

ONTARIO
PROFESSIONAL
FORESTERS
ASSOCIATION

ANNUAL REPORT 2002



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COUNCIL

PRESIDENT: John Goodman, R.P.F.
PAST PRESIDNET: Riet Verheggen, R.P.F.
VICE PRESIDENT: John Cary, R.P.F.
EXECUTIVE DIRECTOR: Rick Monzon, R.P.F.
REGISTRAR: Rick Monzon, R.P.F.
COUNCILLORS
NORTHWEST: Mike Hay, R.P.F.
NORTHEAST: Robert Tomchick, R.P.F.
CENTRALWEST: Craig Howard, R.P.F.
CENTRALEAST: Martin Streit, R.P.F.
SOUTHWEST: Susan Jarvis, R.P.F.
SOUTHEAST: Dave Milton, R.P.F.
AT LARGE: Nick Baggs, R.P.F.

PUBLIC MEMBERS

Jim Parker
Margaret Wanlin
Deborah McGregor
Ray Riley
Ric Symmes

EXECUTIVE COMMITTEE

John Goodman, R.P.F.
John Cary, R.P.F.
Riet Verheggen, R.P.F.
Craig Howard, R.P.F.
Ray Riley

HEAD OFFICE

Rick Monzon, R.P.F., Executive Director/Registrar
Melissa Ginsberg, Administration
Susan MacLachlan, CE Program Co-Ordinator

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COUNCIL REPORT 2002

By John Goodman, R.P.F.
President

It is with great pleasure that I report to you the activities of your Council in 2002, a year, that saw your Association continue to move forward and break new ground as a regulator and as an Association.

As a regulator we completed our first year with public members on our Council. The presence of Margaret Wanlin, Deborah McGregor, Ric Symmes, Jim Parker and Ray Riley brought a new perspective to our business, a perspective that is greatly appreciated. Their strategic and business-like approach has made us more effective and I believe that we have made better decisions. In addition to participating on Council, these members also participated on the Executive Committee (Ray Riley), Registration Committee (Deborah McGregor), Complaints Committee (Margaret Wanlin) and the Discipline Committee (Jim Parker). Their advice has been very valuable and we look forward to their continued involvement. They are an outstanding group of individuals committed to assisting your Association as it moves forward and matures as a self-regulating organization.

An ongoing major initiative of Council is to ensure that the Association is properly

positioned to carry out its regulatory role. The first step in 2002 was the review of our Strategic Plan and the publishing of that document for the 2002 Annual General Meeting. In addition, Council has now agreed on a series of benchmarks identifying the progress that we intend to make over the next 5 years in achieving the plan's objectives. These benchmarks were published in the Professional Forester newsletter and have been posted on our website. We can now be held accountable on our ability over the next 5 years to achieve what we have identified. In addition, planning for a major awareness initiative began in 2002 immediately following the 2002 Annual General Meeting. The need for such an initiative was a continuing theme throughout that meeting and we acted on your advice. Implementation began in December of 2002, and incorporates a series of benchmarks to monitor success. The establishment of these benchmarks will go a long way towards achieving our awareness objectives. A copy of the initiative has also been published in the newsletter and placed on the OPFA website.

With the publishing of our Strategic Plan, Council adopted a new Team Contract. This contract governs the behavior of your Council and ensures that we all work together towards common goals. The contract sets out the responsibilities of Council as well as the procedural and

behavioral rules to be followed in meetings.

Included in Council's accomplishments this past year are the completion and publishing of the Scope of Practice Interpretation and the successful implementation of our mandatory Continuing Education program. The Scope of Practice Interpretation provides us with a clearer understanding as to the breadth of our scope of practice and provides a framework within which scope of practice decisions can be more easily made. The Continuing Education program, implemented in December 2001, underwent some restructuring in 2002 and a communications plan ensured that members were aware of changes and had the opportunity to express their views. In addition the CE committee established a province wide focus group to assist the committee in fine tuning the program. This group, consisting of some members of the Continuing Education committee and other OPFA members met on a regular basis throughout 2002 and all comments were reviewed to determine if any adjustments to the program were necessary. Each active member now has the responsibility to undertake continuing education activities, tabulate the specifics and report annually to the Association.

Once again, we enjoyed a very successful Annual General Meeting in Toronto on April 10 and 11, 2002. While it would be unfair of Council to take credit for

the AGM, Council can take credit for agreeing with almost every recommendation that Ken Armson and his able committee developed. This meeting was the first involving a detailed discussion on ethics and some perspectives on what it means to be a Registered Professional Forester. R.P.F. Ken and his committee deserve our congratulations.

Part of the ongoing "repositioning function" involves the review of new legislation relative to potential impacts on your Association's regulatory capacity. In 2002, this involved;

- The review and preparation of comments on the pending Personal Information and Privacy Act,
- The review and preparation of comments on the Consumers Business Protection Act,
- the Oak Ridges Moraine
- the National Forest Strategy for 2003-2008
- the Provincial Smart Growth Strategy,
- The development of the OPFA position on the Review of the Timber EA was a comprehensive task involving consultants, Council and individual Association members. I am particularly pleased with our position and I expect the MOE to

address the key issues we identified.

In addition to its direct responsibility for the governance of the affairs of the OPFA, Council continued to support the activities of the Canadian Forestry Accreditation Board and the Canadian Federation of Professional Foresters Associations.

Towards the end of this past year, Council took the first steps on two new initiatives as requiring action in 2002 and beyond. The first of these is the development of an OPFA mentoring program to assist new members both in the application process and in the early years of membership in the OPFA. A proposal on this topic will be considered by Council in 2003 and will be referred to the Executive Committee for further study and development in consultation with the Registrar.

The second involves the need to examine the feasibility of increasing the opportunity for graduates from other than forestry programs to become members of the OPFA. This "Inclusivity Project" was discussed with many of you at the 2002 Regional Information Sessions. The project is based on the assumption that the roles and responsibilities of RPFs have and will continue to change over time. If this is the case, it follows that we must examine if the membership standards that are in place are appropriate or whether they should be adjusted to reflect the

changing roles and responsibilities. This project will examine a model whereby graduates from a number of university degree programs might be eligible for membership in the Association and where the RPF designation is reserved for one class or type of membership within the Association. This model would emulate the model used by the Professional Engineers of Ontario whereby graduates from electrical, mechanical, civil and chemical are all designated as Professional Engineers. This model reflects the fact that there are enough core engineering elements in each of the aforementioned degree programs for graduates to be considered to be professional engineers in their own right. Does a similar situation exist in forestry to-day? Do core elements exist within forestry and other degree programs to warrant consideration as Professional Foresters? This is a long-term project and one that will have to be carefully developed with ongoing consultation with the membership and other provincial associations.

Throughout the year, Council continued to be supported by Rick Monzon, R.P.F. our Executive Director and Registrar and by Melissa Ginsberg his Administrative Assistant. You will have noted that many of our documents have a more professional appearance than in the past. Many thanks to Melissa for assuming this task and for doing such a great job. My personal thanks to Rick

for his unflagging and outstanding leadership as Executive Director. He continues to have us think strategically, develops common sense options for incipient issues and communicates effectively with all of our members.

Finally I would like to thank all of the members of the 2002 Council for their assistance over the past year. Nick Baggs, R.P.F., John Cary, R.P.F., Craig Edwards, R.P.F., Mike Hay, R.P.F., Susan Jarvis, R.P.F., David Milton, R.P.F., Martin Streit, R.P.F., Rob Tomchick, R.P.F., Riet Verheggen, R.P.F. and all of the public members who I mentioned before have worked very hard on your behalf and it has been very much appreciated.

Finally let me thank all members for their support during the year – it has been outstanding. I know that John Cary can count on your assistance as we continue down the road of self-regulation and Association maturation.

Thank you for allowing me to serve as your President over this past year.



President

EXECUTIVE DIRECTORS REPORT

By Rick Monzon, R.P.F.
Executive Director/Registrar

INTRODUCTION

My report for 2002 is broken into four components, each dealing with a different element of the Association's business operations. The Council Report of 2002 indicates that the Association continues to make progress and move forward and I believe that this report will be consistent with that overall theme.

POSITIONING THE ASSOCIATION

The positioning of the Association to fully discharge its regulatory responsibilities is an ongoing activity. The Complaints and Discipline committees became fully operational in 2002 and a number of training sessions were held for committee members so that they could become familiar with their specific roles and responsibilities. Formal training sessions were held on:

- How to Handle a Complaint
- How to Conduct an Investigation
- How to Conduct a Hearing
- How to Write Reasons

In addition a formal protocol was developed as to the steps to be followed when a complaint is referred to the Discipline Committee. Since The Professional Foresters Act 2000 was passed, no complaints have been received and we have not been advised of any incidents of unauthorized practice.

Adjustments were made to the by-laws in 2002, to reflect compliance with our new legislation. By-law No. 1 was amended to provide the authority for the delegation of powers and duties to the Executive Committee. By-law No. 4, a by-law respecting the principles and standards of practice for the practice of professional forestry was passed to incorporate our Standards of Practice into our by-laws and By-law No. 5 – a by-law respecting continuing education as a requirement for the maintenance of membership in the Ontario Professional Foresters Association was passed to incorporate our new mandatory continuing education program into the by-laws of the Association.

The Association issued its first Practice Bulletin in 2002, on the subject of Good Forestry Practice. The bulletin was well received and provides guidance to members with respect to the determination of adherence to ethics, professional misconduct and a process of determination.

Internally, the Association considered and adopted an anti-harassment policy to

formalize its commitment to providing a safe and respectful work environment for all staff. The policy statement has been posted in the Association's office.

Financially, the Association has finished the year with a small surplus that will be added to the OPFA's financial reserve. As of November 1, 2002, the reserve totaled some \$175,000.00. The details on the 2002 revenues and expenditures can be found in the Auditor's Report that comprises a part of the Annual Report of the Association.

AWARENESS AND PROMOTION

An important initiative this year was activity in response to the realization of a continuing decline in enrollment in forestry schools across North America and abroad. While the reasons behind this have not been specifically determined, it was noted that in Ontario, there was no material available for high school students that spoke to the merits and opportunities of a career in forestry. As a result the OPFA developed and published a brochure on forestry as a career entitled "Through the Trees". The brochure was designed by 2 students. Copies have been sent to all high schools in Ontario and to all OPFA members. In addition John Goodman has agreed to Chair the OPFA/CIF Liaison Committee

which has this issue as a priority item for 2003. One initiative might be the establishment of a network of members across the province who will undertake to contact high schools in their local areas and volunteer their time to speak to the students on this subject. They will be supported by additional promotional material from the Association.

In addition, the Association maintained a presence at a number of forestry and regulatory related events, which while not always directly related to the business of the OPFA; did provide for some ongoing presence, profile and by association, awareness of the OPFA and the mandate of the regulation of the practice of professional forestry in Ontario. These events included but are not limited to membership of Advisory Boards of the Faculty of Forestry, University of Toronto and Lakehead University, providing advice to the Agrologists on the process leading to self-regulation, Trees Ontario Foundation and the development of a new tree planting program for private lands in Ontario, attendance at the 2002 Urban Forests Conference, and the International Ploughing Match.

GOVERNMENT RELATIONS

Our specific government relations activities have already been mentioned in the Council

report. I will not repeat them here. However it should be noted that this "activity" is not just limited to providing direct input to "provincial" issues. Given our position as a regulating agency it is important that the Association is aware of the direction in which government is moving on the issue of self-regulation and in particular on the management of Ontario's forests. Therefore, the development and maintenance of a current network within the regulators' areas of interest is critical. The success of this network contributes to the provincial recognition of the Association and to its subsequent involvement in issues of significance both as a regulator and with respect to the accomplishment of its mandate.

SERVICE IMPROVEMENTS

On the service side, we successfully introduced a new format for the Annual Fees Notice including a joint fee arrangement with CIF/IFC. This offers OPFA members a 20% discount on their CIF/IFC fees if paid along with the OPFA fees and a financial incentive to become a CIF member. It is evidence of a growing partnership between the two organizations. On the issue of improved communication with members, a new Newsletter format has been introduced and the Association has now established an email list service through cyberus. This will enable the

Association to communicate with all members by email instantaneously. We are in the early stages of effectively using this new service and the intent is to be able to communicate effectively when needed. It is not the intention to use this capability for non-essential business.

Finally, some will note that we have signed on with a new insurance provider – Lombard Insurance – in an effort to keep premiums at a reasonable level and provide a positive level of service for members.

SUMMARY

I think you will agree that this is another positive report and while we will face some challenges, we are properly positioned to deal with them.

Rick Monzon, R.P.F.
Executive Director

MEMBERSHIP STATISTICS

Membership Category	2002	2001	2000	1999
New R.P.F.'s	25	30	26	19
Reinstatements	3	9	2	6
Transfer from Inactive	0	0	0	1
Resignations	5	4	16	19
Transfer to Inactive	3	3	3	2
Deceased	5	5	2	8
Struck	6	9	1	1
R.P.F.'s at Year End	864	841	829	820
Life	128	130	131	127
Full	636	620	595	589
Non Resident	68	68	83	87
Inactive	32	23	20	17
Associates	12	2	X	X
Provisional	21	12	11	11
Students	5	3	4	4

REGISTRATION COMMITTEE REPORT

By Faye Johnson, R.P.F.
Chair

The Registration Committee has now completed its first full year of operation under the Professional Foresters Act 2000.

The Registration Committee met 6 times in 2002, either in person (once) or via teleconference (five times). The Registration Committee continued to deal with the interpretation of the new Act and By-laws at many meetings this past year. The committee discussed and made decisions on various business areas of the Registration Committee including application forms, tracking exam candidates, membership categories, scope of practice, grand parenting guidelines, academic standards, the forest management exam and mentoring. It had special meetings to discuss our strategy of becoming a more inclusive organization, and hopes to have a strategy for exclusivity in place by December 2003.

The Registration Committee reviewed many applications for membership during 2002. In all 37 new members were accepted into the OPFA, including 10 new Associate members.

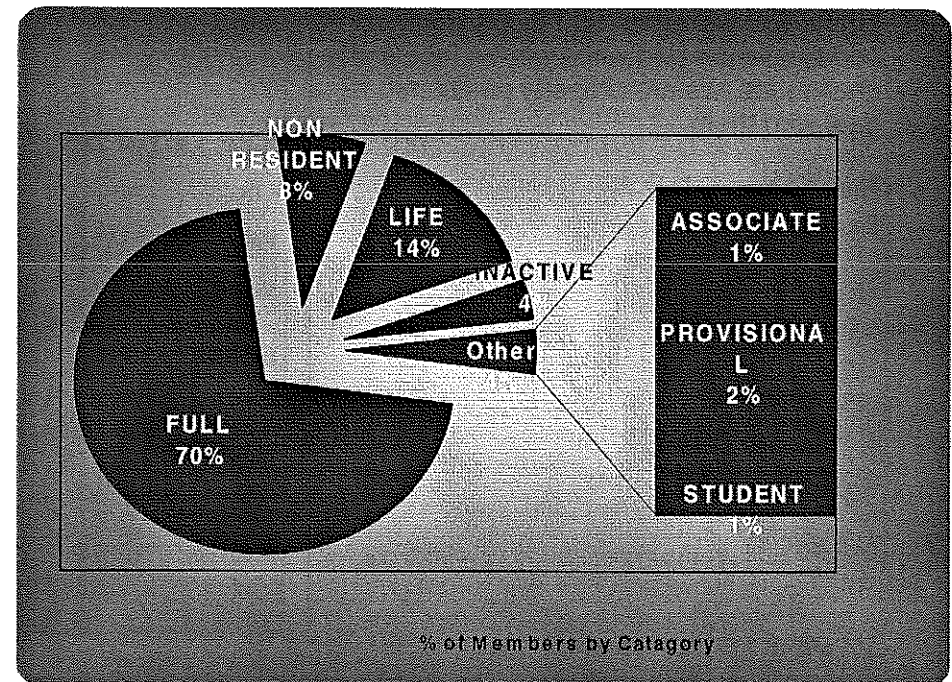
One Provisional member, Paul Kallioinen, successfully completed nineteen examinations and is now an R.P.F. This is the first time that a person has received their designation using this method since 1990.

John Christian and Gary Murchison completed their terms as Committee members and stepped down in November 2002.

Jim Turner has joined the Committee and both Deborah McGregor and Susan Jarvis will continue as the public member of Council and elected member of Council, respectively, for one more year.

Committee Members:

Matt Hollands, R.P.F., Paul Poschmann, R.P.F.,
Reino Pulkki, R.P.F. Carol Walker-Gayle, R.P.F.,
Susan Jarvis, R.P.F., Deborah McGregor
Jim Turner, R.P.F.,
Gary Murchison, R.P.F. (to November, 2002)
John Christian, R.P.F. (to November, 2002)



CONTINUING EDUCATION REPORT

By Mona Wiltshire
Co-Chair

The Continuing Education Committee (CEC) has worked very hard for the achievement of the OPFA Continuing Education goals over this past year. We would like to thank everyone who generously assisted us in attaining these goals.

The year 2002 was a very productive and rewarding one in regards to Continuing Education (CE). CE is now mandatory for all Full, Associate and Non-resident members. These members have officially embarked on a continuous program of lifetime learning to ensure that they are practicing at a high standard of competency required by the Association in order to protect the public interest.

Other noteworthy events of this past year include the hiring of a Continuing Education Program Coordinator in February for a 6-month contract. The main goal was to restructure and increase awareness of the CE Program (CEP). With this restructuring came minor revisions that were approved by Council on June 5th, 2002. The official CEP was then distributed to all members of the Association via the July '02 edition of the Professional Forester newsletter. The CEP Guidelines can also be viewed on the OPFA website.

The CEC was also busy with other aspects of Continuing Education, such as the set up of a focus group, the provision of credit assessments, and the updating of Continuing Education information on the website.

The CE Focus Group was developed to identify questions or concerns regarding the CEP and in helping the CEC in evaluating

the success of the Continuing Education Program in it's first year. The Focus Group is up and running well with feedback coming in on a weekly basis. The information is compiled and then passed on to the CEC for review and consideration.

With regards to credit assessments, the CEC developed two protocols. One for members to follow when evaluating their own CE credits and one for the Registrar and the CE Committee to follow for assessments received from outside course providers. So far the Lead Assessors have assessed approximately 10 courses/events which were then posted on the OPFA website. The Committee and Lead Assessors are expecting lots more for the year to come, due to a push to communicate this service to outside course providers.

The CE portion of the OPFA web page has gone through a major upgrade this past year. The OPFA is looking into ways of improving how information is disseminated to OPFA members, an area that will be further developed in the year to come.

A credit reporting system is now in place for members when renewing their membership. The reporting system is one in which members fill out their Annual Fees Notice form and fill in their credits obtained in the last year. This information will then be recorded in the OPFA Database situated at Head Office in Innisfil. The database will compile all the credits for each individual member and allow the Administrator and the Registrar the ability to assess the amount of credits each member has obtained over a rolling 3-year period. To date 400 out of approximately 650 members have reported CE Credits. Out of the 400, 147 have reported 0 credits. The average credits reported is 51, the lowest reported credit amount thus far is 1 and the highest reported credit is 401.

The CEC is continuing to develop ways of improving and promoting CE within the Association and assisting members in attaining their CE requirements.

The Continuing Education Committee also maintains several pages on the OPFA website, both the public and members sides, with the goal of providing information about the Continuing Education Program, recording CE Credits, and posting notices of upcoming events, courses, and seminars.

CE Committee Members:

Norma Griffin, R.P.F. Co-Chair
 Susan MacLachlan, CE Program Coordinator
 Melanie Mathieson, R.P.F.
 Dave Archibald, R.P.F.
 Dave Winston, R.P.F.
 Mike Clarke, R.P.F.
 Richard Macnaughton, R.P.F.
 Kenneth Brown

WEBSITE COMMITTEE REPORT

By John Sellers, R.P.F.
 Chair

The Website Committee is pleased to present and maintain the OPFA's website. The site reflects this professional association, its activities and members. The Website Committee is dedicated to continually upgrade and improve on the effectiveness of the OPFA website. Currently revised standards for the site are being processed and soon to be implemented.

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 through the Associations website;
- ☐ To assist the Association to improve communications to members and enable the OPFA pursue opportunities to reduce operational costs; and
- ☐ To enhance the ability of the Association to serve its various committees.

Members are encouraged to view the Member's side of the web site for the most up-to-date and complete information.

The implementation of a new entry page has assisted in this. The public side of the website does NOT include the level of detail as is on the Member's side. The Member's side also enables participation in the Polling

SITE VISITATION STATISTICS

TIME PERIOD	PUBLIC SIDE	MEMBERS SIDE
Dec. 2002	233	861
Jul. 2002— Dec. 2002	852	4394

questions.

The OPFA website continues to be well used, including the search capability.

The Member's side now includes information about Council members and meeting minutes as well as Recent News, Continuing Education opportunities including events, courses and credit information, Current Events and other Issues. The Membership Directories will be revised early in 2003.

The various Committees of the Association are being encouraged to post information such as meeting minutes and other reports to assist in keeping members up to date. Members are encouraged for their input as well. Comments, ideas and news articles are always welcome.

Web Site Committee Members:

Dave Legg, R.P.F., Bob Robinson, R.P.F.,
 Fred Dewsberry, R.P.F., Lorne Riley, R.P.F.
 Roxanne Comeau, R.P.F.

CFAB REPORT

James H. Cayford, R.P.F.
OPFA Representative

This report, prepared for the OPFA, summarizes the activities of the Canadian Forestry Accreditation Board (CFAB) for the period November 1, 2001 to December 31, 2002.

The Board is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional registration. Its role is to implement a national accreditation process mandated under a Policy Statement agreed to by its member agencies.

Board Membership

The Board is comprised of one representative from each of the registered professional foresters/ingenieurs forestiers associations in Canada and from the Canadian Institute of Forestry. In addition to regular members, each organization has designated an alternate member.

Accreditation Activities

Although no regularly scheduled accreditation visits were conducted during the period under review, an interim accreditation review of the Forest Sciences Program, University of Moncton was carried out on January 24-25, 2002. This review followed substantive changes

which had been made to the organization and content of the program. The Board determined that the reorganized program continues to satisfy the requirements of the Policy and accordingly the current accreditation continues to its normal end date of June 30, 2004.

Plans were finalized for accreditation site visits to the

AGENCY	REPRESENTATIVE	ALTERNATE
Association of British Columbia Professional Foresters	Peter Marshall, R.P.F.	Jerome Marburg, L.L.B.
Association of Newfoundland-Labrador Registered Professional Foresters	David Sharpe, R.P.F.	Bill Buggie, P.Eng.
Association of Registered Professional Foresters of New Brunswick	Stephen Hoyt, R.P.F. Chair	Gilles Couturier, R.P.F.
College of Alberta Professional Foresters	Janet Schiff, R.P.F.	Harry Archibald, 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.
Registered Professional Foresters Association of Nova Scotia	Tom Smith, R.P.F.	Ian Millar, R.P.F.
Canadian Institute of Forestry/Institut forestier du Canada	Bruce Dancik, R.P.F.	Vidar Nordin, R.P.F.

University of Northern British Columbia (UNBC) in February 2003 and to Laval University in March 2003. The OPFA representative will be one of the members of the UNBC site visit team.

During the year the Board considered the site visit report of the informal review of the Forest Engineering Program (FE), University of New Brunswick that had been undertaken in the fall of 2001. The purpose of the review was to identify essential differences between the academic content of the FE Program and the Academic Standards of the CFAB. The Board determined that there are a number of significant deficiencies. The report and the determinations of the Board were provided to CFAB member agencies.

Accreditation Policy

The Board reviewed and gave final approval to both the English and French versions of the revised Manual of Evaluation Procedures for Site Team Visits.

These manuals provide guidance for future accreditation undertakings. This was the final accreditation policy appendix to be revised in accordance with policy revisions approved in 1999.

Board Meetings

The Board met once in Toronto on April 13, 2002 and three times by teleconference - December 17, 2001, February 21, 2002 and November 26, 2002. Principal topics for the sessions included the interim accreditation review of the Forest Sciences Program, University of Moncton, the report of the informal review of the Forest Engineering Program, University of New Brunswick, the reporting of program changes to the Board by the forestry schools, and the accreditation visit schedule for 2003.

Curriculum and Program Changes

The Board received information on program and curriculum changes from the Faculty of Forestry, University of Moncton

and from the Faculty of Forestry, University of British Columbia.

Finances

It is anticipated that CFAB expenses for the year 2002 will be approximate \$22,100 as compared with an initial budget of \$31,200. Lower costs were incurred for the Executive Director, site visits, meetings and travel. The proposed budget for 2003 is \$36,145 reflecting two site visits; the estimated total assessment for the year is \$26,800.

Other Activities

Annual reports were received from all schools having a baccalaureate degree program in forestry and a synthesis report was prepared and distributed to CFAB member agencies with copies to members of the Association of University Forestry Schools in Canada (AUFSC). The report includes enrollment information summarized by the AUFSC which reveals that undergraduate enrollments have declined continually since

1998/99 with a decrease of 15.2 per cent between 2000/01 and 2001/02.

The Executive Director attended the Ottawa meeting of the AUFSC held on April 23, 2002 to discuss program change notification procedures and other matters of mutual interest.

The Board continues to be a member of the Canadian Federation of Professional Foresters (CFPFA) and participated in several CFPFA teleconferences and in its regular meeting held in North Bay, Ontario in late September. The Board continues as a member of the Association of Accrediting Agencies of Canada (AAAC). The annual report of the Board was published in the March/April 2002 issue of The Forestry Chronicle.

The CFAB website was completed and went on-line early in 2002. All content is in both official languages and information is regularly updated. The site may be visited at www.cfab.ca.

FINANCE COMMITTEE REPORT

By Bob Burgar, R.P.F.
Chair

The Finance Committee held 3 meetings during the year to make recommendations to Council concerning the Association's finances.

1. Guiding Principles for Budget Preparation

The Committee prepared a set of guiding principles for use by the Association in the preparation of the Annual Budget.

2. Proposed Budget for 2002-2003

The Committee reviewed the Association's proposed budget for 2002-2003. It was determined that the "guiding principles" had been incorporated into the proposed budget. The committee made some minor adjustments to the draft budget and recommended that the revised budget be approved by the Executive Committee. The Executive Committee and Council approved the revised budget for a total expenditure of \$289,000.

3. Review of OPFA Investments

The Committee reviewed the OPFA investment portfolio and found it to be in order. The Committee endorsed the investment strategy that is currently being followed.

4. OPFA Reserve

The present status of the Reserve Fund was reviewed and found to have reached the \$80,000 approved by Council. The Committee recommended that the Reserve Fund be

maintained at this level.

5. OPFA Contingency Funds

The Committee found that the Contingency "Reserve" of the Association is presently at \$100,000. The Committee recommended that a sum of \$5,000 be included in the budget until such time as the "Reserve" and "Contingency" together total \$200,000. This amount should be maintained on an ongoing basis for unforeseen emergency purposes.

6. Communications

The Committee suggested that Council continue to make members aware of the rationale supporting Council decisions on the annual budget via newsletter articles, website and regional and local meetings.

Committee Members:

John Cary, R.P.F., Lloyd Eckel, R.P.F.
Bohdan Kowalyk, R.P.F., Dave Winston, R.P.F.

Recognition and Awards Committee Report

By Lorne Riley, R.P.F.
Chair

Following last year's call for nominations, the Recognition and Awards Committee selected one member of the Association to honour for the 2001 award year. **Duncan Naysmith, 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". The award was presented at the May AGM in Toronto.

No nominations were received for the *Forester-of-the-Year Award* which recognizes notable achievement by a more recently registered member of the Association. 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.

The services to the Association of a number of other members were recognized during the awards presentations at the AGM. Certificates of Appreciation were presented to:

Ian Armstrong, R.P.F. for four years of service on the Registration Committee

Alec Denys, R.P.F. for his leadership as Past President during 2000/2001

Art Herridge, R.P.F. for his four-year presidency of the Ontario Professional Foresters Foundation

Rob Keen, R.P.F. for his service as Vice-President during 2000/2001

Richard Macnaughton, R.P.F. for his many contributions as Chair of the OPFA/CIF Liaison Committee from 1997 to 2001

Lorne Riley, R.P.F. for his three-year tenure as Chair of the Membership Standards Committee

Ed Tear, R.P.F. for his many contributions as Councillor, Northeastern from 1999 to 2001

Each recipient has contributed time and energy to the activities of the Association and has helped further the programs of the Association. Their efforts on our behalf are much appreciated. Thank you, one and all, for helping to make the OPFA a strong and enduring entity.

Award announcements were published in the June 2002 issue of *The Professional Forester*.

The Committee maintained its contributions to *The Professional Forester* during the year with a salute to the aforementioned award winners in the June 2002 issue and to long-time member **George Willard Phipps, R.P.F.** who passed away in 1988.

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.

I would like to acknowledge the contributions of 3 former members who left the Committee during the year: **Bob Haig, R.P.F.**; **Debra MacEwen, R.P.F.** and **Mac Squires, R.P.F.** Their involvement in the work of the Committee over the past several years has been most welcome and helpful. Finally, I wish to welcome two new members to the Committee - "Old Bill" (a.k.a. **Bill Fullerton, R.P.F.**) and **Kevin Reese, R.P.F.** Bill has agreed to coordinate the tribute article contributions to *The Professional Forester*. He is a recipient of the *Honoured Professional Award*. Kevin is a recipient of the *Forester-of-the-Year Award*. Both have made their presence felt already.

Committee Members:

Jim Coats, R.P.F.
Jim Cayford, R.P.F.
Bill Fullerton, R.P.F.
Jack Harrison, R.P.F.
Kevin Reese, R.P.F.

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ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING April 10-11, Toronto, Ontario

MINUTES

1. Call To Order

John Goodman called the meeting to order at 1:45 p.m. John welcomed all OPFA members and guests to the meeting and reminded everyone that the meeting was for members of the Association and that only members were able to participate and vote in the business affairs of the Association. Guests were welcome to stay but could not participate in the discussions or votes.

2. Members and Proxies

The President noted that there were 50 members in attendance and that 46 proxies had been received.

3. In Memoriam

The President asked for a moment of silence in honour of those members who had passed away in the past year.

George Cameron, R.P.F.
Stan Morris, R.P.F.
Victor Sleep, R.P.F.
Wayne Nakumura, R.P.F.
Ethan Caldwell, R.P.F.
Don Richardson, R.P.F.

4. Approval of Minutes of 2001 Annual General Meeting

Motion: Ken Armson/John Cary – “that the minutes of the 2001 Annual General Meeting be approved as presented”. **Carried**

5. 2001 Resolution Update

Poll of Members Regarding Scheduling of the Annual General Meeting

As a result of the resolution, the membership was polled in the spring of 2001 with respect to their preferences for the timing of the Annual General Meeting. The results of the poll clearly indicated an early spring meeting that would not interfere with the spring tree plant. Early to mid February, April or May were the dates of choice of the majority of the members (31) who responded to the poll.

Annual Use of One-Day Technical Workshops at Annual General Meeting

Council has agreed that the technical workshops that contribute to the Association Defined Aspect of the Continuing Education program should be a part of each Annual General Meeting commencing with the 2002 meeting.

Develop an Annual General Meeting Planning Manual

A formal Annual General Meeting Planning Manual has not yet been developed.

A draft of some of the components had been developed for use by the 2002 AGM Committee and that committee will be developing new material and revising the original draft where appropriate to create a manual for use by AGM committees in the future.

Expression of Appreciation for 2001 Annual General Meeting

Council was not required to take any action on this item.

6. Report of Council

Motion: Riet Verheggen/Matt Hollands - "that the report of Council be accepted as presented". **Carried**

Report of Executive Director **Motion:** Peter Williams/Martin Litchfield - "that the report of the Executive Director be accepted as presented". **Carried**

8. Finance

Auditors Report

Motion: Caroline Mach/Riet Verheggen - "that the Auditors report for the year ending November 30th, 2001 be accepted as presented". **Carried**

Appointment of Association Auditor For The Year Ending November 30th, 2002

Motion: John Cary/Susan Jarvis - "that the firm of Caldana Girardi is appointed as Auditor for the Association for the year ending November 30th, 2002". **Carried.**

2001/2002 Budget

The President asked if there was any need to review the budget that Council had approved for the current year. No need was identified.

Committee Reports

Board of Examiners

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

Recognition and Awards

Motion: Jim Coats/Bruce Ferguson - "that the report of the Recognition and Awards Committee be accepted as presented". **Carried.**

Canadian Forestry Accreditation Board

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

Website

Motion: Lorne Riley/Ken Armson - "that the report of the Website committee be accepted as presented". **Carried.**

Membership Standards

Motion: Lorne Riley/Martin Litchfield - "that the report of the Membership Standards Committee be accepted as presented". **Carried.**

OPFA/CIF Liaison

Motion: Brian Barkley/Faye Johnson - "that the report of the OPFA/CIF Liaison Committee be accepted as presented". **Carried.**

Continuing Education

Motion: Dave Winston/Mike Clarke - "that the report of the Continuing Education Committee be accepted as presented". **Carried.**

11. Ontario Professional Forestry Foundation

Tom Griffiths (OPFF President) gave a short presentation on the work of the Foundation to date including the revised mandate of focusing on support of education relating to professional forestry. **Ratification of Actions of Council**

Motion: Ken Armson/Jim Coats – “that all acts, contracts, By-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Council and officers of the Association since the last Annual meeting of the Association to the date hereof, as the same are set out or referred to in the minutes of the Council, or in the financial statements submitted to this meeting, be and the same are hereby ratified, approved, sanctioned and confirmed”. **Carried.**

12. Amendments to By-laws

a) Description of the boundary of the Northern Region

The amendment will adjust the boundary of the Northern Region so members in New Liskeard will be within the Northern Region as opposed to the Central Region. The rationale for the change is that, from a forestry standpoint, New Liskeard is more directly connected northward to Kirkland Lake and Timmins as opposed to a southerly connection with North Bay, Sudbury and Sault Ste. Marie.

Motion: Matt Hollands/Peter Williams- “that the description of the Northern Region as it presently exists in Appendix A to by-law No. 1 be replaced with the following: Includes all members in Ontario living northerly or westerly of a line commencing on the north shore of Lake Superior at the south-west corner of Range XXIII, Township 33, and running north until it reaches the northwest corner of Downer Township; thence east along the northern

boundary of Downer, Mercer, Cross and Arnott Townships; thence south along the east boundary of Arnott Township to the south-east corner of Newlands Township; thence east to the north-east corner of Schofield Township; thence south to the north-east corner of Minnipuka Township; thence east to the north-east corner of Concohar Township; thence south to the south-east corner of Lougheed Township; thence east to the north-east corner of Frey Township; thence south to the north-west corner of Northrup Township; thence east to the north-east corner of Semple Township; thence south to the south-east corner of Hodgetts Township; thence east along the northern boundary of Leask, Valin, Haftschel, Selkerk, Dundee, Acadia, Shelburne, Canton, Aston, Banting and Best Townships to the point of intersection with Gillies Limit Township; thence following the southern boundary of Gillies Limit Township to the north-west corner of South Lorrain Township; thence south to the south-west corner of South Lorrain Township and thence easterly along the southern boundary of South Lorrain Township to the point of intersection with the Quebec border”.

In Favour - 45

Opposed - 0

Carried.

b) Nomination Process (Council)

This is an amendment to Section 6.7 of the by-laws (Nomination of Council Members). The amendment does not change the steps in the process, but does change the dates within the process. This will result in a speedier and more timely determination of the members of the incoming Council in upcoming years.

Motion: Faye Johnson/Peter Williams – “that Section 6.7 of the by-laws be replaced with the following:

3. The Nominating Committee will submit a list of all the nominations, including those received from the members and those identified by the Nominating Committee, to Council by June 1 of each year.
4. The Executive Director shall prepare a ballot containing the names of all candidates nominated for the various offices and mail such ballot to each member by July 15th of each year. The poll shall close at 5 p.m. on the last day of August. All ballots received by the Executive Director after that day shall not be counted.5. The Executive Director shall count the ballots and the results witnessed by two members of the Association. The Executive Director shall report the results to Council by September 30th of each year."

**In Favour – 43
Carried.**

Opposed - 0

c) Temporary Membership

This amendment applies to Section 3.1 (f) of the by-laws. The proposal is to repeal this sub-section from the by-laws and remove the category of Temporary Membership from the by-laws. The category has been determined to be unworkable in practice and involves a bureaucratic process that is not timely and of limited value. It is also contrary to the spirit of the recently signed Mutual Recognition Agreement that has the effect of expediting the process of enabling Registered Professional Foresters to have access to employment opportunities in their occupation in all provinces and territories in Canada.

In place of this membership category, the Guidelines For Full Membership will be amended so that Registered Professional Foresters from other jurisdictions, who in the course of their

employment are required to engage in the practice of professional forestry in Ontario, will require a Practice Permit to be issued by the Ontario Professional Foresters Association. This permit will be in the form of a letter from the Registrar providing the authority for the Registered Professional Forester in question to work in Ontario for the duration of the contract. Permits will be issued for 3-month increments with a fee of \$105 per increment, payable at the beginning of each increment. Practice Permits may be issued for a maximum period of 1 year beyond which full membership in the Ontario Professional Foresters Association will be required.**Motion:** Craig Howard/Faye Johnson – "that Section 3.1 (f) of the by-laws be repealed and that the Guidelines For Full Membership be amended to reflect the need for the application and issuance of Practice Permits as previously discussed."

In Favour - 38

Opposed - 0

Carried.

13. Rules and Regulations 2001/2002

Motion: Cat Cybulski/Judy Sewell – "that the Rules and Regulations for 2001/2002 be accepted as presented". **Carried.**

14. Resolutions

Resolution No. 1 – Motion: Faye Johnson/Riet Verheggen

Whereas; the Ontario Professional Foresters Association is made up of foresters who have a lot of pride in their organization and,

Whereas; the Ontario Professional Foresters Association wishes to recognize those members for their support of the organization through continuous membership, Whereas; the Ontario Professional Foresters Association is made up of foresters who have a lot of pride in their organization and,

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Whereas; the Ontario Professional Foresters Association wishes to recognize those members for their support of the organization through continuous membership,

Be it resolved; that Council give consideration to the adoption of a policy that members receive a lapel pin for their years of continuous membership as follows;

Foresters with 5 years continuous membership with the OPFA will receive a pewter colored pin:

Foresters with 10 years continuous membership with the OPFA will receive a bronze colored pin: Foresters with 15 years continuous membership with the OPFA will receive a silver coloured pin;

Foresters with 25 years continuous membership with the OPFA will receive a gold coloured pin:

Carried.

Resolution No. 2:

Motion – Lloyd Eckel/Jim Coats

Whereas; the 2002 Annual General Meeting is the second meeting of the OPFA as a regulatory body for licensing foresters in Ontario and,

Whereas; the 2002 AGM Committee provided an informative field trip and a vigorous discussion of the implications for licensing foresters in Ontario,

Be It Resolved: that members present express their appreciation to the organizing committee for an excellent Annual General Meeting
Carried.

Other Business

2003 Annual General Meeting

The President indicated the next Annual Meeting would likely be held in Northeastern Ontario and requested that those interested in organizing the event should make their suggestions known to Council.

Acknowledgements

The President acknowledged the excellent organization and design of the 2002 Annual Conference and thanked the organizers Ken Armson (Chair), Terry Schwan, Rick Lambert, Ed Borczon, Caroline Mach, Carol Walker-Gayle, Melissa Ginsberg, Tom Griffiths, John Cary, and others.

16. Adjournment

Motion: Ken Armson/John Cary – “that the 2002 Annual General Meeting be adjourned”. **Carried.**

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

10211 Yonge Street, Suite 206
Richmond Hill, Ontario
L4C 3B3

Telephone: 905-884-8644
Fax: 905-884-6992

AUDITOR'S REPORT

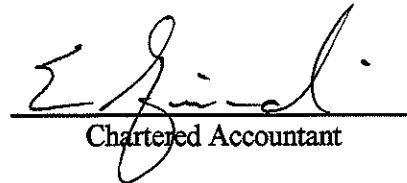
TO: The Members of the Ontario Professional Foresters Association

I have audited the balance sheet of Ontario Professional Foresters Association as at November 30, 2002 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, 2002 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
February 28, 2003


Chartered Accountant

Ontario Professional Foresters Association

Balance Sheet

As at November 30

	2002	2001
Assets		
Current		
Cash	\$ 15,671	\$ 58,197
Accounts receivable	16,427	18,940
Due from Ontario Professional Forestry Foundation	1,064	1,064
Prepaid expenses and deposits	3,042	3,042
	<u>36,204</u>	<u>81,243</u>
Other		
Investments (Note 3)	168,721	129,034
Accrued interest	2,969	2,095
	<u>171,690</u>	<u>131,129</u>
	<u>\$ 207,894</u>	<u>\$ 212,372</u>
Liabilities and Members' Equity		
Current		
Accounts payable and accrued liabilities	\$ 2,750	\$ 26,783
Prepaid membership fees	32,502	34,400
	<u>35,252</u>	<u>61,183</u>
Members' equity	<u>172,642</u>	<u>151,189</u>
	<u>\$ 207,894</u>	<u>\$ 212,372</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

	2002	2001
Income		
Memberships - annual	\$ 264,619	\$ 258,493
- life	2,100	5,250
- associates, graduates in training	9,038	6,655
Application and examination	9,295	7,440
Special projects	4,445	5,721
Interest on investments and deposits	9,161	7,962
	<u>298,658</u>	<u>291,521</u>
Expenses		
Professional fees	3,533	7,357
Bank charges	2,995	2,647
Office rent, hydro, maintenance and repairs	14,171	15,956
Equipment purchases, rentals and service	5,627	8,384
Office supplies and printing	12,591	20,404
Postage	4,499	4,817
Telecommunications	4,019	4,130
Management compensation and benefits	117,810	116,728
Council travel and meetings	10,579	13,117
Committee expenses and projects	26,402	8,949
Newsletter costs	16,177	19,833
Licensing	29,708	30,054
National accreditation and affairs	3,580	3,737
Advertising and promotion	21,388	10,669
Director's liability insurance	1,728	1,080
Planning	1,666	842
Annual general meeting	732	12,672
	<u>277,205</u>	<u>281,376</u>
Net income	<u>\$ 21,453</u>	<u>\$ 10,145</u>

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

Ed Girardi
Chartered Accountant

Ontario Professional Foresters Association

Statement of Members' Equity For the Year Ended November 30

	2002	2001
Members' equity, beginning of year	\$ 151,189	\$ 141,044
Net income for the year	21,453	10,145
Members' equity, end of year	\$ <u>172,642</u>	\$ <u>151,189</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

	2002	2001
Cash provided by (used for):		
Operations		
Net income for the year	\$ 21,453	\$ 10,145
Changes in non-cash working capital components:		
Prepaid expenses and deposits	-	3,713
Accounts receivable	2,513	(16,416)
Accounts payable and accrued liabilities	(24,033)	15,661
Prepaid membership fees	(1,898)	999
	<u>(23,418)</u>	<u>3,957</u>
Increase (decrease) in cash during the year	(1,965)	14,102
Cash position, beginning of year	<u>189,326</u>	<u>175,224</u>
Cash position, end of year	<u>\$ 187,361</u>	<u>\$ 189,326</u>
Cash position represented by:		
Cash	\$ 15,671	\$ 58,197
Investments	168,721	129,034
Accrued interest	<u>2,969</u>	<u>2,095</u>
	<u>\$ 187,361</u>	<u>\$ 189,326</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, 2002

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 2002 capital assets in the amount of \$1,992 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, 2002 was \$176,517 (2001: \$137,557).

4. Lease Commitment

The Association leases office premises at 8000 Yonge Street, Innisfil, Ontario. Annual lease payments under the lease expiring December 31, 2004 are \$8,676. In addition, the Association is required to pay a pro-rata share of realty taxes and common maintenance costs.