



ANNUAL REPORT 2000



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2000: A Year of Change

The year 2000 is one that will be remembered as a landmark year for the Ontario Professional Foresters Association. It was the year that members of the Ontario Professional Foresters Association were formally recognized as practising professionals with the passage of The Professional Foresters Act 2000 or Bill 110. It is perhaps fitting that the Association begins the new Millennium with new responsibilities and a new purpose that signify the continuing maturity of the profession and its willingness to take its place in the company of other professions in Ontario.

This landmark legislation received third reading by the Ontario Legislature on October 10th and Royal Assent on October 16th. Implementation is scheduled for April 1, 2001.

This legislation fundamentally changes the roles of both Registered Professional Foresters and the Association as with the recognition of professionalism comes increased accountability and the responsibility of self-regulation. Foresters will now be expected to regulate themselves in the public interest in accordance with the trust and confidence that have been bestowed on the profession by the Legislature and the people of Ontario. It is truly a moment of history.

While successful passage of Bill 110 is the outstanding accomplishment of the past year, there have been a number of notable achievements in the general administration and operations of the Association.

As you know, Council developed a team contract at the beginning of the year that established the specific goals to be accomplished. Our achievements with respect to this contract are the basis of this report to you, the members of the Association. The goals and achievements are as follows:

To restructure the Association so that the necessary committees, administrative processes and resources are in place to enable the OPFA to meet its objectives.

- Council liaisons were assigned to all committees
- Terms of Reference for most committees were reviewed and revised as necessary
- Committees chairs and members are in place, changes were made as required
- Committee progress and performance reviews not yet complete, new process needs to be determined
- Committee goals and objectives established as part of the Terms of Reference
- Succession planning and voluntary recruitment strategy in place
- Committee support ongoing

To pursue the licensing initiative in a professional and comprehensive manner to its fullest extent.

- Bill 110, The Professional Foresters Act 2000 received Royal Assent on October 16, 2000
- Proclamation anticipated April 1, 2001

To improve the effectiveness and proficiency of Council

- Team contract developed and reviewed at mid-year for progress
- Contracts for Councilors established with President
- Council met on a monthly basis, every second meeting being via conference call
- May meeting held in Thunder Bay, September meeting held in Sault Ste. Marie

- All councilors given copies of legislation, by-laws, OPFA Strategic Plan and relevant administrative processes

To provide high quality service to our members

- Thunder Bay Annual General Meeting well attended and seen as well structured, high quality event
- Regional information sessions held in most Regions
- Council has agreed on broad policy framework for Continuing Education and requested the Continuing Education Committee to develop a series of program options for discussion with Council and the membership
- Council minutes posted on OPFA website, Team Contract posted on website, Annual plan posted on website and printed in Newsletter, progress reports on licensing posted on website and in Newsletter
- Council recruited volunteers on an as required basis for short-term tasks throughout the year
- Work on Standards of Practice still ongoing
- Code of Ethics revised and new copies suitable for framing provided to all members

To develop and implement the OPFA's Sault Ste. Marie 1998/99 Action Plan

- Strategic Plan completed and reviewed with membership at Annual General Meeting in May, 2000
- Task Team reports 95% complete
- Action Plan is a standing item on all Council agendas
- Strategic planning session held in Sault Ste. Marie relative to review strategies associated with the licensing initiative

I believe this is a very positive report.

In addition, Council continued with the management of many activities inherent to our Association including:

- Continuing to support of the work of the CFAB
- Reporting accomplishments as they relate to Canada's National Forest Strategy
- Reviewing and approving the recommendations from the Board of Examiners for the acceptance of 26 new members to our Association
- Working with the CFPFA to the establishment of a Labour Mobility Agreement among the provinces relative to registered professional foresters

This year we experienced the loss of along time staff member and friend Katherine Gill. Katherine chose 2000 as the year to retire and we all wish her well. Katherine worked tirelessly for the Association over the years, made many friends and we could always count on her. She will be missed.

Meli

Melissa Ginsberg joined the Association in May of this year as the new Administrative Assistant. Melissa has already developed a very positive working relationship with Council and members and her customer service ethic and enthusiasm has already won her many friends. Welcome Melissa.

Rick Monzon, our Executive Director continued to assist us with the repositioning of the Association and readying it for the new challenges that the new legislation will bring. In addition to his work as part of Council, he provided the links between the committees and Council, between the Association and government, business, other associations, the public and our members.

I would also like to recognize and thank Russ Hughes, John Sills and Judy Sewell for their work on Council over their terms. They retired from Council at the end of November 2000 and I want to thank them for their great service and commitment to the OPFA. It has really made a difference.

Executive Directors Report

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Licensing

The passage of the new legislation required a major consultation effort with both government staff and politicians to meet government concerns and at the same time, maintain all party support at the political level. It was the result of persistence and good judgement that led to Ted Chudleigh MPP Halton offering to take on the revised Bill and provide the opportunity for the Bill to be introduced into the Legislature in the spring of 2000. Having achieved 1st reading, the summer was spent in ensuring that there continued to be interest in

Riet Verheggen, R.P.F.
Rob Keen, R.P.F.
Alec Denys, R.P.F.
Michael Hay, R.P.F.
Ed Tear, R.P.F.
Dave Milton, R.P.F.

the passage of the legislation and in ensuring all party support was in place through face to face discussions with representatives of the 3 parties. 2nd and 3rd reading and Royal Assent were achieved through a combination of face to face discussions at the political level and an opportunity for the government to pass some legislation early in the fall session.

The result however was worth the effort. The objective was achieved. The government and the people of Ontario now recognize foresters as practicing professionals.

Restructuring activities during 2000 were in two streams. The first included those actions and activities that would be required if the Bill was passed and implemented and required the development of a new work plan devoted to post-licensing work. This plan included such items as the need for a major communications plan. It also identified the need for a series of draft protocols for the legislated committees, an interpretation of the scope of practice, and a protocol for grand parenting. Finally, there was also the need to develop new operating by-laws consistent with the new legislation, develop draft Regulations to accompany the Bill, identify candidates for consideration as public members of Council and many others. At the

time of writing, everything is on schedule and it is anticipated that the Association will be well prepared for the implementation.

The second stream of activities included a number of issues relating to the ongoing activities of the Association. These included the design of a great new web page by the Website Committee, the completion of some remaining activities from the Action Plan, the development of customer service standards, the Policy and Procedures binder was revised and some additional policies and protocols were put in place.

Service Improvements

A number of improvements were made in 2000 to improve the services that the Association provides to its members. The member database project was completed with the successful transfer of the membership database from PC File to Access. There is still some minor tuning to be done, but the transfer is 95% complete and functioning very well. The new database is easier to use, faster and provides increased flexibility in the development of internal reports. Also, the OPFA's accounts were transferred over to Quickbooks accounting software. This software reduces the amount of time to maintain our financial records while at the same time providing a significantly increased financial information on all of the OPFA's accounts. At the same time a new Chart of Accounts has been adopted to more adequately reflect the requirements of the new legislation.

Members will also be aware that some increased options for the payment of fees are available for 2001 fees, a request that had been under consideration for some time now. At the time of writing, the use of VISA is proving to be the most popular option. Errors and Omissions Insurance continues to be utilized and there is a steady increase in the number of users. The Private Land Forestry Network and Regional Information sessions continued in 2000 and more sessions can be anticipated as the Association begins to deal with some of the new responsibilities resulting from the new legislation.

The Member Services Committee was discontinued in 2000. This occurred as a result of an exceptionally small response to a "Member Survey" early in 2000. Work will be continued on the improvement of

existing services, as opposed to the development of new ones at this time.

Public Profile

The OPFA continue to update the National Forest Strategy on accomplishments relating to the Strategy, the most recent being the passage of the new Professional Foresters Act. The OPFA was again represented at the International Ploughing Match and did some advertising at some local forestry events in Southern Ontario. The combination of the May 2000 AGM as a part of the Forest Capital of Canada events in Thunder Bay significantly increased the profile of the Association across the North. More work is needed in this important area.

Government Relations

The outstanding government relations activity was the passage of Bill 110 and all of the resulting OPFA recognition at the political and government staff level. The OPFA is recognized, the next challenge is to maintain that recognition. In addition, the OPFA carried out two specific projects for the OMNR. One involved a revision of our professional specialties initiative in order to facilitate targeted recruitment. The second involved a perspective on the need to revisit the need for a restructured Ontario Advanced Forestry Program. Both projects were completed on time and within budget.

Finally, the Association submitted a position paper to the OMNR on the review of the Silvicultural Guidelines and Standards.

Summary

A great deal has been accomplished in the last 12 months and it has been an extremely satisfying time. 2001 poses new challenges and there is always room for more assistance. If you would like to devote some volunteer time to the Association, please call.

Membership Statistics

MEMBERSHIP CATAGORY	2000	1999	1998	1997
New R.P.F's	26	19	17	15
Reinstatments	2	6	3	5
Transfer from Inactive	0	1	3	2
Resignations	16	19	43	26
Transfer to Inactive	3	2	10	3
Deceased	2	8	8	11
Struck	1	1	9	4
R.P.F.'s at Year End	809	803	807	854
Life	131	127	133	133
Full Active	595	589	585	633
Non Resident	83	87	89	88
Associates at Year End	35	32	32	41
Graduate in Training	11	11	10	9
Students	4	4	5	6
Inactive	20	17	17	16
Total Membership	844	835	839	895

Board of Examiners Report

By Faye Johnson, R.P.F.

The Board of Examiners met 6 times in 2000, either in person or via teleconference and recommended for Council's approval the following number of applications for membership:

CATEGORY	TOTAL
Full Membership	26
Reinstatements	2
Non-Resident	4
Life	4
Associate Inactive	3
Graduate in Training	1
Student	1

As well, the Board continued to monitor the applications from candidates who are in the process of writing OPFA examinations or completing other qualifying criteria for membership. The Board continued to keep abreast with changes to the Association's needs as the result of the licensing initiative. Recommendations for changes to a number of OPFA policies regarding Reinstatements, Membership Catagories and Membership Standards were made following a review of these OPFA policies.

Reino Pulkki returned from his sabbatical in the middle of 2000. Crandall Benson retired from Lakehead University and stepped down from the Board in June. Carol Walker-Gayle joined the Board in the spring of this year.

Committee Members:

Faye Johnson, R.P.F., Chair
 Ian Armstrong, R.P.F.
 Crandall Benson, R.P.F.
 John Christian, R.P.F.
 Paul Poschmann, R.P.F.
 Gary Murchison, R.P.F.
 Reino Pulkki, R.P.F.
 Carol Walker-Gayle, R.P.F.

Website Committee Report

Executive Summary

The Website Committee is pleased to advise that a revised and enhanced web site for the OPFA was completed and available in January, 2001. The site reflects this professional association and its activities.

Website Terms of Reference:

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

Members visiting the OPFA website are encouraged to view the Member's side of the website for the most up-to-date and complete information. The public side of the website does NOT include the level of detail on the Member's side. This means members must know the password - previously distributed. Contact the OPFA office if you have forgotten the password.

Initiatives:

- A **Job Opportunities** page has been added to the OPFA's site. This lists job openings available through advertising employers. It can also be used by members on an anonymous basis to indicate their interest in new or revised career opportunities. A third component would be to allow the OPFA to conduct directed career advertising on behalf of employers based on skill set(s) required.

- A **What's New** page was added (both public and members sides) to assist visitors in seeing what has recently been added, such as updates on the Oak Ridges Moraine, Licensing and OPFA contribution to the National Forest Strategy

- A link is now provided from the OPFA site to the Canadian Forests, **Forestry Employment Listing** to assist members in employment searches.

- The OPFA Consultant Listing is included as a link on the Canadian Forests **Consulting Listing**.

Some visitors to the OPFA site come as a result of **referrals and links with other sites**. This means that links to and from other sites will become increasingly important. These include:

LINK	PERCENTAGE
on.ca (likely MNR link)	17%
msn.com	17%
Canadian-forests.com	13%
cif-ifc.org	3%
Ironline	3%
rpf-bc.org	2%
ontariostewardship.org	2%

Website Usage:

The OPFA website continues to be well used since its uploading in Nov. '98. The number of visits to the public side of the site approach 10,000, while the hits to the members side is approx. 1,000. From Nov. '98 to Nov. '00, there have been a total of over 60,000 hits to the OPFA site - an average of 3,000 per month. The most commonly accessed pages were on the **public side of our site**. The pages most often viewed for Oct. '00 were:

PAGES	VIEWS	%
Main Public	706	27.6%
Job Ad Info	186	7.3%
Forestry Consultant List	158	6.2%
Licensing Info	136	3.8%
Related sites	126	4.9%
General Main	116	3.7%
How to become a Member	112	3.6%
Code of Ethics	99	3.9%
MFTIP Program	97	3.8%
Job Listings	86	3.4%
Your Woodland Brochure	84	3.3%
Continuing Ed.	69	2.7%
Course Listing	61	2.4%
OPFA Committees	60	2.3%
Whats New	54	2.1%

Special thanks are extended to Dave Legg, R.P.F. & Bob Robinson, R.P.F. for their time, talent and effort in developing the enhanced site and its format, as well as committee members Fred Dewsberry, R.P.F. and Lorne Riley, R.P.F. who have assisted in the continuing maintenance of the site. Thanks are extended to Alf Aleksa, R.P.F. for his interest and

involvement in the site maintenance over the past two years and has recently left the Committee.

The OPFA's website will continue to grow, expand and be of increasing value to members and public education on and about the OPFA and sound forestry and forest management. The various Committees of the Association can assist in providing information to the site for members as well as the public. What can your Committee do to assist?

Additional members who are interested in assisting with the work of the Committee, recommending improvements and the maintenance of the site are encouraged to become involved. Contact the Committee Chair at jsellers@cyberus.ca. We can use your talents!

Check out your OPFA website!!
<http://www.opfa.on.ca>

Committee Members:

John Sellers, R.P.F. Chair
Lorne Riley, R.P.F.
Bob Robinson, R.P.F.
Dave Legg, R.P.F.
Fred Dewsberry, R.P.F.

This report covers activities of the Canadian Forestry Accreditation Board (CFAB) for the period since October 1999 and includes sections dealing with the accreditation policy, accreditation site visits, membership, finances and other.

Accreditation Policy

During the year the French language drafts of the Policy Statement and Academic Standards were completed by the OIFQ and formal versions prepared by the Board for distribution. The Board initiated a review of the *Questionnaire for review of forestry programs, 1989* and the *Manual of evaluation procedures for visiting teams, 1989*. All member schools of the Association of University Forestry Schools of Canada (AUFSC) and members of the site teams for the 1999 accreditation visits were requested to provide comments. Responses have been reviewed by the Board and these two documents will be revised during 2000-2001.

Accreditation Visits

Two accreditation visits were undertaken during the year. On November 11-12, 1999 a visit was made to Lakehead University. The visiting team was led by Vidar Nordin, R.P.F. Other team members were Peter Marshall, R.P.F., Faye Johnson, R.P.F. and John Christian, R.P.F. Following review of the site visit team report, the Board decision was to **grant accreditation to the Forestry Program (H. B. Sc. F.) of the Faculty of Forestry and the Forest Environment for a six-year period, extending to June 30, 2006.**

The second accreditation visit was to the University of Northern British Columbia. The visit was conducted on March 24, 2000 and the team included Bruce Devitt, R.P.F. and Bruce Dancik, R.P.F. The purpose of this visit was to determine if actions taken by the school subsequent to the 1997 accreditation visit were sufficient to permit the extension of the three-year accreditation to a full term ending in June 30, 2003. The Board decision was to **extend accreditation of the Forestry Program of the Faculty of Natural Resources and Environmental Studies for three years, to June 30, 2003.**

Membership

There were no changes in either the members or the alternate members of the CFAB during the year. Membership remains as follows:

- *Alberta Registered Professional Forester Association:* Janet Schilf, R.P.F., Harry Archibald, R.P.F.
- *Association of British Columbia Professional Foresters:* Peter Marshall, R.P.F., Jerome Marburg, LL.B.
- *Association of Registered Professional Foresters of New Brunswick:* Stephen Hoyt, R.P.F., Gilles Courturier, R.P.F.
- *Ontario Professional Foresters Association:* Jim Cayford, R.P.F., David Wray, R.P.F.
- *Ordre des ingenieurs forestiers du Quebec:* Rene Doucet, ing.f., Jean-Louis Brown, ing.f.
- *Canadian Institute of Forestry/Institut forestier du Canada:* Bruce Dancik, R.P.F., Vidar Nordin, R.P.F.

Lorne Riley, R.P.F. continues as Executive Director.

Finances

A projection of expenses for calendar year 2000 indicates that CFAB expenses will approximate \$30,000 as compared to an estimated budget of \$28,800. This compares with total 1999 expenditures of \$40,460, and reflects fewer accreditation visits during the year..

Other

The Annual Report for 1999 and the list of current accreditations were published in the March/April 2000 issue of *The Forestry Chronicle*.

The Board met on March 31 and convened a conference call on June 5. It will next meet on November 27.

The Board maintained its membership in the Association of Accrediting Agencies of Canada (AAAC). The Association is currently

undertaking an initiative to become incorporated.

The Executive Director and the OPFA member and alternate member participated in the Canadian Federation of Professional Foresters Associations (CFPFA) Forestry Skills Workshop held in Edmonton, June 19-21. The Executive Director also participated in the first half day of the CFPFA Labour Mobility Workshop on June 22 and in CFPFA teleconference calls.

The Board instituted a policy of securing photographs when accreditation certificates are presented. Photographs are published in *The Forestry Chronicle*.

OPFA-CIF Liason Committee Report

By Richard Macnaughton, R.P.F.

The committee met once at the Annual General meeting in May, 2000. Terms of Reference were reviewed and updated, including a set of priorities for the year. Of the priorities, the following have been actioned to date:

- Website Linkages- The OPFA now has a spot for the six (of seven - the Northern Ontario Section is not yet up and running) CIF-IFC Section web pages as well as the national CIF-IFC web page. The CIF-IFC web page contains links to the OPFA web page. Each of the six Sections has been requested to place a link to the OPFA web page.
- Participation in the CIF-IFC 2002 Annual General Meeting, North Bay - the Host Annual Meeting Organizing Committee (HAMPCO 2002) has been advised of our interest in participating in the Conference. Details will be worked out as planning for the meeting progress.
- Data sharing agreement for membership communications - Initial discussions have

been held about this. The general feeling is we should try for co-ordinating mail-outs using the address lists of both organizations. To the time of writing, this has not been attempted.

- Increase membership - This related to the Committee. To date, no potential members have been contacted.
- Review Cayford Report of 1997 - This has been reviewed by the Chair. The general feeling is it is still relevant, but more work needs to be done by the committee.
- Review Demographics Report - This report is now somewhat out of date, and members have gone through significant downsizing exercises in government and industry alike. Nevertheless, the general trends toward demographic distribution are still relevant. A re-run of this exercise might be worthwhile.

With the Royal Assent of the new legislation given and proclamation expected shortly, this committee will be examining closer links between the two organizations. A new Action Plan will be developed between now and the Annual General Meeting.

Members of the Committee:

Richard Macnaughton, R.P.F.
Roxanne Comeau, R.P.F.
Rick Monzon, R.P.F.
Peter Street, R.P.F.
Laird Van Damme, R.P.F.

CE Committee Report

By Dave Winston, R.P.F.

The Continuing Education Committee has been working with the Membership Standards Committee in preparation a CE policy and strategy for the implementation of Bill 110. It is

anticipated that OPFA Council will require all OPFA members to actively undertake a continuous program of lifelong learning in order to ensure that they are practicing at high standards of competency and using new skills. The Committee also played an important role at the Thunder Bay AGM. Through the use of discussion groups we were able to discuss members views on CE needs and how to achieve them. These comments were used in developing the CE policy and strategy noted above.

Through the enthusiastic support of John Sellers, OPFA web site master, a CE web site has been developed and now provides information on a variety of seminars and workshops available across Canada as well as hot links to other web sites providing CE related information. During the coming year, the CE Committee hopes to be able to expand information available to John for posting on the web site.

On behalf of the CE Committee, Rick Monzon and his office undertook to develop a listing of CE courses available on the Internet. This information is now available to OPFA members through the OPFA web site.

The CE Committee looks forward to the new year and the many challenges that face us all in developing a new approach to Continuing Education.

We would appreciate receiving any comments or suggestions.

Committee Members:

Dave Winston, R.P.F. Chair
Alec Denys, R.P.F.
Richard Macnaughton, R.P.F.
Bill Hiscock, R.P.F.
Roxanne Comeau, R.P.F.
Laird Van Damme, R.P.F.

Membership Standards Committee

By Lorne Riley, R.P.F.

Membership standards, both academic and work experience, are the foundation for the assessment and evaluation of applicants for entrance into the Association by the Board of Examiners (Registration Committee). Whereas the Board must apply the approved standards of the Association, it is the responsibility of Membership Standards to ensure that standards are in place and that they appropriately reflect the requirements for the practice in Ontario of contemporary forest science at the professional level.

Although critical for the admission of new members, the requirements for entrance into the Association cannot be considered to remain adequate throughout a practitioner's career. Under licensing, it will be necessary for the Association to have in place measures to ensure that its members are able, on a continuing basis, to provide forest practice services at the highest possible level and in accordance with best available forest science knowledge throughout their careers. As noted in last year's report, Council has charged the Committee also with the development of membership maintenance standards. When in place, these standards will be the basis for the work of the Continuing Education Committee and will provide necessary guidance to other functions of the Association such as Practice Standards and Ethics.

The responsibilities of the former Membership Standards Task Group under the Association's Action Planning Process have been transferred to a re-constituted Membership Standards Committee. Council appointed Lorne Riley,

R.P.F. as Chairman. Bill Hubbert, R.P.F. was a welcome addition to Committee membership.

The Committee met twice during the year, once in teleconference and once in Toronto. In addition, the Chair met with the Executive Director and the Chair, Board of Examiners in Sudbury to discuss proposed changes to the Association's membership categories and the qualifications of each membership category.

The development of the academic standards is well advanced and is nearing the point at which a set can be submitted to Council. National and inter-provincial labour mobility legislation, as well as Association commitments to the national accreditation process have significantly influenced the Committee's work in this area. The Committee will be recommending a set of academic standards similar to those used by the Canadian Forestry Accreditation Board. Unique academic requirements of the Association will be built in, or added as they are deemed appropriate. Work experience and sponsorship requirements are being developed in parallel with the development of the academic standards.

Membership maintenance standards, centring mainly on continuing education requirements, are also well-advanced. Early in the year, the Committee recommended a "blended" approach to continuing education to Council. The approach was accepted by Council which directed that it be further developed. Under the blended approach, all members would be required to undertake activities in two areas to maintain and enhance their ability to practice. The first is an Association-directed component which would focus on membership awareness (as opposed to in-depth knowledge or understanding) in general forestry. The second is a self-defined component which would require that individual members be responsible to maintain competency in their specific areas of forestry practice. The extent of the requirement in each component, and the period over which

the requirements must be met, are presently being defined. Implementation procedures are being developed in conjunction with the Continuing Education Committee and the Executive Director. It is expected that the Registrar would play a significant role in the implementation process.

The Committee spent considerable time at both its meetings addressing the proposed reform of membership categories. This undertaking, initiated by Council, has major implications for the Association and requires review of not only the requirements and qualifications for continuing membership categories but also for new categories. The Committee has provided extensive and detailed comment to the Executive Director in the further development of the new slate of membership categories.

The main focus of the Committee over the first several months of the new year will be completion of the academic entrance standards and associated work experience and sponsorship requirements. It is anticipated that the membership maintenance standards will be finalized early in the year and will be submitted to Council for consideration.

Committee Members:

Lorne Riley, R.P.F. Chair
Jim Cayford, R.P.F.
Bill Hubbert, R.P.F.
Paul McAlister, R.P.F.
Gary Murchison, R.P.F.
Glen Swant, R.P.F.
Dave Wray, R.P.F.

Recognition and Awards Committee Report

By Lorne Riley, R.P.F.

During the year the Recognition and Awards Committee proposed, and had approved by Council, the third set of recipients of the Association's officially recognized awards. **Bill Fullerton, R.P.F.** was the recipient of the *Honoured Professional Award*. The award is presented to a current or past member who has made "exemplary and significant contribution to the Ontario Professional Foresters Association or to forestry in Ontario". **Peggy Smith, R.P.F.** was the recipient of the *Forester-of-the-Year Award*. The award recognizes "notable achievement to the Ontario Professional Foresters Association or to forestry in Ontario". It is for members who have not yet had the opportunity to build a lifetime of notable achievement but who, nonetheless, have made their mark in forestry in the province and who are worthy of special recognition. Both awards were announced at the May AGM in Thunder Bay.

The Committee has an internal policy of not considering award nominations for sitting members of the Committee. In a separate decision, however, Council bestowed upon **Lorne Riley, R.P.F.** the Association's *Honoured Professional Award*.

Certificates of Appreciation were presented to **Mike Cartan, R.P.F.** and **Faye Johnson, R.P.F.** (Councillors, Northern Section) and to **Brian Callaghan, R.P.F.** and **Lorne Riley, R.P.F.** (Councillors, Central Section) all of whom retired from Council at the end of 1999. **Russ Hughes, R.P.F.**, whose term as Councillor came to an end as well, also received a Certificate. Russ continues on Council, however, as Association Vice-President. Additional Certificates were presented to

Crandall Benson, R.P.F., Larry Lounder, R.P.F. and **Dennis McGee, R.P.F.** each of whom, after a decade and more of participation, retired from the Board of Examiners. A further Certificate was presented to **Paul Aird, R.P.F.** for his valued assistance in the setting and holding of examinations in Ontario Forest Policy for new members to the Association.

Award announcements were published in *The Professional Forester* and in the July/August 2000 issue of *The Forestry Chronicle*

The Committee met during the year to further its program and issued a call for nominations for the 1999 awards in the summer. A subsequent reminder notice was sent out. No nominations were received by the submission deadline of November 30. The Committee views this as a disappointing response on the part of the membership, but not indicative of the calibre of foresters practicing in the province, and will be considering options to identify well-qualified candidates for recommendation to Council.

The Committee's proposal concerning changes to the *Honourary Membership* category, detailed in last year's report, was ratified by the membership at the Thunder Bay AGM. As a result, members who had in the past been awarded *Honourary Membership* now are recognized by the prestigious title *Honoured Professional*, the former title applying henceforth only to non-members. **Ken Armson, R.P.F.** is the only current member affected by the change.

The Committee maintained its contributions to *The Professional Forester* during the year. The regular series of "tribute articles" was continued with a salute to the aforementioned award winners in the June 2000 issue and to respected past members **Tom Mackey, R.P.F.** and **Bob Hosie, R.P.F.** in, respectively, the March and September issues.

Recognition and Awards activity is recorded in both the public and member sections of the OPFA website. Criteria for nominations and

submission information for each award category are included on the site. The Committee encourages all members to become familiar with the Association's recognition and awards program and to participate actively. **Recognition is membership driven. Your nominations will help the Association become more meaningful to its members.**

Committee Members:

Lorne Riley, R.P.F. Chair
Jim Cayford, R.P.F.
Jim Coats, R.P.F.
Bob Haig, R.P.F.
Jack Harrison, R.P.F.
Debra MacEwen, R.P.F.
John Sellers, R.P.F.
Mac Squires, R.P.F.

FINANCE COMMITTEE REPORT

By Bob Burgar, R.P.F.

The Finance committee met on August 1, 2000, to consider the proposed budget for the year 2000-2001 and to respond to other specific requests from Council concerning the Associations finances.

1. Proposed Budget for 2001 – 2002

The budget for 2000 –2001 was developed with the expectation that Bill 110 would be passed in the fall of 2000 to become effective April 1, 2001. The Committee agreed with a budgetary philosophy that until the members have the opportunity to review and comment on the proposed operating programs associated with licensing, and their costs, every attempt should be made to maintain the present fee structure. As it is difficult to predict all the additional costs associated with licensing it will be helpful to get one or two years of operating experience to be better able to accurately forecast the new operating costs.

As a result of these considerations the Committee endorsed the strategy of working to achieve a budget surplus in the current fiscal year, 1999-2000, and of using that surplus to offset any additional costs in fiscal 2001-2002 and 2002-2003 the first years of implementing Bill 110. The committee recommended approval of a budget for 2001-2002 with a total income of \$278,000.

2. Membership Fees 2000 –2001

As discussed above it is felt that the budget surplus in 1999-2000 will be adequate to cover any additional costs associated with licensing in the first two years of implementation so no fee

increase would be warranted until additional costs have been clearly identified. The committee recommended that the fee structure for 2000 –2001 remain the same as it was for 1999-2000.

3. OPFA Reserve

After reviewing both the purpose of keeping a reserve, and the amount to be held in the reserve the Committee recommended to Council:

- a) The OPFA Reserve be established and continued for the following purposes;
 - contingency in case of Association dissolution \$45,000
 - project over-runs/emergency funding \$35,000
 - the reserve to be maintained at the \$80,000 level
- b) The Annual Operating Budget include an amount of \$5,000 until such time as the reserve reaches \$80,000.
- c) Once the \$80,000 level is reached, interest accruing from the reserve be directed to, and used as part of the income for the Annual Operating Budget.

4. OPFA Fee Increase Policy

Although the Committee recommended no fee increase for 2000-2001 it did discuss the possible need for future fee increases. Discussions revealed that all "Program driven increases" have to be ratified by the membership, however there is no mechanism in place to deal with inflation. As a result, the committee recommended that Council conduct a vote of the membership for the purpose of obtaining approval to increase the annual dues each year by the amount of annual inflation as determined by the C.P.I. for Ontario. The annual fee increase is to be rounded to nearest dollar.

Communications

The Committee suggested that Council continue to make members aware of the rational behind Council decisions on the annual budget and fees through Newsletter articles and regional and local meetings.

Committee Members:

Bob Burgar, R.P.F., Chair
Lloyd Eckel, R.P.F.
Rob Keen, R.P.F.
Bohdan Kowalyk, R.P.F.
Dave Wintson, R.P.F.

ED GIRARDI, B.B.A., C.A.
Chartered Accountant

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L4C 3B3

Telephone: 905-884-8644
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AUDITOR'S REPORT

TO: The Members of the Ontario Professional Foresters Association

I have audited the balance sheet of Ontario Professional Foresters Association as at November 30, 2000 and the statements of operations, members' equity and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

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

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2000 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

Richmond Hill, Ontario
January 12, 2001


Ed Girardi
Chartered Accountant

Ontario Professional Foresters Association

Balance Sheet

As at November 30

	2000	1999
Assets		
Current assets		
Cash	\$ 89,217	\$ 88,328
Accounts receivable	2,524	-
Due from Ontario Professional Forestry Foundation	1,064	1,419
Prepaid expenses and deposits	6,755	5,876
	<u>99,560</u>	<u>95,623</u>
Other assets		
Investments (Note 3)	84,507	82,712
Accrued interest	1,500	1,582
	<u>86,007</u>	<u>84,294</u>
	<u>\$ 185,567</u>	<u>\$ 179,917</u>
Liabilities and Members' Equity		
Current liabilities		
Accounts payable and accrued liabilities	\$ 11,122	\$ 9,087
Payroll liabilities	-	845
Prepaid membership fees	33,401	101,370
Due to Board of Forestry Consultants (Ontario)	-	4,396
	<u>44,523</u>	<u>115,698</u>
Members' equity	<u>141,044</u>	<u>64,219</u>
	<u>\$ 185,567</u>	<u>\$ 179,917</u>

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

ED GIRARDI, Chartered Accountant

Ontario Professional Foresters Association

Statement of Operations For the Year Ended November 30

	2000	1999
Income		
Memberships - annual	\$ 267,774	\$ 262,890
- life	1,260	415
- associates, graduates in training	3,460	4,570
Application and examination	6,445	6,740
Special projects	16,884	-
Targeted recruitment	7,009	-
Interest on investments and deposits	8,360	7,258
	<u>311,192</u>	<u>281,873</u>
Expenses		
Professional fees	2,986	3,454
Bank charges	462	561
Office rent, hydro, maintenance and repairs	14,505	13,483
Equipment purchases, rentals and service	7,522	10,014
Office supplies, printing and expenses	12,948	16,939
Postage	7,629	4,086
Telecommunications	2,323	3,071
Management compensation and benefits	124,398	126,371
Staff travel	59	112
Council travel and meetings expense	15,814	18,537
Committee expenses and projects	5,286	5,945
Regional meetings	2,444	2,348
Prizes and donations	-	943
Newsletter costs	9,476	8,487
Licensing	16,947	50,841
National accreditation and affairs	2,716	4,739
Advertising and promotion	8,713	271
Director's liability insurance	1,080	1,100
Planning	-	8,442
Annual general meeting	(941)	(2,063)
	<u>234,367</u>	<u>277,681</u>
Net income	<u>\$ 76,825</u>	<u>\$ 4,192</u>

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

ED GIRARDI, Chartered Accountant

Ontario Professional Foresters Association

Statement of Cash Flows

For the Year ended November 30

	2000	1999
Cash provided by (used for):		
Operations		
Net income for the year	\$ 76,825	\$ 4,192
Changes in non-cash working capital components:		
Prepaid expenses and deposits	(879)	(2,816)
Due to/from Ontario Professional Forestry Foundation	355	(1,328)
Accounts receivable	(2,524)	-
Accounts payable and accrued liabilities	2,035	(6,188)
Payroll liabilities	(845)	(1,480)
Prepaid membership fees	(67,969)	(37,115)
Due to Board of Forestry Consultants (Ontario)	(4,396)	-
	<u>(74,223)</u>	<u>(48,927)</u>
Increase (decrease) in cash during the year	2,602	(44,735)
Cash position, beginning of year	<u>172,622</u>	<u>217,357</u>
Cash position, end of year	<u>\$ 175,224</u>	<u>\$ 172,622</u>
 Cash position represented by:		
Cash	\$ 89,217	\$ 88,328
Investments	84,507	82,712
Accrued interest	1,500	1,582
	<u>\$ 175,224</u>	<u>\$ 172,622</u>

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

ED GIRARDI, Chartered Accountant

Ontario Professional Foresters Association

Statement of Members' Equity

As at November 30

	2000	1999
Members' equity, beginning of year	\$ 64,219	\$ 60,027
Net income for the year	76,825	4,192
Members' equity, end of year	<u>\$ 141,044</u>	<u>\$ 64,219</u>

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

ED GIRARDI, Chartered Accountant

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year ended November 30, 2000

1. General

The Ontario Professional Foresters Association, established in 1957, serves as a governing body for foresters, ensuring professionalism and environmental accountability. The Association is incorporated under the laws of Ontario and has no share capital.

2. Summary of Significant Accounting Policies

Revenue recognition

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

Investments

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

Capital assets

Council approved charging to expense purchases of office equipment for 1990 and subsequent years. In 2000 capital assets in the amount of \$5,201 were expensed.

Prepaid membership fees

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

Contributed services

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

3. Investments

The market value of the investments at November 30, 2000 was \$91,719 (1999: \$86,634).

4. Lease Commitment

The Association leases office premises at 27 West Beaver Creek, Richmond Hill, Ontario. Annual lease payments under the lease expiring April 30, 2001 are \$7,368. In addition, the Association is required to pay a pro-rata share of realty taxes and common maintenance costs.

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year ended November 30, 2000

5. Restatement

Income and expenses generated at the annual general meeting had previously been shown as an adjustment to members' equity rather than in current period operations. As a result of a change in the Association's view of these revenues and expenses they are now being disclosed in the current period's operations. The prior year's comparative figures have been adjusted to conform to the presentation being adopted in the current year.

MINUTES OF 2000 ANNUAL GENERAL MEETING

Victoria Inn, Thunder Bay – May 17, 2000

1. Call To Order

Riet Verheggen called the meeting to order at 1:15 p.m. Riet welcomed OPFA members and guests to the meeting and reminded everyone that the meeting is for the members of the Association to participate in the business affairs of their Association and therefore is open only to members only. Although associate members and guests are welcome to stay, only Registered Professional Foresters could be involved in the discussions and vote during the meeting.

2. Members and Proxies

The President noted that there were 66 members in attendance and that 141 proxies had been received.

3. In Memoriam

The meeting observed a moment of silence in memory of the members who had passed away since the last Annual meeting:

George Beare, Edward Bonner, A. Armstrong Boyle, Glenn Crombie, Edward Kraker, George Protich, William Steill and Kenneth Switzer

It was noted that OPFA has arranged for the planting of a tree in memory of each member who has passed away in the past year in the W.T.Foster Memorial Woods, part of the Metropolitan Toronto and Region Conservation Authority.

4. Approval of Minutes of 1999 Annual Meeting

Motion: Brian Callaghan/Paul Poschmann - "that the minutes of the 1999 Annual Meeting be approved as presented". **Carried.**

5. 1999 Resolution Update

OMNR Core Competencies – contact was made with OMNR and the OPFA did comment on the Silvicultural Effectiveness Monitoring Guidelines.

OMNR – RPFs Signing and Sealing Free-to-Grow Areas – letter of recommendation sent to OMNR. There has been no recent discussion and follow-up is in process.

Canadian Forest Service Centennial – a letter of congratulations was sent.

Ontario Forestry Association 50th Anniversary – a letter of congratulations sent.

6. Report of Council

Motion: Alec Denys/ Richard Macnaughton - "that the report of Council be accepted as presented". **Carried**

7. Report of Executive Director

Motion: John Sills/Faye Johnson - "that the report of the Executive Director be accepted as presented". **Carried.**

8. Finance

Auditors Report

Motion: Russ Hughes/John Cary - "that the Auditors report for the year ending November 30th, 1999 be accepted as presented". **Carried.**

Appointment of Association Auditor For The Year Ending November 30th, 2000

Motion: Judy Sewell/Paul McAlister – "that the firm of Caldana Girardi be appointed as Auditor for the Association for the year ending November 30th, 2000". **Carried.**

1999/2000 Budget

Rick Monzon reviewed the budget that had been approved by Council for 1999/2000.

9. Committee Reports

Board of Examiners

Motion: Faye Johnson/Mac Squires - "that the report of the Board of Examiners be accepted as presented". **Carried.**

Recognition and Awards

Motion: Jim Cayford/Mac Squires - "that the report of the Board of Examiners be accepted as presented". **Carried.**

Canadian Forestry Accreditation Board

Motion: Jim Cayford/Faye Johnson - "that the report of the Canadian Forestry Accreditation Board be accepted as presented". **Carried.**

Website

Motion: John Cary/Alf Aleska - "that the report of the Website committee be accepted as presented". **Carried.**

Membership Standards

Motion: Dave Wray/Craig Howard - "that the report of the Membership Standards Committee be accepted as presented". **Carried.**

10. Ratification of Actions of Council

Motion: Richard Macnaughton/Ken Armson - "that all acts, contracts, By-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Council and officers of the Association since the last Annual meeting of the Association to the date hereof, as the same are set out or referred to in the minutes of the Council, or in the financial statements submitted to this meeting, be and

the same are hereby ratified, approved, sanctioned and confirmed". **Carried.**

11. Amendments to By-laws

a) Honourary Membership

Motion: Susan Parton/Peter Street - "that section 3.01 of the By-laws be amended as per the suggested wording in the March 2000 edition of *The Professional Forester*" as follows:

"HONOURARY MEMBERSHIP"

A non-member who has made an outstanding contribution to the advancement of forestry in Ontario may be elected an Honourary Member of the Association by a unanimous vote of Council. Not more than one Honourary Member shall be elected in any given year and Honourary Members shall comprise no more than one percent of the total Association membership at any one time. Consideration of Honourary Membership shall be initiated by nomination in writing by at least six active Association members in good standing and all applications for Honourary Membership shall be approved by the Recognition and Awards Committee prior to Council election.

Honourary Members shall be exempt from payment of membership dues and shall enjoy the rights and privileges accorded to Active Members with the exception that they will not have voting rights."

Amendment to the Motion: Ken Armson/John Sills - "that the last paragraph of the proposed amendment be changed to read;

Honourary Members shall be exempt from the payment of membership

Dues and shall have the right to attend meetings, but not the right to vote.

Vote on the Amendment to the Motion – Carried.

Vote on the amended Motion – Carried.

It was noted that the previous recipient of this award would retain all rights and privileges previously accorded to him as a result of this award.

b) Date For New Council to Assume Office

Motion: Ken Armson/Brian Callaghan - “that section 6.01 of the By-laws be amended as per the suggested wording in the March 2000 edition of *The Professional Forester*” as follows:

“The affairs of the Association shall be managed by the Council. The Council shall consist of at least nine members: The President, Vice-President, Immediate Past President and at least six Councilors of whom two shall be elected from each section. The members of Council shall assume office on the first day of December or on the first day of the new fiscal year of the Association immediately following their election.”

Amendment to the Motion: **Ken Armson/Brian Callaghan** – “that the phrase *on the first day of December* or be deleted from the proposed amendment. Carried.

Vote on the amended Motion – Carried.

c) Code of Ethics

Motion: Faye Johnson/Norma Griffin – “that By-law No. 3 be amended as per the suggested wording in the March 2000 edition of *The Professional Forester*” as follows:

“ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

CODE OF PROFESSIONAL CONDUCT”

Members of the Ontario Professional Foresters Association observe the duties of their profession. Registered Professional Foresters honour their duties to citizens, employers, clients, fellow members and

Ontario’s forests. Registered Professional Foresters demonstrate their observation of these duties by embracing the following values:

Fidelity

Professional Foresters work in the interest of and with fidelity to citizens, employers or clients and fellow professional foresters. Professional Foresters provide services that are specifically related to employer or client objectives and requirements.

Integrity

Professional Foresters fully disclose any direct or indirect pecuniary interests and are obligated to take active measures to prevent the perception of any conflict of interest.

Credibility

Professional Foresters undertake work that they are competent to perform by virtue of their training and experience and, where advisable, retain and cooperate with other professional foresters and specialists. Further, Professional Foresters endorse only those plans, reports, maps and specifications that they produce or directly supervise.

Confidentiality

Professional Foresters hold as confidential, information concerning the business affairs, technical methods, processes or practices of employers or clients, to be disclosed only upon employer or client consent or compelling legal requirements.

Diligence

Professional Foresters disclose the consequences of any action that may be harmful to interests of stakeholders.

Respect

Professional Foresters maintain the honour and integrity of the profession and act at all times with responsibility and dignity. Further, Professional

Foresters are respectful of one another, conducting themselves with courtesy and good faith toward other professional foresters, celebrating each other's accomplishments.

A Commitment to Learning

Professional Foresters dedicate themselves to continuous improvement of their forestry science skills and use their knowledge and skills to aid public awareness of forestry in Ontario."

Amendment to the Motion: Brian Callaghan/Craig Howard – that the proposed amendment be titled *Code of Ethics*, not *Code of Conduct*. **Carried.** (1 opposed)

Vote on the amended Motion: Carried.

d) Mission Statement and Objectives

Motion: John Sills/Ed Hoffman - "that the Ontario Professional Foresters Association adopt the Vision Statement, Mission Statement and Objectives as presented in the March 2000 edition of *The Professional Forester*" as follows:

Vision Statement

"To be the voice of professional foresters in Ontario."

Mission Statement

"To actively contribute to the sustainability of Ontario's forests by assuring the highest professional standards of practice in forestry."

Objectives

"To advocate the highest standards of practice in accordance with scientific principles directed to achieving the objectives of the forest owner in the management of Ontario's forests."

"To establish, maintain and enforce high standards of professionalism for its members."

"To promote knowledge, skill, proficiency and improvement in the competency of its members in the practice of forestry."

"To take a proactive role in the development of forest policy and standards of practice in Ontario."

"To promote and strive to increase public awareness of the Association and the practice of forestry in Ontario."

Amendment to the Motion: Dave Winston/Rick Lambert – that the words 'professional forester' be capitalized as follows 'Professional Forester' wherever they appear in the Vision Statement, Mission Statement and Objectives. **Carried.** (11 opposed)

Vote on the amended Motion – Carried. (1 opposed)

12. Rules and Regulations 1999/2000

Motion: Paul Poschmann/Paul McAlister - "that the Rules and Regulations for 1999/2000 be accepted as presented". **Carried.**

13. Resolutions

Resolution No. 1 – Motion: T.H. Ballantyne/Susan Parton

Whereas: the Ontario Professional Foresters Association is interested in Sustainable forestry and the Canadian Model forest Program is preaching the same sermon,

Be It Resolved: that the Ontario Professional foresters Association through its Newsletter and other publications to its membership will publish acceptable articles produced by the Members of the Model Forest Group dealing with tried

and proven ways of practicing Sustainable Forestry.
Defeated.

Resolution No. 2 – Motion: Bob Robinson/Gordon King

Whereas: the Ontario Professional Foresters Association Website is an important window to the outside world in conveying information to the public about the Association and its business,

And Whereas: it is important to have a presentation quality website that will reflect the true professional nature of the Association,

Be It Resolved: that Council give consideration to the OPFA website being redesigned to provide increased utility and ease of use for members and public. **Carried.**

14. Other Business

- a) **Use of Seal policy** – it was noted that this item will be dealt with at a subsequent meeting.
- b) **Special Acknowledgement** – Richard Macnaughton called on the members present to acknowledge the efforts and contributions that Katherine Gill made to the OPFA during her tenure as Executive Secretary.
- c) **Thanks to AGM Organizing Committee** – John Sills thanked all of the members of the AGM Organizing Committee for all of their hard work in making the meeting a success – Paul McAlister, Herb Bax, Bruce Campbell, Roy Maki and Mac Squires.

15. Adjournment

Motion To Adjourn: Richard Macnaughton/Craig Howard,
Carried.

May 24, 2000