



2022

ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION

Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2022 ANNUAL REPORT

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Registrar

Fred Pinto, R.P.F.

Administration

ENFORCEMENT COORDINATOR

David Payne

REGISTRATION MANAGER

Louise Simpson, MScF

OFFICE & REGISTRATION COORDINATOR

Priscilla Doyle, BBA

BOOKKEEPER

Kerry Spencer

COUNCIL 2021-2022

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Vice-President

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COUNCILLOR CENTRAL EAST

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COUNCILLOR SOUTHWEST

Brandon Williamson, Associate R.P.F.

COUNCILLOR SOUTHEAST

Waseem Ashiq, R.P.F.

PUBLIC COUNCILLORS

Daniela Corapi

David Goldsmith

Sally Krigstin

Larry McDermott

Douglas Reynolds

† Partial Year

Public Councillors are appointed by the Lieutenant Governor in Council of Ontario

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COMMITTEES, WORKING GROUPS & TASK TEAMS

Executive[‡]

CHAIR

Chris McDonell, R.P.F.
(President)

Peter Nitschke, R.P.F.
(Vice President)

Denis Gagnon, R.P.F.
(Past President)

Neil McLean, R.P.F.
(Elected Councillor)

David Goldsmith
(Public Councillor)

Discipline[‡]

CHAIR

Ken Elliott, R.P.F.

MEMBERS

Tim Lehman, R.P.F.

Arben Pustina, R.P.F.

George Graham, R.P.F.

COUNCIL MEMBERS

Waseem Ashiq, R.P.F.

Daniela Corapi, Public Councillor

Douglas Reynolds, Public Councillor

Finance

CHAIR

Peter Nitschke, R.P.F.

MEMBERS

Bob Boyce, R.P.F.

Craig Robinson, R.P.F.

David Goldsmith, Public Councillor

Wendy LeClair, R.P.F.

Annonciade Murat, R.P.F. †

Scot Rubin, R.P.F. †

Registration[‡]

CHAIR

Malcolm Cockwell, R.P.F.

VICE-CHAIR

Sarah Sullivan, R.P.F.

MEMBERS

Ulf Runesson, R.P.F.

Jim McCready, R.P.F.

Frank Knaapen, R.P.F. (Ret.)

Andrée Morneau, R.P.F.

Ildiko Apavaloae, R.P.F.

Krish Homagain, R.P.F.

COUNCIL MEMBERS

Neil McLean, R.P.F.,

Elected Councillor

Sally Krigstin, Public Councillor

Nominating

CHAIR

Peter Street, R.P.F.

MEMBERS

Gord Cumming, R.P.F.

Social Media

Denis Gagnon, R.P.F.

Brian Marshall, R.P.F.

Kayla Raycraft, R.P.F. in Training[†]

Complaints[‡]

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Dave Puttock, R.P.F.

MEMBERS

Chris McDonell, R.P.F.

Jeff Barton, R.P.F.

Allan Foley, R.P.F.

Gordon King, R.P.F.

Donna Lacey, Associate R.P.F.

Peter Nitschke, R.P.F.

COUNCIL MEMBERS

Brandon Williamson, Associate
R.P.F.

(Elected Councillor)

Daniela Corapi, Public Councillor

Douglas Reynolds, Public
Councillor

Editorial Board

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EDITOR

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MEMBERS

Sarah Bros, R.P.F.

John Harvey, R.P.F.

Jim McCready, R.P.F.

Glen Prevost, R.P.F.

Arben Pustina, R.P.F.

Mike Rosen, R.P.F.

Matt Wilkie, R.P.F.

Caroline Mach, R.P.F.

Charles Alderson, R.P.F.

Aaron Day, R.P.F. †

Andrew Pulchalski, R.P.F. †

Geordie Robere-McGugan, R.P.F.

[‡] Statutory Committee

[†] Partial Year

Public Councillors are appointed by the Lieutenant Governor of Ontario

Regulations Amendment 2022 Annual Conference

CHAIR

Betty van Kerkhof, R.P.F.

MEMBERS

Chris McDonell, R.P.F.
Scot Rubin, R.P.F.
Denis Gagnon, R.P.F.
Tom Ratz, R.P.F.
Larry McDermott, Public Councillor

Registration Appeal Committee

CHAIR

Chris McDonell, R.P.F.

MEMBERS

Peter Street, R.P.F.
Richard Raper, R.P.F. (Ret.)

Strategic Plan Implementation

CHAIR

Chris McDonell, R.P.F.

MEMBERS

Denis Gagnon, R.P.F.
Douglas Reynolds, Public Councillor
Sally Krigstin, Public Councillor
Annonciade Murat, R.P.F.
Christine Leduc, R.P.F.
Janani Sivarajah, R.P.F. In Training
Neil McLean, R.P.F.

CHAIR

Mark Lockhart, R.P.F.

MEMBERS

Timothy Lehman, R.P.F.
Francisco Murphy, R.P.F.
Maegan Ciurko R.P.F.
Megan Finlay, R.P.F.
Marc Nellis, R.P.F.
Scott McPherson, R.P.F.
Marc Hebert, R.P.F.
Stephanie Parzei, R.P.F. in Training

Equity & Inclusion

CO-CHAIRS

Waseem Ashiq, R.P.F.
Larry McDermott, Public Councillor

MEMBERS

Sally Krigstin, Public Councillor
Catherine Edwards, R.P.F.
Osama Ali, R.P.F.
Larissa Huot, R.P.F.
Erin Knight, Student Member
Dayna Griffiths, R.P.F.
Wendy LeClair, R.P.F.

OPFA REPRESENTATIVES ON EXTERNAL GROUPS

Canadian Forestry Accreditation Board

Nancy Luckai, R.P.F.
Janani Sivarajah, R.P.F. In Training

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

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PRESIDENT'S MESSAGE

Chris McDonell, R.P.F.

The experience of working on a governing Council with R.P.F.s, public members with diverse professional backgrounds and in collaboration with staff has been very rewarding. Before and upon joining the board in 2019, I had many questions and clearly a lot to learn. Three years on - I'm still learning. OPFA, and professional regulators like it, are unique, as compared to a cause-based organization. Created by legislation, a core regulatory focus and subject to oversight by the Fairness Commissioner of Ontario and the Minister of Natural Resources and Forestry, our Council meetings span many topics. The commitment of each Councillor to serve the organization and advance the practice of professional forestry in the public interest is the tie that binds, allowing us to move forward with purpose.

In subsequent pages of this report, Executive Director and Registrar Fred Pinto R.P.F. provides an overview of activities, accomplishments and opportunities for growth for OPFA. We continue to evolve in alignment with our mandate as a professional body. We're less an association of members focussed on advancing forest policy positions or collective self-promotion than we are dedicated to championing and upholding professional forestry standards, reaching out to encourage professional development, ensure our registrants can practice in the public interest and register more professional foresters to meet the needs of the public and their employers.

With the critical insight of our public councillors and staff with professional connections across Canada, we're challenging ourselves to adapt proactively to meet societal expectations for the benefit of our members and the public. Thank you to all members who participate on committees, contribute to the newsletter, in person or on-line at our conference. Don't hesitate to reach out and share your ideas with any staff member or councillor to advance the mission of OPFA.

I'm grateful to Past-Presidents Peter Street R.P.F., Denis Gagnon R.P.F., and the Executive Committee for their steady and practical advice. Equally meaningful is the insight of councillors who shape the structure and function of OPFA to ensure we optimize the time and talent of those who volunteer their time.

To Priscilla, Louise, Fred and Dave Payne, thank you for your commitment and ever-ready willingness to share knowledge and offer suggestions for improvement. There isn't an opportunity to advance the mission of OPFA that you haven't contemplated. I share your enthusiasm to increase our impact.

Special thanks to councillors Neil McLean, Sarah Todgham and Gord King for your service. They all completed their terms in 2022. Their service is very much appreciated. I extend a warm welcome to councillors Malcolm Cockwell, Ritikaa Gupta and Meagan Ciurko. The talents that they each bring are much anticipated.

It has been a privilege to work with the Council and staff in this capacity for the past year. It has been time well spent. Thanks to those who thought it was a good idea.





EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

The OPFA performed well in 2021-2022. We were able to increase the number of practising registrants from the previous year, end the fiscal year below budget (once again), improve connections with new employers of professional foresters, deal with enforcement issues on time and within the allotted budget, and are on track to close the Georgetown office. Let us look a little closer at each of these achievements.

Membership

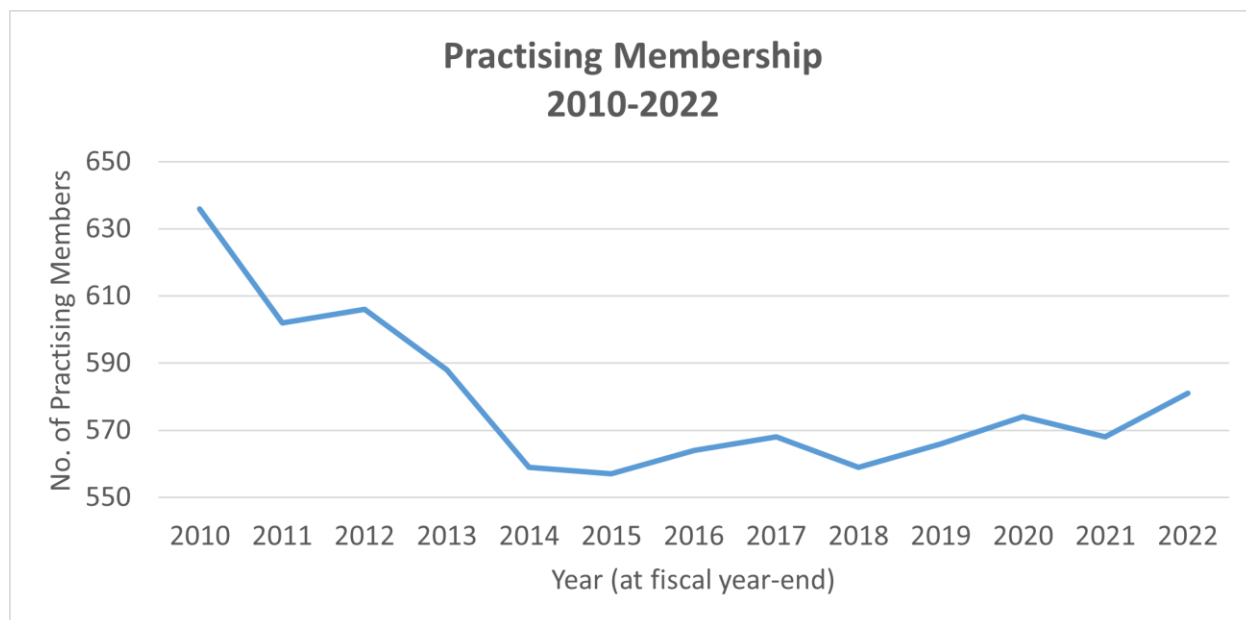


Figure 1. The decline in practicing members (Full and Associate) has been halted and has reversed since 2015. This change is due to more employers and their employees becoming aware that professional forestry is a regulated profession that results in benefits to the public and the employer.

Both practising membership (Full and Associate) and Provisional Membership have shown a net increase from the previous year (fig. 1). This positive trend with OPFA membership is better than many non-health regulators in Ontario where about half of them report lower numbers of members from 2021 to 2022. Some other highlights for the OPFA are:

- 1) For the first time since 2011 the OPFA has had a net increase in the number of Associate Members (fig 2). This result is from several years of work in developing standardized limited scopes of practice.

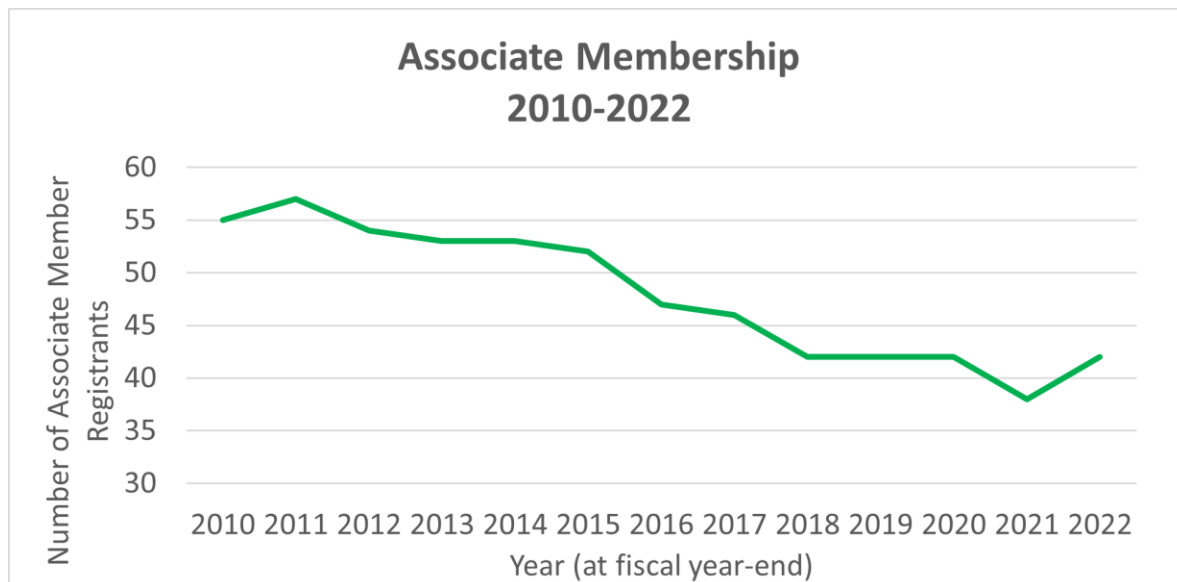


Figure 2. The number of Associate registrants show an increase in 2022, the first time that there has been a net increase in this class of membership since 2010.

- 2) We are still witnessing resignations from registrants that are retiring but the number of new Full and Associate registrants outnumbered the resignations and cancellations in these membership classes in 2022.
- 3) The age class distribution of practising members is now normalizing (fig. 3), with new recruitment into the younger age classes (pardon my use of forestry terminology).

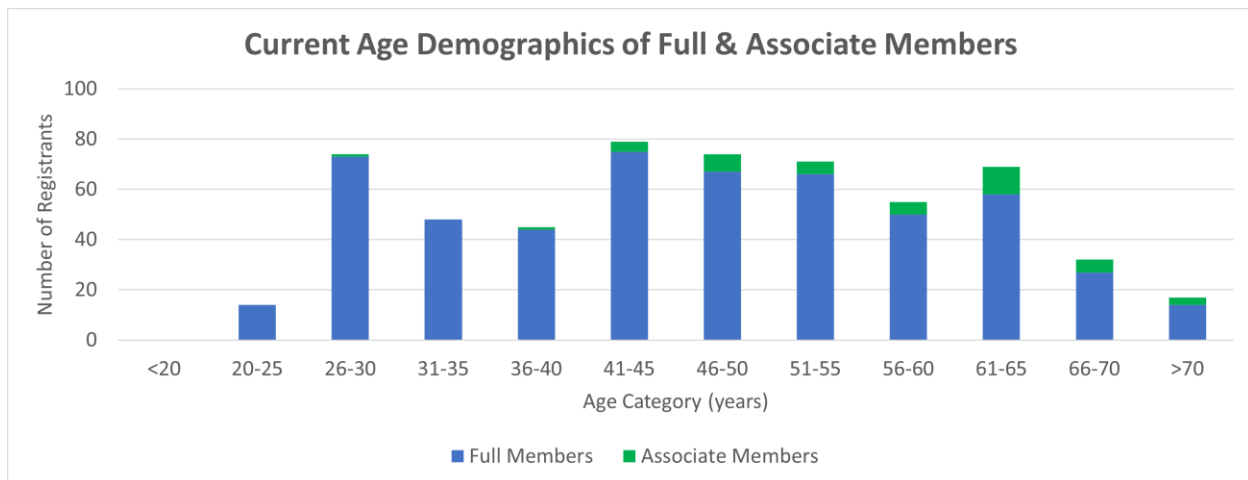


Figure 3. There has been an increase in the younger age classes of practising (Full and Associate) registrants. The bump in the older classes of the past has been flattened as older registrants resign and younger registrants become licensed.

- 4) The diversity of employers is increasing as more Ontario municipalities, Conservation Authorities and private landowners are hiring professional foresters (fig.4). We have seen large municipalities in the Greater Toronto Area hire professional foresters on a full-time basis for the first time ever. This has been due to the OPFA informing these employers of the benefits that they obtain by employing regulated professionals and the increased expenditures, accountability and profile of tree planting and forestry in urban centres.
- 5) We are seeing people that have graduated from allied disciplines applying for registration after they have worked in technical aspects of forestry for several years. This is different from the past when usually only new forestry graduates without work experience applied for registration. The OPFA will need to review the registration process to ensure the current process does not create undue obstacles to their licensure.

Membership trends were projected for the next five years and used to prepare the budget for the current fiscal year. While net membership is expected to grow into the future the rate of growth and its expected increase in revenue are not expected to keep up with expenditures based on recent price increases. Various membership and fee change scenarios were developed, evaluated and discussed. Council agreed to a 5% increase in annual membership fees and will review the revenue and expenditures in 2023 to determine if further changes to the fee schedule are necessary for 2023-2024.

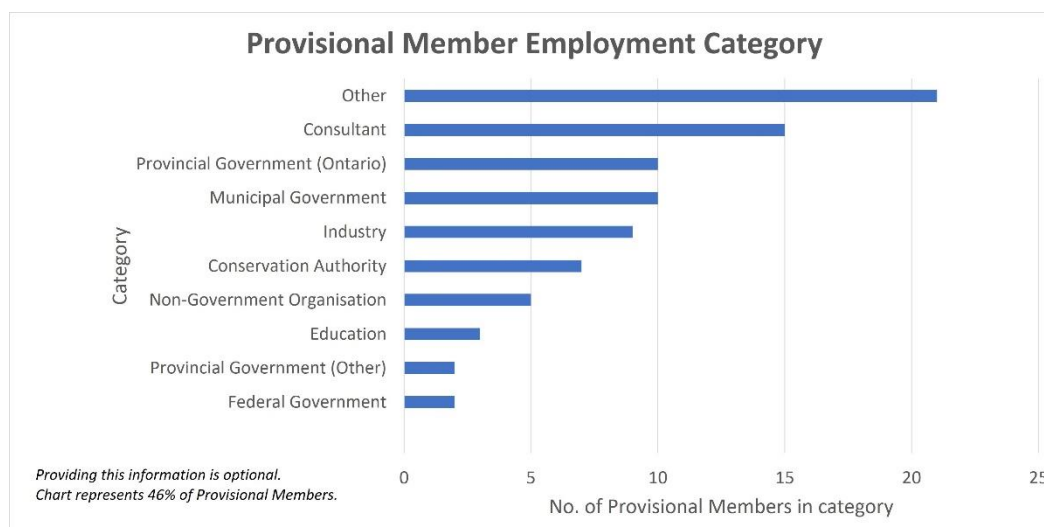


Figure 4. The number of Provisional Members keeps growing each month, at the end of March 2023 there were 179 Provisional Members. The employers of these aspiring professional foresters are diversifying. This is because more municipalities, Conservation Authorities, and other forest landowners have become aware of the benefits that they and the public obtain by hiring a regulated professional for their forestry services.

Fair Registration Practices

The registration practices of all regulators in Ontario are governed by provincial laws such as the Fair Access to Regulated Professions and Compulsory Trades Act (2006) and the Working for Workers Act (2021). These laws are administered by the Office of the Fairness Commissioner of Ontario. The laws authorize the Office of the Fairness Commissioner to require annual reports with specific information from regulators, and if necessary audits of a regulator's registration processes.

Annual reporting requirements for regulators changed in 2022 which in turn increased costs to the OPFA as some of the data needed had to be manually derived. The OPFA would like to revise its membership database so that the Association can create reports more efficiently. However, I have been told by the Office of the Fairness Commissioner that the reporting requirements may change again this year. Once we receive confirmation of the new changes we will hire a consultant to update the OPFA's membership database.

The OPFA's 2021 report based on new criteria legislated by the Ontario Government submitted in 2022 to the Office of the Fairness Commissioner is available for the public to access through the OPFA's and the Office of the Fairness Commissioner's websites.

Enforcement

The number of complaints, concerns and inquiries in 2021-2022 were low compared to the pre-COVID years (fig. 5). While the number of enforcement actions was low, the OPFA did successfully resolve an issue of a non-member holding themselves out as a registrant through an application with the Superior Court of Ontario. The OPFA was also awarded \$4,500 by the Superior Court of Ontario.

As Registrar, I want to reassure you that it is important for all members of the profession to be confident that the title and qualifications they have worked hard to achieve are protected. Members of the public must also be assured that when they see the designation Associate R.P.F. or R.P.F. they know the person is qualified to undertake professional forestry in Ontario.

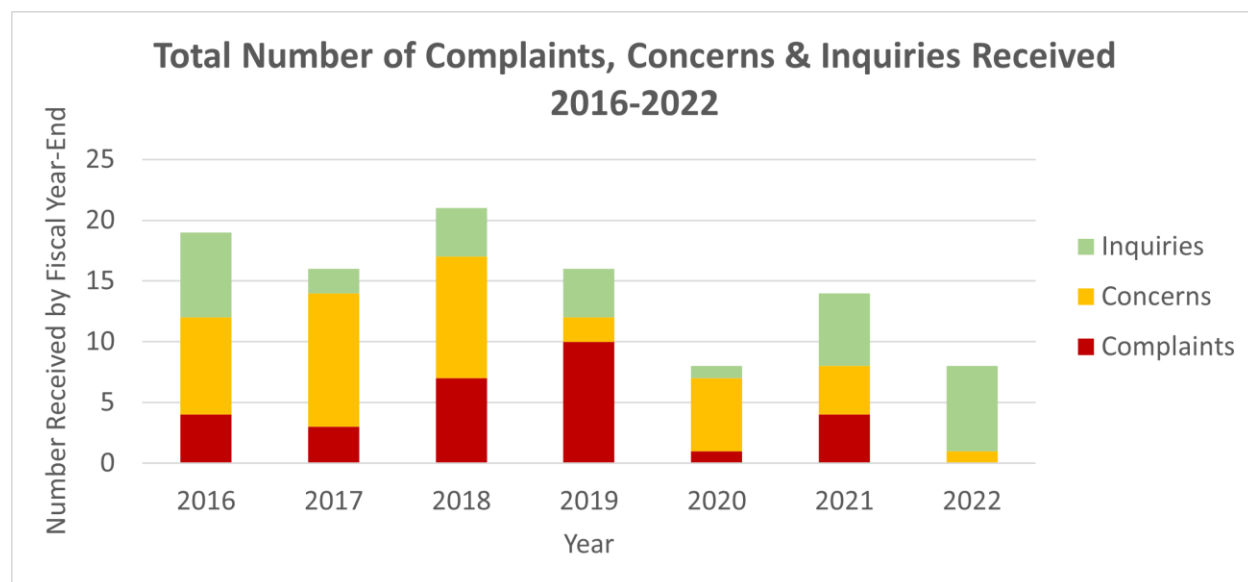


Figure 5. The number of enforcement files has been lower since the pandemic was declared. Note that injunction awarded to the OPFA by the Superior Court of Ontario is an additional file.

Georgetown office closure

The closure of the Georgetown office has been worked on for several years as there are several things that had to be done to successfully vacate the office so that there were no disruptions, additional costs or loss of information. We are now on track to vacate the office in the spring of 2023. To get here, we had to ensure we digitized all necessary records from 1957 to today. This was a large undertaking that had to be managed with OPFA's limited financial resources. The OPFA was successful in obtaining wage subsidies from Eco Canada and PLT Canada to help with this task. Thank you Eco Canada and PLT Canada!

OPFA's paper records have now been shredded and disposed of, leases for rented equipment and rental property have been dealt with and plans are underway to dispose of office equipment and forward the OPFA's mail.

Equity and Inclusion

The OPFA has an Equity and Inclusion Task Team that was set up in 2020. You can read about their work in a separate report elsewhere in this document. They have developed an equity and inclusion statement, made considerable progress in developing a Count Me In survey to benchmark certain aspects of member diversity and are on track to complete a review of OPFA's policies.

The work of the Task Team allowed more registrants to become aware of the role of a regulator in society. More registrants are now aware that one has to consider the whole supply chain of forest professionals to determine what may be determining the diversity profile of the profession, from self-screening career

choices by individuals and families, university selection processes and hiring decisions and working conditions by employers. These self-choices, selection processes and working conditions are outside the mandate and direct control of the OPFA. More registrants are also aware that the OPFA's registration processes are the same for all applicants, i.e., the process is the same if you graduated from a non-Canadian Forest Accreditation Board university in Canada or outside of Canada.

As a small professional body, I am aware of acts of kindness and professional goodwill shown by registrants to other registrants. I would like to thank OPFA registrants who reached out on their own to help internationally trained candidates, and the many domestically trained individuals that are increasingly women, Indigenous and from a variety of backgrounds. Your individual gestures make our profession welcoming and I hope rewarding to all. Let me know of interactions that you have experienced where you felt supported and where you feel needs improvement. The OPFA and I want all our registrants to be successful in their profession.

Serving the needs of registrants

Locating bird nests in the urban environment training

Professional foresters need new skills to serve the increasingly complex demands of their clients and the public. Cities in Ontario need to protect the nests of migratory birds as required by the Migratory Birds Convention Act of 1918 in their cities, something professional foresters have been doing in Ontario's forests for a long time.

To protect bird's nests in urban areas municipalities, need to identify the location of nests of migratory birds before maintenance or development activities start. This is a specialized skill not taught at colleges or universities. In order to enable professional foresters and others that provide services in municipalities the OPFA teamed up with the Canadian Institute of Forestry to offer a webinar series that trained participants on where, what and when to look for birds' nests. There was a small fee for the webinar and a certificate to prove participants understood the material covered. Following the webinar, participants were able to take an online quiz using OPFA exam software. Those that passed received a certificate. These lectures and tests are still available for the same fee for you to take if you missed the live session.

Enabling candidate professional foresters to develop a professional social network

A major barrier for aspiring professional foresters is entering into the work force when one does not have work experience or a profile in the profession. This was true for me when I started my career many years ago and is still true for most members who do not have family or friends that work in forestry. New professional foresters require help in developing their professional social network.

Fortunately, the OPFA has registrants that wanted to share their experiences when they tried to enter the job market and help institute new processes to help aspiring professional foresters obtain their registration and develop their professional network. In 2021 the Professional Networking Task Team was set up to create a job shadowing program for Provisional and Student Members. You can read about their activities in a separate report in this document and note that this initiative is being delivered with good reviews this year.

Maintaining confidentiality

OPFA staff, Registration, Complaints, Discipline and Executive Committees and Councillors are dependent on honest disclosure from registrants. All staff and members of these committees are required to undertake training to serve so they are aware of their roles and obligations. However, from time to time some may miss this training. As a result, the OPFA has everyone that serves on these committees sign an agreement that informs them of the confidentiality imposed on us through section 56(1) of the Professional Foresters Act. This section requires staff and members of these committees to keep confidential information confidential for all time.

Serving the public interest

Good character requirements

Registrants like all regulated professionals must be competent, fulfil their professional obligations and be of good character. The issue of good character in regulated professionals has come to the fore in a number of

public tragedies mainly in the health sector in recent years. Recognizing some of the challenges other regulators faced the OPFA undertook a review of its good character reporting requirements and evaluated them against societal expectations. We found that the OPFA's good character requirements needed a major update.

The sign-off from good character declarations by candidate professional foresters was updated. Also, we found that other regulators, including forest regulators in other provinces with the right to practice, require an annual good character report form each licensed registrant. The OPFA did not have this requirement. So, we initiated an annual good character declaration for registrants for the new fiscal year.

Informing people of the role of professional foresters

As forestry is complicated and the results of individual forest activities result in changes to multiple environmental services that affect people in different ways both today and in the long term. Since forestry is complicated the people of Ontario have found it beneficial to have competent and accountable professionals deliver professional forestry services. As a result, professional foresters are regulated through the Professional Foresters Act to protect the public interest. The problem is that the information available on the benefits provided by professional foresters in Ontario is lacking.

To help employers and the public I have written information sheets of the value employers such as municipalities, private landowners, Conservation Authorities, and forest certification companies obtain by using the services of professional foresters. These information sheets are distributed to the manager or elected representative from time to time when I become aware of an issue related to the delivery of forestry services with that employer or client. These efforts are beginning to show results. We are seeing new municipalities hire professional foresters for the first time. Currently, the majority of candidate professional foresters are now employed by Conservation Authorities and municipalities. Spending in forestry in urban areas is increasing and with it comes audits to ensure that residents of these municipalities are getting value for their taxes. These audits and my own periodic contacts with urban foresters and their employers show professional foresters deliver well-managed projects with positive results. These registrants are the best proof of the value of professional foresters.

Conclusion

The willingness of members to participate in OPFA tasks is another sign of a healthy organization. I am deeply grateful to the many members that volunteer every year. I am happy to report that we get more volunteers than we can use for any request for help we post.

It is also wonderful to see how Council, all committees, working groups and task teams operate. They are a joy to work with as they are open to learning and focus on the good of the public. It has also been a pleasure to work with the small OPFA staff of Priscilla Doyle and Louise Simpson. They together with David Payne, Enforcement Coordinator, they have allowed us to meet the many targets set in the 2021-2022 annual work plan that is overseen by Council.



COMMITTEE REPORT

Finance

Peter Nitschke, R.P.F., Chair

The Finance Committee is a standing committee of the Council of the OPFA. It has a mandate to monitor the Association's financial affairs and to provide advice, as needed, to Council on financial matters.

In addition to its core mandate of monitoring the financial health of the OPFA, this year the Committee has continued with the implementation of previous directives from Council to develop a clearer format for financial statements to improve communication with Council, and to monitor the impact of changes to the management of our reserve funds.

Reserve funds are now managed by RBC Dominion Securities in accordance with an Investment Policy Statement approved by Council last year. At that time, Council also approved new policies regarding the target level for reserves (1 year of normal revenues) and a policy for addition to and withdrawals from our reserves. These funds are affected by general trends in the economy and can increase or decrease in value. This has been a challenging year for markets, and the Committee will continue to monitor this fund and provide recommendations to Council in accordance with approved policy. We have also worked with RBC Dominion Securities to produce clearer summaries of fund status. Managing our reserves in the manner is new to the OPFA and is being monitored closely and thoughtfully.

Given current inflationary pressures, the Committee also undertook a review of income projected to be needed over the next 5 years as part of preparing the 2022-23 budget,



to ensure that revenues are in balance with costs over the long term. This review indicated that increases in Registration fees were needed to safeguard the Association's fiscal health. After reviewing a number of scenarios, the Committee recommended changes to the fees schedule, which were approved by council and implemented effective December 1, 2022.

The Committee thanks departing member Peter Street, RPF for his hard work and substantial contributions to the association, and welcomes new members Annonciade Murat, RPF and Scott Rubin, RPF. The Committee met 5 times during the year.

The Association ended the year under budget. In part, this is because Council and committees continue to conduct business virtually. The AGM, also conducted virtually, also contributed to a healthy bottom line. The impending closure of the physical office in Georgetown will help in a small reduction in cost. The committee will continue to review revenues and expenditures to ensure the OPFA remains financially healthy.

As Chair, I am ably supported by our OPFA staff and the knowledgeable and thoughtful Committee members. I wish to thank the staff and members for their valued contributions to OPFA affairs, and for making my first year as Chair thoroughly enjoyable and rewarding.

2022 Committee Members

Bob Boyce, R.P.F
Ian Pyke, R.P.F.
Craig Robinson, R.P.F.
Wendy LeClair, R.P.F.
David Goldsmith, Public Councillor
Annonciade Murat, R.P.F.
Scot Rubin, R.P. F.



COMMITTEE REPORT

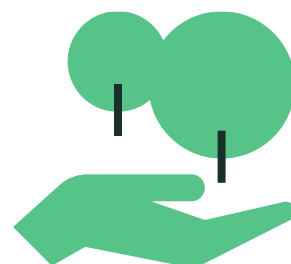
Registration

Malcolm Cockwell, R.P.F., Chair

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

The Registration Committee had another productive year. We met six times in 2022: January 20, March 3, May 12, July 7, September 8, and November 3.

As a refresher for readers, 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, and our comments here provide some context for the changes in membership.



Over the course of 2022, we accepted 25 Full Members and 5 Associate Members, resulting in 30 new practising members. After some members either resigned, passed away, changed membership categories, or had their membership cancelled, the net gain was 13 practising members to the OPFA.

This means that the total Practising Members of the OPFA was 581 at the end of 2022 compared to 568 at the end of 2021. This is encouraging as the previous year, we had a net loss of six practising members. We hope that the Registration Committee and the entire membership of OPFA can continue to foster the growth of Practising Members in future years.

Similar to our comments in last year's report, we wish to ensure that credit goes where credit is due. The Registration Committee continue to firmly believe that the OPFA staff (as well as OPFA membership) have done good work to attract fresh talent to the profession. The efforts of the Registration Committee to ensure applicants are supported and reviewed in a timely manner has also contributed to bringing new talent into the Practising Member pool.

During the year, we also accepted 65 Provisional Members and 43 Student Members. Provisional Members are working towards attaining the requirements for either Full Membership or Associate Membership. It is worth noting that 28 Provisional Members and 15 Student Members moved into other membership categories.

We continue to view these changes as positive. The movement of non-practising members to other membership categories usually indicates professional progress on the part of the non-practising member.

We also continue to believe that there is a large number of Provisional Members who are stuck in the “membership pipeline,” but who are now finding viable pathways to Full Membership or Associate Membership, in some cases through standardized scopes of practice for Associate Members. We expect more of the same in this regard in 2023.

As noted above, the Registration Committee views the results reported here 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.

Any work that any member of the OPFA can do to enlighten potential foresters about the merits of being a Practising Member is work worth doing. This is not a time to defend the status quo; it is a time to be creative and welcoming of aspiring forestry professionals from a wide variety of backgrounds while upholding the standards of the association.

Within the Registration Committee, we are committed to holding ourselves accountable to the rate at which competent individuals move through the registration process. We recommend that staff, Council, and the membership of the OPFA continue taking action to set the standards and attract applicants; the Registration Committee will do its part.

In addition to evaluating materials submitted by each applicant to the OPFA, the Registration Committee also contributed to several registration-related initiatives this year and was consulted on numerous occasions by OPFA staff on various aspects of the association’s business.

Throughout 2022, the following individuals contributed as members of the Registration Committee: Malcolm Cockwell, R.P.F. (Chair), Sarah Sullivan, R.P.F. (Vice-Chair), Sally Krigstin (Public Councillor), Neil Mclean, R.P.F. (Elected Member of Council), Jim McCready, R.P.F., Ulf Runesson, R.P.F., Andrée Morneault, R.P.F., Krish Homagain, R.P.F., Ildiko Apavaloae, 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. THE REGISTRATION COMMITTEE IS GRATEFUL FOR THEIR SUPPORT AND ASSISTANCE AS IT UNDERTOOK ITS IMPORTANT WORK IN 2023.

In closing this report, we wish to note that Malcolm Cockwell, R.P.F., is stepping down as Chair of the Registration Committee. After five years of service in the role, he is proud of the work that the Registration Committee has achieved and feels that it is time for fresh ideas and new perspectives. Malcolm will continue serving the profession as a member of Council of the OPFA.

Happily, the Registration Committee will benefit from the leadership of a new Chair in 2023. Christine Leduc, R.P.F., who serves as the Chief Forester of Interfor, has assumed the role. She is committed to serving the OPFA by ensuring that the Registration Committee continues to uphold the standards of our profession, while ensuring that the applications of competent individuals are reviewed and approved in a timely manner.

Membership Statistics

CATEGORY	2022	2021	2020	2019	2018	2017	2016	2015	2014
Full	539	530	532	524	517	522	520	505	506
Associate	42	38	42	42	42	46	48	52	53
Subtotal: Practising	581	568	574	566	559	568	568	557	559
Inactive	42	46	43	49	52	54	47	52	54
Life	73	77	76	73	78	77	77	79	82
Provisional	177	160	141	131	130	116	91	89	61
Student	81	70	113	112	52	90	93	76	56
Honourary	5	6	6	6	6	6	6	6	6
Non-Resident	13	15	17	15	17	18	19	19	20
Subtotal: Non-Practising	391	374	396	386	335	361	333	321	279
Total	972	942	970	952	894	929	901	878	838



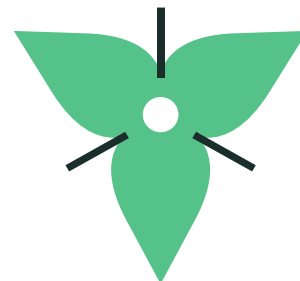
TASK TEAM REPORT

Regulation Amendment

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

Most of the recent work conducted by this team was completed in 2020-21 and prior years. 2021-22 largely reflects the results from activities conducted in these prior years.

On October 7, 2021, the Ontario government introduced changes to the Professional Foresters Act (PFA) as part of *Bill 13, Supporting People and Businesses Act, 2021*. Bill 13 was referred to the Standing Committee on General Government on October 28 and was discussed by this Committee. Public hearings on Bill 13 were held in November 2021. The proposed changes to the PFA were not amended by the Standing Committee. For further information please refer to <https://www.ola.org/en/legislative-business/bills/parliament-42/session-2/bill-13/status>. Bill 13 received Royal Assent on December 2, 2021. The revised PFA is posted on e-laws: <https://www.ontario.ca/laws/statute/00p18#BK59>



Revisions contain, new definitions, rewording the scope of professional forestry, and enhanced clarity related to protecting the title used by professional foresters. Changes more clearly define professional forestry and reduce overlap with different occupations that also work in forestry.

An update on the revisions to the PFA was presented to participants at the 2022 OPFA Annual Conference on April 13, 2022.

On a related matter, OPFA registrants participated in a review of proposed changes to the Surveyors Act by the Association of Ontario Land Surveyors (AOLS) on September 27, 2022. OPFA submitted a written response to the AOLS on these proposed changes in October 2022. A copy of the response was included in the December 2022 issue of the Professional Forester.

This team is comprised of the following individuals: Peter Street R.P.F., Betty van Kerkhof, R.P.F., Fred Pinto R.P.F., Christopher McDonnell R.P.F., Tom Ratz R.P.F., Denis Gagnon R.P.F., Scot Rubin, R.P.F.



TASK TEAM REPORT

Equity and Inclusion

Waseem Ashiq, R.P.F., **Larry McDermott**, Public Councillor, Co-Chairs

The Equity and Inclusion Task Team consists of following members continuing from the 2020-2021 fiscal year, unless specified otherwise:

Catherine Edwards, R.P.F.

Dayna Griffiths, R.P.F. (resigned in July 2022 but continue supporting in editorial review capacity)

Erin Knight, Student Member

Fred Pinto, R.P.F. OPFA Executive Director (Ex-Officio)

Larissa Huot, Provisional Member

Larry McDermott, Public Member (Co-chair)

Louise Simpson, OPFA Registration Manager (Ex-Officio)

Osama Ali, Provisional Member

Sally Krigstin, Public Member

Waseem Ashiq, R.P.F. (Co-chair)

Wendy J. LeClair, R.P.F. (joined in January 2022)

Over the course of the 2022 fiscal year the Equity and Inclusion Task Team held ten (10) monthly meetings to continue the work on its 2022 work plan (*Table 1*). Meetings were not scheduled for December 2022 and June 2023. Several sub-task team meetings were also held by various task team members for their specific workplan items.

Table 1 OPFA Equity and Inclusion Task Team's work plan for 2022 fiscal

Target Objective/Deliverable	Activity	Sub-task Team (Lead)
Review how decisions are made to determine if there are any embedded discriminatory practices or elements	1) Review relevant practices, policies, and the Terms of Reference for task teams, committees and working groups	(Catherine Edwards) Larissa Huot Waseem Ashiq
	2) Diversity, Equity & Inclusion (DEI) lens review of socializing and gifting activities at OPFA conferences and events	(Catherine Edwards) Larissa Huot Waseem Ashiq
Identify if there are open and equal communications opportunities	Look at patterns of communications (including language, e.g., French), interpersonal relations, and social networks	Dayna Griffiths Erin Knight
Identify if there is a need to expand visual images and representations to demonstrate that forestry (and OPFA) is a welcoming profession	Review images and representations that are used to communicate information about the OPFA and its members	Dayna Griffiths Erin Knight
Review opportunity to collect human rights-based data to benchmark the current level of membership diversity and use it to inform further action	Look at the potential for implementing "Count me in" voluntary surveys	(Larry McDermott) Larissa Huot Osama Ali

The 2022 fiscal accomplishments are summarized below:

- A work plan was developed for 2022. This included carried forward items from 2021 work plan.
- The OPFA Anti-Discrimination Statement was approved by the OPFA council. This Statement was developed by the task team in 2021 fiscal.
- Proposed and implemented a photo drive initiative through the OPFA 65th annual [virtual] conference in April 2022.
- Delivered a presentation on Equity and Inclusion Task Team initiative at the OPFA 65th annual [virtual] conference in April 2022.
- Based on the review of Patterns of Communication and Use of Images, several recommendations were made for OPFA Social Media Working Group and the OPFA Communication Plan.
- Developed contents for "OPFA Survey: Count Me In!" which are now approved by the OPFA council. The survey will be launched in January 2023.
- Made recommendation to the OPFA council on a review request for creating an inactive category for provisional members.
- Completed a diversity, equity and inclusion-based review of OPFA policies and procedures. A review of the draft report is in progress by the task team.



WORKING GROUP REPORT

Editorial Board

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



Registrant interest in the newsletter and its contents is much appreciated. Registrants are encouraged to identify topics of interest for future articles to the Chair and/or Editor.

In January 2022, Sarah Bros, R.P.F. resigned from the OPFA's Editorial Board after making a significant contribution over the past decade. On behalf of the OPFA, the Editorial Board thanks Sarah Bros, R.P.F. for ten years of exemplary service as a member of the Board. Sarah could always be counted on to provide wise counsel over a broad range of subjects and the Board will miss her advice.

In 2022, the Editorial Board was very pleased to welcome three new members. Aaron Day, R.P.F., Credit Valley Conservation and Andrew Puchalski, R.P.F., City of Mississauga, joined the Board in April 2022. These members provide much needed additional capacity in the Greater Toronto area and provide depth and insight into some of the challenges facing forests and their management in this area of Ontario.

Geordie Robere-McGugan, R.P.F. joined the Board in April 2022, bringing his extensive knowledge of Forest Resources Inventory, GIS and Research.

As of November 30, 2022, the Editorial Board is made up of the following individuals: Aaron Day, R.P.F. (Caledon); Andrew Puchalski, R.P.F. (Mississauga); Arben Pustina, R.P.F. (Hamilton); Betty van Kerkhof, R.P.F. (Sault Ste. Marie); Charles Alderson, R.P.F. (White River); Fred Pinto, R.P.F. (North Bay); Geordie Robere-McGugan, R.P.F. (Sault Ste. Marie); Glen Prevost R.P.F. (North Bay); Jennifer Dacosta, R.P.F. in Training (Sault Ste. Marie); Jim McCready, R.P.F. (Carleton Place); John Harvey, R.P.F. (Sault Ste. Marie); Matt Wilkie, R.P.F. (Kenora); Mike Rosen, R.P.F. (Ottawa). Members of the Board are located in various forest regions throughout Ontario and bring their diverse forestry expertise to create articles of interest to those practising throughout the province.

The *Professional Forester* publishes four issues per year. In 2022, the four themes were:

- March – Raising awareness of important forestry topics
- June – Featuring articles from the 2022 Annual (Virtual) Conference. This was the 65th OPFA Conference and Annual General Meeting: Supporting resilient forests and growing trust
- September – Public data and technology; utilization and opportunities
- December – Climate change, adaptation and mitigation

The *Professional Forester* is made available to the approximately 950 registrants of the OPFA and the public.

The Professional Forester also includes educational articles for registrants on expectations and obligations associated with being a registrant of a regulated profession. The newsletter identifies continuing education opportunities for registrants, as well as registrant news. In response to the 2018 survey of registrants, the OPFA Council Corner provides more information about councillors and their role in helping govern the Association.

The Editorial Board meets throughout the year via conference calls and confirms the themes of future issues. Registrants are encouraged to suggest articles and themes to the Editorial Board. For each theme the Editorial Board members identify the subjects and potential authors that may be invited to prepare articles. It is then the task of the Editorial Board members to solicit authors or write the articles for each issue prior to the deadline (e.g., May 31st for June issue). If a member of the Editorial Board approaches you to write an article, it means that the profession values your perspective. Please consider taking the time to develop an article and to share your perspective with fellow registrants. Registrants should be aware that articles are not peer reviewed but are included to inform registrants about new developments on potential subject matters of interest. References are normally included so that registrants may follow up to review peer reviewed research on a particular topic where applicable.

Articles are provided to the Editor – Jennifer Dacosta, who edits and assembles the product into an electronic layout. OPFA staff places *The Professional Forester* on the OPFA website and advises registrants by e-mail when the issue is available. The OPFA continues to produce an extremely limited number of paper copies for registrants who do not have access to e-mail.



TASK TEAM REPORT

Professional Networking

Francisco Murphy, R.P.F., Chair

The Professional Networking Task Team (PNTT) was created in early 2022. The purpose of this task team is to develop a program, called “Shadow a Forester” for OPFA members to engage interested employers and new OPFA members so that aspiring professional foresters can connect with practicing OPFA registrants.

The PNTT is composed of the following members:

- Francisco Murphy, R.P.F., Chair
- Arben Pustina, R.P.F.
- Mark Zhang, R.P.F.
- Geordie Robere-McGugan, R.P.F.
- Joseph Welch, R.P.F.
- Dan Bechard, R.P.F.
- Julia Ieropoli, R.P.F.
- Kerry McLaven, R.P.F. In-Training

Each member brings a specific perspective on different branches of forestry where they currently work at. This has helped the “Shadow a Forester” program to develop this program that will provide opportunities for new members to better understand the different opportunities available.

The PNNT has met six times this year and some accomplishments include:

- Creation of a Terms of Reference document stating purpose, objectives, and deadlines of the group was approved by the OPFA Council.
- Invite has been sent out to practicing professional foresters to participate in the program through an email to all practicing professional foresters within the OPFA, social media, and by us directly connecting with our colleagues. We have 28 confirmed professional foresters that have expressed interest. We are still accepting volunteers.

Forms for student and provisional members are still being drafted to accept participants. The “Shadow a Forester” program will launch early 2023.



Canadian Forestry Accreditation Board

N. Luckai, PhD., 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 baccalaureate and two Master's) in Canada enjoy accredited status. The Board does not accredit faculties or institutions, nor does it review programs outside Canada.

As noted previously, the re-structuring of the relationship between the Forest Professional Regulators of Canada (FPRC-ORFPC) and CFAB is now well established. The Forest Professional Regulators of Canada made up of representatives of the regulators of the forest professionals in Canada plus the CIF-IFC is responsible to ensure laws governing the registration of their members are followed. The Forest Professional Regulators of Canada set the policies that govern CFAB and the committee that deals with the certification of individuals that are not graduates of CFAB programs.

Peter Marshall, RPF, continues in the role of Chair of the Board and Maureen Kershaw, RPF, continues in the position of Executive Director. We are fortunate to be able to draw upon their experience and commitment to forestry education!

As of February 2020, Nancy Luckai, RPF, was appointed as the OPFA Regular Member representative to the CFAB. Nancy confirms that this new role allows her to merge her career long interest and experience in forestry education and quality assurance to serve the OPFA specifically and the broader forestry community through the CFAB. In 2022, Nancy led the accreditation review for the undergraduate program at the University of New Brunswick and a pre-review for a proposed RPF eligible course-based Master's program. This review was conducted virtually.

In 2022, Dr. Janani Sivarajah, MFC, PhD, RPF (en formation), was appointed as the alternate representative for the OPFA. Dr. Sivarajah is a faculty member of the Département des sciences du bois et de la forêt, Faculté de foresterie, de géographie et de géomatique, Université Laval.

During 2022, the Board met on two occasions (Mar 18th, July 15th). These meetings were held virtually.

At the March meeting, the following items were dealt with:

- Updates on Accreditation Reviews In Progress/Active
 - University of British Columbia Bachelor of Urban Forestry, Urban Greenspace Minor Pre-accreditation Review. The Review Team consisted of Erin Woodland (AB, Lead),
 - Astrid Nielsen (ON), Andrew Kenney (ON), Maureen Kershaw (ON). The CFAB accepted the Review Team's report and agreed that the program can apply for a formal accreditation review in 2022/23.
 - University of Alberta – Accreditation Review of 2 undergraduate programs and pre-accreditation review of one Masters program. Scheduled for September 2022. The Review Team consisted of Peter Marshall (BC, Lead), Erin Woodland (AB, BC), Peggy Macdougall (SK), and Gilles Couturier (QC).
 - University of New Brunswick – Accreditation review of 1 undergraduate program and pre-accreditation review of one Masters program. Scheduled for October 2022. The Review Team consisted of Nancy Luckai (ON, Lead), Roger Roy (NB), Vic Lieffers (AB)

and Tracey Bradley (ON).

- Accreditation Decision –
 - Université of Moncton. The program was given accreditation for six years.
- The Board accepted the first interim report from University of Toronto, Masters of Forest Conservation program, as per accreditation decision in 2021.
- Items identified by the Review Teams for consideration by CFAB and FPRC –
 - Stronger language in the Standards addressing Indigenous knowledge and participation in forestry
 - Stronger language in the Standards addressing climate change.

At the July meeting, the following items were on the agenda. As minutes have yet to be approved, no details are provided:

- Accreditation Reviews In Progress/Active
 - Updates on reviews scheduled for the Fall of 2022 – University of Alberta, University of British Columbia, University of New Brunswick
- Consideration of second interim report submitted by University of Toronto. Decision on the accreditation review of the Masters of Forest Conservation– scheduled for early 2023

Other Business

- A document proposing the additional of two non-voting members from the forest technology sector to the CFAB was prepared and submitted to FPRC for discussion at their December 2022 meeting. This is part of the proposed pathway for setting up Standards to support the accreditation of forest technology programs in Canada for provinces that have regulated forest technologists. Three provinces, B.C., Alberta, and Saskatchewan regulate forest technologists.

Regular Board members and alternates at the end of 2021 were:

- Peter Marshall, R.P.F. (Chair) and Casey Macaulay, R.P.F. (alt), Association of British Columbia Forest Professionals;
- Erin Woodland, R.P.F. and Charles Backman, R.P.F. (alt.), Association of Alberta Forest Management Professionals;
- John Daisley, R.P.F. and Peggy McDougall, R.P.F. (alt), Association of Saskatchewan Forestry Professionals;
- Nancy Luckai, R.P.F. and Janani Sivarajah (Provisional RPF), Ontario Professional Foresters Association;
- Aude Tousignant, ing.f and Pierre Breton, ing.f. (alt.), Ordre des ingénieurs forestiers du Québec;
- Roger Roy, f.a. and Rod O'Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick;
- Robert Young, R.P.F. and Kirk Schmidt, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia;
- Colin Carroll, R.P.F. and Eric Young, RPF (alt.), Association of Registered Professional Foresters of Newfoundland Labrador;

- Nathalie Isabel, ing.f. and Solange Nadeau, ing.f. (alt.), Canadian Institute of Forestry

STATUS OF CFAB PROGRAM ACCREDITATIONS
AT CANADIAN UNIVERSITY SCHOOLS OF FORESTRY, DECEMBER 2022

Previous Review Decision (Month, Year)	Institute	Program(s)	Accreditation Period (years)	Accreditation Expires
Sept 2017	University of New Brunswick, Faculty of Forestry and Environmental Management	Forestry	6	30 June 2023
	University of Alberta, Faculty of Agricultural, Life and Environmental Sciences, Alberta School of Forest Science and Management	Forestry	6	30 June 2023
		Forest Business Management		
Sept 2018	University of British Columbia, Faculty of Forestry	Forest Resources Management	6	30 June 2024
		Forest Operations		
	Lakehead University, Faculty of Natural Resources Management	Forestry	6	30 June 2024
Sept 2019	University of British Columbia, Faculty of Forestry	Master of Sustainable Forest Management	6	30 June 2025
Feb 2021	University of Toronto, Faculty of Forestry	Master of Forest Conservation	2	30 June 2023
April 2021	Université Laval, Faculty of Forestry, Geography and Geomatics	Forest Management and Environment	6	30 June 2027
		Forest Operations		
July 2021	University of Northern British Columbia, College of Science and Management	Forest Ecology and Management	6	30 June 2027
July 2022	Université de Moncton, École de foresterie	Aménagement des forêts	6	30 June 2028



2021 FISCAL YEAR

Annual General Meeting Minutes

WEDNESDAY, APRIL 13, 2022

via Zoom webinar

(minutes are draft until approved at the 2022 Annual General Meeting to be held in 2023)

President Chris McDonell, R.P.F., welcomed everyone to the third virtual Annual General Meeting (AGM) of the Ontario Professional Foresters Association (OPFA). The President explained that while no awards will be awarded this year, members who are celebrating a major milestone anniversary and those who have served as volunteers will be recognized later in the meeting. The meeting is being recorded to assist in the accurate recording of the minutes, however, the recording will not be made publicly available or used for any other purpose.

The President introduced Louise Simpson, OPFA Registration Manager, who would be explaining the format of the virtual meeting and provide technical instructions. Louise explained that only presenters will have video and audio functions through Zoom. Participants will be viewing the presentation via Pheedloop and will be able to ask questions using the Q&A that appears at the bottom of the screen. These questions appear to the presenters, who will read them out and address them at the appropriate times. Other procedures that could be used throughout the meeting were explained. Louise thanked everyone for their patience while using this virtual format and the challenges that sometimes go along with it.

Notices, Members, and Proxies:

The President noted that the Notice of the Meeting was distributed electronically, or by mail, on March 14, 2022, which is 30 days in advance of the meeting.

He asked all members in attendance to complete the poll that appeared on their computer screen to indicate their membership category and asked Louise Simpson, Registration Manager, to confirm the count.

There were 67 members in attendance that completed the poll, which included 55 Full Members, 1 Associate Member, 2 Non-Resident Members, 1 Inactive Member, and 2 Life Members. This meant that there were 62 members eligible to vote at the commencement of the meeting. Two (2) proxies were received as of the deadline of April 8, 2022, both of whom appointed the President as the proxy.

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.

1. Call to Order:

The President called the meeting for the fiscal year ending November 30, 2021, to order and confirmed once again that there was a quorum. He explained that for each motion, a mover and a seconder will be requested and that members move or second the motion by submitting their full name and membership category using the Chat feature. The first name received will be read out and recorded as the mover, and the second name received will be read out and recorded as the seconder. Only members who are entitled to vote can move or second a motion. The motion will then appear as a poll on the screen. Members who are entitled to vote can do so by selecting a response to the poll. Members or non-members who are not entitled to vote were asked to not participate in the voting polls. Once the polls are closed the results will be shared. The results that appear on the screen will show the percentage of members who voted for each option; however, the number of votes are also recorded in the software being used. If there are any discrepancies with the numbers, the voting records can be checked by staff after the meeting to ensure only eligible votes were received.

According to the OPFA By-law, 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 that members who are not entitled to vote are those in the Temporary, Student, Provisional, and Honourary Membership categories. Non-members and Public Councillors are also not entitled to vote.

2. Agenda Approval:

The President explained that the agenda of this meeting could be seen on the screen and can be downloaded by clicking on the file below the video and description on the AGM session page.

The President called for the following motion:

Motion: That the agenda for the Annual Meeting for the fiscal year ending November 30, 2021, be approved as presented.

This motion was moved by Hassan Mohamed, R.P.F., and seconded by Don Nixon, R.P.F.

The President asked if there were any questions regarding the agenda. There were none. The President then asked for a vote on the motion. 67 were in favour, 0 were opposed. The President declared that the motion was carried.

3. President's Remarks:

The President welcomed all members in attendance and introduced the OPFA Registrar and Executive Director, Fred Pinto, R.P.F., and Vice President and Chair of the Finance Committee, Peter Nitschke, R.P.F., who will both be speaking later in the meeting. He also introduced Registration Manager, Louise Simpson who is managing the software, and Office and Registration Coordinator Priscilla Doyle, who is recording the minutes.

Annual General Meetings are required by all legally formed organizations in Ontario whether they are the Royal Bank or the OPFA. Annual General Meetings are official proceedings that must cover certain items before a specified number or quorum of members. These meetings may feel quite formal in the best of times, and maybe more so as we hold an AGM where we can't all be together and interact as freely.

The Annual Report for the 2021 fiscal year, with all reports and the audited financial statements, was posted on the website and a notice was sent to all Members before the Annual General Meeting. Electronic copies of the 2021 Annual Report may be downloaded from the OPFA website. All reports to be considered are in the Annual Report and the relevant page numbers will be referred to throughout the presentation.

4. In Memoriam:

Four (4) members have passed away since the last AGM, or whose death we have learned about since then. These members are:

Beverly Cram, R.P.F. (Ret.)
John Cary, R.P.F. (Ret.)
Dusan (Dule) Mihailovic, R.P.F. (Ret.)
Peter Murray, R.P.F. (Ret.)

The President called for a moment of silence to remember those who have passed away.

5. Recognition of New Members:

The President welcomed the following practicing members who have joined the OPFA since the last AGM in April 2021, and registered for the virtual conference and AGM :

- Alex Bilyk, R.P.F.
- Blair Binnedyk, R.P.F.
- Maegan Cieurko, R.P.F.
- Ian Cochrane, R.P.F.
- Jacqueline De Santis, R.P.F.
- Anastasia Frisby, R.P.F.
- Sarah Grubb, R.P.F.
- Colin Huebert, Associate R.P.F.
- Jaime Jacques, R.P.F.
- Peter Kuitenbrouwer, R.P.F.
- Kaitlin Leveille, R.P.F.
- Deborah Weedon, R.P.F.

The President welcomed them to the OPFA and asked that they take their professional status seriously and remember that their primary responsibility is to protect the public interest and to find ways to contribute to the advancement of the profession.

6. Approval of Minutes of 2020 Annual Meeting:

pages 41-55

The President noted that the minutes of the Annual General Meeting for the 2020 fiscal year were posted in draft form on the website and are in the Annual Report for the 2021 fiscal year. The President asked for a motion to approve the minutes as presented.

Motion: That the minutes of the Annual General Meeting for the 2020 fiscal year be approved as presented.

This motion was moved by Philip Cooze, R.P.F., and seconded by Wendy LeClair, R.P.F.

The President asked if anyone identified any errors or omissions in the minutes. As there were none, the President asked for a vote on the motion. 64 voted in favour, 0 were against. The President declared the motion as carried.

Resolution Updates:

The President noted that one resolution was received and approved by the members in attendance last year. It reads as follows:

WHEREAS on the advice of legal counsel, the Ontario Professional Foresters Association decided to cancel its Awards program for 2020 and 2021;

AND WHEREAS the legal firm Steineke Maciura Leblanc has offered a cautionary opinion (see Professional Forester, December 2020) with regards to the risks posed when a regulatory body decides to grant awards, including possible future disciplining of award recipients and the time and energy needed to manage the awards;

AND WHEREAS many in the forestry profession remain concerned that the declining forestry enrollment in universities and colleges and declining membership in all forestry institutions including the OPFA is an indicator that the forestry profession continues to be poorly understood and is becoming increasingly invisible and irrelevant to the Canadian public;

AND WHEREAS there exists no other organization or avenue to recognize the accomplishments of professional foresters in Ontario;

AND WHEREAS other professional regulatory associations have an awards and/or recognition program including: The Association of BC Forest Professionals, the Ordre des ingénieurs forestiers du Québec, the Royal College of Physicians and Surgeons of Canada, and the Ontario Professional Engineers;

AND WHEREAS the process of vetting the nominations is done by dedicated, volunteer members of the OPFA Awards and Recognition Working Group;

AND WHEREAS the cost of the awards to the Association each year is minimal;

Be it resolved that Council give consideration to finding the mechanism to continue to award outstanding professional foresters and friends of the OPFA in Ontario for 2021 and beyond.

This resolution was moved by Michael Rosen, R.P.F., and Seconded by Joel McCracken, R.P.F.

The President explained that the task of working on this resolution was assigned to the OPFA's Awards and Recognition Working Group by Council. Their preliminary work indicated that the awards program needed to be modernized to match the role of a regulator of a profession in Ontario. Since the resolution was passed we have become aware that two large regulators have changed their awards programs. The resolution passed at the Annual General Meeting in 2021, provided the OPFA with an opportunity to revise the awards program and ensure that it matches the responsibilities of a regulator. This work has

proven to be more complex than simply restructuring the awards program and members will be informed when Council has made a decision. The President thanked Michael Rosen and Joel McCracken for raising this matter. As the minutes of Council meetings show, this matter continues to be an important point of discussion in Council meetings and Council is looking forward to the completion of the work by the Awards and Recognition Working Group.

A question was asked as to whether this will be resolved by the 2023 Annual General Meeting. The President stated that it is a priority and hopes to have it resolved in this fiscal year.

7. Receive Annual Reports: pages 6-35

The President explained that to ensure efficient use of time and to allow for questions and/or comments he will ask 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 for a separate vote. There were no requests for any report to be considered separately.

Members had an opportunity to hear updates, discuss OPFA initiatives that were worked on in 2021, and ask questions about them during the OPFA Initiatives session at the conference earlier in the afternoon. It is hoped that this provided members with a better opportunity than the constraints of an Annual General Meeting to find out and discuss the many activities of the OPFA. The recording of the session will be made available after the conference for any who missed it and would like to find out more details. The President explained that if members would like to learn more about what the OPFA is doing this fiscal year, they may read the minutes of meetings of Council, The Professional Forester newsletter, or contact him at any time.

The reports that are included in the blanket motion are:

President's Message	pages 6-7
Executive Director and Registrar's Report	pages 8-11
Finance Committee Report	pages 12-13
Registration Committee Report	pages 14-16
Regulation Amendment Task Team Report	pages 17-19
Strategic Plan Implementation Task Team Report	pages 20-21
Equity and Inclusion Task Team Report	pages 22-23
Awards & Recognition Working Group Report	pages 24-28
Editorial Board Report	pages 29-31
Social Media Working Group Report	pages 32-34
Can. Forestry Accreditation Board (CFAB) Report	pages 35-40

If any Member has a reason that they wish to explain, any report can be considered for a separate vote. No request was received.

The President put forward the following motion:

Motion: That all of the reports are received as presented in the Annual Report for the 2021 fiscal year.

This was moved by Peter Street, R.P.F. and seconded by Waseem Ashiq, R.P.F.

The President called for a vote. 64 were in favour and 1 was opposed. The President declared that the motion was carried.

The President asked if there were any questions on the reports. There were none.

8. Business Highlights:

The President called on Fred Pinto, Executive Director, and Registrar to give some highlights of the business of the OPFA in 2021.

Fred Pinto explained that he will give a summary of the Association's business in 2021 and that a more detailed description of the work undertaken in 2021 was discussed with members during the OPFA Initiatives session of the annual conference this afternoon. The session allowed members to ask questions in a more fulsome manner than can be given during an Annual General Meeting. The recording of the session will be able for viewing once it is posted on the OPFA website. You can also find more information through the reports in the 2021 Annual Report.

Here briefly are some highlights:

- A great deal of work was undertaken to obtain feedback from members and external stakeholders on possible changes to the Professional Foresters Act which was revised by the Ontario Legislature in December 2021. The new Act has a revised scope of practice, more definitions, and has strengthened the protection of our title. The OPFA had hoped that the non-regulated occupations that are listed as exclusions would be removed, however, this did not happen. Going forward if further changes are desired, the OPFA will need to ensure external stakeholders are not compromised in the services that they offer and that there are compelling benefits for the public;
- We see increased recognition of our profession by employers and landowners. This is reflected in the increased demand by private landowners, municipalities, and Conservation Authorities for professional forestry services. These employers now represent the largest source of employment for Provisional Members. We have also seen an increased recognition by the Ontario Government of the key role that professional foresters play in sustainable forestry. Both the State of Natural Resources 2021 Forests and the final Ontario Forest Biomass Action Plan do so;
- The number of practicing members has been increasing since 2014 and the number of Provisional Members have been setting new records each year since 2014;
- Enforcement activity has seen a reduction in the number of issues, concerns, and complaints since the beginning of COVID restrictions, however, the types of inquiries and issues we have had to deal with are more complex;
- A new strategic plan for the OPFA was completed in 2021. A Task Team of members-at-large plus members of Council was formed to help prioritize the many activities described in the approved strategic plan;
- The OPFA is moving to the use of task teams with a specified goal and timeline to undertake many of the different tasks or initiatives. These task teams are formed through an open call for volunteers that have the competencies required for the task. In every case, the OPFA has received more applicants than available for the task teams that were formed in 2021 such as the Equity and Inclusion Task Team. This indicates a healthy and engaged membership;
- A major issue that all Provisional Members face is developing a professional social network. This network is key in helping Provisional Members obtain a professional forester to serve as their mentor and for obtaining their first job in professional forestry. A mentor will help the Provisional Member obtain the experiential skill set that is required to practise the profession and understand it more. To help Provisional Members in this important task, members of the OPFA have formed a Professional Networking Task Team that is charged with developing recommendations that will help improve the opportunities for networking and job searches.

More information is available in the 2021 Annual Report, the recording of the OPFA Initiatives session, and by reviewing the minutes of OFFA's Council meetings.

9. Auditor's Report & Financial Statements:

pages 56-68

The President noted that the 2021 financial statements have been prepared by KPMG, were reviewed by the Finance Committee, and approved by Council of the OPFA and the Auditor's Report has been received. Both appear in the Annual Report for the 2021 fiscal year. He called upon Peter Nitschke, R.P.F., Chair of the Finance Committee, to make a short presentation on the audited financial statements. The following information was presented:

- Statement of Financial Position;
- Statement of Operations and;
- Notes to Financial Statements

Peter noted that the assets have increased substantially over the past year and that overall the OPFA is in a good financial position. He noted that in the Statement of Financial Position revenue has increased, this includes a small increase in membership fee revenue. Although expenses have also increased, the net assets have increased by \$75, 679 since last year. He noted that COVID-19 had a negative effect on both revenue and expense in 2019 and 2020. The OPFA has reviewed how it manages its reserve funds and has engaged with RBC Dominion Securities to do so. This is a new venture and most of the credit goes to the past members of the Finance Committee. Investment reserves are managed in accordance with the policy that has been approved by Council.

Peter called for the following motion:

Motion: That the financial statements presented by the Council of the Association to the members for the fiscal year ending November 30, 2021, be hereby received.

This motion was moved by Arben Pustina, R.P.F., and seconded by Tom Ratz, R.P.F.

The President asked if there were any questions regarding the agenda. There were none. The President then asked for a vote on the motion. 61 were in favour, 0 were opposed. The President declared that the motion was carried.

10. Appointment of Association Auditor:

The President thanked Peter Nitschke for his update and his work on the Finance Committee. He reported that at its April 5, 2022 meeting, Council appointed KPMG as Auditor of the Association until the next Annual General Meeting in 2023 and stated that this concludes the reports in the Annual Report for the 2021 fiscal year.

11. Fee Schedule update:

The President explained that a revised fee schedule has been approved by Council and is presented here for the information of members. A copy of the approved revisions and their rationale was shared with all members before the Annual General Meeting. The revised fees will come into effect on December 1, 2022. The following changes have been made:

- Provisional Members who take more than 6 years to obtain a license to practice will have increased membership fees from \$100 to \$310 a year which is half that of Full or Associate membership;
- The Credential Assessment Process (CAP) fee has been removed from the fee schedule as they are determined by the Forest Professional Regulators of Canada that manages the CAP;

- A new fee has been instituted for Provisional Members that do not have to undergo the Credential Assessment Process (CAP) as they are seeking a limited scope of practice for Associate Membership. They will be required to pay a fee of \$250 or half the CAP fee for their assessment that is conducted by the OPFA's Registration Committee and staff.
- The late fee has been increased for Full, Associate, and Provisional members for those who pay their membership fees late as there are additional staff costs to pursue the payment of late membership fees.

12. Confirming Proposed 2022 Bylaw Changes:

The President noted that the proposed by-law changes were approved by Council on December 4, 2021, and a summary of the proposed by-law changes, and the rationale for the changes, was distributed to members in advance of this meeting and was posted on the OPFA website.

The President welcomed any discussion after which he would ask for a blanket motion to confirm all Bylaw changes, rather than deal with them individually, however, if any Member has a reason they wish to explain, any Bylaw article can be considered for a separate vote.

The proposed Bylaw changes were sent to all members and Members should refer to the written material for the specific wording. The following is a verbal summary of the proposed by-law changes:

- Articles 3.12, 5.1, 5.4, and 5.5: Clarify the role of Council, Executive Director and Registrar;
- Articles 11.5, 11.6: Update the requirements for Full and Associate membership;
- Article 13.1: Ensure the bylaw refers to the definition of professional forestry in the new Professional Foresters Act and;
- Article 18.3: Clarify competency reporting requirements and coordinate the due dates of membership fees and competency reporting. M that will be required to provide their competency reports by December 1 each year rather than January 15. The alignment of fees and competency reporting to the common date of December 1 is intended to simplify the registrant renewal process.

The President asked if there were any questions or comments from the membership on these proposed by-law changes. There was one:

Q: Does the Executive Director retain that title or will he use the title of CEO?

A: Yes, his title will change from Executive Director to CEO.

Q: Other Bylaw articles will then need to be changed such as Article 5.4?

A: Yes, the Bylaw will need to be reviewed with this change in mind.

Motion: That the proposed 2022 Bylaw changes are confirmed by the Membership and are effective April 14, 2022.

This motion was moved by King Wright, R.P.F., and seconded by Waseem Ashiq, R.P.F.

The President asked if there were any questions regarding the agenda. There were none. The President then asked for a vote on the motion. 65 were in favour, 0 were opposed. The President declared that the motion was carried.

13. Confirming and Approving the Acts and Procedures of Officers and Councillors:

The President called for the following motion:

Motion: 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 Members 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.

This motion was moved by Arben Pustina, R.P.F., and seconded by Hassan Mohamed, R.P.F.

The President then asked for a vote on the motion. 63 were in favour, 0 were opposed. The President declared that the motion was carried.

14. Resolutions:

The Membership was informed that written Resolutions would be accepted until 2:00 p.m. April 8, 2022, for consideration at this Annual General Meeting, however, no Resolutions were received as of this date. In reviewing OPFA governance with legal counsel, we see that the mechanism of a Resolution is both seldom used and inconsistent with the role of a regulatory organization. Council, therefore, will discontinue the processes of member motions in support of inviting ongoing engagement with staff or members of Council. Members need not wait until an Annual General Meeting to make suggestions or raise concerns but may reach out to a member of Council or staff throughout the year.

15. Recognition:

The President announced that he would like to celebrate those long-standing members who are receiving their 25-year and 50-year pins.

Those receiving their 50-Year pin are:

- Albert C. Zwart, R.P.F. (Ret.)
- Crandall Adair Benson, R.P.F. (Ret.)
- Edward Ray Townsend, R.P.F. (Ret.)

Those receiving their 25-Year pin are:

- Heather Barns, R.P.F. (Non-Practising)
- Isabel Gannon, R.P.F.
- John Lawson, R.P.F.
- Dave Thomson, R.P.F.
- Martin Litchfield, R.P.F. (Ret.)
- David Winston, R.P.F. (Non-Practising)
- Bob Elliott, R.P.F. (Non-Practising)
- Glen Niznowski, R.P.F. (Non-Practising)
- Dorothy Hamilton, R.P.F. (Non-Practising)
- Michele Kipien, R.P.F.
- Tony Molnar, R.P.F.
- David Repath, R.P.F.
- Richard Shwedack, R.P.F.
- Darren Tegel, R.P.F. (Non-Practising)

Members will be receiving certificates of appreciation for their valued contributions to the OPFA. Our volunteers are critical to the OPFA. These members have recently stepped down from volunteer

positions in which they have given their time and energy toward supporting professional forestry in Ontario.

For their work on Council, we would like to recognise Peter Street, R.P.F., Gord King, R.P.F., and Carol Walker, R.P.F.

For his work on the Finance Committee, we would like to recognise Peter Street, R.P.F.

For his work on the Nominating Committee, we would like to recognise Terry Schwan, R.P.F. (Ret.)

For her work on the Editorial Board Working Group, we would like to recognise Caroline Mach, R.P.F.

For her work on the Social Media Working Group, we would like to recognise Lacey Rose, R.P.F.

For their work on the Urban Forestry Working Group, we would like to recognise Phil Davies, R.P.F., Timea Filer, R.P.F., Ben Kuttner, R.P.F., Joel McCracken, R.P.F., Jim McCready, R.P.F., John McNeil, R.P.F., Astrid Nielson, R.P.F. and Mike Rosen, R.P.F.

For their work on the Crown Land Working Group, we would like to recognise Sarah Bros, R.P.F., George Graham, R.P.F., Paul Kallioinen, R.P.F., Peter Nitschke, R.P.F., Robert Partridge, R.P.F., Greg Pawson, R.P.F. (Non-Practising) and Alison White, R.P.F.

For their work on the Private Land Working Group, we would like to recognise Sarah Bros, R.P.F., Aaron Day, R.P.F., Ken Elliott, R.P.F., Josiah Henrich, R.P.F., Bohdan Kowalyk, R.P.F. (Ret.), Caroline Mach, R.P.F., Thomas McCay, R.P.F., James Rogers, Associate R.P.F., Mike Rosen, R.P.F., Fraser Smith, R.P.F., Peter Williams, R.P.F., and Brandon Williamson, Associate R.P.F.

For their work on the Equity and Inclusion Task Team, we would like to recognise Carol Walker, R.P.F., Denis Gagnon, R.P.F., Lacey Rose, R.P.F., Mike Rosen, R.P.F. and Peter Street, R.P.F.

Gratitude is also given to the 2022 Annual Conference Working Group volunteers for their excellent organization and hard work, for which they will be receiving a Certificate of Appreciation. They are:

Mark Lockhart, R.P.F.,
Tim Lehman, R.P.F.
Maegan Ciurko, R.P.F.,
Paul Kallioinen, R.P.F.
Scott McPherson, R.P.F.,
Francisco Murphy, R.P.F.,
Megan Finlay R.P.F.,
Marc Hebert, R.P.F.
Marc Nellis, R.P.F.,
Stephanie Parzei, R.P.F. in Training
Emmett Snyder, R.P.F. in Training

We would also like to thank the contributions of our sponsors and exhibitors for the 2022 conference.

16. The 2023 Annual Conference:

The President introduced Ken Elliott, R.P.F. Chair of the 2023 Annual Conference. Ken Elliott reported that the annual conference will be held for the first time in Peterborough, Ontario. a working group has been formed and has begun meeting to discuss the plans for the conference. It is hoped that a hybrid version of the conference will be possible including field trips. The 2023 Annual Conference Working

Group has asked the 2022 Annual Conference Working group to poll participants of the 2022 Annual Conference regarding preferred themes and dates, giving three possible dates, for the 2023 Conference.

17. Termination:

The President announced that this concludes the Annual General Meeting for the 2021 fiscal year. Before terminating the meeting, he acknowledged the hard work of those that made the meeting possible: Louise Simpson, Priscilla Doyle, Fred Pinto, and Peter Nitschke.

He thanked everyone for taking part in the third virtual Annual General Meeting stating that it has been great to have so many take part again this year and that if this were an in-person meeting that this is the point when everyone would migrate to find a colleague or beverage before the banquet. One of the conference themes is resiliency and there is a lot of resilience among registered professional foresters. We are stronger together and membership support and engagement has been outstanding. The calls for volunteers always come with many interested participants eager to join and support the OPFA which is very much appreciated.

As there was no further business, the President called for a vote on the following motion:

Motion: That the Annual Meeting for the fiscal year ending November 30, 2021, be terminated.

This motion was moved by Tim Payne, R.P.F., and seconded by Waseem Ashiq, R.P.F.

The President called for a vote. 57 were in favour, and 1 was against.

The President declared that the motion was carried, thanked everyone for their participation, and that he looks forward to seeing everyone next year.

FINANCIAL STATEMENTS

Financial Statements of

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

And Independent Auditor's Report thereon

Year ended November 30, 2022

OPFA 2022 AUDITED FINANCIAL STATEMENTS – *Figure 1*



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Tel 705-675-8500
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INDEPENDENT AUDITOR'S 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, 2022
- 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, 2022 and its results of operations, its changes in net assets 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 "Auditor's Responsibilities for the Audit of the Financial Statements" section of our auditor's 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.

KPMG LLP, an Ontario limited liability partnership and member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. KPMG Canada provides services to KPMG LLP.



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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.

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 Association's financial reporting process.

Auditor's 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 auditor's 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.



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- 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 auditor's 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 auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- 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.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

March 14, 2023

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION


Statement of Financial Position

November 30, 2022, with comparative information for 2021

	2022	2021
Assets		
Current:		
Cash	\$ 427,797	\$ 325,214
Short-term investments (note 2)	18,514	31,361
Accounts receivable	1,844	2,667
Prepaid expenses	4,684	8,456
	<u>452,839</u>	<u>367,698</u>
Long-term investments (note 2)	382,707	402,210
	<u>\$ 835,546</u>	<u>\$ 769,908</u>
Liabilities and Net Assets		
Current:		
Accounts payable and accrued liabilities (note 3)	\$ 31,707	\$ 27,648
Deferred revenue (note 4)	223,857	218,200
	<u>255,564</u>	<u>245,848</u>
Net assets	579,982	524,060
Commitment (note 6)		
	<u>\$ 835,546</u>	<u>\$ 769,908</u>

See accompanying notes to financial statements.

On behalf of the Council:



President



Executive Director

FORESTERS ASSOCIATION

Statement of Operations

Year ended November 30, 2022, with comparative information for 2021

	2022	2021
Revenue:		
Memberships	\$ 389,875	\$ 390,303
Application and examination	11,560	11,400
Events	34,135	37,194
Interest income	13,912	4,581
Advertising income	6,756	6,639
Other revenue	7,627	8,210
	463,865	458,327
Expenses (note 7):		
General administration	332,385	293,740
Events	10,187	7,307
Regulatory	20,847	30,618
Governance	8,979	12,991
Special initiatives	1,955	27,800
Member services	14,417	11,789
	388,770	384,245
Excess of revenue over expenses before undernoted item	75,095	74,082
Unrealized gain (loss) on investments	(19,173)	1,597
Excess of revenue over expenses	\$ 55,922	\$ 75,679

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

Year ended November 30, 2022, with comparative information for 2021

	Internally restricted (Note 5)		Unrestricted	2022		2021	
Net assets, beginning of year	\$	280,781	\$	243,279	\$	524,060	\$ 448,381
Excess (deficiency) of revenue over expenses		(13,177)		69,099		55,922	75,679
Net assets, end of year	\$	267,604	\$	312,378	\$	579,982	\$ 524,060

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

Year ended November 30, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 55,922	\$ 75,679
Items not involving cash:		
Unrealized loss (gain) on investments	19,173	(1,597)
	75,095	74,082
Changes in non-cash operating working capital:		
Decrease (increase) in prepaid expenses	3,772	(1,897)
Increase (decrease) in accounts payable and accrued liabilities	4,059	(22,869)
Decrease (increase) in accounts receivable	823	(2,468)
Increase in deferred revenue	5,657	27,745
	89,406	74,593
Investing:		
Decrease in investments	13,177	25,999
Change in cash	102,583	100,592
Cash, beginning of year	325,214	224,622
Cash, end of year	\$ 427,797	\$ 325,214

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2022

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. Membership dues are recorded within deferred revenue when the cash is received and is brought into income over the period covered by the membership. Membership fees unearned as of the year end date are recorded within deferred revenue.

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 among 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.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2022

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 and payroll. 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. Investments:

	2022		2021	
	Market Value	Book Value	Market Value	Book Value
Short-term investments	\$ 18,514	\$ 18,413	\$ 31,361	\$ 31,287
Long-term investments	382,707	400,384	402,210	400,687
	<u>\$ 401,221</u>	<u>\$ 418,797</u>	<u>\$ 433,571</u>	<u>\$ 431,974</u>

	2022		2021	
	Market Value	Book Value	Market Value	Book Value
Cash and cash equivalents	\$ 7,078	\$ 7,109	\$ 22,217	\$ 22,217
Equities	165,577	170,443	166,891	164,294
Fixed income	228,566	241,245	244,463	245,463
	<u>\$ 401,221</u>	<u>\$ 418,797</u>	<u>\$ 433,571</u>	<u>\$ 431,974</u>

Fixed income investments contain bonds recorded at fair market value which bear interest rates at 0.25% to 3.2% with maturities ranging from August 1, 2023 to September 15, 2027.

3. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$5,275 (2021 0 \$5,140), which includes amounts payable for payroll related taxes.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2022

4. Deferred revenue:

	2022	2021
Deferred membership fees	\$ 222,857	\$ 216,800
Deferred sponsorship fees	1,000	1,400
	<u>\$ 223,857</u>	<u>\$ 218,200</u>

Details of the continuity of these funds are as follows:

	2022	2021
Balance, beginning of year	\$ 218,200	\$ 190,455
Additional contributions received	223,857	218,200
Amounts taken to revenue	(218,200)	(190,455)
Balance, end of year	<u>\$ 223,857</u>	<u>\$ 218,200</u>

5. Internally restricted net assets:

In 2007, the Association formalized a policy of reserving funds for potential future liabilities including project overruns, litigation or other contingencies. A target level of funds has been established by the Association's Council and is to be increased by the income earned on these invested funds. These funds may only be used with the express approval of Council. Previously amended reserve targets in 2016 have since been amended in the current year as the total revenue for the previous fiscal year as shown in the audited financial statements. The change in the internally restricted net assets balance is as followed:

	2022	2021
Balance, beginning of year	\$ 280,781	\$ 275,474
Income (deficit) earned during the year on invested funds	(13,177)	5,307
Balance, end of year	<u>\$ 267,604</u>	<u>\$ 280,781</u>

6. 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 currently leasing the office space on a month to month basis.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2022

7. Expenses:

The breakdown of expenses by nature is as follows:

	2022	2021
Staff	\$ 233,591	\$ 229,787
Legal	12,347	35,087
Office	30,216	31,332
Equipment and software	615	526
Rent	9,967	9,967
Travel	8,839	331
Bank charges	11,680	11,751
Audit	7,345	8,023
Insurance	15,174	15,016
Website	12,203	11,405
Provision for uncollectible receivables	4,855	100
Annual conference	8,961	7,035
Telephone	7,435	23,014
Investment management fees	6,816	871
Loss on disposal of investments	18,726	0
	\$ 388,770	\$ 384,245

Included in telephone and travel are costs incurred related to the special initiative of \$1,955 (2021 0 \$27,800) as part of the youth employment and skills strategy.

8. 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 2021.

(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.

9. Comparative figures:

Certain comparative figures have been reclassified to conform to current year presentation.

ACKNOWLEDGEMENTS

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