 2018

Senator Hotel and Conference Centre, Timmins, Ontario

(minutes are draft until approved at the 2019 AGM)

1. Call to Order

President Greg Pawson, R.P.F., called the meeting to order at 3:00 p.m. noting that this was the 2018 Annual General Meeting of the Ontario Professional Foresters Association.

2. Notices, Members and Proxies

The President called upon Registrar, Fred Pinto, 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 are 65 members eligible to vote in attendance. Seven (7) proxies were received prior to the meeting. Six (6) proxies appointed the President and one (1) proxy appointed another member who is in attendance.

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

3. President's Remarks

The President introduced Executive Director and Registrar, Fred Pinto, R.P.F., Registration Manager, Louise Simpson, and Office and Registration Coordinator, Priscilla Doyle. There was a round of applause.

The President welcomed members and noted that guests were welcome, however only Full, Associate, Non-Resident, Inactive and Life members are entitled to vote by a show of hands during the meeting. This means that Student, Provisional and Honourary Members are not entitled to vote.

The President noted that as is required in the OPFA By-laws, the Annual Report for the 2017 fiscal year, with all reports and the audited financial statements, were posted on the OPFA website and notice of such was sent to all members in April. He also noted that printed copies of the Annual Report were available on the tables and that an electronic copy would be sent to any member upon request or downloaded from the OPFA website. All the reports in the 2017 Annual Report will be considered and the corresponding page numbers will be referred to.

The President noted that in order to terminate the meeting by 4:30 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 will be requested, however, if any Member had a reason which they wished to explain, individual reports could be separated out for an individual vote.

4. In Memoriam

The President noted that five (5) members had passed away since the 2017 Annual General Meeting or whose death we have learned about since then. He asked all to stand for a moment of silence to remember them.

Alfred Campbell
Paul Masterson
John Naysmith
Larry Powell
Benjamin Wang

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 May 2017, or any newly registered practicing members, to stand and introduce themselves. Seven (7) new members or newly registered members present stood and introduced themselves. These new members were welcomed by a round of applause. The President welcomed the new members and asked that they take their professional status seriously, and to remember that their primary responsibility is to protect the public interest and to find ways to contribute to the advancement of the profession.

6. Approval of Minutes of 2017 Annual Meeting

pages 39-48

The President noted that the minutes were posted in draft form on the website and are in the 2017 Annual Report. The President asked for a motion to approve the minutes as presented.

Motion: It was moved by David Milton, R.P.F.(Ret.), and seconded by Astrid Nielsen, R.P.F., that the minutes of the 2017 Annual General Meeting be accepted as presented.

Carried.

7. Resolution Updates

The President noted that there was one resolution that was received and approved by the members in attendance last year. The resolution stated:

Whereas, during a period of time when the former Executive Director/Registrar was dealing with health issues and unable to discharge both responsibilities;

And, whereas Council at that time hired a Registrar who reported to Council to provide further relief to the Executive Director;

And, whereas having the Registrar report directly to the Council was put in place as a contracted, temporary measure;

And, whereas, a one-window approach to leadership benefits the Association by ensuring clarity and accountability;

And, whereas the Ontario Professional Foresters Association has an Executive Director;

Be it resolved that Council give consideration to having the Registrar report to the Executive Director."

Mover: Jeff Muzzi Seconder: Steve D'eon

At last year's Annual General Meeting, the President informed those present, that Council had started a review of its organizational structure and its classification of people that supply services to the OPFA. Shortly thereafter, Registrar, Susan Jarvis, R.P.F., informed Council that she was returning to private practice. The OPFA completed its human resources review during the summer of 2017 and have combined the position of Executive Director and Registrar. This was announced to all members in September 2017.

8. Annual Reports

pages 13-38

The President stated that he would go through the reports that are contained in the OPFA 2017 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 separate vote. There were no requests for any report to be considered separately. The President asked if there were any questions on the report. There were none.

Motion: It was moved by Peter Street, R.P.F. and seconded by Jack Harrison, R.P.F. that the following reports be received as presented in the Annual Report:

President's Message	pages 6- 7
Executive Director & Registrar's Report	pages 8-12
Registration Committee Report	pages 14-15
Awards & Recognition Committee Report	pages 16-23
Editorial Board Report	pages 24-25
Finance Committee Report	page 13
Competency Support Committee Report	pages 26-28
Crown Lands Forestry Working Group Report	pages 29-30
Urban Forestry Working Group Report	pages 31-32
Canadian Forestry Accreditation Board (CFAB) Report	pages 33-38

Carried.

9. Auditor's Report & Financial Statements

pages 49-62

The President noted that the 2017 financial statements had been approved by Council and the Auditor's Report had been received. Both appear in the 2017 Annual Report. The President asked if there were any questions for David Milton, R.P.F.(Ret.), Chair of the Finance and Audit Committee. There were some questions:

1. Why are net assets on the audited financial statements (Page 52 of the 2017 Annual Report) reduced from 2016 by $136,000?
This was due to the balance of the grant for the Bridge Training for Foresters being used.
2. Should the restricted reserves (Page 59 of the 2017 Annual Report) be higher?
The original policy was to have $460,000 in reserves. This would allow funds for two court cases and the dissolution of the OPFA, should they be required. The Finance Committee, with input from the OPFA auditor, looked at the reserves of other regulatory bodies across Canada and determined that a reserve of $175,000 was more realistic. $150,000 for a court case and $25,000 for project overrun and dissolution.

10. Council's Appointment of Association Auditor

The President reported that at its May 13, 2018 meeting, Council, after reviewing proposals, passed a motion to appoint KPMG as Auditor for the Association for the year ending November 30th, 2018. The previous auditor, Ed Girardi, is retiring. 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 2017 Annual Report, except for the information on pages 63 to 65 which are the sponsors for the 2017 Annual Conference. The President asked for a round of applause to express appreciation for the sponsors of the 2017 Annual Conference. There was a round of applause.

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 Blair Sullivan, R.P.F. and seconded by Gordon King, R.P.F. 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 2018 By-law Changes

The President noted that the proposed by-law changes were approved by Council in March 2018. 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 were posted on the OPFA website. Member, discussion is welcome. After discussion, a blanket motion to approve all the Bylaw changes will be called. If any Member had a reason, that they liked to explain, any bylaw article can be isolated as a separate vote. The proposed by-law changes were sent to all members. Please refer to the written material for the specific wording.

The proposed by-law changes are summarized as follows:

Article 6.2- Term of Council - To clarify the terms (length of service) for elected Councillors and Officers

Article 7.19 – Minutes - To ensure official minutes for the Registration Committee and Executive Committee are recorded.

Article 10.8 – Eligibility for Election – Reformat the wording.

Article 11.5 – Qualifications for Full Membership – Several changes:

- Addition of a descriptor "Canadian" to the required "four-year science-based degree or equivalent" to clarify that credentials must be evaluated for equivalency.
- To explain that at least 6 months experience must be acquired after 80% of the required competencies have been demonstrated. [if needed ask Fred Pinto to clarify this requirement]
- To allow for one sponsor to be a supervisor who may or may not be an OPFA member.
- To require a mentoring agreement

Article 11.6 – Qualifications for Associate Membership – Several changes:

- Ensure consistency with requirements for Full Membership.
- Specify the experience must be in forestry.
- Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for the candidate's practice

Article 11.22 – Use of Designations: Revise the designations that members can use:

From	To
Associate Member	Associate R.P.F.
Life Member category to add	Associate R.P.F. (Ret.)
Inactive category to include	Non-Practising Professional Forester", "R.P.F. (Non-Practising) and Associate R.P.F. (Non-Practising),
Temporary Member	Temporary R.P.F
Provisional Member	R.P.F. in Training

Article 14.18 Where no action is taken by a member to remedy a suspension, the member's certificate will be cancelled after 6 months instead of 2 years and the record of any suspension or cancellation will remain on the Member's public record indefinitely.

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

There were comments and questions:

1. Article 11.5 of the Bylaws: Requiring a Provisional Member to complete an additional 6 months of forestry experience, after they have demonstrated 80% of the required competencies, will result in a Provisional Member having to complete 24 months experience. Fred Pinto, R.P.F., Executive Director and Registrar, explained that all regulated professionals have qualifications for experience after they have completed their academic training. Provisional members from accredited programs have met all their academic competencies before obtaining their professional experience. No profession can allow someone to practice without first demonstrating that they have the required academic competencies. Provisional Members are encouraged to complete the Credential Assessment Process (required for those who graduated from an unaccredited forestry program) as soon as possible to determine their gaps in competencies. They may be able to expedite the process by knowing the gaps that they need to fill, sooner.

2. What efforts are being made to give information to high schools and unaccredited programs on what professional forestry is? Fred Pinto, R.P.F., Executive Director and Registrar, explained that Forests Ontario has a Forestry in the Classroom program in place in which members of the OPFA can speak to school children. A video was just released by the Eastern Ontario Model Forest which is targeted toward high schools. A portion of the video will be shown later this evening at the Awards Banquet.

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.

Motion: It was moved by Don Bazeley, R.P.F. and Keith Ley, R.P.F. that the 2018 Bylaw changes be confirmed effective May 17, 2018. There were 65 votes in favour, 0 votes against, and 0 abstentions The President declared that the proposed 2018 By-law changes are confirmed by the membership and are effective May 17, 2018.

Carried.

13. Highlights of OPFA Business for 2017

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

- Work began to rebrand the OPFA and integrate association management software with a new website. This work continues through in 2018. This is a major undertaking that, when complete, will automate some services, improve security, improve record keeping of enforcement activities, and improve the search and storage of information while allowing better collaboration.
- With the reorganization and reclassification of staff human resources, financial and health and safety policies were written.
- The Bridge Training Project for Professional Foresters has been completed on schedule and on budget. Members have availed themselves to the training modules provided by a consortium of two different suppliers. A satisfaction survey of candidates was completed in 2017. The results of the survey have been used to improve the quality of some modules.
- The OPFA has a record number of Provisional Members, now called R.P.F. in Training that at the end of the 2017 fiscal year totalled 130.
- Membership data was analyzed to determine trends and barriers that new members face. Plans are underway to develop standard scopes of practice for Associate R.P.F.'s. For example, many current R.P.F.'s in Training have said that they want to provide specific woodlot management services on private land and others want to provide regeneration services. We will be working to develop these defined scopes of practices in 2018. We hope that this will help R.P.F.'s in Training become Associate R.P.F.s.
- Several presentations were made to students in accredited forestry programs in 2017. The uptake of student membership is very encouraging.
- A review of all registration documents was conducted. Errors and discrepancies between different documents have been identified and work to correct or update them has begun.
- Information sheets for Municipalities and Conservation Authorities have been prepared and distributed to managers of these organizations provided by members. This has resulted in greater awareness of the value of professional foresters.
- During the past fiscal year, the OPFA resolved 1 unauthorised practice case, 2 complaints, and 12 concerns.
- The experience gained from OPFA's enforcement actions was used to revise Practice Guidance Documents on Professional Practice and Private Land Forestry. These documents were drafted by Jim Parker, R.P.F. (Hon.), Enforcement Coordinator along with myself, with advice from our legal counsel. They will be sent to Council for final approval before being circulated to the Membership.
- OPFA continues to use Twitter and Facebook to explain the role of its members. Today we have more followers than we have members of the OPFA.
- Written and oral presentations were made to government and media to inform them of the role of OPFA members and explain professional forestry. The OPFA is not able to advocate, however, if someone misconstrues information on professional forestry, we can, and have, spoken out.

14. Resolutions

The President noted that in keeping with the *Professional Foresters Act, 2000*, OPFA resolutions only call upon Council to consider matters covered.

The membership was informed that written Resolutions would be accepted until Friday, May 12, 2018, for consideration at this Annual General Meeting. No resolutions were received for presentation at this meeting. Late Resolutions will not be accepted or discussed at this Annual General Meeting, however, Council will receive and consider suggestions or concerns from members at any time throughout the year.

15. Other Business

The President asked if there was any other business for discussion. There were:

1. How are programs accredited? A University must contact the CFAB (Canadian Forestry Accreditation Board) to have their forestry program(s) assessed. The Executive Director and Registrar visits students in accredited programs in conjunction with other OPFA business.

2. Will the Executive Director and Registrar respond to negative letters to the editor of local newspapers? The OPFA is unable to advocate, however, the Executive Director and Registrar will respond to anyone with questions or concerns. In fact, the Executive Director and Registrar has responded to incorrect information on forestry that as a result may cast professional foresters in a negative light.

The President then raised two matters before terminating the meeting:

2019 Annual Conference:

The President called upon Ray Riley, R.P.F. (Hon.) to announce that members in and around Thunder Bay have begun organizing the 62nd OPFA Annual Conference in April 2019. Mr. Riley, on behalf of Tom Ratz, R.P.F., the Northwest Council representative, explained that a Chair for the organizing committee had not yet been found. Anyone wishing to join the organizing committee are asked to contact the OPFA.

2018 Annual Conference:

The President acknowledged the support of sponsors and exhibitors for this annual conference and noted the excellent organization and hard work of the following volunteers on the 2018 Conference Committee:

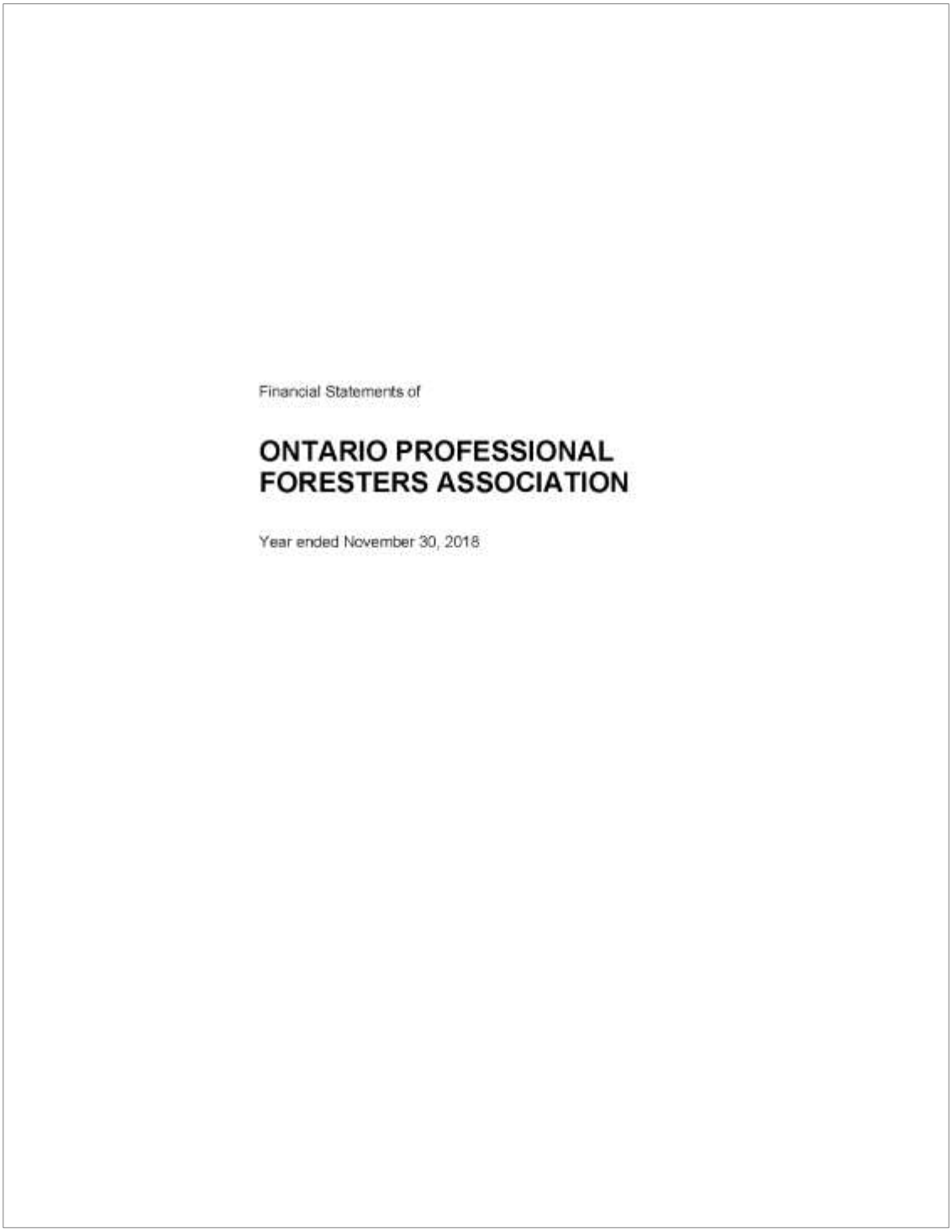
Gord King, Chair	Rob Galloway	Ryan Milne
Chad Anderson	George Graham	Fred Pinto
Gail Ballak	Krish Homagain	Heather Farrer
Don Bazeley	Al Thorne	David Flood
Priscilla Doyle	Paul Tremblay	
Mike Liukko	Don Willis	
Gregg Lloyd	Krista Mayrand	

There was a round of applause.

16. Termination

The President declared that as there was no further business, the 2018 Annual General Meeting of the OPFA was hereby terminated at 4:30 p.m.

FINANCIAL STATEMENTS



Financial Statements of

ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION

Year ended November 30, 2018

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 1*

KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury Ontario P3C 1X3
Canada
Telephone (705) 675-8500
Fax (705) 675-7586

INDEPENDENT AUDITORS' REPORT

To the Members of the Ontario Professional Foresters Association

We have audited the accompanying financial statements Ontario Professional Foresters Association which comprise the statement of financial position as at November 30, 2018, the statements of operations and changes in net assets and cash flows for the year then ended, and notes, comprising 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 accounting standards for not-for-profit organizations 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we 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 our 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, we consider 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 2*

KPMG

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Ontario Professional Foresters Association as at November 30, 2018, and its results of operations and its cash flows for the year then in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 7 to the financial statements which indicates that the comparative information presented as at and for the year ended November 30, 2017 has been restated.

Other Matter

The financial statements of Ontario Professional Foresters Association as at and for the year ended November 30, 2017, were audited by another auditor who expressed an unqualified opinion on January 31, 2018.

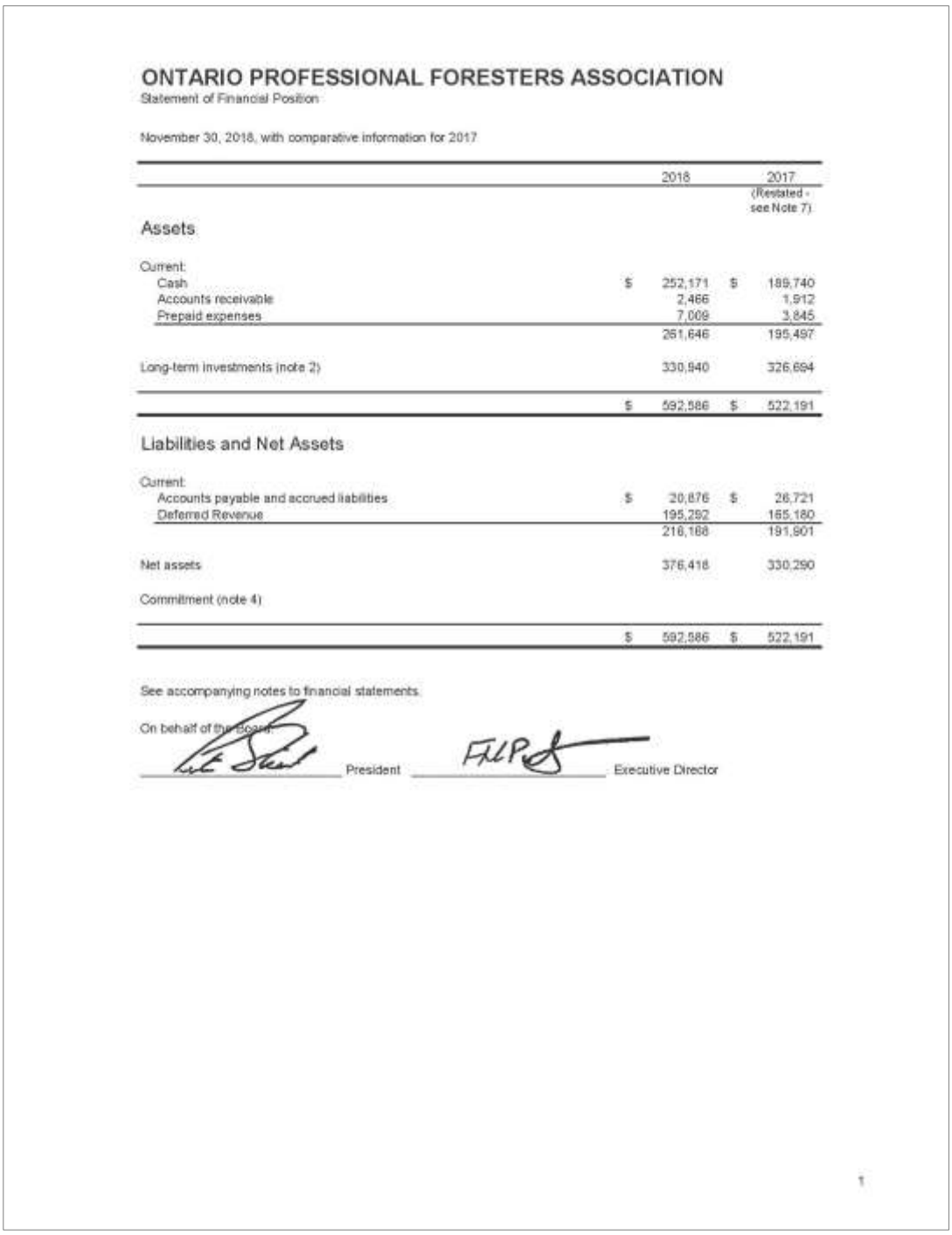
KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

March 25, 2019

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 3*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Financial Position

November 30, 2018, with comparative information for 2017

	2018	2017 (Restated - see Note 7)
Assets		
Current:		
Cash	$ 252,171	$ 189,740
Accounts receivable	2,466	1,912
Prepaid expenses	7,009	3,845
	261,646	195,497
Long-term investments (note 2)	330,940	326,694
	$ 592,586	$ 522,191
Liabilities and Net Assets		
Current:		
Accounts payable and accrued liabilities	$ 20,876	$ 26,721
Deferred Revenue	195,292	165,180
	216,168	191,901
Net assets	376,418	330,290
Commitment (note 4)		
	$ 592,586	$ 522,191

See accompanying notes to financial statements.

On behalf of the Board:

President

Executive Director

1

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 4*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Operations

Year ended November 30, 2018, with comparative information for 2017

	2018	2017 (Restated - see Note 7)
Revenue:		
Memberships	$ 384,023	$ 378,751
Application and examination	14,485	20,595
Events	80,140	116,680
Grant income	-	134,965
Other	8,764	7,958
	487,412	658,949
Expenses: (note 5)		
Regulatory	49,004	105,670
Profile	-	5,655
Policy engagement	2,564	6,379
Events	64,360	109,286
Competency	-	134,965
Member services	69,208	18,383
Governance	44,996	86,728
General administration	211,152	122,561
	441,284	589,627
Excess of revenue over expenses	$ 46,128	$ 69,322

See accompanying notes to financial statements.

2

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 5*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

Year ended November 30, 2018, with comparative information for 2017

	Internally Restricted (Note 3)	Unrestricted	2018	2017 (Restated - see Note 7)
Net assets, beginning of year	$ 208,405	121,885	330,290	260,968
Excess of revenue over expenses	4,247	41,881	46,128	69,322
Transfer	50,000	(50,000)	-	-
Net assets, end of year	$ 262,652	113,766	376,418	330,290

See accompanying notes to financial statements.

3

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 6*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

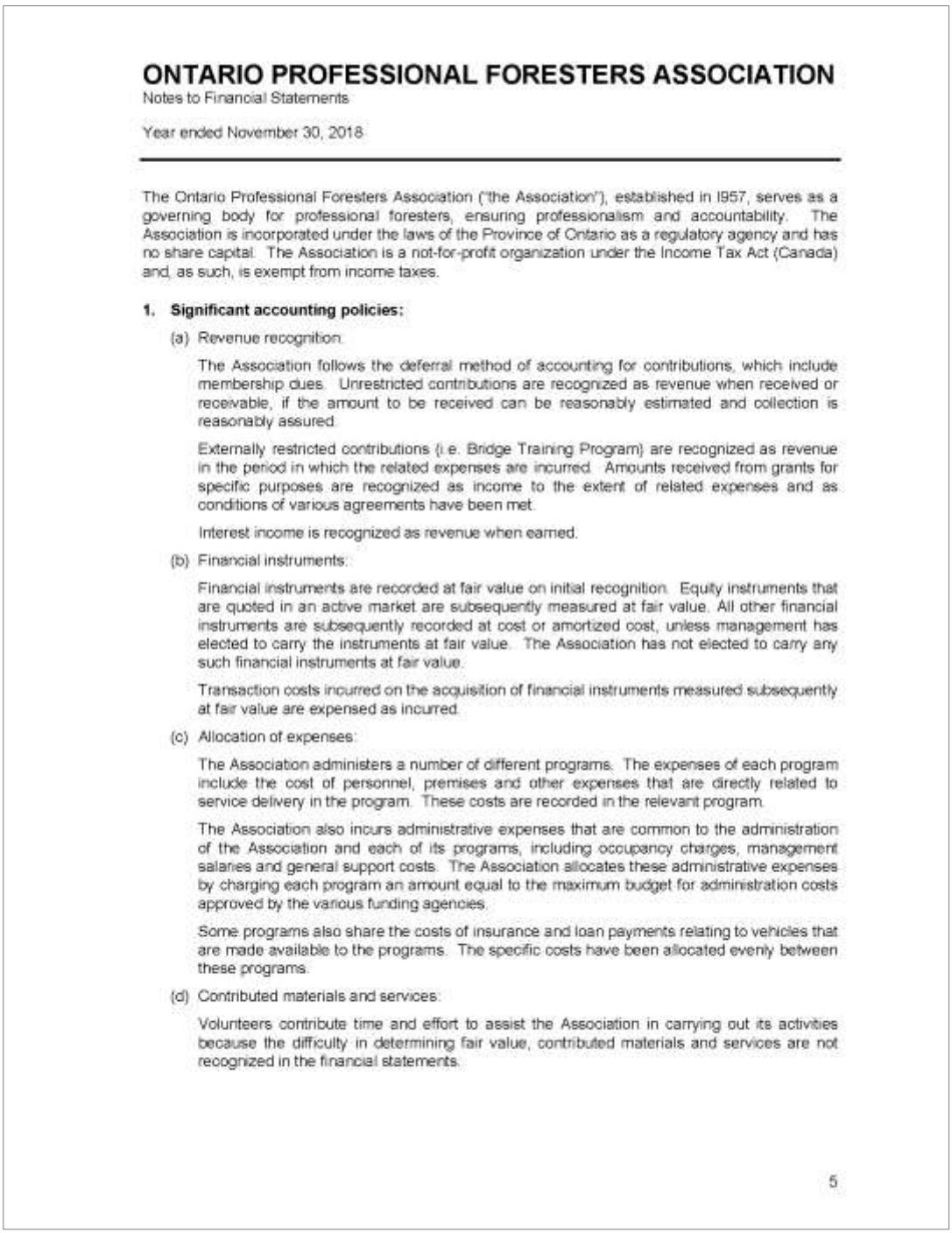
Year ended November 30, 2018, with comparative information for 2017

	2018	2017 (Restated - see Note 7)
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	$ 46,128	$ 69,322
Changes in non-cash operating working capital:		
Increase (decrease) in pre-paid expenses and deposits	(3,164)	1,794
Increase in restricted cash	-	104,465
Decrease in accounts payable and accrued liabilities	(5,845)	(610)
Increase in accounts receivable	(554)	(20,141)
Increase in grant income	-	(104,465)
Increase (decrease) in deferred revenue	30,112	(115,649)
	66,677	(65,284)
Investing:		
Increase in long-term investments	(4,246)	(175,090)
Increase (decrease) in cash	62,431	(240,374)
Cash, beginning of year	189,740	430,114
Cash, end of year	$ 252,171	$ 189,740

See accompanying notes to financial statements

4

OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 7*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2018

The Ontario Professional Foresters Association ("the Association"), established in 1957, serves as a governing body for professional foresters, ensuring professionalism and accountability. The Association is incorporated under the laws of 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.

1. Significant accounting policies:

(a) 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.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

(c) Allocation of expenses:

The Association administers a number of different programs. The expenses of each program include the cost of personnel, premises and other expenses that are directly related to service delivery in the program. These costs are recorded in the relevant program.

The Association also incurs administrative expenses that are common to the administration of the Association and each of its programs, including occupancy charges, management salaries and general support costs. The Association allocates these administrative expenses by charging each program an amount equal to the maximum budget for administration costs approved by the various funding agencies.

Some programs also share the costs of insurance and loan payments relating to vehicles that are made available to the programs. The specific costs have been allocated evenly between these programs.

(d) Contributed materials and services:

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

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OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 8*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2018

1. Significant accounting policies (continued):

(e) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the periods specified. Significant items subject to such estimates and assumptions include the carrying value of capital assets and valuation allowances for accounts receivable. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

2. Long-term investments:

		2018	2017
TD Canada Trust	$	225,265	223,068
Scotia McLeod		105,675	103,626
	$	330,940	326,694

The investments bear interest at rates between 0.25% and the market value at time of disposition with maturity dates between December 5th, 2018 and April 7, 2021.

3. 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:

		2018	2017
Dissolution	$	60,000	60,000
Allowance for two concurrent major disciplinary matters		400,000	400,000
Cumulative interest earned on invested funds		84,942	81,852
		544,942	541,852
Cumulative funds transferred for enforcement action	$	(186,537)	(186,537)
Target deficit to be funded		(150,000)	(150,000)
Transfer		50,000	–
Interest earned during the year on invested funds		4,247	3,090
		(282,290)	(333,447)
	$	262,652	208,405

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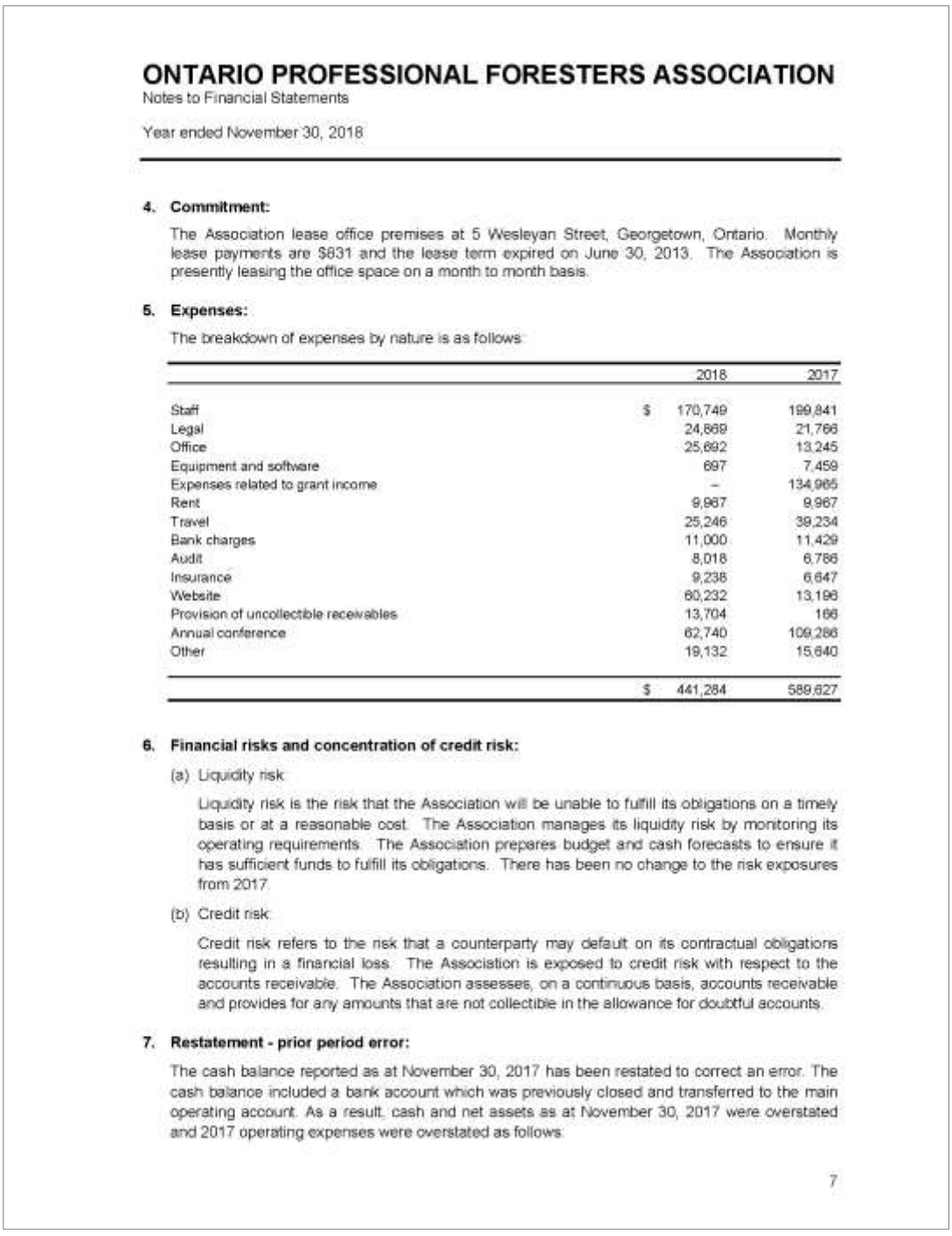
OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 9*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2018

4. Commitment:

The Association lease 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.

5. Expenses:

The breakdown of expenses by nature is as follows:

		2018	2017
Staff	$	170,749	199,841
Legal		24,869	21,766
Office		25,692	13,245
Equipment and software		697	7,459
Expenses related to grant income		–	134,965
Rent		9,967	9,967
Travel		25,246	39,234
Bank charges		11,000	11,429
Audit		8,018	6,786
Insurance		9,238	6,647
Website		60,232	13,198
Provision of uncollectible receivables		13,704	166
Annual conference		62,740	109,286
Other		19,132	15,640
	$	441,284	589,627

6. Financial risks and concentration of credit risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2017.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association is exposed to credit risk with respect to the accounts receivable. The Association assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

7. Restatement - prior period error:

The cash balance reported as at November 30, 2017 has been restated to correct an error. The cash balance included a bank account which was previously closed and transferred to the main operating account. As a result, cash and net assets as at November 30, 2017 were overstated and 2017 operating expenses were overstated as follows:

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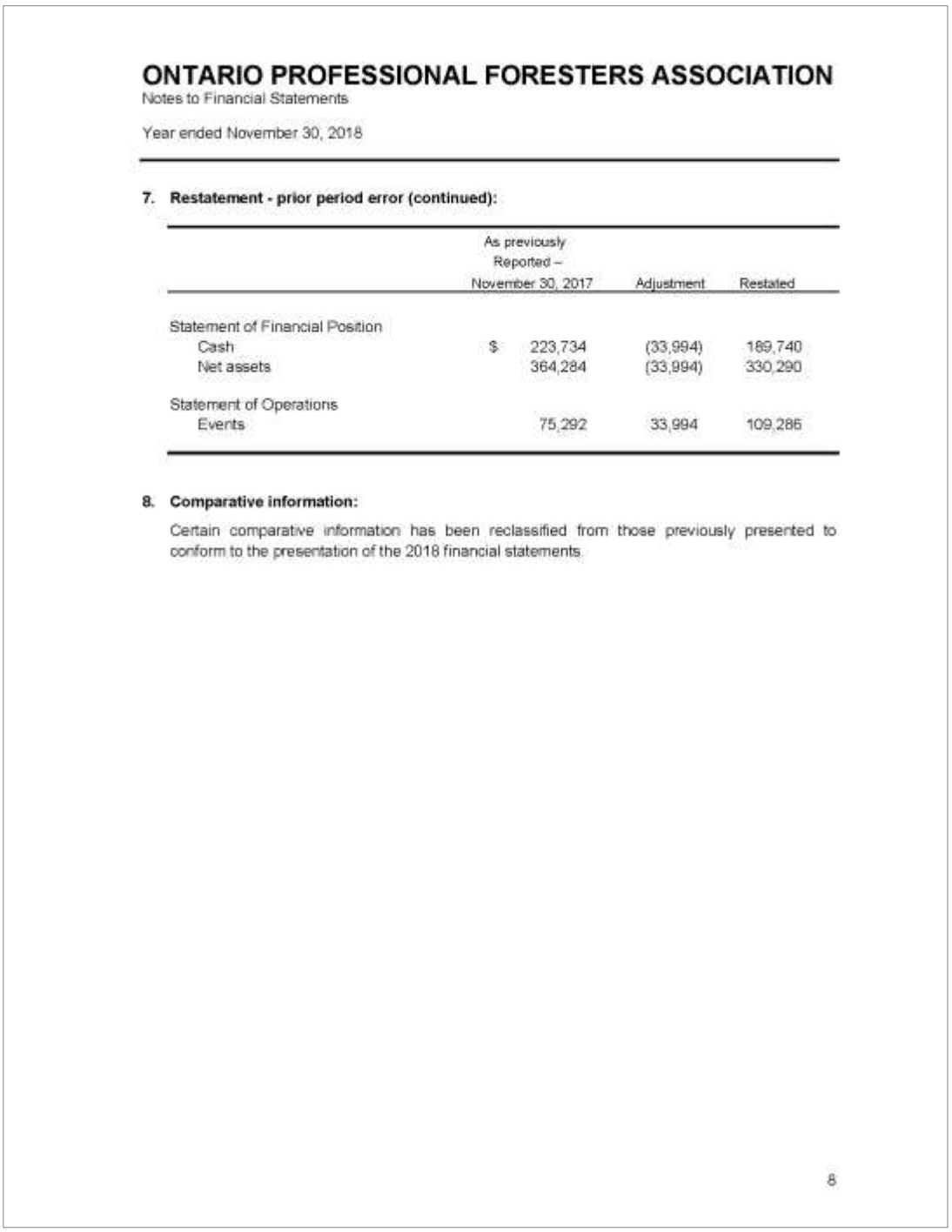
OPFA 2018 AUDITED FINANCIAL STATEMENTS – *Figure 10*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2018

7. Restatement - prior period error (continued):

	As previously Reported – November 30, 2017	Adjustment	Restated
Statement of Financial Position			
Cash	$ 223,734	(33,994)	189,740
Net assets	364,284	(33,994)	330,290
Statement of Operations			
Events	75,292	33,994	109,286

8. Comparative information:

Certain comparative information has been reclassified from those previously presented to conform to the presentation of the 2018 financial statements.

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OPFA 2017 AUDITED FINANCIAL STATEMENTS – *Figure 11*

ACKNOWLEDGEMENTS

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