



December 16, 2021

2022 Proposed By-law Changes

NOTICE TO MEMBERS:

Council has reviewed its By-law and approved the changes at their meeting on December 16, 2021. The table below compares the current approved By-law (left column), to the proposed By-law changes highlighted in yellow (middle column) and includes the rationale for the proposed change (right column). Only those articles that have proposed revisions are noted in this table; all others will remain as currently approved.

The following proposed By-law changes are being distributed to the OPFA membership in accordance with By-law Article 19.3 and will be voted on in accordance with Article 19.2 at the OPFA Annual General Meeting being held virtually using video conference technology from 6 p.m.-8:00 p.m. (EDT) Wednesday, April 13, 2022.

Article 19.3 – Notice to Members

A notice of motion setting out any changes to the by-law shall be circulated to the membership at least thirty (30) days before the date of the annual or special meeting at which the Members' ratification is to be sought or prior to such a ratification vote conducted by mail.

Article 19.2 – Amendments to the by-law

Amendments to the by-law must be passed by Council and confirmed by a majority vote of Members entitled to vote and in attendance at an annual or special meeting of the Association or responding to a vote conducted by mail.

Please contact me with any questions or comments on these changes.

Fred Pinto, R.P.F., Executive Director and Registrar
Email: executive.director@opfa.ca
Phone (North Bay) -705-476-9006

Current By-law Wording (2020)	Proposed By-law Wording (2022) Change	Rationale for Change
<p>Article 3.12 Auditors' Report – The audited financial statements of the Association together with a signed and certified copy of the auditors' report shall be presented annually to the Council and distributed to the Members as part of the Annual Report.</p>	<p>Article 3.12 Auditors' Report – The audited financial statements of the Association together with a signed and certified copy of the auditors' report shall be approved annually by Council and then distributed to the Members prior to the Annual General Meeting.</p>	<p>To clarify that Council will approve the annual auditors' report</p>
<p>Article 5.1 CEO – The President shall be the Chief Executive Officer of the Association.</p>	<p>Article 5.1 CEO – The Executive Director shall be the Chief Executive Officer of the Association.</p>	<p>Legal counsel has advised that this should be changed as the CEO is responsible for managing the overall resources and operations of a company, making major corporate decisions, and acting as the main point of contact between Council, employees, and the public.</p>
<p>Article 5.4 Executive Director – The Executive Director shall:</p> <ul style="list-style-type: none"> a) serve as Secretary and as the Treasurer of the Association unless the Council appoints another person to serve one or both of those functions; b) ensure that full and accurate financial records of the Association are maintained and, under the direction of Council or a Committee designated by Council, shall control the day-to-day banking and investments of the Association; c) attend meetings of the Council and of the Members; 	<p>Article 5.4 Executive Director – The Executive Director shall:</p> <ul style="list-style-type: none"> a) serve as Secretary and/or as the Treasurer of the Association unless the Council appoints another person to serve one or both of those functions; b) ensure that full and accurate financial records of the Association are maintained and, under the direction of Council or a Committee designated by Council, shall control the day-to-day banking and investments of the Association; c) attend meetings of the Council and of the Members; 	<p>To clarify the wording.</p> <p>To clarify that the Executive Director attends meetings Ex Officio.</p>

<p>d) may attend as an Ex Officio member of meetings of committees; e) serve as custodian of the seal of the Association; f) oversee Council elections as set out in the by-laws; and g) perform such other duties as the Council may assign.</p>	<p>d) may attend committee meetings Ex Officio; e) serve as custodian of the seal of the Association; f) oversee Council elections as set out in the by-laws; and g) perform such other duties as the Council may assign.</p>	
<p>Article 5.5 Registrar – The Registrar shall: a) attend meetings of the Council and of the Members; b) may attend as an Ex Officio member of meetings of committees; and c) discharge the duties of Registrar prescribed in the Act and the by-laws.</p>	<p>Article 5.5 Registrar – The Registrar: a) shall attend meetings of the Council and of the Members Ex Officio; b) may attend meetings of committees Ex Officio; and c) shall discharge the duties of Registrar prescribed in the Act and the By-law.</p>	<p>To clarify that the Registrar attends Ex Officio and to clarify which Committees meeting he/she is required to attend.</p>
<p>Article 11.5 – Qualifications for Full Membership The requirements for Full Membership are as follows:</p> <ol style="list-style-type: none"> 1. has a Canadian four year science based degree or equivalent; 2. demonstration of Core Competency by meeting the 2008 Certification Standards, or subsequently approved Certification Standards, by either: <ol style="list-style-type: none"> a. graduating from a university program accredited by the Canadian Forestry Accreditation Board ⁵ or b. by successfully demonstrating competencies through the national Credential Assessment Process (CAP) and/or; c. filling gaps identified in the Credential Assessment Process in the manner 	<p>Article 11.5 – Qualifications for Full Membership The requirements for Full Membership are as follows:</p> <ol style="list-style-type: none"> 1. has a Canadian four year science based degree or equivalent; 2. demonstration of Core Competency by meeting the Certification Standards for the forestry profession in Canada, current at the time of application, by either: <ol style="list-style-type: none"> a. graduating from a university program accredited by the Canadian Forestry Accreditation Board ⁵ or b. by successfully demonstrating competencies through the national Credential Assessment Process (CAP) and/or; c. filling gaps identified in the Credential Assessment 	<p>The 2008 Certification Standards are no longer in place. This change allows for future versions of the Certification Standards to be implemented without needing to change the By-law each time.</p> <p>To clarify that applicants must meet the competencies in the Certification Standards in place at the time of their application and that they will not be required to be re-assessed against subsequently approved Certification Standards.</p>

<p>determined by the Registration Committee.</p> <p>3. successful completion of 18 months of progressive, relevant, mentored forestry experience which shall be obtained after attaining a post-secondary degree or diploma and while holding a Provisional Member category of registration. The Registration Committee may consider relevant mentored forestry experience acquired while not a Provisional Member, if requested. A candidate may also be given credit for experience equal to 1/3 of the time spent in a Master and/or PhD program in forestry, to a maximum of 6 months. At least 6 months experience must be acquired after a minimum of 80% of the required competencies have been demonstrated;</p> <p>4. a Mentoring Agreement from 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;</p>	<p>Process in the manner determined by, and to the satisfaction of, the Registration Committee.</p> <p>3. a Mentoring Agreement from a Full, Associate, Inactive, or Life Member of the OPFA, or other registered forestry professional in Canada, who is in good standing with their regulatory body;</p> <p>4. successful completion of 18 months of progressive, relevant, mentored forestry experience within the last 5 years which may include:</p> <p>a. experience obtained after attaining a post-secondary degree or diploma and while holding a Provisional Member category of registration and being mentored by a Full, Associate, Inactive or Life Member of the OPFA, or other</p>	<p>To clarify that gap-filling must be found to be satisfactory by the Registration Committee.</p> <p>The order has been changed to describe the Mentoring Agreement before the mentored work experience requirement as this is generally prior to the experience beginning.</p> <p>To remove the restriction of mentors not being related to the Provisional Member. This will enable Provisional Members who have worked/are working in family businesses to have experience count that was/is mentored by registered professional foresters who are related to them. This may be encountered more often in small communities or first nations communities.</p> <p>To make sure the mentor is in good standing with their regulatory body.</p> <p>To clarify that the experience must be within the past 5 years.</p> <p>To clarify who can be a mentor.</p> <p>To remove the restriction of mentors not being related to the Provisional Member. This will enable Provisional Members who have worked/are</p>
---	--	--

<p>5. adequate sponsorship reports in the required form from two people who have direct knowledge of the candidates' work. At least one must be a Full or Associate (with a relevant Scope of Practice) Member in good standing. The second sponsor may be a work supervisor;</p>	<p>registered forestry professional in Canada, who is in good standing with their regulatory body.</p> <p>b. relevant forestry experience acquired while not a Provisional Member, but within the last 5 years, that was mentored by a Full, Associate, Inactive or Life Member of the OPFA or a registered forestry professional licensed in another province or country, who is in good standing with their regulatory body, if requested and approved by the Registration Committee.</p> <p>c. credit for experience equal to 1/3 of the time spent in a Master and/or PhD program in a relevant program, to a maximum of 6 months, if requested and approved by the Registration Committee.</p> <p>At least 6 months experience must be acquired after a minimum of 80% of the competencies have been demonstrated;</p> <p>5. adequate Sponsorship Forms in the required form from two people, who have direct knowledge of the candidates' work. At least one must be a Full or Associate (with a relevant Scope of Practice) Member in good standing. The second sponsor may be a work supervisor;</p>	<p>working in family businesses to have experience count that was/is mentored by registered professional foresters who are related to them. This may be encountered more often in small communities or first nations communities.</p> <p>To clarify that prior experience must be approved by the Registration Committee. Professional forestry is a diverse field and other post-graduate programs are relevant and should be eligible for credit. To clarify that graduate degree experience credit must be requested and approved by the Registration Committee.</p> <p>All competencies are required for Full Membership.</p> <p>Sponsors submit Sponsorship Forms, not reports.</p> <p>The Sponsorship Form will be modified to include a section where any conflict of interest must be declared for the Registration Committee to consider in their evaluation of the adequacy of the Sponsorship Form.</p>
---	--	--

<p>6. adequate Character Witness Forms in the required form from two people. One must be a practicing 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;</p> <p>7. demonstration of a commitment to professionalism and ethics; and</p> <p>8. successful completion of the Local Knowledge Assessment.</p> <p>Graduation from a University Program, accredited with approval of the Council ⁶ in respect of the time of graduation, shall be adequate to satisfy elements 1 and 2 unless the Registration Committee determines that sufficient time has elapsed from graduation to require reconfirming one or more core competencies.</p> <p>The Registration Committee may, without lowering the standard:</p> <ol style="list-style-type: none"> 1. accept alternate documentation from the normal requirements where an applicant is unable to produce the normal document; 	<p>6. adequate Character Witness Forms in the required form from two people. One must be a Full, Associate, Non-Resident, Inactive, or Life Member of the OPFA in good standing, or a licensed member of another regulated profession in Canada in good standing with their regulatory body 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;</p> <p>7. demonstration of a commitment to professionalism and ethics; and</p> <p>8. successful completion of the Local Knowledge Assessment.</p> <p>Graduation from a University Program accredited by the Canadian Forestry Accreditation Board in respect of the time of graduation shall be adequate to satisfy elements 1 and 2 unless the Registration Committee determines that sufficient time has elapsed from graduation to require reconfirming one or more core competencies.</p> <p>The Registration Committee may, without lowering the standard:</p> <ol style="list-style-type: none"> 1. accept alternate documentation from the normal requirements where an applicant is unable to produce the normal document; and/or 	<p>To clarify which categories of membership in the OPFA can act as a character witness. The current By-law only allows for Full or Associate Members to meet the OPFA Member requirement for Character Witnesses. Non-Resident, Inactive, and Life Members are also suitable character witnesses.</p> <p>To ensure consistency in the status of Character Witnesses who are members of regulated professions.</p> <p>The Canadian Forestry Accreditation Board accredits university programs, not OPFA Council. This wording is also consistent with Article 11.5.2a.</p>
---	---	--

<p>2. approve methods other than Bridge Training modules for demonstrating specific Core Competencies; and;</p> <p>3. accept eligible experience acquired within the last 5 years while not a Provisional Member and/or up to 6 months of relevant graduate or post-graduate academic study for all or part of the experience requirement.</p>	<p>2. approve methods other than Bridge Training modules for demonstrating specific Core Competencies.</p>	<p>To remove number 3 as the experience credit is now covered in Article 11.5.4.b&c</p>
--	--	---

<p>Article 11.6 – Qualifications for Associate Membership The requirements for Associate Membership are as follows:</p> <p>1. Demonstration of attainment of Professional Level Ability in the geographic area and functions for which the applicant desires authority to practise;</p> <p>1.1 May undergo the Credential Assessment Process to identify the candidate’s professional forestry competencies and gaps;</p> <p>1.2 Fill any gaps identified in the manner accepted by the</p>	<p>Article 11.6 – Qualifications for Associate Membership The requirements for Associate Membership are as follows:</p> <p>1. Demonstration of attainment of Professional Level Ability in the geographic area and functions for which the applicant desires authority to practise;</p> <p>1.1 Completion of a competency assessment to identify the candidate’s professional forestry competencies and gaps according to the Certification Standards for the forestry profession in Canada, current at the time of application. For broad scopes of practice the candidate may be required to undergo the Credential Assessment Process;</p> <p>1.2 Fill any gaps identified in the manner accepted by, and to the satisfaction of,</p>	<p>To clarify that all applicants for Associate Membership undergo a competency assessment. If their scope of practice is broad, they may be required to undergo the CAP (Credential Assessment Process).</p> <p>Certification Standards are named to improve consistency with Article 11.5 and clarify that applicants for Associate Membership are assessed against the same standards.</p> <p>To clarify that the Registration Committee decides whether</p>
--	--	---

<p>Registration Committee to attain competencies needed to have the professional level ability in the geographic area and functions for which the applicant desires authority to practise;</p> <p>2. Successful completion of 18 months of progressive, relevant, mentored, forestry experience which shall be obtained after attaining a post-secondary degree or diploma and while holding a Provisional Member category of registration. The Registration Committee may consider relevant mentored forestry experience acquired while not a Provisional Member, if requested. A candidate may</p>	<p>the Registration Committee to attain competencies needed to have the professional level ability in the geographic area and functions for which the applicant desires authority to practise;</p> <p>2. a Mentoring Agreement from a Full, Associate, Inactive, or Life Member of the OPFA, or other registered forestry professional in Canada, who is in good standing with their regulatory body;</p> <p>3. Successful completion of 18 months of progressive, relevant, mentored forestry experience within the last 5 years which may include:</p> <p>a. experience obtained after attaining a post-secondary degree or diploma and while holding a Provisional Member category of registration and being mentored by a Full, Associate, Inactive or Life Member of the OPFA, or other registered forestry</p>	<p>competencies have been adequately met through gap-filling.</p> <p>The order has been changed to describe the Mentoring Agreement before the mentored work experience requirement as this is usually the order it is completed.</p> <p>To remove the restriction of mentors not being related to the Provisional Member. This will enable Provisional Members who have worked/are working in family businesses to have experience count that was/is mentored by registered professional foresters who are related to them. This may be encountered more often in small communities or first nations communities. To make sure the mentor is in good standing with their regulatory body</p> <p>To clarify that the experience must be within the past 5 years.</p> <p>To clarify who can be a mentor.</p> <p>To remove the restriction of mentors not being related to the Provisional Member. This will enable Provisional</p>
--	--	---

<p>also be given credit for experience equal to 1/3 of the time spent in a Master and/or PhD program in forestry, to a maximum of 6 months. At least 6 months experience must be acquired after a minimum of 80% of the competencies required for the scope of practice have been demonstrated;</p> <p>3. Mentoring Agreement from a Full, Associate, Inactive or Life member of the OPFA, or another registered forestry professional in Canada, who must not be related to the candidate;</p> <p>4. Adequate sponsorship reports in the required form from two people who have direct knowledge of the candidates work. At least one must be a Full or Associate (with a relevant Scope of Practice) Member in good standing. The second sponsor may be a work supervisor;</p>	<p>b. professional in Canada, who is in good standing with their regulatory body. relevant forestry experience acquired while not a Provisional Member, but within the last 5 years, that was mentored by a Full, Associate, Inactive or Life Member of the OPFA or a registered forestry professional licensed in another province or country, who is in good standing with their regulatory body, if requested and approved by the Registration Committee.</p> <p>c. credit for experience equal to 1/3 of the time spent in a Master and/or PhD program in a relevant program, to a maximum of 6 months, if requested and approved by the Registration Committee.</p> <p>At least 6 months experience must be acquired after a minimum of 80% of the competencies required for the scope of practice have been demonstrated;</p> <p>4. Adequate Sponsorship Forms in the required form from two people who have direct knowledge of the candidates' work. At least one must be a Full or Associate (with a relevant Scope of Practice) Member in good standing. The second sponsor may be a work supervisor;</p>	<p>Members who have worked/are working in family businesses to have experience count that was/is mentored by registered professional foresters who are related to them. This may be encountered more often in small communities or first nations communities.</p> <p>To clarify that prior experience must be approved by the Registration Committee</p> <p>Professional forestry is a diverse field and other post-graduate programs are relevant and should be eligible for credit. To clarify that graduate degree experience credit must be requested and approved by the Registration Committee</p> <p>Sponsors submit Sponsorship Forms, not reports.</p> <p>The Sponsorship Form will be modified to include a section where any conflict of interest must be declared for the Registration Committee to consider in their evaluation of the adequacy of the Sponsorship Form.</p>
--	---	---

<p>5. Adequate Character Witness Forms in the required form from two people. One must be a practicing 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;</p> <p>6. Demonstration of a commitment to professionalism and ethics; and</p> <p>7. Successful completion of the Local Knowledge Assessment at the discretion of the Registration Committee.</p> <p>The Registration Committee may, without lowering the standard:</p> <ol style="list-style-type: none"> 1. Accept alternate documentation from the normal requirements where an applicant is unable to produce the normal document; 2. Approve methods other than Bridge Training for demonstrating specific Core Competencies; and 3. Accept eligible experience acquired within the last 5 years while not a Provisional Member and/or up to 6 months of relevant graduate or post-graduate academic study for all or part of the experience requirement. 	<p>5. Adequate Character Witness Forms in the required form from two people. One must be a Full, Associate, Non-Resident, Inactive or Life Member of the OPFA in good standing, or a member of another regulated profession in Canada in good standing with their regulatory body, 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;</p> <p>6. Demonstration of a commitment to professionalism and ethics; and;</p> <p>7. Successful completion of the Local Knowledge Assessment at the discretion of the Registration Committee.</p> <p>The Registration Committee may, without lowering the standard:</p> <ol style="list-style-type: none"> 1. Accept alternate documentation from the normal requirements where an applicant is unable to produce the normal document; and/or 2. Approve methods other than Bridge Training modules for demonstrating specific Core Competencies. 	<p>To clarify which categories of membership in the OPFA can act as a character witness. The current by-law only allows for Full or Associate Members to meet the OPFA Member requirement for Character Witnesses but Non-Resident, Inactive, and Life Members are also suitable character witnesses.</p> <p>To ensure consistency in the status of character witnesses who are members of regulated professions.</p> <p>To remove number 3 as the experience credit is now covered in 11.5.4.b&c</p>
--	--	---

<p>Article 13.1 Definition – The practice of professional forestry is defined in the Act.⁹</p> <p>Article 18.3 Provide Information – Every Member is required to provide or confirm annually by January 15, through the annual renewal form or electronically via the website and upon written request of the Registrar, or return to the Registrar any information that is required by the Act or by-laws and information about the nature of the Member’s practice activities, employment circumstances, Competency Support Program activities, offence charges or findings, and investigations or hearings by other regulatory bodies.</p>	<p>13.1 Definition – The practice of professional forestry is defined in the Act.⁹</p> <p>Article 18.3 Provide Information – Every Member is required to provide or confirm annually by December 1, through the annual renewal process any information that is required by the Act or by-laws, including, without limitation, information about the nature of the Member’s practice activities, employment circumstances, Competency Support Program activities, offence charges or findings, and investigations or hearings by other regulatory bodies.</p>	<p>To remove the footnote with the definition of the practice of professional forestry and instead, have the reader refer to the Act itself.</p> <p>To coordinate the due dates of membership fees and competency reporting.</p> <p>To shorten/clarify the wording but still enable the By-law to be referenced for the responsibilities of the member if a staff member is challenged about what information needs to be provided.</p>
--	---	---

⁵ In accrediting university programs, Council relies on the Canadian Forestry Accreditation Board which advises all Canadian Professional Forestry regulators.

⁶ In accrediting university programs, Council relies on the Canadian Forestry Accreditation Board which advises all Canadian Professional Forestry regulators.