2019 ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Annual Report

SINCE 1957

OPFA

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2019 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

REGISTRATION MANAGER
Louise Simpson, MScF

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Mark Kuhlberg
Larry McDermott
Paul Wallis

Public members are appointed by the Lieutenant Governor of Ontario

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COMMITTEES, WORKING GROUPS & TASK TEAMS

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Susan Gesner (Public Member)

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Paul Wallis (Public Member)

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COUNCIL MEMBERS

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

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Dave Legg, R.P.F.
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Niall Scarr, R.P.F.
Kevin Shorthouse, R.P.F.
Chris Stratton, R.P.F.

Social Media

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

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Fred Pinto, R.P.F.

Regional Advisory Committee (MNRF)

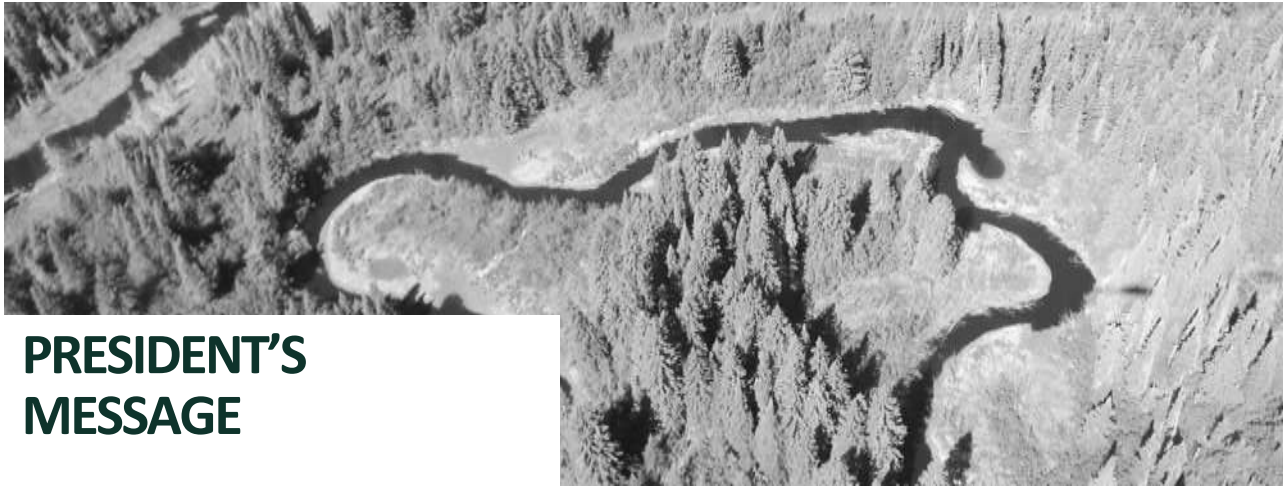
James Harrison (Northwest)
Al Thorne, R.P.F. (Northeast)
Caroline Mach, R.P.F. (Southern)

Ontario Trails Council

Caroline Mach, R.P.F.

‡ Statutory Committee † Partial Year

Public members are appointed by the Lieutenant Governor of Ontario



PRESIDENT'S MESSAGE

I have enjoyed my term as President, and I now turn the baton over to Denis Gagnon. Denis has completed one term as Vice President and previously spent two additional years as a Councillor for the Central West section. We will be in good hands under Denis's experience and leadership. Over the last 3 years, I have learned many things about what it means to be a member of a regulated profession and I look forward to my continued participation as Past President.

The OPFA staff, Fred, Louise, Priscilla, and Dave are an efficient team that is working very well together. Our overall membership has increased slightly and it's projected to remain at its current level or slowly increase over the next 5 years. Fred has been actively bringing in new Student Members through his visits/presentations to forestry students at the University of Toronto and Lakehead University. Fred, Priscilla, Louise Simpson, and the Registration Committee have focused on bringing on new Provisional Members and assisting current Provisional Members to meet the requirements of a Full Member or Associate Member. This work also includes the development of Standard Scopes of Practice for Associate Members. Fred and Dave Payne, our new Enforcement Coordinator, have dealt with all complaints received in 2018 and 2019, and are now in a position to efficiently deal with any new complaints or concerns raised. Dave and Fred are looking at ways to prevent complaints through additional training sessions with our members working on Private lands, where most of the complaints are currently coming from. Throughout all of this, Priscilla Doyle continues her steadfast support for Councillors, Committee members and the general membership.

OPFA Council continues to keep members informed of the actions and undertakings of the OPFA. Minutes of our meetings have been posted on the OPFA's website and each edition of *The Professional Forester* newsletter includes a "Council Corner" where a Council member highlights some of the discussion that takes place at Council meetings. With the assistance of members like Fred, Lacey Rose, and Denis Gagnon, the OPFA has promoted professional foresters and professional forestry using social media platforms such as Facebook and Twitter. We now have over 1,000 people following the OPFA through social media. I would also like to acknowledge the excellent work of the Editorial Board of *The Professional Forester* newsletter".

In December 2019, OPFA Council saw the departure of Tim Payne (Councillor, Southwest section) and Tom Ratz (Councillor, Northwest section) who both completed two terms on Council. Tim and Tom provided a great service to Council and the OPFA and we thank them wholeheartedly for their contributions. With their departures, we now have welcomed two new members to Council with Carol Walker (Councillor, Southwest section) and Scot Rubin (Councillor, Northwest section). I trust that Carol and Scot will find their experiences with the OPFA Council a rewarding opportunity. In December we also saw Greg Pawson leave Council after four years as VP, President and Past President – thanks Greg for all your hard work and

leadership! We would also like to extend a warm welcome to Chris McDonell as our new Vice President. Chris's experience in work with Indigenous Communities will be a great assistance as we role out the Indigenous Standards to our membership.

We successfully held the 2019 OPFA Annual General Meeting (AGM) and annual conference in Thunder Bay. The theme was "The Realities of Foresters Managing Competitive Objectives" and all of the speakers spoke on the topic from a variety of perspectives. For additional information please review the June 2019 Newsletter. Highlights of the conference included: a Field Tour of the Hogarth Plantation, a presentation on the "Duty to Consult – Undertaking Meaningful Consultation" by Shawn Batise, ADM for Indigenous Affairs Ontario, and a thoughtful keynote speech by John Yakabuski, Minister of Natural Resources and Forestry.

During 2019, I was involved with two Task Teams. The first Task Team was challenged by Council to develop a Competency Standard dealing with Indigenous Peoples, Lands, and Resources. The Standard identifies three competencies that all practicing Foresters need to understand concerning Aboriginal and treaty rights and how those rights may be affected by forestry operations. It needs to be understood by practising members that Treaty Rights applies to all lands, including private, municipal and Crown land. The draft Standard was initially presented at the AGM and was well received by those in attendance. After the AGM, the Task Team received numerous comments, suggestions, and concerns from both members and private individuals. These have been discussed and addressed in the latest version of the Standard. The updated Standard was presented to Council at the December 2019, meeting and was passed unanimously.

The second Task Team that I was involved with, dealt with some proposed changes to the *Professional Foresters Act, 2000*. The OPFA has now written to Minister Yakabuski requesting an update to the Act and one of its Regulations. The update is to allow professional foresters to protect the public interest and be relied upon to successfully implement the four pillars of the Government's Forest Strategy (reliance on Professional Accountability). The current scope of practice requires updating to make it current with today's environment and expectations and allows the OPFA to govern its members with authority and safeguard the public interest. The proposed revised scope will enable the OPFA to provide guidance to both members and non-members about what is within and outside the scope of practice. This, in turn, will allow the OPFA to better deal with unauthorized practice. The proposed Regulation change deals with "Excluded acts", Part III, Section 4. The original Regulation listed 14 professions that were excluded from the Act. Our proposed changes to this regulation drops the listing of these individual occupations but allows a person from any other Ontario regulated profession to manage forest ecosystems within their legal scope of practice. The Minister has acknowledged our letter and we are now waiting to find out whether the government will proceed with these changes.

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

Peter Street, R.P.F.

Photo Credit: Kandyd Szuba

EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

2018-2019 was a productive year for the OPFA. A number of strategies that have been implemented in recent years are starting to pay off but there are still several complex and important challenges that need to be understood and worked on. Some of the challenges result from professional foresters being the only regulated professionals with the right to practise in natural resources. This requires members of the OPFA to understand what it means to serve and protect the public interest and behave like other regulated professionals such as health, finance, and engineering. There is also a need to inform employers, landowners and the general public of the benefits that they obtain by engaging or employing competent professionals that are also accountable. Both of these challenges are not going to be solved in a short period of time or through a single initiative. It will take all of us to talk to our colleagues and work with others on an ongoing basis so that both members of the OPFA and the public are better informed. You will notice that I have started to call the OPFA a Regulator and have started to use the term registrant rather than member to reinforce the fact that the OPFA is not a community or advocacy group.

Another challenge that the OPFA faces is the changing regulatory environment and the public's expectations of regulators in Canada. There have been a number of reports on professional regulation from several commissions that have reported in recent years. These commissions have all called for more transparency and accountability of regulators and their members. One of the changes that is already implemented in British Columbia is the introduction of the Office of the Superintendent of Professional Governance. This office acts as an oversight body over land and resource regulators in British Columbia. A similar oversight body for all regulators already exists in Quebec. There appears to be a growing trend in jurisdictions that have self-regulation of professions to create oversight bodies as the oversight body increases reporting

and scrutiny of the regulators to ensure the public interest is served. You will be able to find more information on the changing regulatory environment in Canada in articles in the OPFA's newsletters.

There is an oversight body for the registration of professionals in Ontario. Every February the OPFA files an annual report with the Office of the Fairness Commissioner, a requirement of the *Fair Access to Regulated Professions and Compulsory Trades Act*. A copy of this report is posted on the Office of the Fairness Commissioner's website as well as the OPFA website.

Improving Competency and Professional Practice

In 2019 the OPFA continued to develop and inform members of the comprehensive standalone knowledge standards related to Indigenous jurisdiction in Canada. These standards were approved by OPFA's Council in December 2019. While Indigenous issues can and are addressed throughout the OPFA's existing professional forestry knowledge standards, it is much clearer to have a standalone standard that gives prominence to the varied elements of addressing Aboriginal and treaty rights and Indigenous knowledge. This is no different than how other competencies, such as public policy, sustainability and forest certification are dealt with by the existing professional forestry standards. These competencies can be found in several standards and are also described as standalone items.

Professional foresters conduct their activities on lands that are the home of Canada's Indigenous Peoples. It is, therefore, necessary that professional foresters are aware of their responsibilities related to Indigenous Peoples' in Canada.

A summary of all documented enforcement actions worked on by the OPFA was updated in 2019 and queried for trends. We found that most of the complaints are made by members of the public and over 75% related to private land forestry. It was, therefore, deemed necessary to hold a workshop where the role of the OPFA could be discussed. The workshop would also create a forum for members and others to share their private land forestry experiences. The objective of the workshop is to help improve professional practice especially as it relates to forest bylaw enforcement. Various issues prevented the delivery of the workshop in 2019. It will be held in early 2020.

Enhancing the Association's Productivity

With the implementation of an internet-based filing management system, the OPFA has uploaded all of its enforcement files and has progressively been adding files related to the business of its various committees, working groups, and Council. These files can be searched and retrieved as needed by authorised OPFA staff. The files will also be available for as long as they are required.

The OPFA installed association management software in 2018. In 2019 the member database was updated and errors found when using the software were corrected.

Please note that each member is required under the *Professional Foresters Act, 2000* to update and keep current their individual data related to their registration. Please update your contact information on a regular basis. We have found that many members have not updated their contact information making it impossible to inform them of their legal obligations.

New Registrants

This year saw a small increase in Registered Professional Foresters and a continued increase, at least over the past 4 years, in Student and Provisional Members. The majority of students in Canadian Forestry Accreditation Board accredited university programs in Ontario sign up when I speak to them each autumn. About 50% then go on to become Provisional Members. The majority (70-80%) of current Provisional Members are from non-Canadian Forestry Accreditation Board programs. These candidates become aware that there are many forestry jobs available and that employers and clients are looking for regulated professionals.

The Registration Committee and Council have implemented changes that clarify the registration process. For example:

1) Student Membership was extended to last 6 months after graduation.
2) Who can be a mentor was clarified in the bylaws to specify they must be a Full, Associate, Inactive or Life Member of the OPFA, or other registered forestry professional in Canada, who must not be related to the candidate.
3) The requirement for Full or Associate Members to have been registered for a minimum of 2 years in order to act as a sponsor for a Provisional Member was removed.
4) The eligibility requirements for character witnesses were changed. One of the two required character witnesses must be a practising member of the OPFA in good standing, or a member of another regulated profession in Canada, and have known the candidate for at least 6 months. The second character witness can be a non-member who has known the applicant for at least 2 years. The character witness must not be related to the candidate.
5) It was clarified that applicants for Associate Membership must acquire at least 6 months of mentored forestry experience after they have demonstrated a minimum of 80% of the competencies required for their prescribed scope of practice, rather than 80% of the entire set of competencies.
6) To better document a candidate's work experience and help mentors sign-off on Personal Practice Focus documents and Learning Plans, Provisional Membership are required to begin preparing these documents at the beginning of their mentored work experience period.

A Registration Manager was hired on a full-time basis in 2019 to assist Provisional Members through the registration process, including the Credential Assessment Process. 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 the deadlines for each task.

An important driver for people to become registrants of any regulatory body is the demand for the services of a regulated professional by employers and clients. There is still a lot that all of us need to do to inform employers and clients that professional forestry is regulated by provincial law in Ontario. Our messages to employers and clients must clearly explain the benefit that they obtain by employing a professional forester. We must also clearly explain that forestry is a wide scope profession and professional foresters can undertake a variety of tasks. Many employers, clients, and university students believe that forestry is only industrial forestry. To help inform employers and clients, the OPFA has prepared information sheets for certified tree markers, Managed Forest Tax Incentive Plan Approvers, municipalities, and Conservation Authorities. These information sheets inform the individual or employer of the benefits of being or hiring a regulated professional.

Annual Renewal of Registrants

This is still a challenge for the OPFA as many registrants still do not understand their responsibilities as regulated professionals. There is no easy answer to this issue as we are looking at changing the culture of a significant number of professional foresters. As regulated professionals, registrants are required to pay annual fees and report on their actions to maintain their competence in our profession by specified deadlines. 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-off that they have informed the new member of their annual renewal obligations.

By the end of 2019 eighty-four registrants (!) had not paid or reported their competency maintenance plans. This demonstrates that a significant minority of registrants do not understand that the OPFA is a regulatory body 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. The OPFA is required to post all suspensions and cancellations on the publicly accessible directory of registrants.

Professional Foresters and Society

The Regulations associated with the *Professional Foresters Act, 2000* list a large number of occupations, trades, and professions working within their scope of practice that are excluded from being required to become a registrant of the OPFA. The OPFA has been working on trying to update these Regulations as the scope of practice of trades and occupation are usually self-defined. The OPFA has made a case to the Minister of Natural Resources and Forestry that revising the list of excluded trades and occupations would allow Ontario to have

competent and accountable people delivering services that change forest cover thus protecting the broader public interest.

The Professional Foresters Act, 2000 that governs the OPFA does not generally allow us to advocate for professional foresters. In this regard, the *Professional Foresters Act, 2000* is similar to all the other regulatory laws in Ontario. 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 minutes to half a day. To ensure that 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, Twitter and Instagram informing followers of the role of professional foresters in Ontario and the jobs in professional forestry available for young people. These posts have been gaining more viewers every year. Today we have more followers on Facebook than the total number of OPFA registrants. If you have not "liked" or followed the OPFA on social media I invite you to do so. Each of the social media platforms are managed by different OPFA members who volunteer and coordinate the posts used.

Conclusion

The OPFA continues to grow in the total number of registrants. Also, the public in Ontario is more aware of the importance and role of professional foresters. This has two major consequences; more people are applying for registration and more complaints are being received. To continue to increase the public's awareness that professional forestry is regulated and benefits employers and the public the OPFA needs help from all its registrants. Please help by explaining to the public in your community what a professional forester does. Also, please keep abreast of understanding and fulfilling your professional responsibilities by maintaining and improving your practice.

COMMITTEE REPORT

Finance

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

The committee held two meetings by conference call in 2019 and conducted some further Council-requested items by correspondence.

The members of the committee in 2019 included Bob Boyce, R.P.F., Brad Ekstrom, R.P.F., David G. Milton, R.P.F. (Ret.), Ian Pyke, R.P.F., Craig Robinson, R.P.F., Peter Street, R.P.F., Paul Wallis (Public Member), and David Winston, R.P.F.

The committee work in 2019 focused on three particular areas - the consideration of elements of the 2020 operating budget; the extension and refinement of the already-begun five-year and ten-year financial projections; and new work on a financial "stress- test".

The 2020 budget in draft prepared by Fred Pinto, R.P.F., with some instructions/ suggestions/ directions from Council was circulated and subsequently discussed at the committee. With some minor revisions, the proposed budget was tendered to Council for consideration.

The five-year financial projection project begun in 2016 has been extended and refined to now reach the ten-year-into-the-future horizon. An evergreen project of the committee, the projections are revisited annually .... and adjusted on new and better information. Accordingly, the discussions at Council on the future financial situation of the OPFA should be better informed through this committee work.

At year-end 2019, the committee received the request from Council to undertake a financial "stress-test", precipitated in the principal by events within the provincial government in funding forest management related activities ... and the direct support of the foresters licensing body, the OPFA. The first report to Council will be offered in early 2020.

Three things of note :

The committee was saddened by the passing of our colleague Brad Ekstrom, R.P.F. A well-seasoned forester and forestry businessman, Brad's contributions to the committee of directness, thoughtfulness, and patience were always welcomed.

The committee .... and Council .... are indebted to Peter Street, R.P.F. and Paul Wallis (Public Member) for their leadership (and most of the heavy lifting) on the projections and stress test projects. Our work on these two items is rewarded in Peter and Paul's acumen, experience and attention to detail.

Notwithstanding that the committee is no longer responsible to Council and the Members for the annual financial audit of the OPFA, the committee retains the role of reporter of the audit results to the Annual General Meeting of the OPFA ... a situation that bears some reconsideration in 2020.

COMMITTEE REPORT

Registration

Malcolm Cockwell, R.P.F., Chair

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

The Registration Committee had another productive year. We met eight times in 2019: February 7, April 4, May 6, June 6, August 8, October 3, November 7, and December 6. The meeting on May 6 was an in-person meeting held in conjunction with the OPFA Annual Conference in Thunder Bay, 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 expeditiously through the registration process. A table indicating changes in the membership is provided; our comments here explain the changes in membership.

Over the course of 2019, we accepted 30 Full Members resulting in 30 new Practising Members. As only 23 Full Members either resigned, passed away, changed membership categories or cancelled their memberships, the net gain was 7 Practising Members of the OPFA, which was 566 at the end of 2019 compared to 559 at the end of 2018. This is a satisfying reversal of the previous downward trend in Practising Members and reflects the fruitful efforts of the OPFA to attract new members as well as the work of the Registration Committee to ensure applicants provided with the assistance needed to prepare their registration portfolios and are evaluated in a timely manner.

During the year, we also accepted 43 Provisional Members and 98 Student Members, who are working towards attaining the requirements for either Full Membership or Associate Membership. It is worth noting that 26 Provisional Members and 9 Student Members moved into other membership categories. As a result of these changes, the number of Non-Practising Members increased to 386 from 335 at the end of 2018.

These changes are also satisfying to observe, as the movement of Non-Practising Members to other membership categories usually indicates professional progress on the part of the Non-Practicing Member. Furthermore, we generally believe that there continues to be a large number of Provisional Members who have been stuck in the "membership pipeline," but who are now finding viable pathways to Full Membership or Associate Membership. We expect more of this same in this regard in 2020.

As members of the OPFA, we view these changes 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. The most significant work in this respect was supporting the development of standardized scopes of practice for Associate Members; by ensuring competent individuals who are unlikely to become Full Members immediately, that is they have a number of knowledge gaps that will take a few years to fill, may instead become Associate Members.

Over the course of 2019, the following individuals contributed as members of the Registration Committee: Malcolm Cockwell, R.P.F. (Chair), Sarah Sullivan, R.P.F. (Vice-Chair), Mark Kuhlberg (Public Member of Council), Denis Gagnon, R.P.F. (Elected Member of Council since November 2017), Jim McCready, R.P.F., Ulf Runesson, R.P.F., Andrée Morneault, R.P.F., Dean Assinewe, R.P.F., Krish Homagain, R.P.F., and Frank Knaapen, R.P.F. (Ret.). The work of the Registration Committee was also supported by OPFA staff, particularly Priscilla Doyle, Louise Simpson, and Fred Pinto, R.P.F.

MEMBERSHIP STATISTICS

CATEGORY	2019	2018	2017	2016	2015	2014	2013	2012
			(year-end)					
Full	524	517	522	520	505	506	535	552
Associate	42	42	46	48	52	53	53	54
Subtotal: Practising	566	559	568	568	557	559	588	606
Inactive	49	52	54	47	52	54	63	64
Life	73	78	77	77	79	82	87	86
Provisional	131	130	116	91	89	61	32	21
Student	112	52	90	93	76	56	24	18
Honourary	6	6	6	6	6	6	6	5
Non-Resident	15	17	18	19	19	20	24	25
Subtotal: Non-Practising	386	335	361	333	321	279	236	219
Total	**952**	**894**	**929**	**901**	**878**	**838**	**824**	**825**

WORKING GROUP REPORT

Awards & Recognition

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

The 2019 Awards & Recognition Working Group was comprised of George Graham, Chief Forester – Hearst Forest Management (Hearst), Graeme Davis, Forester, Forestry Department – County of Simcoe and Sarah Bros, Consultant, Merin Forest Management. The Working Group works by consensus and meets 1-2 times per year by phone to review nominations for the awards. Early in the year, Rob Spence, a long-time member of the Awards & Recognition Working Group retired from his job with the Ministry of Natural Resources and subsequently stepped down from the Working Group. The Working Group thanks Rob for his time with us. His knowledge of foresters working in private land forestry will be missed. Shortly after, Greg Pawson, Past President of the OPFA, joined the working group. The Working Group looks forward to what Greg will bring to our team.

I would be remiss if I did not extend my thanks to the Working Group members for their time and commitment to this very difficult but rewarding task. We look forward to and take seriously the recognition of deserving members and improving the awards and recognition of our members. The Working Group will be continuing to work towards that end during 2020. The Working Group would also like to thank those members who have taken the time, over the years, to nominate their colleagues and peers.

Each year the OPFA Awards & Recognition Working Group initiates a "Call for Nominations" to the membership to recognize exemplary member colleagues and friends of the Association. The Working Group meets once during the operating year to determine the best candidate from among the nominees for a particular award. The list of worthy award recipients is put forward to Council for their endorsement.

At the 2019 Annual Conference evening banquet in Thunder Bay, the OPFA Awards and Recognition Working Group presented five awards and numerous recognitions, in the presence of OPFA members, friends, and guests, to worthy members and friends who have had an impact on the practice of professional forestry. Former Chair of the Awards Working Group and retired member David Milton presented this years' awards and President Peter Street was on hand to assist with the awards 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.

Two members were recognized for their significant contributions to the OPFA and to forestry in Ontario.

Laird Van Damme, R.P.F.

Laird Van Damme, R.P.F. is widely known to the forestry community. Laird received his undergraduate and post-graduate degrees at Lakehead University before joining KBM Forestry Consultants Inc. in 1984. In 1996 Laird became a partner in KBM Resources (formerly KBM Forestry Consultants Inc.). Laird's skills as a professional and in business helped take the company from its early roots in forest operations, mechanical site preparation and silviculture to a new world of technology in the skies with Lidar. Laird serves as president of the OPFA in 1994 and is a member of a long list of societies and associations.

Some notable contributions that Laird has made to the practice of professional forestry over his career include:

- Member of several technical and advisory committees provincially, nationally and educationally (i.e. long-standing member of the Provincial Forest Technical Committee, current Chair LU Faculty of Forestry Advisory Committee, member of C-CAIRN (climate change) Forest Advisory Committee);
- Numerous research and technical papers and reports on a variety of forestry topics from forest practices to forest tenure;
- Adjunct professor Lakehead University for more than two decades;
- Assisting the Nova Scotia government with a comprehensive policy review to develop a more ecologically based management approach to the province's forests, and;
- Work across Canada, the Midwest and southern United States, China and parts of Europe.

As a practicing forester, Laird has provided services and advice to all manner of clients in the forestry sector over the years, from the forest industry to provincial and federal governments, to joint ventures with Indigenous communities to private landowners to NGOs overseas. As a businessperson, Laird has operated in a highly competitive business environment for almost 40 years with tireless enthusiasm and integrity. Laird's passion for forestry and the profession has been described as: "Laird is a unique individual with an intense dedication for forestry that makes him a pleasure and a valuable source of knowledge for all who interact with him." Suffice it to say this forester is a practicing forester, business partner, auditor, consultant to many industries and

governments, educator, mentor, visionary, an avid canoeist, outdoorsman, and devoted family man.

Laird's nearly 40-year career has taken him around the world providing forestry and other services to all manner of clients. Laird has seen more types of forestry operations than many of us will experience in a lifetime. His breadth of knowledge of all thing's forestry goes without saying and, if you are lucky enough to know Laird you know he has an opinion on just about any forestry topic and can expound on it at length.

Dirk Kloss, R.P.F. (NON-PRACTISING)

Dirk Kloss has had a long and illustrious career with the Ministry of Natural Resources and Forestry. As a graduate of Lakehead University's forestry program, Dirk began his career working in the forest industry for Abitibi-Price. Dirk worked in photogrammetry and operations surveying. He joined the Ministry of Natural Resources and Forestry (MNRF) in 1986 beginning his government career in growth and yield, then a brief stint as a Management Forester before getting involved in forest regulation computer models in the early '90s. Dirk's most notable developments include the maximum allowable depletion calculation (MADCALC) forest regulation program that replaced the complicated and lengthy Ontario Wood Supply and Forest Productivity model (OWOSFOP). The design of MADCALC landed Dirk an MNRF Ideas Award and was estimated to have saved thousands of dollars and time to the forest industry in its first year of use. In 2001, Dirk took over as Lead on the Strategic Forest Management Model (SFMM) the next iteration of the forest regulation model that replaced MADCALC and is still used today. During his time as the SFMM "Guru", Dirk was instrumental in the maintenance of SFMM and upgrades to the model to meet the changing requirements of forest management planning including spatial linkages into the model.

Over his career, Dirk has won numerous awards for ingenuity, has applied his qualitative modeling and analysis skills to improve provincial forest policy, wood supply strategies and forest management planning. Dirk led the wood supply analysis for the Ontario Forest Accord Advisory Board and has contributed to the development of each forest management

planning manual. Over the years Dirk has shared his skillset across the county speaking at forestry technical conferences and assisting planning teams with advice on forest modeling and technological advancements.

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.

Amory Ngan, R.P.F.

Amory Ngan, R.P.F. graduated from the University of Toronto's Masters of Forest Conservation program in 2015 and became the first graduate of the program to obtain his R.P.F. designation after the program's accreditation in 2013.

He is described as taking a keen interest in promoting forestry education early on as a student organizing the urban forestry speaker series at the university. His career has been on the fast track first as a forestry intern and then Forester with the city of New York, then Area Forester with the York Region municipality and most recently as Project Manager with the City of Toronto.

In his spare time, Amory has contributed tremendous energy to supporting urban forestry both in and out of the Faculty of Forestry. He has been a frequent guest lecturer at the Faculty sharing his experiences as a professional forester practising urban forestry. He has coached and mentored many Masters of Forest Conservation students and has been a sponsor for 2 graduates pursuing their R.P.F. In 2016, Amory was appointed as Professional Associate of the Faculty of Forestry.

3. JOHN H. SELLERS AWARD

FOR THE PROMOTION AND AWARENESS OF PROFESSIONAL FORESTRY — The recipient will be a member of the Association and, through activities carried out in a particular year or over several years, will have made substantial and/or continuing contribution to the promotion and awareness of professional forestry in Ontario. The Award is named for one of our past Members who led OPFA into the modern electronic age as Chair of the Website Committee and our webmaster among many other accomplishments.

There were no recipients for this award in 2019.

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.

There were no recipients for this award in 2019.

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 recipients for this award in 2019.

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.

Richard Ubbens, R.P.F.

Richard Ubbens is a graduate of the University of Toronto, Faculty of Forestry. Right out of school Richard began his own consulting firm specializing in private land urban forestry before joining the City of Toronto Park and Recreation Department in 1987. Richard is credited with implementing a major reorganization of the urban forestry program, shortly after starting with the City of Toronto. Over his career, Richard would hold the title of City Arborist, City Forester, Director of Urban Forestry before being appointed as Director of Parks in 2010.

The words trailblazer and pioneer could easily describe Richard Ubben's legacy on urban forestry. His influence and advocacy resulted in the growth and diversification of the city's urban forestry program. Under Richard's watch, high profile initiatives were undertaken including tree protection bylaws, use of prescribed burning and invasive species management. Though he is no longer at the helm of the Urban Forestry Branch, Richard Ubbens laid a strong foundation and his legacy lives on in, what some have described as: "the most progressive urban forestry program in the country".

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. Brian Naylor

Dr. Brian Naylor is this year's award recipient. Brian received an undergraduate degree in forestry from the University of Toronto and then went on to complete a Ph.D. at the Faculty of Forestry, University of Toronto, studying habitat requirements of nesting female Spruce Grouse.

Brian joined the Ministry of Natural Resources (MNR) in 1988, spent his entire career with the Ministry of Natural Resources and Forestry (MNRF) retiring in 2019. Brian spent half his career working in forest science, and the other half working in forest policy, striving to develop a science-based direction that is both effective and efficient. Over his career, Brian has authored or co-authored dozens of wildlife research papers – from "The effects of forest management on red-shouldered hawks" to "Forest management and stick-nesting birds: new direction for mitigation in Ontario" and several forest management guides including the Tree Marking Guide.

Although Brian did not practise as a forester his connection with forestry and foresters was evident throughout his career. As a biologist, Brian is best known for his interaction with forestry practitioners through consultation and training in and out of the field. He has said it was one of the most enjoyable parts of his career. During his career, Brian liaised with many scientists at the Ontario Forest Research Institute (OFRI), Center for Northern Forest Ecosystem Research (CNFER), and MNRF wildlife research in their work together to better integrate science into policy.

Most notably, Brian;

- was a founding member of the Ontario Tree Marking Certification Program and was also an instructor;
- conducted research for MNRF on forestry-wildlife interactions;
- studied, or assisted in research on a wide range of animals, including small mammals, woodpeckers, moose, deer, marten, hawks, ospreys, eagles and herons, and;
- developed or contributed to wildlife habitat models and related software, including wildlife habitat matrices, spatial models in

Ontario Wildlife Habitat Analysis Model (OWHAM) and Ontario's Landscape Tool.

Whether you worked in crown land or private land forestry, Dr. Brian Naylor was a valued resource for questions or advice. As Brian moves on to the next chapter of his life, those of us who have had the pleasure of working with Brian will miss his knowledge and approach to wildlife and forest management.

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 2019 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 1993 and early 1994 and have maintained their membership for 25 years. At the 2019 Annual General Meeting and Conference banquet the Association President presented, with assistance from the Executive Director presented the following 3 recipients with a 25-year pin:

Maureen Kershaw, R.P.F.
Joerg Hettmann, R.P.F.
Ed Hoffman, 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 2019) 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 2019 Annual Conference banquet, the following memberswere presented their 50-year pin by the Association President:

Tom Griffiths, 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, Forestry Department, County of Simcoe

NORTH BAY

Sarah Bros, R.P.F.

Consultant, Merin Forest Management

WORKING GROUP REPORT

Editorial Board

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

In 2019, two board members stepped down and no new members were added. The board will consider its strengths and weaknesses and work to address any gaps in board membership in 2020.

I wish to thank Emily Salt R.P.F. in Training (Timmins) and long-term member Tony Ritchie, R.P.F. (Ret.) (Ottawa) for their participation who stepped down at the end of the year.

THE EDITORIAL BOARD WORKING GROUP 2019

OTTAWA
Mike Rosen, R.P.F.

NORTH BAY
Fred Pinto, R.P.F.

Sarah Bros, R.P.F.

SAULT STE. MARIE
Jennifer Dacosta, R.P.F. in Training, Editor

Betty van Kerkhof, Chair

KENORA
Matt Wilkie, R.P.F.

CARLETON PLACE
Jim McCready, R.P.F.

OAKVILLE
Arben Pustina, R.P.F.

BLIND RIVER
John Harvey, R.P.F.

QUEBEC
Mark Partington, R.P.F.

Member interest in the newsletter and its contents is much appreciated. The Editorial Board is continuing to consider the 2018 member survey results when developing themes for upcoming newsletters.

The Professional Forester publishes four issues per year. In 2019, the themes for those four issues were:

MARCH — Changes in Crown Land Forestry and Woodlot Management

JUNE — OPFA Annual Conference and AGM-The Realities of Foresters Managing Competing Objectives

SEPTEMBER — Forest Health and Invasive Species

DECEMBER — Forest Inventory and Growth and Yield

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 2018 member survey, the OPFA Council Corner provides more information about councillors. OPFA Council activities, e.g., minutes, are no longer included in the newsletter but are available on the OPFA website under Governance.

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.

Photo credit: Lacey Rose

WORKING GROUP REPORT

Private Land Forestry

James Rogers, Associate R.P.F., Interim Chair

In response to OPFA needs the Private Land Forestry Working Group (PLF Working Group) began a more active year with meetings starting in January of 2019. The Executive Director alerted us to several external and internal issues for the group to work on. The PLF Working Group had 6 virtual meetings throughout the year and carried out a number of online review processes.

The first item was to develop a private land forestry focused submission to the Minister of Natural Resources and Forestry in response to the Ontario Forest Sector Strategy posting on the Environmental Registry.

The second item the Group continues to work on is the development of standard scopes of practice for certain categories of Associate Members offering limited professional forestry services on private land. Three main scopes of practice have been the focus of this work and the resulting analysis is being forwarded to the Registration Committee for their consideration and in hopes, this may help organize and streamline their work. We appreciate the help of Louise Simpson who has kept excellent notes and prompted us when necessary.

We look forward to continuing to work on any other issues that are brought forward for consideration in 2020.

The Private Land Forestry Working Group consists of: Sarah Bros, R.P.F., Ken Elliott, R.P.F., Caroline Mach, R.P.F., Peter Williams, R.P.F., Aaron Day, R.P.F., Bohdan Kowalyk, R.P.F. (Ret.),

Brandon Williamson, Associate R.P.F., Eric Thompson, R.P.F., Fraser Smith, R.P.F., James Rogers, Associate R.P.F., Josiah Henrich, R.P.F., Thomas McCay, R.P.F.

Photo credit: Kandyd Szuba

WORKING GROUP REPORT

Crown Land Forestry

Robert Partridge, R.P.F., Chair

The Crown Land Forestry Committee [CLFC] met on 1 occasion in 2019 reviewing and addressing a variety of issues of interest to the OPFA that arose in the management of the Crown forests of Ontario.

2019 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 2019 the working group continues to be proactive, as best it can, in matters such as:

1. Provincial Forest Strategy

Considered preparation of note for Council regarding an opportunity to comment on provincial forest strategy, highlights, however, it was deemed unnecessary.

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: Kandyd Szuba

WORKING GROUP REPORT

Urban Forestry

Ben Kuttner, R.P.F., Chair

The Urban Forest Working Group had four teleconference meetings during 2019. UFWG membership remained the same as in December 2018 when new additions to the UFWG and changes to members' roles were made.

2019 MEMBERSHIP

Ben Kuttner, R.P.F. (Chair)
Joel McCracken, R.P.F.
Amory Ngan, R.P.F.
Jim McCready, R.P.F.
John McNeil, R.P.F.
Phil Davies, R.P.F.
Astrid Nielsen, R.P.F.
Mike Rosen, R.P.F., Past-Chair
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 2019. The UFWG continued in 2019 to express interest in the restructuring of the University of Toronto's Faculty of Forestry and associated opportunities to enhance its urban forestry programs. As of July 1, 2019, the former Faculty of Forestry is now a Forestry "unit" within the John H. Daniels Faculty of Architecture, Landscape and Design. UFWG Chair Ben Kuttner was appointed at the rank of Assistant Professor June 1, 2019. A CFAB Accreditation Review of Forestry's Masters of Forest Conservation (MFC) program got underway in late 2019. Ben Kuttner was tasked with assisting Forestry in its MFC program review and reporting throughout

the review process, which continues into 2020. As such the UFWG will be kept informed and up to date on both Forestry's transition and outcomes of the accreditation review. It is expected that Forestry will continue to seek resources to enhance urban forestry-related curricula and training.

The UFWG also maintained an area of interest in 2019 surrounding the Ontario Association of Landscape Architects (OALA) and their continued interest in the right to practice legislation to regulate landscape architects in the province under the OALA. The Ontario Government provided alternative suggestions instead of the right to practice legislation in December of 2017. The change in government in 2018 may still result in a reconsideration of the OALA's proposal, as the OALA continues to lobby for practice legislation. Hence, the Executive Director continued, as per a prior UFWG request, to monitor the situation and provide updates in 2019.

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 ED's 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. In 2019, the UFWG continued to work to draft the language for a standard limited scope of practice (SLSP) for urban forestry. UFWG members present during the December 11, 2019 meeting of the UFWG reached consensus surrounding the draft language of the SLSP. A revised draft SLSP was subsequently circulated to the entire UFWG for comment. The standard limited scope of practice for urban forestry was further discussed and approved during the February 7, 2020 meeting of the UFWG.

WORKING GROUP REPORT

Social Media

Lacey Rose, R.P.F., Co-Chair Denis Gagnon, R.P.F., Co-Chair

For the 5th year, the OPFA has been active in the world of social media, keeping up with society's expectations for instantaneous communication. The way in which governments, businesses, organizations, and individuals communicate has changed tremendously, and we attempt to deliver messaging from the Association to today's world.

The OPFA joined Facebook in 2014, Twitter in 2015, and Instagram in 2018. Messaging is positive, factual and intended to engage an audience of foresters and interested citizens alike. All accounts are volunteer-run and 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, and support and be supported by like-minded organizations.

The Facebook following has grown to over 1,100. Posts reach an average of about 500 people, with some posts reaching more than 3,000. The most impactful messaging is always about members – who they are, and what they're doing to benefit Ontario's forests. It's also an effective way to build interest around events, like our Annual Conference. 45% of the followers are between the ages of 18-34, an important group for us to communicate with as we try to grow the Association. There is almost gender parity with the OPFA followers, a good sign for the future of the Association. Most people following along are within Canada, but some are in the US, Ghana, India and other countries.

Our followers on Twitter (@_OPFA) continue to increase as well and we are currently at 885. 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 and the videos for National Forest Week. 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.

In 2019 our Instagram page (@on.professional.foresters.assn) has continued to see growth. Now with 180 followers, we continue to gain momentum with each new follower. Our strongest engagement has steadily come from in-the-field photos that have been submitted by active OPFA members. We saw an extremely positive response to our National Forest Week videos that were shared across all platforms. With an increased presence in the form of more frequent posting and story sharing, follower numbers and overall engagement is projected to grow throughout 2020. 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,

#TeamOPFA Social Media,

2019 MEMBERSHIP

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

Photo credit: Kandyd Szuba

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 Pembroke, Ontario on October 4th. At this meeting, the board considered the final report of the review of one program at the University of British Columbia. The Board also dealt with organizing future reviews and the search for a new Executive Director as Lorne Riley has announced his retirement effective at year's end.

The University of British Columbia Master of Sustainable Forest Management program review was conducted by a team comprised of Bruce Dancik, RPF, (lead), Kim Clark, RPF, Andy Kenney, RPF, and Ralph Roberts, RPF (Ret.), ing.f.

At the meeting, the board determined that accreditation of the Master of Sustainable Forest Management program, Faculty of Forestry, University of British Columbia "shall be granted for a period of six years, the maximum allowed by the CFAB Policy Statement". Accreditation begins with the 2019/2020 academic year and continues to June 30, 2025.

One regular program review is scheduled for 2020 (April) at the University of Toronto (Master of Forest Conservation). This review was postponed for one year (to December 31, 2020) at the request of, then, Dean Wright, Faculty of Forestry.

There were four changes in Board membership over the past year. Faye Johnson, R.P.F. stepped down as the regular member appointee for the Ontario Professional Foresters Association, Dave Blackmore, R.P.F. has been succeeded by Erin Woodland, R.P.F. for the Association of Alberta Forest Management Professionals and Glen Knee replaced Jason Pond as a regular member for Registered Professional Foresters of Newfoundland Labrador. Eric Young, R.P.F. was appointed the alternate member for the Newfoundland Labrador association. Peter Marshall, R.P.F., the long-standing appointee of the ABCFP continues in his position as Chair.

Board Members and alternates

END OF 2019

ASSOCIATION OF BRITISH COLUMBIA FOREST PROFESSIONALS

Peter Marshall, R.P.F., Chair

Casey Macaulay, R.P.F. (alt.)

ASSOCIATION OF ALBERTA FOREST MANAGEMENT PROFESSIONALS

Erin Woodland, 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

Vacant, 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

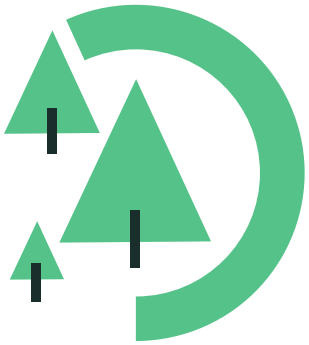
Glen Knee, R.P.F.

Eric Young (alt.)

CANADIAN INSTITUTE OF FORESTRY

Bruce Dancik, R.P.F.

No Alternate



After 20 years of service, Lorne Riley, R.P.F. (Ret.), an OPFA Life Member, stepped down as Executive Director effective December 31, 2019

As a member, the Board remained fully active in the meetings and activities of the FPRC (formerly CFPFA) and its subcommittee, the Central 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.

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

September 2014

University of Toronto, Faculty of Forestry

Master of Forest Conservation program

Accreditation extended for 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

September 2015

University of Northern British Columbia, College of Science and Management

Forest Ecology and Management program

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

September 2017

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

Forest Resources Management and Forest Operations programs

Accredited for six years to June 30, 2024

September 2018

Lakehead University, Faculty of Natural Resources Management

Honours Forestry program (H.B.Sc.F.)

Accredited for six years to June 30, 2024

University of British Columbia, Faculty of Forestry

Master of Sustainable Forest Management Program

Accredited for six years to June 30, 2025

2019

Annual General Meeting Minutes

WEDNESDAY, MAY 8, 2019

Delta Marriott Hotel at the Waterfront, Thunder Bay, Ontario

(minutes are draft until approved at the 2020 AGM)

1. Call to Order

President Peter Street, R.P.F., called the meeting to order at 3:30 p.m. noting that this was the 2019 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.

Fred Pinto asked those members in attendance who are eligible to vote to raise their hands and asked Denis Gagnon, R.P.F., OPFA Vice-President and Louise Simpson, Registration Manager to count the hands raised.

There are 42 members eligible to vote in attendance. Fourteen (14) proxies were received prior to the meeting. Twelve (12) proxies appointed the President and two (2) proxies appointed other members who are 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. In Memoriam

The President noted that five (5) members had passed away since the 2018 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.

Brian Cross
Brad Ekstrom
Robert Haig
William Jonas
Donald Myles

4. 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 2018, to stand and introduce themselves. One (1) new member stood and introduced themselves. This new member was welcomed by a round of applause. The President welcomed the new member 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.

5. President's Remarks

The President welcomed everyone and 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 noted that guests are very welcome, however, only members, entitled to vote, can vote by a show of hands during the meeting. According to OPFA By-laws, only Full Members, Associate Members, Non-Resident Members, Inactive Members, and Life Members are entitled to vote at meetings or elections of the Association. This means members not entitled to vote are Student Members, Provisional Members, and Honourary Members.

The Annual Report for the 2018 fiscal year, with all reports and the audited financial statements, were posted on the OPFA website and a notice of such was sent to all members in April. Printed copies of the Annual Report are available on the tables and an electronic copy can be sent to any member upon request or downloaded from the OPFA website. All the reports in the 2018 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, rather than individually, however, if any Member had a reason which they wished to explain, individual reports could be separated out for an individual vote.

6. Approval of Minutes of 2018 Annual Meeting

pages 38-44

The President noted that the minutes of the 2018 Annual General Meeting were posted in draft form on the website and are in the 2018 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 Tim Payne, R.P.F., that the minutes of the 2018 Annual General Meeting be accepted as presented.

Carried.

7. Resolution Updates

The President noted that no resolutions were received and approved by the members in attendance last year.

8. Annual Reports

pages 6-37

The President stated that he would go through the reports that are contained in the OPFA 2018 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 Charlotte Caron, R.P.F. and seconded by Fred Dewsberry, 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 8-13
Registration Committee Report	pages 15-16
Awards & Recognition Committee Report	pages 17-24
Editorial Board Report	pages 25-26
Finance Committee Report	pages 14
Crown Lands Forestry Working Group Report	pages 27-28
Urban Forestry Working Group Report	pages 29-30
Social Media Working Group	pages 31-32

Canadian Forestry Accreditation Board (CFAB) Report pages 33-37

Carried.

9. Auditor's Report & Financial Statements

pages 45-55

The President noted that the 2018 financial statements had been approved by Council and the Auditor's Report had been received. Both appear in the Annual Report for the 2018 fiscal year. The President called upon David Milton, R.P.F.(Ret.), Chair of the Finance Committee to make a short presentation on the audited financial statements. Davide noted that:

1. Given that there was a new auditor, the format of the financial statements is somewhat different.
2. The Finance Committee is currently working on 5-year and 10-year financial projections.
3. Council has asked the Finance Committee to increase the targeted amount of reserves from $175,000 to $400,000.

The President asked if there were any questions or comments. There were some questions:

1. Q: It is understood that the lease of the Georgetown office has expired and is now being rented on a month-by-month basis. Is that the case?
   A: Yes. It is believed that the building in Georgetown is on the market. It is expected that, in the future, staff may work from their individual home offices.

2. Q: What is the $11,000 in banking fees?
   A: This includes merchant fees for accepting payment such as membership fees through Visa and Mastercard. E-transfers will be looked into as an option for paying membership fees for the next fiscal year.

3. Q: Why was the amount for restricted reserves lowered last year?
   A: It was lowered last year as Council felt it was too high, however, Council has since asked for it be raised again to allow for the potential of rising costs of enforcement.

Motion: It was moved by Herb Bax, R.P.F. and seconded by Chris McDonell R.P.F. that the auditor's report and financial statements are accepted.

Carried.

10. Council's Appointment of Association Auditor

The President reported that at its May 6, 2019 meeting, Council passed a motion to appoint KPMG as Auditor of the Association for the year ending November 30, 2019.

The President stated that this concludes the reports in the Annual Report for the 2018 fiscal year, except for the information on pages 56 through 59 which are the sponsors for the 2018 Annual Conference. The President asked for a round of applause to express appreciation for the sponsors of the 2018 Annual Conference and the 2019 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 Mac Squires, R.P.F. (Ret.) and seconded by Dean Assinewe, 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 2019 By-law Changes

The President noted that the proposed by-law changes were approved by Council in March 2019. 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, rather than approve them individually. If any Member has 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 were sent to all members, which has the specific. The proposed by-law changes are summarized as follows:

Article 11.4 - General Qualifications for Membership - For practicing members to conduct a risk analysis and obtain Errors & Omissions insurance when needed. All professions are required to have errors and omissions insurance. OPFA Counsel highly recommended that it be a requirement for all members, however, Council after deliberation, asked members to conduct their own risk assessment as outlined in the *Practice Guidance-General Practice*.

Article 11.5, 11.6– Qualifications for Full or Associate Membership
- to specify the percentage of competencies required.
- Clarify who can serve as a mentor, sponsor or character witness
- Exams are no longer available, competencies are now obtained through Bridge Training.

Article 11.9 – Terms, Conditions, and Limitations for Provisional Membership – Provide scope of practice for qualified Provisional Members.

Article 11.12 – Qualifications for Student Membership – Clarify period of time that Student Members can apply for Provisional Membership.

Article 11.22 – Use of Designations - To enable a qualified Provisional Member to practice certain forestry activities.

The President asked if there were any questions or comments from the membership regarding these proposed by-law changes. There were no questions nor comments.

The President called, by a show of hands, those in favour of confirming the proposed 2019 Bylaw changes, effective May 9, 2019, reminding those present that only Full, Associate, Non-resident, Inactive and Life members may vote.

There were 65 votes in favour, 0 against, and 0 abstentions. The proposed 2019 By-law changes are confirmed by the membership and are effective May 9, 2019.

13. Resolutions

The President noted that in keeping with our Act, OPFA resolutions only call upon Council to consider matters covered.

The membership was informed that written Resolutions would be accepted until Friday, May 3rd, 2019, for consideration at this AGM. No Resolutions were received before this date for presentation at this AGM. Late Resolutions will not be accepted or discussed in this Annual General Meeting, however, Council will receive and consider suggestions or concerns from members that can be submitted at any time throughout the year.

14. Highlights of OPFA Business for 2018

The President called upon Executive Director and Registrar, Fred Pinto, R.P.F., to provide a brief update on the activities of the OPFA, after which questions will be taken:

- We completed the overhaul of the OPFA's information technology, integrating a new website with association management software within the allocated budget.

- Work was begun on developing professional standards that deal with Indigenous jurisdiction in Canada including informing other provincial regulators and universities that have CFAB (Canadian Forestry Accreditation Board) accredited programs.
- In 2018 the OPFA received and resolved 3 inquiries, 10 concerns, and 8 complaints.
- Professional practice guidance documents for general practice and private land forestry were developed and approved. Members are urged to familiarize themselves with them.
- The number of Provisional Members, most of whom are from programs that are not accredited by the CFAB, have grown to another historic high.
- Louise Simpson, Registration Manager, was hired to assist Provisional Members through the registration process, including the Credential Assessment Process.
- Each Provisional Member now has an individual folder through the OPFA's virtual office. Provisional Members can now access their member profile and progress report at any time to review and report on the progress of their specific requirements towards Full or Associate registration.
- 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.
- Information sheets have been prepared for municipalities and conservation authorities informing them of the need to employ forestry professionals. They have been distributed to all Conservation Authorities and some municipalities. Some are now asking their employees to become members of the OPFA which is one of the causes of the increase in Provisional Members.
- The Bridge Training for Professional Foresters has been completed on schedule and on budget. By the end of 2018 fifty-three candidates had completed 137 training modules. These modules are administered by Lakehead University, the University of Toronto and the Canadian Institute of Forestry (CIF).
- Several presentations were made to students in accredited forestry programs in 2018. The uptake of student membership is very encouraging. Not all Student Members become Provisional Members as some move to other provinces or professions.
- The OPFA does speak out when the issue is in the public's interest and when information mischaracterizes our profession. It also uses social media to inform people about professional forestry. This has been the case several times in 2018.

There was one question:

Q: When will the new 2017 Certification Standards be implemented?

A: It is hoped that they will be implemented in 2019. The Canadian Federation of Professional Forestry Associations (CFPFA) will take the lead. Funding opportunities are being explored. Standard 9-Indigenous Peoples, Lands, and Resources will be an additional standard added in Ontario and possibly nationally.

15. Other Business

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

> Q: Does Council have any intention of modernizing the *Professional Foresters Act, 2000* and will members be invited to give their input?
>
> A: Yes. Council is looking into revisions of the scope of practice of professional forestry. It is also hoped that the number of excluded professions will be reduced to only those professions that are regulated by another regulated body. This will be more in keeping with British Columbia and Alberta forestry associations. This would enable professionals, such as biologists, to join the OPFA with a limited scope of practice.

The President then raised two matters before terminating the meeting:

2020 Annual Conference:

The President called upon Brett Dixon, R.P.F. to announce that members in and around Barrie have begun organizing the 63rd OPFA Annual Conference in April 2020. Brett Dixon reported that the conference will be held in Alliston, Ontario at the Nottawasaga Inn Resort and Conference Centre in the County of Simcoe which is approaching its 100 year anniversary. A theme has not yet been decided. Everyone is invited to attend the conference and volunteers are still needed. The President thanked Mr. Dixon.

2019 Annual Conference:

The President acknowledged the support of sponsors and exhibitors for the 2019 Annual Conference and noted the excellent organization and hard work of the following volunteers on the 2019 Conference Committee, asking each one to stand to be acknowledged:

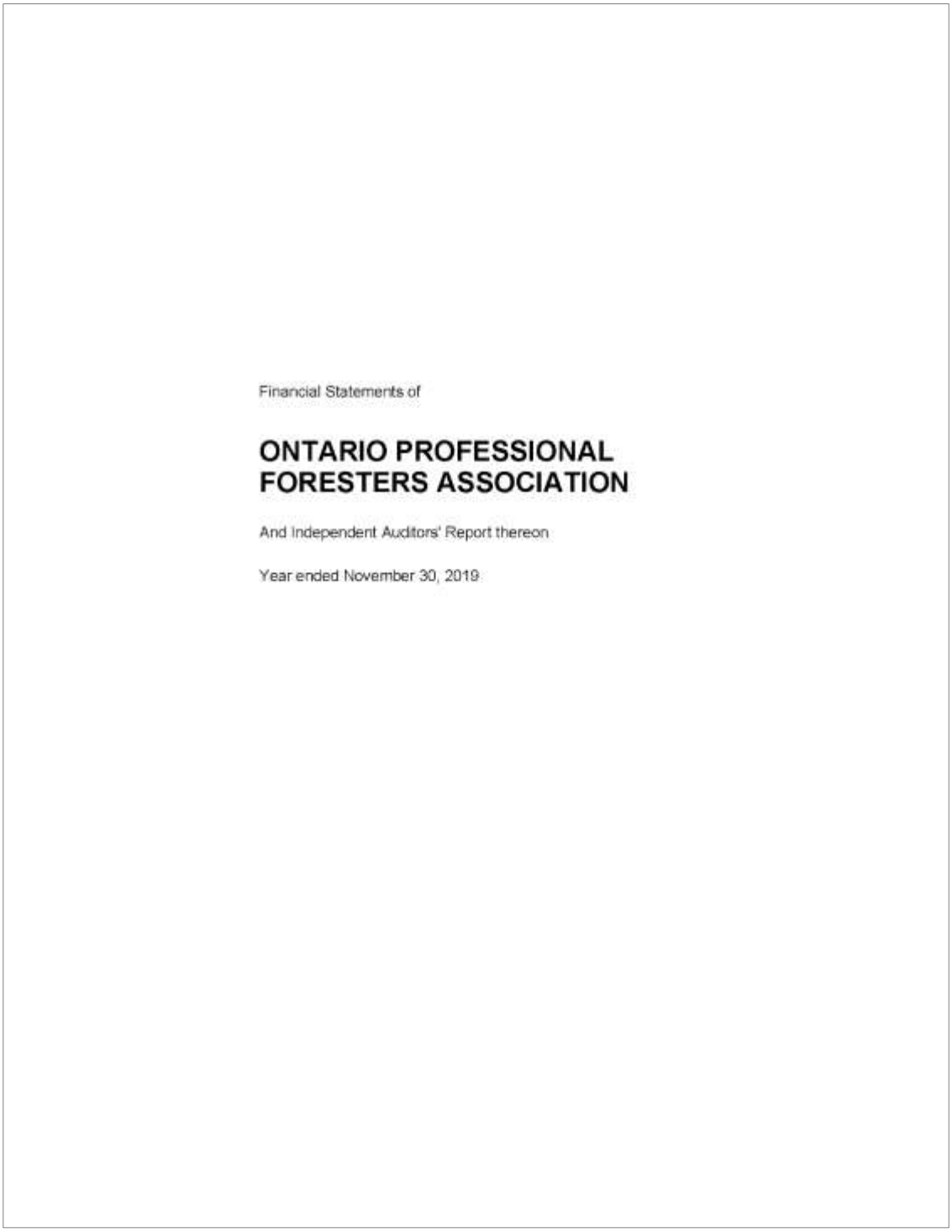
Glen Swant, Co-Chair	Chris Stratton	Nancy Luckai
Tom Ratz, Co-Chair	Kevin Shorthouse	Robert Partridge
Mike Davis	Ulf Runesson	Michele Kipien
Dave Legg	Niall Scarr	
Karen Saunders	Fred Dewsberry	

There was a round of applause.

16. Termination

The President declared that as there was no further business, the 2019 Annual General Meeting of the OPFA is terminated.

FINANCIAL STATEMENTS



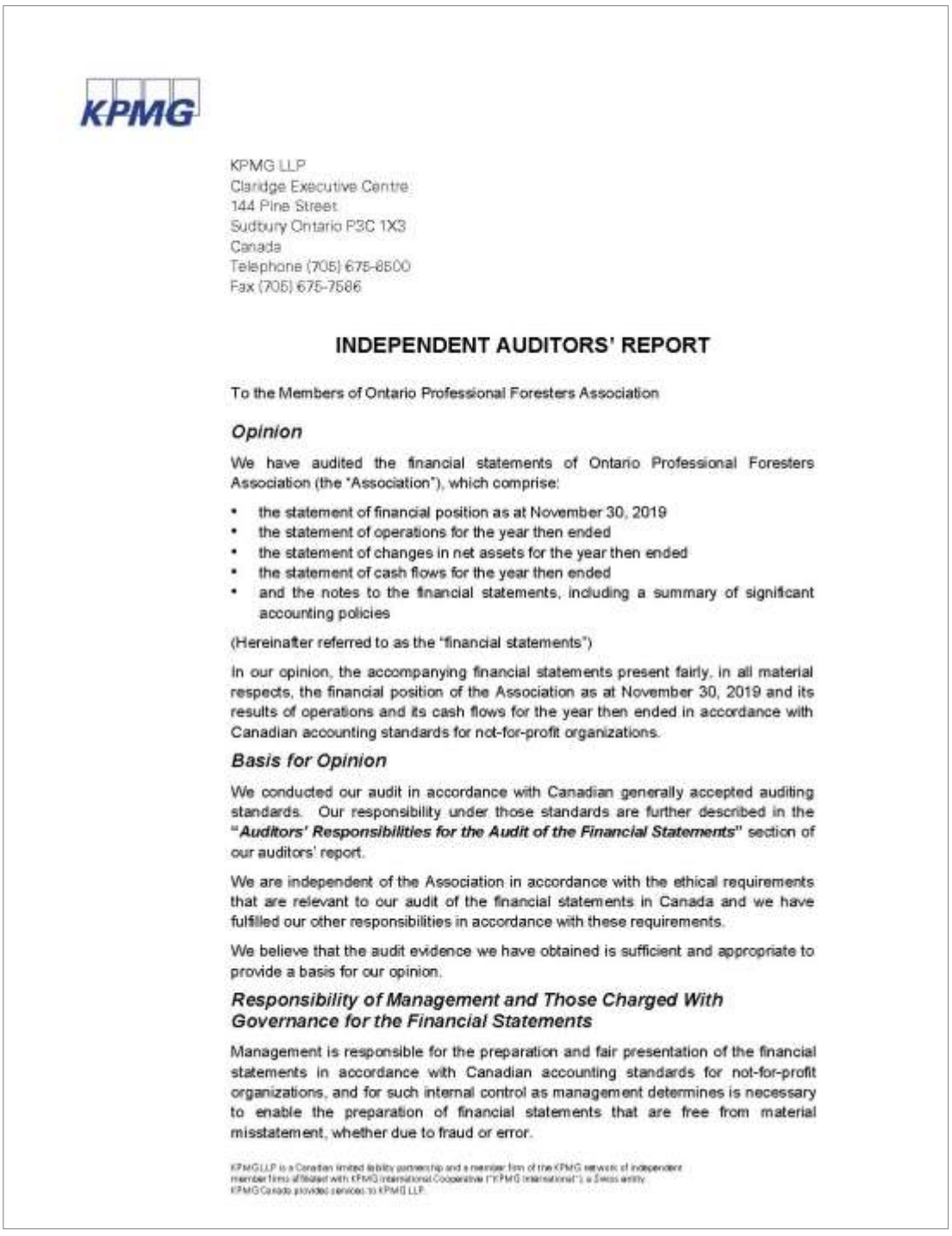
Financial Statements of

ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION

And Independent Auditors' Report thereon

Year ended November 30, 2019

OPFA 2019 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 Ontario Professional Foresters Association

Opinion

We have audited the financial statements of Ontario Professional Foresters Association (the "Association"), which comprise:

- the statement of financial position as at November 30, 2019
- the statement of operations for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2019 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

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

Responsibility of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

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 2019 AUDITED FINANCIAL STATEMENTS – *Figure 2*

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.

OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 3*

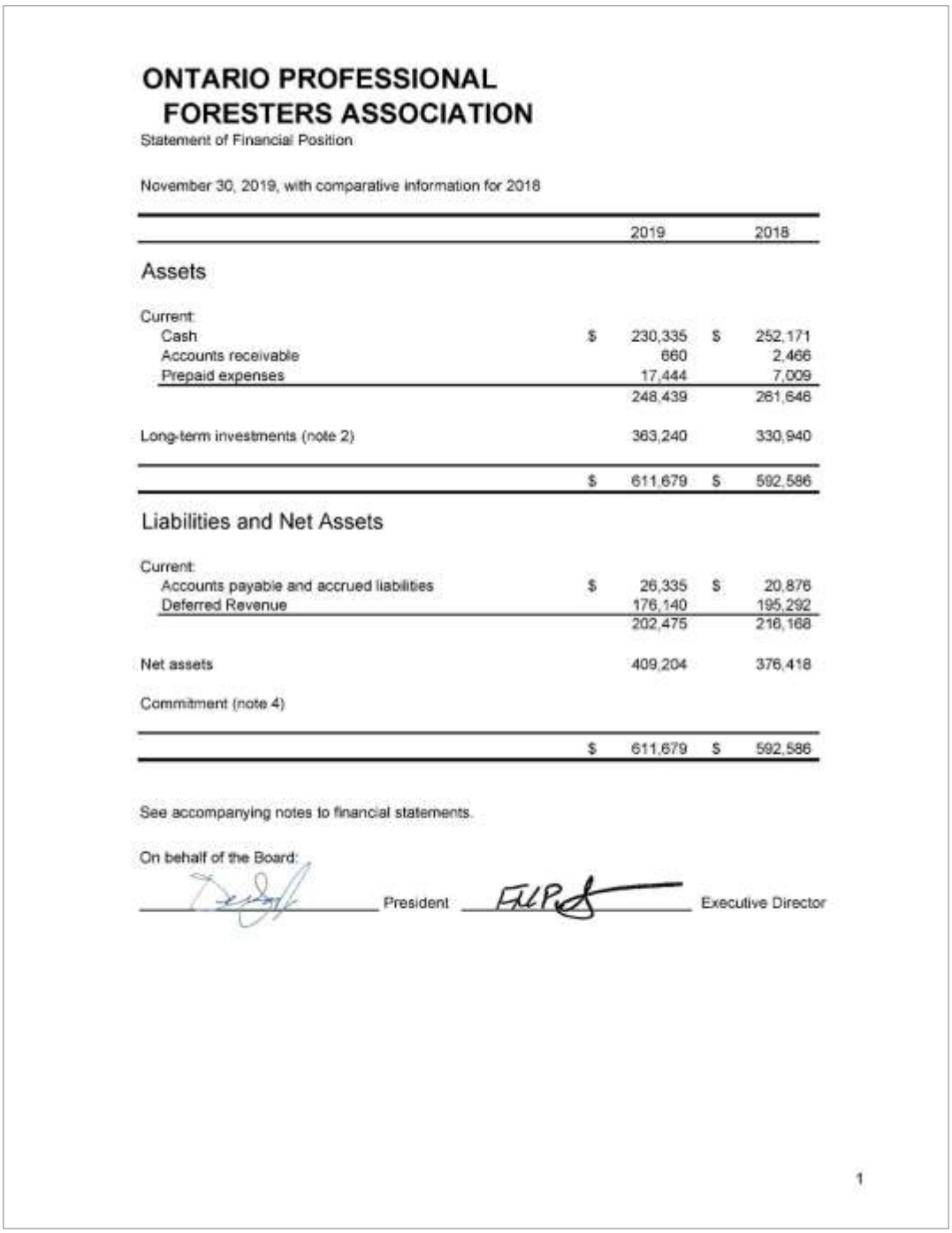
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada
March 6, 2020

OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 4*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Financial Position

November 30, 2019, with comparative information for 2018

	2019	2018
Assets		
Current:		
Cash	$ 230,335	$ 252,171
Accounts receivable	660	2,466
Prepaid expenses	17,444	7,009
	248,439	261,646
Long-term investments (note 2)	363,240	330,940
	$ 611,679	$ 592,586
Liabilities and Net Assets		
Current:		
Accounts payable and accrued liabilities	$ 26,335	$ 20,876
Deferred Revenue	176,140	195,292
	202,475	216,168
Net assets	409,204	376,418
Commitment (note 4)		
	$ 611,679	$ 592,586

See accompanying notes to financial statements.

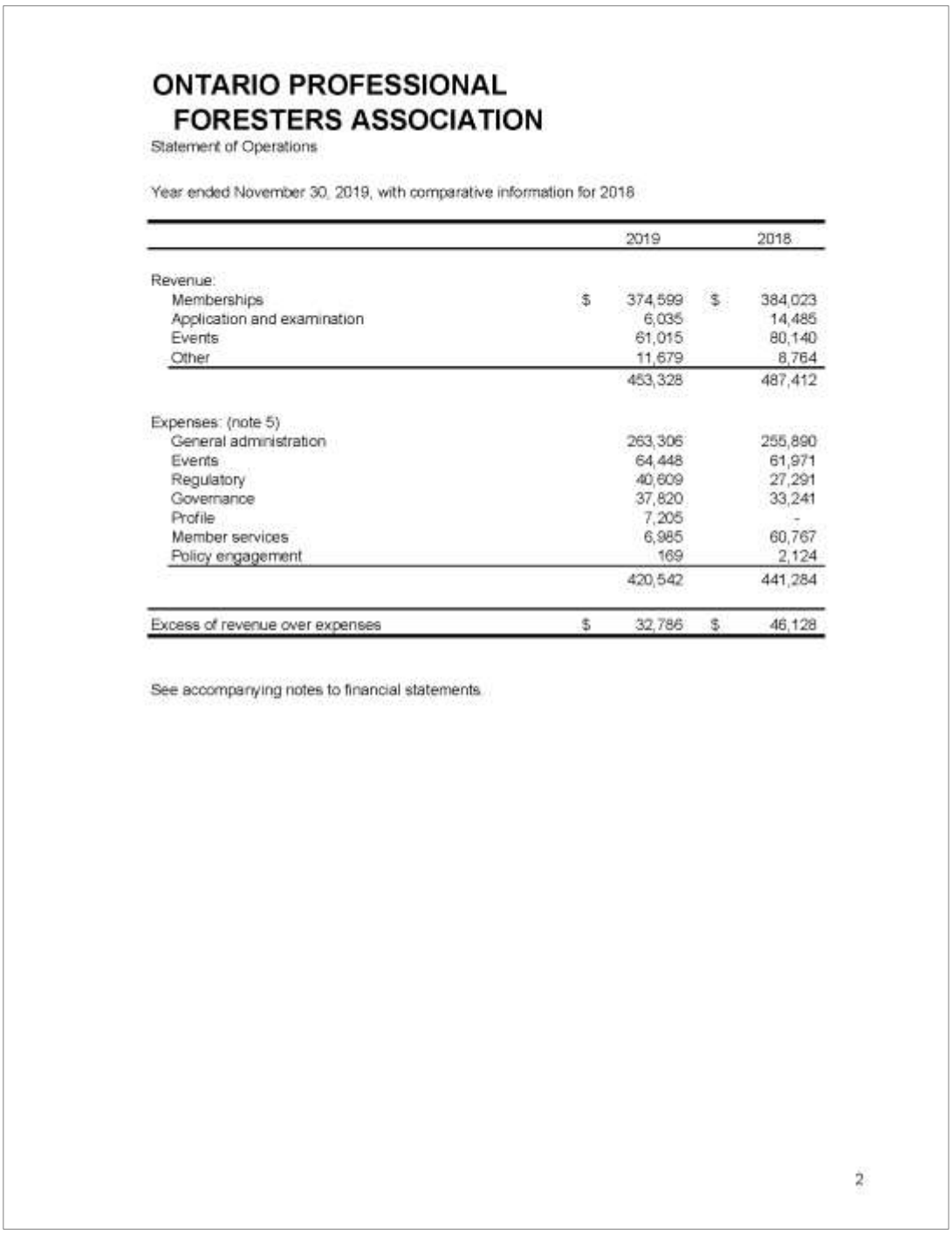
On behalf of the Board:

President

Executive Director

1

OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 5*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Operations

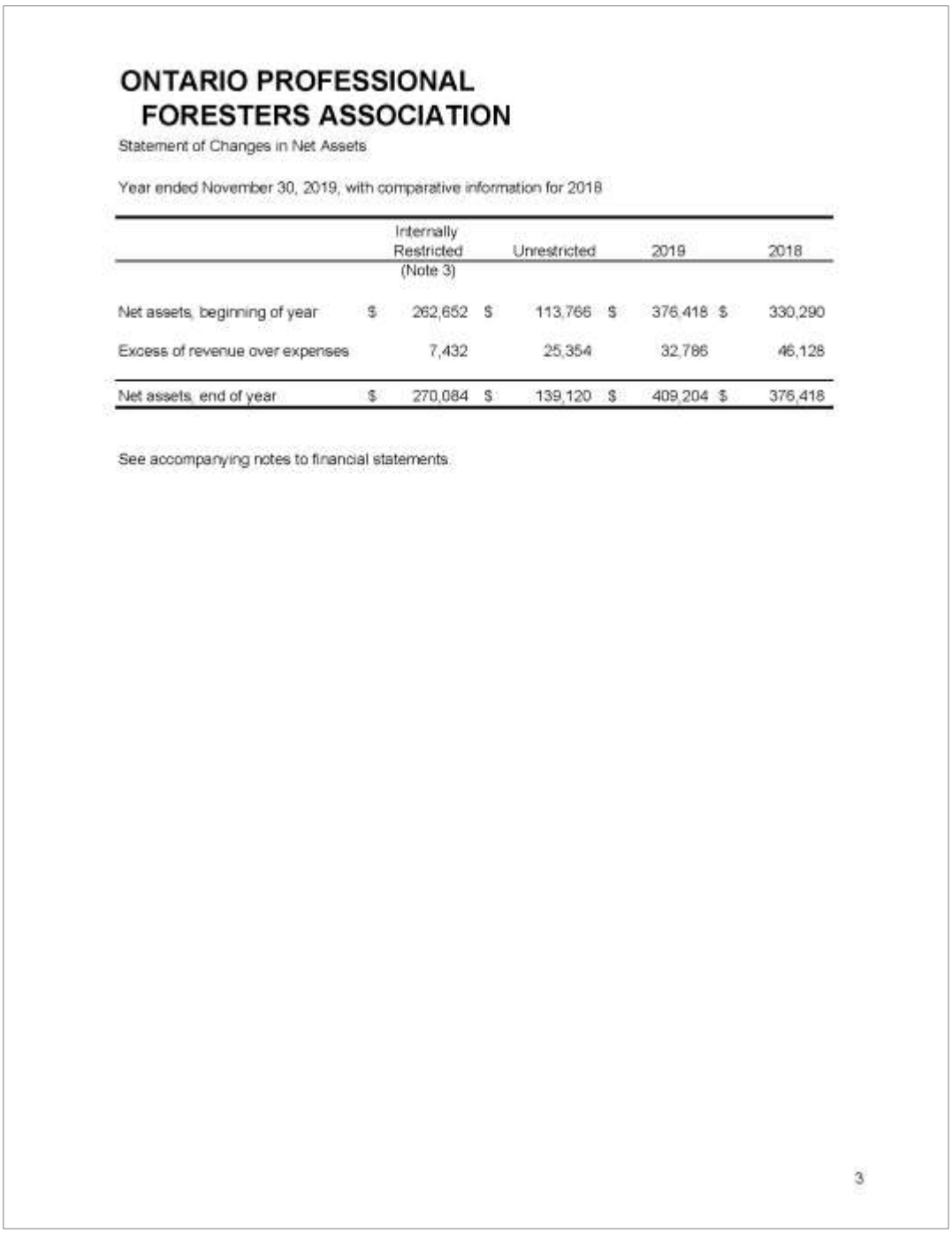
Year ended November 30, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Memberships	$ 374,599	$ 384,023
Application and examination	6,035	14,485
Events	61,015	80,140
Other	11,679	8,764
	453,328	487,412
Expenses: (note 5)		
General administration	263,306	255,890
Events	64,448	61,971
Regulatory	40,609	27,291
Governance	37,820	33,241
Profile	7,205	-
Member services	6,985	60,767
Policy engagement	169	2,124
	420,542	441,284
Excess of revenue over expenses	$ 32,786	$ 46,128

See accompanying notes to financial statements.

2

OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 6*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

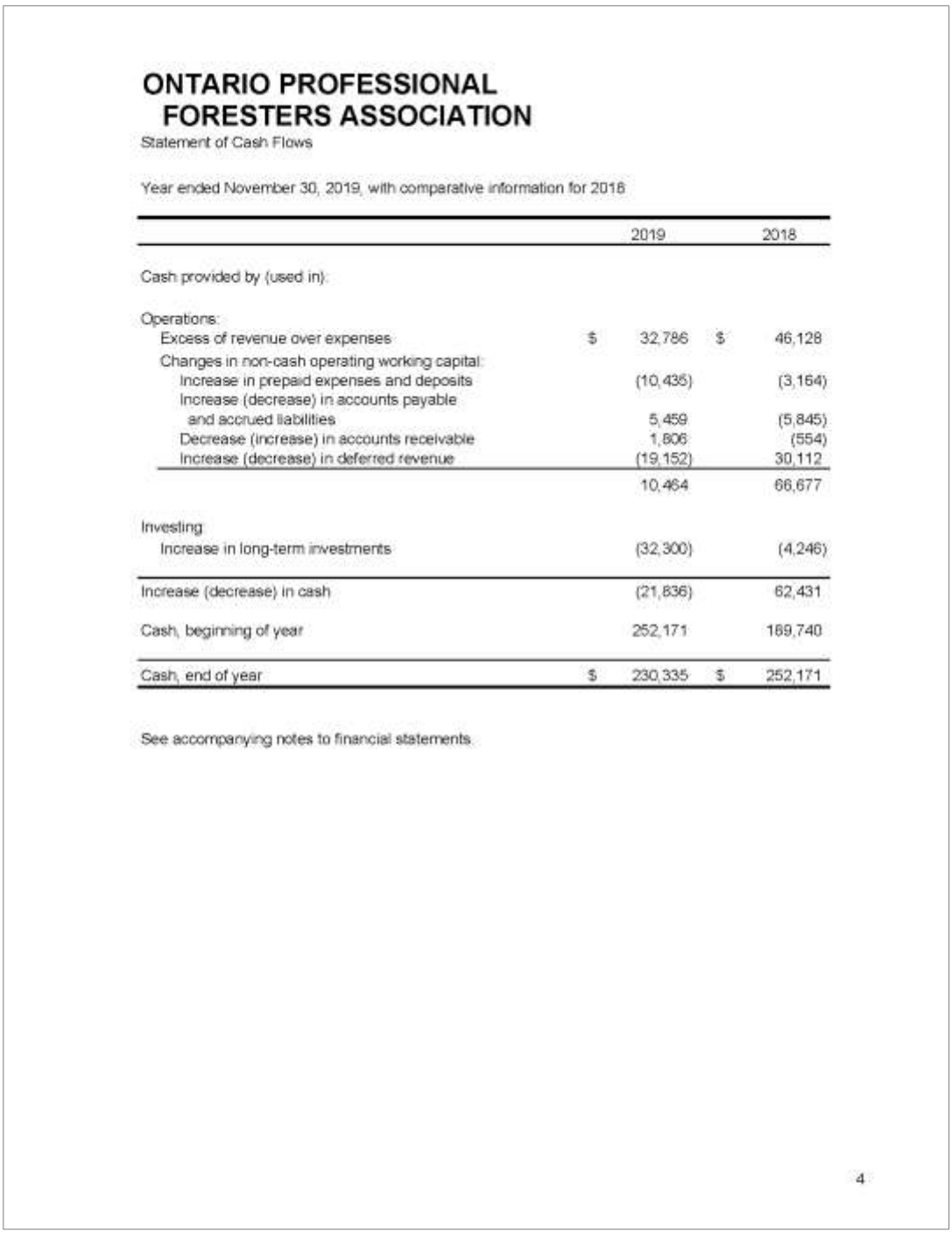
Year ended November 30, 2019, with comparative information for 2018

	Internally Restricted (Note 3)	Unrestricted	2019	2018
Net assets, beginning of year	$ 262,652	$ 113,766	$ 376,418	$ 330,290
Excess of revenue over expenses	7,432	25,354	32,786	46,128
Net assets, end of year	$ 270,084	$ 139,120	$ 409,204	$ 376,418

See accompanying notes to financial statements.

3

OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 7*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

Year ended November 30, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	$ 32,786	$ 46,128
Changes in non-cash operating working capital:		
Increase in prepaid expenses and deposits	(10,435)	(3,164)
Increase (decrease) in accounts payable and accrued liabilities	5,459	(5,845)
Decrease (increase) in accounts receivable	1,806	(554)
Increase (decrease) in deferred revenue	(19,152)	30,112
	10,464	66,677
Investing:		
Increase in long-term investments	(32,300)	(4,246)
Increase (decrease) in cash	(21,836)	62,431
Cash, beginning of year	252,171	189,740
Cash, end of year	$ 230,335	$ 252,171

See accompanying notes to financial statements.

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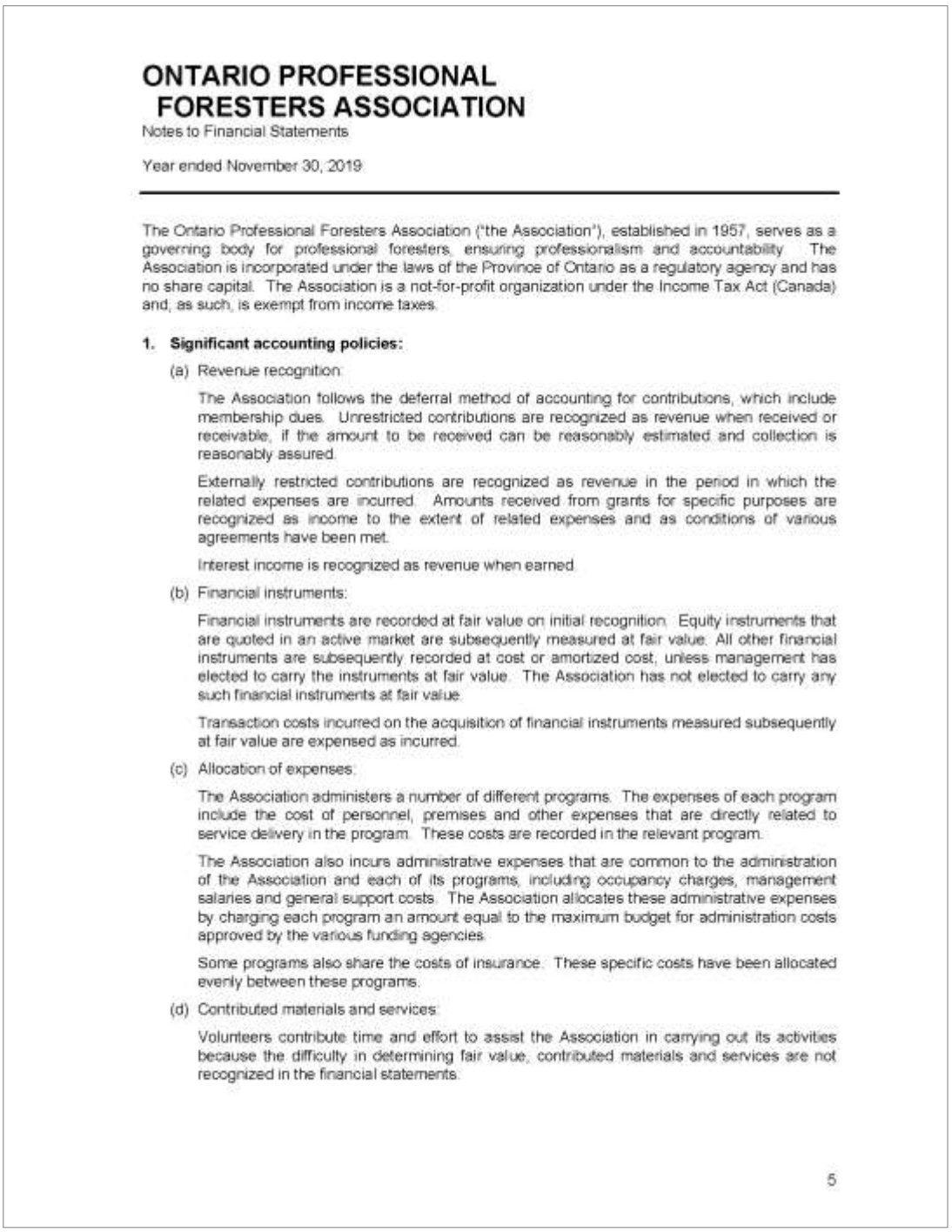
OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 8*



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2019

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 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. These 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 2019 AUDITED FINANCIAL STATEMENTS – *Figure 9*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2019

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 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:

	2019	2018
TD Canada Trust	$ 256,021	$ 225,265
Scotia McLeod	107,219	105,675
	$ 363,240	$ 330,940

The investments bear interest at rates between 0.25% and 2.27% with maturity dates between December 12, 2019 and February 14, 2022.

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 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:

	2019	2018
Dissolution	$ 60,000	$ 60,000
Allowance for two concurrent major disciplinary matters	400,000	400,000
Cumulative interest earned on invested funds	89,189	84,942
	549,189	544,942
Cumulative funds transferred for enforcement action	(136,537)	(186,537)
Target deficit to be funded	(150,000)	(150,000)
Transfer	–	50,000
Interest earned during the year on invested funds	7,432	4,247
	(279,105)	(282,290)
	$ 270,084	$ 262,652

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OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 10*

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2019

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:

	2019	2018
Staff	$ 191,840	$ 170,749
Legal	30,088	24,869
Office	30,734	25,692
Equipment and software	641	697
Rent	9,137	9,967
Travel	46,206	25,246
Bank charges	11,982	11,000
Audit	6,780	8,018
Insurance	14,979	16,038
Website	5,520	60,232
Provision (recovery) of uncollectible receivables	(1,235)	13,704
Annual conference	62,395	62,740
Other	11,475	12,332
	$ 420,542	$ 441,284

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 2018.

(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. Comparative information:

Certain comparative information has been reclassified from those previously presented to conform to the presentation of the 2019 financial statements.

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OPFA 2019 AUDITED FINANCIAL STATEMENTS – *Figure 11*

ACKNOWLEDGEMENTS

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