



OPFA

The Ontario Professional Foresters Association

Annual Report 2014



Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

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REGISTRAR

Susan Jarvis, R.P.F.

ADMINISTRATION

Jim Parker, R.P.F. (Hon.), Enforcement Coordinator

Priscilla Doyle, B.B.A., Registration/Office Coordinator

Judy Biggar, Competency & Practices Coordinator

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†Partial year

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2013-2014

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*Highlighted names are members of the
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This report covers the fiscal year December 1, 2013 to November 30, 2014

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COMMITTEES

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Registration Appeal Committee

CHAIR

Martin Neumann

* *Ontario Woodlot Association*

∞ *Forests Ontario*

† *Partial year*

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OPFA REPRESENTATIVES ON COMMITTEES

Canadian Forestry Accreditation Board

Faye Johnson, R.P.F.
David Winston, R.P.F. (Ret.)

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Kandyd Szuba, R.P.F.

Provincial Forest Policy Committee (MNR)

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

Ontario Trails Council

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Provincial Caribou Committee

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(Northwest)
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(Northeast)
Caroline Mach, R.P.F.
(Southern)

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PRESIDENT'S MESSAGE

By Martin Neumann, President

Two things strike me when I reflect back on the past year:

1. How productive the OPFA is for such a small organization; and,
2. That the profession of forestry seems to be on the cusp of an evolutionary shift.

First, let's recognize the efforts of the contract staff of the OPFA – a small but efficient and highly skilled team, hugely dedicated to meeting the needs of the members and the profession. Likewise, members of Council and the various committees bring so much expertise and commitment to their various roles in the service of the OPFA. I would particularly like to thank the Career Awareness Committee members on the completion of their mandate, so enthusiastically and ably achieved.

A special “thank you” goes to David Milton, R.P.F., for capably carrying us through the transition period as Interim Executive Director.

A few examples will illustrate my two points of reflection.

The OPFA is a “poster child” regulatory body with The Office of the Fairness Commissioner for its inclusivity and its work to remove barriers to professional membership. In that same vein, the OPFA is the lead on a three year Bridge Training Program for Foresters project with the Minis-

try of Citizenship and Immigration funding. The objective is to develop training opportunities to help those with international education and/or experience gain or upgrade competencies, ultimately to facilitate their professional practice in Ontario.

The OPFA's Urban Forestry Committee took the initiative to review professional forestry competencies for relevance and gaps, relative to urban forestry. Consistency and mobility across the nation are very important for regulated professions, and so the reception by the two most important national bodies was key. Both the Canadian Federation of Professional Foresters Associations and the Association of University Forestry Schools of Canada have now enthusiastically embraced the intent to accommodate the competency needs, not only of urban forestry, but of other sub-disciplines. The OPFA's Urban Forestry Committee's work was a catalyst for this momentum.

There is so much good work being done by so many volunteers and staff. These few select examples perhaps do not do justice to their accomplishments and commitments, but they came to mind to highlight my two main points.

I believe that these are examples of developments that are very positive for our profession and for our organization. Energy, innovation, and evolving relevance are essential to a profession's vitality, and I see them as some of the products of this open and welcoming approach. Most importantly, I believe they are consistent with protecting the public's interest in forestry.

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EXECUTIVE DIRECTOR'S REPORT

By Fred Pinto, R.P.F.

The past year was eventful, stressful at times, but fun most of the time. I would like to thank David Milton, R.P.F. (Ret.) for serving ably as Interim Executive Director. His contributions are gratefully appreciated by me and the Association's members. I would also like to thank others that came together to help manage the affairs of the Association this year. Susan Jarvis, R.P.F., OPFA Registrar, Jim Parker R.P.F. (Hon.), Priscilla Doyle and Janice Sukhiani all stepped up and did what was necessary to keep serving our members and the public during the year. The Association would not be what it is without the assistance of the many members that volunteer their time and knowledge to serve on our many committees, review documents, represent our interests and simply help when asked. It is really gratifying to work with so many people that make our profession proud. All of you have helped me understand the business of the Association during my first year as Executive Director and I hope made me better able to serve you.

The Association worked to ensure all members of the Executive, Complaints and Discipline Committees were trained to conduct their legally mandated enforcement tasks. The Association has implemented a communication system to ensure confidential information is kept confidential. We also started to evaluate different association software to manage our

membership database, communicate between committee members and manage our finances. Dependent on finances in 2015 the Association will choose and implement suitable software to manage the administration of the Association.

Members are interested in the Association developing a higher profile advocacy role. However, the Association's advocacy role is limited by its legislation to two aspects: inform people about professional forestry vocations, and explain professional forestry to the public. This means that the value of professional foresters in Ontario needs to be communicated more often and more effectively. To help in this regard Council has approved an advocacy strategy that will keep evolving. The Association is also strengthening partnerships with other organizations involved in forestry so that communications from all partners have a consistent and clear message. We need to ensure that all our messages state that professional foresters are licenced in Ontario – a fact that is not known to almost all citizens of this province.

Members of the Association have been encouraged to help write news releases and respond directly to forestry news articles as individuals. Since the advocacy strategy was approved in September we have already seen a few responses by members and two responses from the Association. One of the Association's news releases that has been distributed across Ontario describes how professional foresters protect the public's interest on Crown forests. Additional news releases are being drafted by members that

describe how professional foresters protect the public and clients in urban forests, private land forests and utility corridors.

The Association has internally discussed the need to gain the support of the Government of Ontario to amend its legislation to cover additional natural resource occupations. The reasons for these changes are to provide a means for the public to protect their interests from existing and new occupations in natural resources management, and also ensure a financially viable organization (assuming a larger membership base will result in an increase in revenue while not resulting in a proportional increase in costs). The OPFA's enforcement program has also identified limits to the current *Ontario Professional Foresters Act*. While it may be clear to us that changes to our legislation are beneficial it is unclear at the current time if the Government of Ontario is interested in amending the Ontario Professional Foresters Act of 2000. The Association has the burden of proof to demonstrate that amending the *Ontario Professional Foresters Act, 2000* will result in significant benefit to the people of Ontario.

The Association has been busy making necessary changes to enable us to work more effectively under the current *Ontario Professional Foresters Act, 2000* and its regulations. Lessons learned from the Association's enforcement program suggest that all guidance documents need

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EXECUTIVE DIRECTOR'S REPORT CONTINUED

to be revised and, in some cases, new ones written. The first new approved guidance document was completed this year. It provides members direction when they supervise professional forestry activities being carried out by someone who is not licensed.

The sole source of revenue to the Association is membership fees and interest earned. This year plans have been developed to diversify the Association's revenue stream. Soon you will see advertising on the Association's website and in the newsletter.

The Association has obtained two additional group benefits for members. Members have access to lower home and auto insurance as well as access to worldwide databases for reduced hotel and car rental rates. You can access these programs through the member's portal via the OPFA website.

Communicating the activities of the Association, particularly actions that impact a member's professional practice, is vital. While e-mail and electronic newsletters are convenient and low cost we know that only about 40% of these messages are opened. We will try and provide a short summary of the contents in these electronic messages so that you can decide if you need to read them immediately or later. A review of past regional information sessions indicated that they also were not attended by the majority of our members. This year the face-to-face regional information sessions were modified by trying to meet members at forestry workshops organized by different groups within

southern and central Ontario and via an e-lecture. Based on the experience of the first e-lecture, for which 87 sites in Ontario connected, we will consider holding a few every year to communicate with more members more frequently.

The Ontario Professional Forestry Foundation (OPFF) was established by members with the objective of funding education and training in professional forestry. The Foundation lost its charitable status a few years ago because reports to the Canadian Revenue Agency were not filed. Rather than trying to reapply for charitable status the OPFF Board members (see Page 33 for a list of Board Members) have started to meet and develop a plan on how they will manage the Foundation. The current Trustees are discussing the transfer of assets to a charity with similar objectives managed by Forest Ontario. To eliminate the possibility of a conflict of interest I do not have any role on the Foundation. The Association will continue to provide book keeping services to the Foundation until it is transferred to another charity or becomes re-registered.

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REGISTRAR'S REPORT

By Susan Jarvis, R.P.F., Registrar

In accordance with the OPFA Strategic Plan, Regulatory activities (Registration and Enforcement) are considered core business with an emphasis on maintaining a high standard of professional forestry practice in Ontario by OPFA members that will ensure that the public interest is served. Over the past year, the OPFA continued to focus on Registration and Enforcement activities in order to serve the public good.

REGISTRATION

MEMBERSHIP – 2014 marked the first increase in OPFA membership in many years. Total OPFA membership in 2014 (843 members) increased from that of 2013 (824 members). See the Registration Committee Report and membership statistics table. Attracting new members resulted from several factors: improved communication by the OPFA on the licensing of professional forestry in Ontario, increased communication with forestry students, and increased communication with (and support for) applicants throughout the registration process.

There was a net decrease of 6% or 24 **Full** members through resignations and transfers to other jurisdictions in Canada for employment, and through changes in membership category such as to **Inactive** or **Life** memberships. This overall reduction in Full memberships was more than offset by a significant increase in numbers of **Provisional** and **Student** memberships (60 new members combined). Inactive memberships decreased from 63 to 53

in 2014. The reduction in Full and Inactive memberships was anticipated by the OPFA and was primarily influenced by the increase in membership fees for 2015, and a re-evaluation of the need for membership by those members who no longer practised professional forestry.

Many of the new Provisional members will be gaining work experience, or undergoing the national Credential Assessment Process (CAP) towards Full membership. Applications for new memberships and requests for R.P.F.s transferring to Ontario from other provinces continue to be received. There was no marked change to the other OPFA membership categories in 2014.

REGISTRATION COMMITTEE – The Registration Committee continued to be very active throughout 2014 (see the Registration Committee Report). There were three major noteworthy items addressed by the committee in 2014.

- 2014 Jan. – Decision that applicants seeking Associate membership must undergo the national CAP process. The confirmation of applicant's competencies is critical to ensure that they possess the needed competencies to carry out the activities in their requested Scope of Practice (as an Associate member). The CAP process also provides an avenue for qualified applicants to achieve Full membership in lieu of Associate membership.

- 2014 Jan. to April - Revision of registration instruction documents and all registration related forms resulting in clearer instructions and more complete documentation received for applications.
- 2014 April - The Registration Committee participated in a review of OPFA registration practices, and training on the *Accessibility for Ontarians with Disabilities Act* and the *Fair Access to Regulated Professions and Compulsory Trades Act*.

COMPETENCY SUPPORT PROGRAM

– 2014 marked the first full year in which mandatory competency reporting was implemented for Full, Associate and Non-resident members (our “practising” membership categories). Most practising members successfully met their competency reporting requirements. Licence suspensions were processed for three (3) members who failed to fulfill this requirement.

During 2014, Council discussed and endorsed the addition of Peer Review to be implemented in 2015 on a voluntary basis as part of the Competency Support Program. General elements of the development of this process were communicated to members at the Annual General Meeting (AGM) and in the spring through the newsletter. The Competency Support Committee continues to work on details of the Peer Review, including process information and sample documentation. Training for members will

REGISTRAR'S REPORT CONTINUED

be provided in 2015 when voluntary Peer Review is initiated.

NATIONAL INVOLVEMENT

The OPFA is a standing member of the Canadian Federation of Professional Forester Associations (CFPFA). Through regular meetings and interprovincial discussions, the OPFA remained engaged in issues relevant to the practice of professional forestry and forestry regulators across Canada. In 2014, the CFPFA continued to implement the national Credential Assessment Process (CAP) for foreign-trained applicants and other applicants that did not graduate from an accredited forestry program. The CAP process includes competency-based certification standards for professional foresters in Canada. The CFPFA recognized the national need, and the popularity of the CAP process with applicants, and agreed to increase the number of CAP assessment panels from the current two per year (every six months) to four (every three months) starting in 2015. The added assessment panels will decrease the waiting time for new applicants to be assessed.

The OPFA had more applicants enter the CAP process in 2014 with four (4) applicants being assessed. We can expect 2-3 times that number to be assessed in 2015, based on the significant recent activity of

new Provisional members that are preparing to undergo the assessment. The availability of a route to membership, other than graduation from an accredited four-year forestry program, is proving to be increasingly popular. The CAP assessment process confirms that there are many applicants without accredited forestry degrees who have most of the competencies required for professional forestry.

REGISTRATION PRACTICES ASSESSMENTS

In addition to the mandatory filing of an annual summary of our registration activities with the Office of the Fairness Commissioner (OFC) in 2014, we also received the results of an OFC targeted assessment of OPFA registration practices that was conducted in the winter of 2013-2014. This assessment resulted in 18 recommendations or suggestions for improvement.

An action plan for 2014-2015 was developed by the OPFA to address the 18 items that the OFC identified for improvement. Implementation of five (5) of those tasks was completed in 2014, and action on the remaining 13 tasks will continue, with expected completion in 2015.

The OPFA received an "exemplary practice" from the OFC's 2014 assessment resulting from our by-law change to

"Remove the requirement that work experience be obtained in Ontario". This revised practice continues to ensure that the work experience requirement for forestry is relevant and necessary to the practice of the profession. The revised practice also gives applicants greater flexibility in demonstrating relevant professional experience and competency to practise forestry in Ontario.

BY-LAW REVISIONS

Council-approved by-law changes were confirmed by the membership at the 2014 Annual General Meeting held in Thunder Bay. Most changes were registration-related and served to improve consistency in listing of membership standards between membership categories, to clarify requirements for Life membership, and to correct several minor editorial items. One by-law revision of particular significance was the removal of the requirement that the 18 months of relevant forestry experience required for Full or Associate membership is now no longer required to be attained within Ontario. The type of experience attained by applicants must be applicable to the forest types and practice of forestry in Ontario, but relevant experience may be gained in other jurisdictions. As noted above, this removal of Ontario experience requirement by

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REGISTRAR'S REPORT CONTINUED

the OPFA was cited in 2014 as an exemplary practice by the Ontario Office of the Fairness Commissioner.

MAJOR PROJECT – BRIDGE TRAINING PROGRAM FOR FORESTERS

The OPFA Bridge Training Program for Foresters (BTPF) will focus on creating or improving access to training and assessment modules that will assist internationally trained applicants, and those who have not graduated from accredited forestry programs domestically, to demonstrate the necessary competency requirements to obtain licensure to practice professional forestry in Canada. This program is funded by the Ontario Ministry of Citizenship, Immigration and International Trade.

The OPFA BTPF is a three-year project to improve access to and support the development of competency-based training and/or assessment modules for all 35 demonstrable competency requirements associated with the CFPFA Certification Standards for professional forestry. These competency requirements apply in Ontario and all other Canadian jurisdictions in which forestry is a regulated profession, except Quebec.

Work on this major project started in May 2014 with the hiring of a team of qualified

Project Coordinators who also possess extensive forestry experience. During the summer of 2014, a Project Advisory Committee was established and met to provide advice on the initiation of the project. An environmental scan of existing training opportunities was completed which will guide activities in 2015, including requests for proposals for third parties to develop new training and assessment modules for the competencies required for professional forestry. Development of these modules will be underway in 2015, with participants able to access new training late in 2015 or 2016. Availability of training and assessment opportunities will facilitate bridging competency gap filling for

those applicants that need to prove certain competencies prior to licensure. This training will also be accessible for licensed foresters who want to gain competencies in specific areas as part of the Competency Support Program or for those that choose to build upon their personal skill set.

ENFORCEMENT

Enforcement activities were conducted in 2014 by the OPFA as regular core business of the Association. The OPFA responded to issues identified through complaints (by members or non-members against a member), unauthorized practice (against a non-member identified as an individual or company potentially engaged in the illegal practise of professional forestry), and other concerns or inquiries brought to the Registrar's attention.

2014 Statistics on Unauthorized Practice, Complaints, Discipline and Concerns:

Enforcement Action	Total Files with Action in 2014	Files Open (Note 1)	Files Closed in 2014
Unauthorized Practice	4	2	2
Complaints	5	3	2
Discipline	1	0	1
Concerns (Note 2)	4	2	2

Note 1: Files Open can mean under investigation, or being reviewed by the Complaints Committee or by the Discipline Committee.

Note 2: "Concerns" represents matters brought to the attention of the Registrar that are not formal complaints. These are evaluated and reviewed with Executive Committee and decisions taken related to further action.

REGISTRAR'S REPORT CONTINUED

The Complaints Committee and Discipline Committee were both active during the year, as was the Executive Committee, which met several times to discuss enforcement matters. Some key enforcement activities in 2014 were the first OPFA Discipline Hearing conducted in Dec. 2013, and the first OPFA Unauthorized Practice of professional forestry application heard before the Superior Court of Justice from Jan. to Aug. 2014. There was additional enforcement training for the Complaints, Discipline, and Executive Committees in Sept. 2014, which was also attended by additional members of Council, the Registrar, Executive Director, and Enforcement Coordinator.

The Unauthorized Practice application noted above was the first test of the *Professional Foresters Act, 2000* legislation since it was passed in 2001. The OPFA was arguing for an injunction to stop certain alleged activities (use of title, holding out/engaging in the practice of professional forestry). The Justice concluded that there were no actionable breaches of the act (no injunction was warranted) and dismissed the application. The Justice also concluded that the competency and adequacy of supervision of the non-member was not a relevant consideration in determining whether the non-member was entitled to the "acting under the supervision of a member" exclusion under the Act.

The court's decision identified a number of activities that the OPFA must now undertake to ensure that it is able to continue to protect the interest of the public – which is our principle mandate as a regulatory body.

The OPFA has already initiated the development/strengthening of practice guidance documents to inform our membership of required aspects of professional forestry practice. The first revised document, approved in November 2014, was Practice Guidance – Supervision. This document provides guidance to members who supervise persons in the practice of professional forestry, as described in the *Professional Foresters Act, 2000*, regulations and by-laws. Discussions have also taken place with the Ministry of Natural Resources and Forestry regarding potential changes to our legislation and regulations. These discussions will continue in 2015.

The OPFA provided an in-depth learning session for members of Council, the Executive Committee, the Discipline Committee and the Complaints Committee in September of 2014. The purpose of the learning session was to ensure a comprehensive understanding for all those involved with enforcement matters in the OPFA.

In closing, as Registrar, I would like to extend my sincere appreciation to the members of the Registration Committee and the Competency Support Committee – all of whom have worked diligently during 2014 to promote and support the membership of the Association. The Complaints Committee and the

Discipline Committee were also very active in 2014 – their attention and commitment was instrumental in successfully dealing with enforcement matters in a professional and timely manner.

Thanks are also extended to Priscilla Doyle, Registration Coordinator, and Jim Parker, R.P.F. (Hon), Enforcement Coordinator, for their dedicated support throughout the year.

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FINANCE AND AUDIT COMMITTEE REPORT

By Bob Burgar, R.P.F. (Ret.), Chair

The Finance & Audit Committee held six telephone conference call meetings and one face-to-face meeting during 2014 to make recommendations to Council concerning the Association's financial affairs.

The Committee reviewed the Auditor's Report for the 2013 fiscal year, discussing it with the Auditor. After two meetings the Committee was satisfied with the Report and recommended to Council that the Financial Statement for 2013 be approved and that the Auditor's Report be received.

The Committee reviewed the proposed budget for 2014 and made some recommendations to Council, including one to increase Full annual member fees by \$80 to \$540 in 2014/15, and again in 2015/16 to \$620 where they would stay through to 2017/18. The Committee also recommended the Associate annual member fees increase from \$230 to \$345 in 2014/2015, and continue to increase gradually until they reach \$620 in 2017/18.

The Committee reviewed the financial statements for the first half of the year and made recommendations to Council about moving money from the reserves to cover the costs of legal expenses for the Unauthorized Practice court case.

There was a face-to-face meeting with the Executive Director and three Committee members to discuss the financial implications of the result of the Unauthorized Practice court case. The Committee was asked to prepare

a 2015 operating budget that will have to be somewhat restricted due to the need to restore the litigation aspect of the Restricted Reserve in as short a time frame as is practical.

The Committee met in October and prepared a proposed budget that could be implemented without raising membership fees from the levels approved at the 2014 AGM. The budget proposal has been sent to Council, but will require some revision early in the new year due to some reduction in revenue that has occurred.

The Committee has also met and prepared a plan for restoring the Restricted Reserve to the approved levels, that is, to contain enough money to fund two concurrent lawsuits, plus an amount to fund the dissolution of the Association if that ever becomes necessary.

Both the revised 2015 Budget proposal and the plan to restore the Restricted Reserve have been sent to Council.

The Finance & Audit Committee, in 2014, consisted of: Bob Boyce, R.P.F., Carl Corbett, R.P.F. (Ret.), Bohdan Kowalyk, R.P.F., David Milton, R.P.F. (Ret.), Judy Sewell, R.P.F., David Winston, R.P.F. (Ret.), Bob Burgar, R.P.F. (Ret.), Chair.

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REGISTRATION COMMITTEE REPORT

By Paul Poschmann, R.P.F., Chair

The Registration Committee had a very busy year, meeting seven (7) times in 2014, one of which was a face-to-face meeting held in conjunction with the 2014 OPFA Annual General Meeting in Thunder Bay and had two (2) supplemental conference call meetings related to our review of the registration process.

The primary function of the Registration Committee is to consider applications for membership to the OPFA. Forty-one (41) member applications were accepted as Provisional members while they attain requirements for either Full or Associate membership. It should be noted that this year saw the implementation of the requirement of attaining Provisional membership prior to acceptance as a Full member. From the Provisional members we recommended eight (8) Full and two (2) Associate for membership in 2014. We accepted three (3) transfers from other provinces, one Non-resident membership and six (6) membership changes from Full to Inactive. Additionally, over the last year, the Committee recommended four (4) Full members into the Life membership category.

The Committee also worked on other registration related issues. First, we completed a review of the whole registration process. Flowing from this were a revised application form, mentorship agreements, criteria for relevant work experience and sponsor instructions. We also decided to require that all applicants for Associate membership undergo the national Credential Assessment Process to increase fairness to

applicants and consistency in assessing competencies. The Committee also completed training related to the Accessibility for Ontarians with *Disabilities Act* and the *Fair Access to Regulated Professions and Compulsory Trades Act*.

During the 2013-2014 year, Council filled a vacant committee membership seat with the appointment of Frank Knaapen, R.P.F. to the Registration Committee. Other Registration Committee members were: Mona Wiltshire, R.P.F., Jack Harrison, R.P.F., Ulf Runesson, R.P.F., Jim McCready, R.P.F., Peter Nitschke, R.P.F., Sarah Sullivan, R.P.F. and Chair Paul Poschmann, R.P.F. Mona Wiltshire, R.P.F. and Peter Nitschke, R.P.F. resigned from the Committee at the end of the 2013-2014 fiscal year, and we thank them for their valued contributions. All other current Registration Committee members have agreed to continue their participation on the Committee for 2014-2015. The Committee wishes to express our appreciation for the support given by our OPFA staff.

MEMBERSHIP STATISTICS

<u>Category</u>	2014 Year End	2013 Year End	2012 Year end	2011 Year end
Full	506	535	552	564
Associate	53	53	54	54
<i>Sub-total: Practicing</i>	559	588	606	618
Inactive	54	63	64	71
Life	82	87	86	91
Provisional	61	32	21	22
Student	56	24	18	10
Honourary	6	6	5	4
Non-Resident	20	24	25	27
<i>Sub-Total Non-Practicing</i>	279	236	219	225
Total	838	824	825	843

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AWARDS & RECOGNITION COMMITTEE REPORT

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

At the 2014 Annual Conference evening banquet in Thunder Bay, a collection OPFA members, friends and guests were present for a series of presentations to recognize some of the exceptional people associated with the practice of professional forestry.

Some Award recipients were unable to attend this Banquet, so under our updated policy, we found another gathering of peers at which to make the presentation. Nevertheless all recipients were announced at the Annual Conference.

President Martin Neumann was on hand to make the presentations and to congratulate the recipients.

One special presentation was made to immediate past President Graeme Davis, R.P.F., in recognition of the extraordinary efforts he made in leading the Association during the time of the late Tony Jennings, R.P.F., illness, decline and passing. Presented to Graeme by Martin, the citation read:

PRESIDENT

Presented by the Members to
GRAEME DAVIS, R.P.F.
in recognition of significant service to the Association as
OPFA President
2012 – 2013

The subsequent presentations included:

1. Honoured Professional (to recognize an exemplary career)

This award, normally presented annually to (usually only) one individual, recognizes professional foresters who, throughout their careers to date, have made exemplary and significant contributions to the Ontario Professional Foresters Association or to forestry in Ontario.

H. Maureen Kershaw, R.P.F., PhD is well known throughout Ontario as a founding member of the Forestry Futures Committee in 1995, accepting the responsibilities of the Chair in 2006. Maureen has an extensive career in forest ecology and resource management, working continuously to ensure that practices are compatible with the structure and function of natural systems. As a consultant she has authored numerous technical reports on the silvics of eastern hemlock, white pine and red pine. Her consulting work has led her into environmental assessments prior to mine development and site remediation following exploration and development. Maureen has taught courses in conservation biology, ecology, geology and soil science at Nipissing and Laurentian Universities and Cambrian College,

having a long standing interest in encouraging youth to get involved in both exploring and understanding the natural environment. She has been involved as a mentor and supervisor of many young foresters and biologists, many of whom have gone on to make significant contributions in forestry and resource management.

2. Fernow Award (formerly the Forester of the Year Award)

This award, named in honour of the first Dean of Forestry in Canada: B.E. Fernow, who started the 100-plus year tradition at the University of Toronto, is to be presented annually to a Member, registered in the last ten years, to recognize notable contributions to either the Ontario Professional Foresters Association itself or to forestry in Ontario.

(The Fernow Award was not presented in the 2014 Awards Year)

3. John H. Sellers Award (for the promotion and awareness of professional forestry)

The recipient will be a member of the Association and, through activities carried out in a particular year or over several years, will have made substantial and/or continuing contribution to the promotion and awareness of professional forestry in Ontario. The Award is named for one of our past Members who led OPFA

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AWARDS & RECOGNITION COMMITTEE REPORT CONTINUED

into the modern electronic age as Chair of the Website Committee and our webmaster among many other accomplishments.

Greg Pawson, R.P.F. is Provincial Forest Monitoring Specialist with the Forests Branch of the Ministry of Natural Resources, & Forestry a position that he has held for the past ten of his nearly thirty years service in the public interest in Ontario. A 1985 graduate of the Honours Bachelor of Science in Forestry program from Lakehead University, Greg has practiced professional forestry in Hearst, Cochrane, Terrace Bay, Espanola and Timmins before locating in Sault Ste Marie in 1999. A significant OPFA member, Greg has served as a Councillor, a member of the Website Committee, the Career Awareness Committee, the Discipline Committee and the Career Awareness Committee as well as being a participant in four annual meeting organizing committees.

4. The Herridge Award (intended to recognize those in “mid” career)

Named for a past Member who led both in and out of Government and is best remembered for his breadth of accomplishments and persistence within Forestry. This Award is to recognize one or more significant accomplishments in any aspect of Professional Forestry in mid-career.

Allan Foley, R.P.F. is a professional forester with over thirty years experience in forest management planning and forest operations on Crown lands in northeastern Ontario. After his initial ten years in practice in planning and forest operations, Allan became General Manager of Timiskaming Forest Alliance, one of the first and most cost effective cooperative forest tenure business models in Ontario. In 2009, he and two partners founded a new company, First Resource Management Group, (FRMG) with a view to advancing the forestry profession and establishing a new model for providing forest management services in Ontario. In 2010, the professional team that had been managing Timiskaming Forest Alliance for 14 years was transferred to the new independent forest management firm. FRMG now manages both Timiskaming Forest and the Abitibi River Forest on behalf of the tenure holders. Allan has served as an OPFA Councillor, two years as OPFA Vice-President and as a member of the Complaints Committee.

5. The Zavitz Award (to recognize contributions to forest conservation)

The award is named for E.J. Edmund Zavitz, Ontario's first Provincial Forester. Known as “The Man Who Saved Ontario with Trees and Determination” Dr Zavitz is the subject of a biographical book, he has a forest named for him in Norfolk County and a plaque in his memory has been erected at the Guelph Arboretum. The award recognizes significant contribution to Forest Conservation.

John Bacher, PhD, is author of the biography *Two Billion Trees and Counting: The Legacy of Edmund Zavitz* author of many articles in *Forestry*, the journal of the Forest History Society of Ontario, and a regular intervener for the preservation/conservation of agricultural lands in Southern Ontario.

In his own words, Dr. Bacher, on receiving The Zavitz Award, said:

One of my Ontario Municipal Board actions resulted in the donation of an 11 acre forest in Niagara Falls to the city for parkland, an area that provides habitat for two threatened species, the round-leaved greenbriar and the white wood aster. This same controversy involved strengthening the Niagara Region trees by-law, which put me in contact with forest by-law enforcement officers around the province ...many of whom are professional foresters. My positive experience

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AWARDS & RECOGNITION COMMITTEE REPORT CONTINUED

with this wonderful group of dedicated forest professionals was one of the reasons that I resolved to write the biography of Edmund Zavitz, who played such a major role in both restoring Southern Ontario's forest landscape and in solidifying the forestry profession on public lands in Ontario.

6. The Jorgensen-Morsink Award (for accomplishments in urban forestry)

The Award is named for Eric Jorgensen, Professor at University of Toronto and University of Guelph who fought to see Urban Forestry as a recognized subject and who oversaw the first Masters graduates in that aspect of our discipline; and for Willem "Bill" Morsink, one of those urban forestry graduates, who worked in this field in Windsor, Toronto and North York and was a passionate advocate of the Ontario Urban Forestry Council for which he authored the two Urban Forestry Scrapbooks. This Award recognizes significant accomplishments in the field of Urban Forestry.

Shelley Vescio, R.P.F. is a native of Thunder Bay and for the past 17 years has been City Forester for Thunder Bay, spearheading development of its urban forestry program. Educated at both Lakehead University and the University of New Brunswick she holds a diploma in Forest Technology, undergraduate degrees in Forestry and Education, as well as a Master of Science in Forestry degree. Having practiced professional forestry for 34 years, her experience includes aspects of silviculture, fire protection, forest management and forest research in insects, disease and tree biology. Her urban forest leadership has been rewarded with the implementation of the Thunder Bay Urban Forest Management Plan and the

development of the Emerald Ash Borer Task Force – North-western Ontario, providing a coordinating regional approach to EAB detection and containment.

7. The Bayly Award (to recognize contributions to forestry by a non-member of the OPFA)

The award is named for G.H.U. "Terk" Bayly. Among other senior posts, Terk was Deputy Minister of the Department of Lands and Forests (1966-71), Secretary of Cabinet, Chairman of the Ontario Heritage Foundation, the Niagara Escarpment Commission and the Blue Mountain Watershed Trust. Although a forestry graduate and a significant influence in our field, Terk was not an OPFA Member. This Award recognizes contributions to the profession and practice of Forestry by someone who is not a Member.

Jeff Leach has spent thirty-seven years in the forest industry with Tembec, working in all facets of forest management in the boreal forest. Jeff was instrumental in building a silviculture program in 1981 when a Forest Management Agreement was signed with the Ontario Government. He participated in the implementation of the ground breaking Biological Diversity Strategy for the Gordon Cosens Forest in 1994. Other accomplishments include being on the team that secured Forest Stewardship Council (FSC) certification for the Gordon Cosens Forest in 2003, the largest FSC certified forest in Canada, and the first certification in the boreal forest at the time.

He has worked closely with scientists through the Forest Research Partnership. Projects include the NEBIE Biodiversity Project which is now imbedded in Tembec's Forest Management Plans, the use of AgNav differential global positioning systems to support the accurate aerial deposition of tree seed and herbicides, the commercial thinning of black and white spruce to support provincial approval, Pine Marten Habitat and Enhanced Forest Productivity projects. Currently, as the Silviculture Specialist with the Ontario Chief Forester's Group, Jeff's primary focus is to coordinate the silviculture program to ensure it meets Tembec's corporate principles and guidelines. His challenges include developing strategies that meet international forest standards, meaningful involvement with environmental and First Nations groups and coaching new forest managers.

8. Honourary Member (to recognize a non-member for contributions to forestry)

(A non-member who has made an outstanding contribution to the advancement of forestry in Ontario may be awarded Honourary Membership in the Association by unanimous consent of Council. No more than one Honourary Member may be elected in any given year. Honourary Members may comprise no more than one percent of the Association membership at any given time. Honourary Members are exempt from payment of dues and may attend meetings but do not have the right to vote.)

(The Honourary Member recognition was not presented in the

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EDITORIAL BOARD REPORT

By Matthew Benson, R.P.F., Chair

Membership on the Editorial Board of *The Professional Forester* increased by two in 2014 when Tony Ritchie, R.P.F. (Ottawa) joined the Board early in the year and Fred Pinto, R.P.F. joined when he became Executive Director. This brought the membership of the Editorial Board to ten. The other members of the Board continue to be: Lauren Quist, R.P.F. (Hearst), Matt Wilkie R.P.F. (Kenora), Sarah Bros R.P.F. (North Bay), Eric Thompson, R.P.F. (Ottawa), Jim McCready, R.P.F. (Carleton Place), Mike Rosen, R.P.F. (Ottawa), Matthew Benson, R.P.F. (Dryden) and Caroline Mach, R.P.F. (Rosemont). Caroline is the Editor and Matthew is the Board Chair.

The Editorial Board met twice by conference call this year, on June 25 and December 12. The purpose of those conference call meetings was to confirm the themes for future issues and for each theme to identify the types of subjects and authors that might be solicited to prepare articles. It was then the responsibility of the members of the Editorial Board to solicit authors or write the articles for each issue. In addition to theme-based articles, each issue of *The Professional Forester* strives to also include reoccurring features such as: 'What a Forester Does', Council/Councilor news, Coming Events and OPFA Member News. Theme-based articles are typically provided to the Editor, who edits and assembles the product into an electronic layout. The Editor then forwards the issue layout to the OPFA office. The OPFA office places *The Professional Forester* on the OPFA website and advises members by e-mail when

the issue is available. The OPFA office continues to produce a limited number of paper copies of *The Professional Forester* for members without access to e-mail, for distribution to MPP's offices, and as required.

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

March 2014 – **Our Natural Resources, Changing Focus – Changing World**

June 2014 – **Bio-Products in Forestry**

September 2014 – **Forestry in Decline? Who Will Be Working in the Forest?** and

December 2014 – **What's New in Silviculture**

The Editorial Board encourages and greatly appreciates member input to the selection of future themes and the provision of articles. If you wish to identify possible future themes or contribute to *The Professional Forester*, please contact the Editor, Caroline Mach, R.P.F. at newsleter@opfa.ca.

The themes being developed for the 2015 issues of *The Professional Forester* include:

March 2015 – **Ontario Forestry – The New Diversity**

June 2015 – **Fire in Forestry**

September 2015 – **Volunteerism Within the OPFA** and

December 2015 – **Science and Research in Forestry**

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WEBSITE COMMITTEE REPORT

By Greg Pawson, R.P.F., Chair

In 2013 the OPFA saw the official launch of the new website. As anticipated, after the redesign of the OPFA website was completed, 2014 was a year of making adjustments to website content and function to better serve the OPFA and its members.

The OPFA Website Committee continues to convene monthly by teleconference to deal with matters of immediate concern and need.

The Committee worked closely with the OPFA office staff during the year to make changes to the website to address administrative needs of the Association. Throughout 2014 the Committee worked with Fred Pinto, R.P.F., Susan Jarvis, R.P.F. and Priscilla Doyle to address functionality of the website for office functions (e.g. members updating competency requirements, updating of members personal information, and payment of dues).

The main items being addressed by the Committee include:

- Continued updating of website content
- Website functionality for various roles of the OPFA and the Committee administrators
- Clarifying continuing education credits (competency maintenance by members)
- Changes to payment functionality to improve online payment process

- Updated forms to improve process for applying to be a member of OPFA

Member input and comments are always welcome. Contact any of the committee members through the dedicated e-mail address webmaster@opfa.ca.



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COMPETENCY SUPPORT COMMITTEE REPORT

By Bob Elliott, R.P.F., Chair

1. Introduction

In 2008, following the work of the Competency Maintenance Working Group, Council decided to form a Standing Committee to develop and maintain a competency support system for OPFA members. The *Professional Foresters Act, 2000* requires that we have a quality assurance program. Although the OPFA had implemented a system based on self-directed continuing education (CE) including the accumulation and tracking of CE Credits, this does not meet all of the regulatory requirements under the Act. The intent is to combine the Quality Assurance and Continuing Education authorities of Council. This Committee has been operating since January 2009.

2. Committee Membership:

Richard Macnaughton, R.P.F.
Ivan Listar, R.P.F.
Herb Bax, R.P.F.
Lauren Quist, R.P.F.
Aaron Palmer, R.P.F.
Tom Croswell, R.P.F.
Ben Kuttner, R.P.F.
Bob Elliott, R.P.F. (Chair)
Susan Jarvis, R.P.F. (OPFA Registrar)

The Committee welcomed Aaron Palmer, R.P.F. this year. Steve D'Eon R.P.F., Jeff Barton R.P.F., Riley Burton R.P.F., Trevor Longpre R.P.F. and Priscilla Doyle have left the Committee. These Committee Members contributed significantly to the work of the Committee, and

their hard work is appreciated and acknowledged.

3. The Task

To develop and recommend a member friendly competency maintenance program and working tool for all practicing members of the OPFA in support of Council's Quality Assurance and Continuing Education authority to:

- Support member's individual responsibility for maintaining professional competency;
- Encourage excellence; and
- Adequately meet the Association's due diligence in these regards (*Professional Foresters Act, 2000*)

4. Key Working Principles

The Committee developed a number of principles to guide its work. The key principles are:

- The Competency Support Program will be based on member self-assessment and planning. It will be developed and driven by Members.
- The Continuing Education program will be relevant to the learning plan.
- The Competency Support Program will be cost effective.
- Reporting mechanisms will be as efficient and simple as possible

5. Accomplishments – 2014

The Committee's work was focused on the development and introduction of a voluntary Peer Review process that included:

- A test of Committee members personal practice focus (PPF) and learning plan (LP) to see how well they would support a Peer Review process of some type.
- The development of a project plan for the development of a Peer Review process for presentation to Council in February. Council approved development (by the committee) of a Peer Review Process for communication to and voluntary implementation by members in 2015.
- The development of a short summary of a Peer Review process. This document was available to OPFA members at the OPFA Annual Business Meeting in April 2014 and was published in *The Professional Forester* and posted on the OPFA website.
- An examination of the Competency Guide to determine what edits might be required to include a Peer Review process.
- The development and testing of a "standardized" approach to the development of the PPF and LP as a step in developing some guidance for a voluntary Peer Review process. The results of this test indicated that a more standardized approach to these documents should help.

COMPETENCY SUPPORT COMMITTEE REPORT CONTINUED

- A suggestion that it's time to revise the Competency Support Guide based on the development and addition of the voluntary Peer Review process to the competency maintenance system. Work on this will be underway soon. Drafts of this guide will be available for review as the work proceeds.

The committee also assisted with the improvements required for the OPFA website to support the OPFA member's annual competency reporting requirements and updated the current Competency Support Guide to clarify the definition of continuing education credits and hours.

As always, the Committee encourages OPFA members to make sure that your annual records regarding a completed Personal Practice Focus, Learning Plan and Continuing Education Credits are up to date.



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PRIVATE LAND FORESTRY COMMITTEE REPORT

By Bob Burgar, R.P.F. (Ret.), Chair

The Committee held four conference call meetings between December 2013 and November 2014.

During the year the Committee spent time discussing Practice Bulletin #7, conflict of interest, and proposed Practice Bulletin #11 regarding R.P.F.s and the Provincial Tree Marking course. Some progress was made on each of these, but work on all Practice Bulletins is on hold until a standardized format has been created. All Bulletins will then be reviewed for consistency in structure, design, and language, then possibly rewritten in the standardized format. Some Practice Bulletins may be eliminated. The Committee will be actively involved in the review and any necessary revisions.

Four members of the Committee wrote an excellent article, "A Perspective on Southern Ontario Forests", which was published in the December issue of *The Professional Forester*.

The Committee prepared a response to an article in the *Ontario Farmer* publication concerning forestry in Southern Ontario. The response was published by the *Ontario Farmer*.

The Committee has discussed "edge management restoration plans" for woodlots on private lands. Such plans are essentially forest management plans. Some municipalities require an R.P.F. to prepare such plans and some municipalities do not require R.P.F. involvement. The Committee is currently discussing how to respond to this

situation.

The Private Land Forestry Committee consisted, in 2014, of: Sarah Bros, R.P.F., Al Corlett, R.P.F. (OFA), Ken Elliott, R.P.F., Peter Hynard, R.P.F., Caroline Mach, R.P.F., Martin Streit, R.P.F., Terry Schwan, R.P.F. part year, Eric Thompson, R.P.F. (OWA), Linda Touzin, R.P.F., Peter Williams, R.P.F., Bob Burgar, R.P.F.(Ret) Chair, Judy Biggar (secretary).



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CROWN LANDS FORESTRY COMMITTEE REPORT

By Mike Barker, Chair

In this sixth year of its mandate, the Crown Land Forestry Committee (CLFC) met eight times in 2014 reviewing and addressing a variety of issues of interest to the OPFA that arose in the management of the Crown forests of Ontario.

2014 membership included: Craig Howard, R.P.F. (Vice Chair), George Graham, R.P.F., Susan Jarvis, R.P.F., Registrar (Ex-officio), Tom Ratz, R.P.F., Ken Van Every, R.P.F., Sarah Bros, R.P.F., Dave Gordon, R.P.F., (Ret.), Mike Barker (Chair). Judy Biggar (Secretary), David Milton, R.P.F. (Ret.), Peter Nitshke, R.P.F. and Fred Pinto, R.P.F., Executive Director (Ex-officio).

The mandate of the CLFC is to:

1. Monitor the Crown land forestry regulatory system and its impact on the practice of forestry in the province.
2. Review Crown land forestry issues that are referred to the committee or approved by Council.
3. Define issues and make recommendations to Council as required.
4. Maintain a general focus on practice standards rather than technical standards.
5. Review each Practice Bulletin that relates to Crown land forestry at least every five years to ensure they reflect the current crown land forestry issues. Develop new Practice Bulletins as required.
6. Act as a focus group for discussions with allied or other organizations as requested.

7. Maintain, for review and approval of Council, a list of issues being addressed. The Chair will make progress reports on these at Council meetings.

CLFC meetings are held by teleconference and scheduled on the third Thursday of each month. In 2014 the committee continues to be proactive, as best it can, in matters such as:

1. Practice Bulletins

Practice Bulletin #7, Compliance Monitoring continues to be under review but has now become part of a review of practice standards. The Registrar in consultation with the OPFA management team now leads the exercise.

2. The Provincial Auditors Report

- a. MNRF's actions in response to the Provincial Auditors 2011 review of forest management in the province continue.
- b. Nine of the ten action items have been completed. Only the Silvicultural Enhancement Initiative with its in-depth review and policy implications it still outstanding. See 3 below.

3. Silvicultural Enhancement Initiative

- a. Now in its third year this project is a comprehensive response to issues raised by the Provincial Auditors Report and a review by Internal Audit of the Forest Renewal and Forestry Futures Trusts and the IFA program.
- b. Based on the reactions of stakeholders to a 2013 survey, two focus groups were formed. One addressed IFA issues and

the Trusts while the other dealt with silvicultural matters such as free-to-grow decision process and the measurement of silvicultural success rates.

c. CLFC members Sarah Bros, R.P.F. and David Gordon, R.P.F. (Ret.) were each appointed to a focus group and provide the committee with regular updates.

d. The exercise is scheduled for completion by March 31, 2015.

4. MNR Transformation

a. After the recent election MNR was renamed the Ministry of Natural Resources and Forestry (MNRF) and the transformation exercise was adjusted to accommodate new reporting relationships. Most pertinent was the creation of the Forest Management and Lands Branch as part of the Policy field. Forestry field operations are now the responsibility of the Regional Operations Division. Responsibility for forest management planning has moved from the District to the Region. Transferred staff at both levels are settling into their new roles.

b. The transformation is now entering its fourth year and the shifting roles and responsibilities are sometimes difficult to follow.

c. OPFA members have voiced concern about the withdrawal of MNRF services in Southern Ontario. Since there is very little Crown land involved this aspect now rests with the Private Land Forestry Committee.

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CROWN LANDS FORESTRY COMMITTEE REPORT CONTINUED

5. Changes to the EA Declaration Order

a. MNRF continues to seek revisions to the MOE Timber EA declaration order that would result in efficiencies in forest management administrative processes that have been in process since 2007. Progress stalled during the 2014 election and MNRF now hopes to complete the exercise by March 2015.

6. Draft MNRF Wildland Fire Management Strategy

a. This document, filed on the EBR Registry appeared to flow from an earlier paper entitled "Updating MNR's Approach to Managing Forest Fires"

b. The revised strategy was reviewed for CLFC by Bob Elliott, R.P.F. who advised that the initiative seemed to be on the right track. As a result the committee decided to make no response.

7. Policy on Harm and Harass under the *Endangered Species Act*.

a. MNRF's EBR posting of a policy guidance document was reviewed for the CLFC by Kandyd Szuba, R.P.F. who advised that no action was necessary. The committee agreed with her assessment.

8. Free to Grow

a. CLFC reviewed a letter from Chris Walsh, Director of Crown Lands and Forests Branch that inquired about the OPFA position on various matters related to free-to-grow status on Crown

Land. The committee prepared a response, which was sent by the Executive Director, and copies were posted for the information of all OPFA members.

9. Independent Forest Audit Review

a. MNRF filed an EBR registry posting proposing changes to the Independent Forest Audit Program. CLFC members reviewed the document and prepared a response, which was forwarded by the Executive Director in late September.

10. Species at Risk/Caribou Range Management

a. This subject was addressed several times by the CLFC in 2014.

b. The controversial caribou policy, which, if and when approved, will be incorporated into the FMPM, is currently the subject of a lawsuit filed against MNRF by an environmental NGO.

11. OPFA Advocacy

a. Fred Pinto, R.P.F. unveiled the then new OPFA strategy for comment by the CLFC as OPFA members. Comments by individuals were considered and Council approved the new strategy in September.

12. Crown Land Issues List

a. The CLFC is currently monitoring the following crown land issues:

- i. Provincial Auditors Report/Silvicultural Enhancement Initiative
- ii. Species At Risk

iii. Caribou Range Management Policy

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URBAN FORESTRY COMMITTEE REPORT

By Andy Kenney, R.P.F., Chair

Returning members of the urban forestry committee were John Cary, R.P.F. Anne Koven, R.P.F. (Hon), Jim McCready, R.P.F., John McNeil, R.P.F., Astrid Nielsen, R.P.F., Mike Rosen, R.P.F., Shelley Vescio, R.P.F., and Carol Walker, R.P.F., Andy Kenney, R.P.F., continued as Chair. Judy Biggar provided administrative support to the Committee.

Seven meetings were held as conference calls.

Much of the Committee's time over the previous year was focussed on the development of a set of competencies specific to the practice of urban forestry in Ontario. These competencies paralleled the Certification Standards for "conventional" forestry used by the Canadian Federation of Professional Forestry Associations (CFPFA). The Committee's 2013 Annual Report provided some background on the approach and a preliminary summary of how the urban forestry competencies would compare with those for conventional forestry. The Committee continued to refine the competencies and, on April 4, circulated a draft document to the 57 R.P.F.s who had indicated urban forestry as one of their "areas of interest" in their personal information profile. A draft document titled *Urban Forestry and the Registration of Professional Foresters* was submitted to Council, for their consideration,

on June 7.

Andy Kenney, R.P.F. was invited by our colleagues at the University of British Columbia to give a presentation at the 11th Canadian Urban Forest Conference in Victoria in September. The topic proposed by the organizers was Urban Forestry Education in Canada: Chances and Challenges, Past and Present. This provided an opportunity to present the concept of the urban forestry competencies project to a broader audience. It should be kept in mind that, if the urban forestry competencies are to move forward, they will ultimately have to do so at the national level to accommodate labour mobility requirements. The presentation made it clear that the proposed competencies are "a work in progress" and have not been approved at any level. While time did not permit any detailed analysis of the specific competencies, the concept was well received. While not directly related to the OPFA or the Urban Forestry Committee, it should be noted here that the Faculty of Forestry, UBC plans to admit students into their Bachelor of Science in Urban Forestry in 2015. The Faculty of Forestry and Environmental Management at UNB also plans to accept students into their new program in urban forestry in 2015. This program is being delivered in conjunction with Fleming College where the first

two years will be delivered, with the final two completed at UNB.

The committee also continued to monitor urban forestry issues including:

- EAB: the expanding infestation and the role of the CFIA;
- Invasive species in general: the committee chair had an informal meeting with the Executive Director of the Invasive Species Centre to discuss how linkages between the two organizations could be strengthened;
- The impact of urban tree maintenance on tree failures during extreme weather events and the impact on utilities; and
- OPFA AGM 2015 in Toronto: Committee members have been engaged in the planning of the urban forestry component of this event.

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CAREER AWARENESS COMMITTEE REPORT

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

The Career Awareness Committee was convened in December 2011 in response to the Association's Strategic Planning objectives, the relationship with the Ontario Forestry Association (OFA) who in the past received financial support from the OPFA and, in support of the Growing Professionalism in the Forest initiative. The mandate of the Committee is "to raise awareness of forestry as a profession and a practice on behalf of the Association."

The committee was asked:

1. *To work with and support the Ontario Forestry Association (OFA) in their efforts to promote forestry and to educate students on natural resource careers;*
2. *To provide or arrange liaison with forestry students and Faculties at Ontario Universities and Colleges to increase understanding of licensing of professional forestry for careers;*
3. *To raise the profile of forestry as a career in the province (as per OPFA Strategic Planning 2012, Objective #4: PROFILE);*
4. *To work with educational institutions in their promotions of natural resource careers;*
5. *To review and update materials and activities to support purposes 1, 2 & 3;*
6. *To liaise with the Urban, Private and Crown Land Committees of the Association;*
7. *To act upon related matters referred by Council or the Executive Committee;*
8. *To act, as agreed by Council or the Executive, as a focus group for discussions with allies or other organizations."*

The Committee began meeting early in 2012 with 9 members. After the Annual General Meeting in April, the Committee increased its membership to 12. The Committee eventually grew to 13 members. The Committee included a member from the OFA, as well as OPFA member representation from many different disciplines across the province. The Committee met only 4 times in 2014. The Committee officially disbanded, having met its mandate, in June 2014.

The Committee was comprised of a group of dedicated, passionate and creative members:

Troy Anthony, R.P.F. (member – North Central)
Judy Biggar, (Secretary)
Tracey Bradley, R.P.F. (member – North West)
Margaret Carruthers, R.P.F. (member – North Central)
Jessica Kaknevicius, (Forests Ontario)
Donna Lacey, Associate (member – southern Ontario)
Neil MacLean, R.P.F. (member – North Central)
Greg Pawson, R.P.F. (member – North Central)
Lacey Rose, R.P.F. (member – South East)
Kandyd Szuba, R.P.F. (member – North Central)
Peter Williams, R.P.F. (member – South West)
Nancy Young, R.P.F. (CIF) (member – South East)
Sarah Bros, R.P.F. (Chair) (Councillor – Central West)
Fred Pinto, R.P.F. (Executive Director)

During the past two years the Committee revamped the OPFA brochure on forestry as a professional career and distributed the pamphlet to all the high schools in the province. The brochure is now in electronic format that can be downloaded by members and the public from the OPFA website. The committee also completed an OPFA postcard for student membership. The Committee helped Forests Ontario with their student outreach and education programs related to careers in forestry and helped Forests Ontario reach out to our members to volunteer for the *Forestry in the Classroom* program. The Committee assisted with the Forests Ontario's National Forestry Week campaign; advertised for members to give their time to speak to students about forestry in *The Professional Forester* (fall issue 2012); collaborated on an article in the *Canadian Silviculture Magazine* (The Ontario Report: Can you see the forester through the trees? - October 2012 issue); developed a flyer that appeared in *The Working Forest*; and, launched the OPFA Facebook page. Some of the committee members continue to manage the Facebook page. Committee members were instrumental in the OPFA's response to the Royal Ontario museum diorama on Life in Crisis and its messaging about forestry. The committee hopes future displays will include input from our members or the Association.

In 2013 the committee began development of a survey to gather information on members with the intent of creating a database of members who have had unique career paths. The project ran into

CAREER AWARENESS COMMITTEE REPORT CONTINUED

some obstacles and was not completed. Some other tasks the Committee had on their “radar” include:

- OPFA brochure that provides information about the Association to the public and municipalities (in conjunction with Private Lands Committee);
- Working with the Forests Ontario to develop presentation materials for use by members. These materials would be available either on the OPFA website or through Forests Ontario.
- Production of a video showcasing what our members do. This would conceivably appear on our website and be available for use in presentations, and
- Development of partnerships with industry and government to further our mandate of raising our profile.

The Career Awareness Committee prided itself in being a unique committee with a different mandate from some of the other OPFA committees. The Career Awareness Committee made efforts to draw its representation from the broad membership of the OPFA with committee members from all corners of the province and forestry disciplines. The Committee was quick to welcome member comments, suggestions, and ideas on how to put the spark back in forestry as a career path for our youth and as a respected and valued profession in our society.

As Chair of this Committee I am honored and humbled by the

committee’s enthusiasm for the given mandate and the commitment to promote the forestry profession. The members of this committee would have made an excellent Advocacy Committee for the OPFA and its members. It is my hope that all members continue the work this committee started.

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CANADIAN FORESTRY ACCREDITATION BOARD REPORT

By F. Johnson, R.P.F.

The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting the academic requirements for professional certification (registration/licensure) in Canada. Its role is to implement a national accreditation process mandated under a detailed Policy Statement agreed to by its member agencies, the eight professional forester/forest engineer associations of Canada, and the Canadian Institute of Forestry. Its membership is made up of appointees from the member agencies.

The Board was established in 1989 and has been conducting site visitations since 1990. Assessment of academic programs is undertaken in accordance with comprehensive competency- and knowledge-based academic standards, but also includes consideration of facilities and services offered; faculty experience, qualifications and tenure; and the ability of the program to instil professional qualifications and qualities in students. The regular accreditation cycle for a program is six years, although circumstances may dictate a shorter period for a given program or an interim review to confirm that a program continues to meet accreditation requirements. At present, twelve forestry programs (ten baccalaureate and two Masters) in Canada enjoy accredited status. The Board does not accredit

faculties or institutions, nor does it review programs outside Canada.

The Board met once over the year - in Ottawa, Ontario on September 12th. During that meeting the Board considered the final report of an out-of-schedule program review at the Faculty of Forestry, University of Toronto. The review of the Master of Forest Conservation Program was the second for the Board of a Masters' program and the second in as many years following that of UBC's Master of Sustainable Forest Management Program in 2013. At the meeting the Board determined that, with one exception, the program satisfied all accreditation criteria and granted accreditation for a period of six years, beginning with the program offered for the 2013/14 academic year and shall continue to December 31, 2019.

At the time of the review, the Faculty was in the process of further developing its instruction on professionalism and ethics (Standard 7). Instruction will be enhanced through collaboration with members of the Ontario Professional Foresters Association and is to be fully in place prior to the end of the current calendar year in order that the first graduating class will have received instruction required by the CFAB standard. A report on actions taken in this regard is to be provided

to the Board early in 2015. As it is a new program, and to ensure that the program continues to address the critical prerequisite requirements and the associated supplementary procedures responses provided by the Faculty, the Board will seek a detailed status and update report from the school during the third year of program delivery.

The Board proceeded with its review of the Questionnaire used for school submissions and the Manual that is used to guide site visit team members through a review process. The Board considered final drafts of proposed revisions and approved use of the revised documents for the fifth round of reviews which will commence in 2015 with site visits to Université Laval and University of Northern British Columbia (UNBC). Of particular note are changes requiring additional information with respect to articulation agreements and advance standings, the expansion of the review schedule to 40 weeks including additional Questionnaire preparation time for the schools and earlier initial contact with schools in the setting up of forthcoming site visits.

As noted above review activity during 2015 will consist of site visits to Université Laval and UNBC.

Ontario Professional Foresters Association 2014 Annual Report

CANADIAN FORESTRY ACCREDITATION BOARD REPORT CONTINUED

There were no changes in regular Board membership over the past year. Peggy McDougall, R.P.F. accepted the previously vacant alternate position for the Association of Saskatchewan Forestry Professionals.

Board members and alternates at the end of 2014 were:

- Peter Marshall, R.P.F. (Chair) and Randy Trerise, R.P.F. (alt) Association of British Columbia Forest Professionals;
- Roger Roy, R.P.F. and Rod O'Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick
- Bill Buggie, R.P.F. and Glen Knee, R.P.F. (alt.), Registered Professional Foresters of Newfoundland and Labrador;
- Ian Millar, R.P.F. and Roger Aggas, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia;
- Germain Paré, ing.f. and Jean-Louis Brown, ing.f. (alt.), Ordre des ingénieurs forestiers du Québec;
- Faye Johnson, R.P.F. and David Winston, R.P.F. (Ret.) (alt.), Ontario Professional Foresters Association;
- John Daisley, R.P.F. and Peggy McDougall, R.P.F. (alt), Association of Saskatchewan Forestry Professionals;
- Dave Blackmore, R.P.F. and Charles Backman, R.P.F. (alt.), College of Alberta Professional Foresters;
- Bruce Dancik, R.P.F., (no alternate) Canadian Institute

of Forestry.

Most of those serving at the end of the year are expected to continue their participation in the coming year. Lorne Riley, R.P.F. (Ret.), an OPFA Life Member, is the Executive Director.

As a member, the Board remained fully active in the meetings and activities of the Canadian Federation of Professional Foresters Associations (CFPFA) and its subcommittee, the Credential Assessment Authority (CAA). The CAA oversees the implementation of the national Credential Assessment Process (CAP) created to assess the academic and experiential credentials of applicants for certification who have not graduated from an accredited program. The CFPFA will be involved in a collaborative undertaking to review and, potentially, adjust the academic standards for certification to broaden the base of academic backgrounds and chosen career paths considered acceptable for professional forestry practice in Canada. This undertaking was started in November, 2014 and will take some time to complete.

The Board is also an active member of the Association of Accrediting Agencies of Canada (AAAC). The AAAC considers items of mutual accreditation interest and shares accreditation experience amongst its thirty

four member agencies.

STATUS OF CFAB PROGRAM ACCREDITATIONS AT CANADIAN SCHOOLS OF FORESTRY, DECEMBER 2013

September 2009

Laval University, Faculty of Forestry, Geography and Geomatics, Forest Management and Environment Program and Forest Operations Program

Accredited for six years to June 30, 2015

September 2009

University of Northern British Columbia, College of Science and Management, Ecosystem Science and Management Program, Forest Ecology and Management major

Accredited for six years to June 30, 2015

August 2011

University of New Brunswick, Faculty of Forestry and Environmental Management, Forest Ecosystem Management Program

Accredited for six years to June 30, 2017

August 2011

University of Alberta, Faculty of Agricultural, Life and Environmental Sciences, Alberta School of Forest Science and Management, Forestry and Forest Business Management Programs

Accredited for six years to June 30, 2017

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CANADIAN FORESTRY ACCREDITATION BOARD REPORT CONTINUED

September, 2012

University of British Columbia, Faculty of Forestry, Forestry Program, Forest Resources Management and Forest Operations majors

Accredited for six years to June 30, 2018

September, 2012

Lakehead University, Faculty of Natural Resources Management, Honours Forestry Program (H.B.Sc.F.)

Accredited for six years to June 30, 2018

September, 2013

Université de Moncton, Faculté de foresterie (now École de foresterie), Programme des Sciences forestières

Extension of the three-year accreditation awarded in 2010 for three years to June 30, 2016.

September, 2013

Faculty of Forestry, University of British Columbia, Master of Sustainable Forest Management Program

Accredited for six years to June 30, 2018

September, 2014

Faculty of Forestry, University of Toronto, Master of Forest Conservation Program

Accredited for six years to December 31, 2019



Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS FOUNDATION REPORT

By Paul McAlister, President

The Ontario Professional Forestry Foundation is a separate legal entity from the OPFA. As such the OPFA does not direct or manage the affairs of the Foundation. The Foundation was established by members of the OPFA so that funds could be provided to activities that help educate people about professional forestry.

The Foundation lost its registration with Revenue Canada some years ago as annual financial reports were not filed as required. This means that tax receipts for donations cannot be provided until the Foundation obtains reinstatement of its charitable status with the Government of Canada.

An attempt is being made to reactivate the Ontario Professional Forestry Foundation and to explore re-registration or transfer to an existing foundation that shares similar objectives as the Foundation.

The board was re-constituted in 2014 and has met several times via conference calls. The Ontario Professional Forestry Foundation is comprised of the following board members:

President: Paul McAlister
Vice President: Rob Keen, R.P.F.
Board Member:s:
Tom Griffiths, R.P.F. (Ret.)
Mark Leschishin, R.P.F.
Malcolm Squires, R.P.F. (Ret.)
Kelly Mitchell, R.P.F. (Ret.)
Ken Armson, R.P.F. (Ret.)
Graeme Davis, R.P.F. (Ex Officio)
Astrid Nielsen, R.P.F. (Ex Officio)

It is with regret that we acknowledge the resignation of John Fingland, R.P.F. and Carla Grant from the Board.

The past year the following groups or events received financial support from the OPFF:

- CIF - Teachers Tour \$1000
- CIF – University of Toronto/University of Laval Winter Field Trip \$1000
- Forests Ontario - Ontario Envirothon Championship at Fleming College \$2000
- The OPFA Forestry Award (Lakehead University) to Madeline Kennedy \$150



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES

Thursday, April 24th, 2014
Prince Arthur Hotel, Thunder Bay, Ontario
(minutes are draft until approved at the 2015 AGM)

1. Call To Order:

President Martin Neumann, Associate, called the meeting to order at 3:50 p.m. noting that this was the Annual General Meeting (AGM) of the Ontario Professional Foresters Association.

2. Notices, Members and Proxies:

The President introduced Susan Jarvis, R.P.F., Registrar. The Registrar noted that the notice of the meeting was distributed electronically, or by paper, 30 days in advance of AGM, and subsequently published in the March issue of The Professional Forester newsletter.

There were 65 members in attendance and 24 proxies had been received; 15 proxies appointing the President, 6 proxies appointing Greg Pawson, R.P.F., 1 proxy appointing Sarah Bros, R.P.F., and 2 proxies appointing Chad Anderson, R.P.F. As Chad Anderson was not present, these 2 proxies were reassigned to the President.

Since a total of 40 attending members and proxies was the quorum, the Registrar noted that the meeting was properly constituted to proceed.

3. President's Remarks:

The President welcomed members, and noted that guests were welcome, however only members were entitled to vote during the meeting.

The President noted that the Annual Report for the previous fiscal year, with all reports and the audited financial statements, were posted on the OPFA website and notice of such was sent to all members. He also noted that printed copies of the Annual Report were available at the meeting and that one would be sent to any member upon request.

The President introduced members of the OPFA staff team: Registrar Susan Jarvis, R.P.F., Interim Executive Director David Milton, R.P.F., who were both present, as well as other team members: Registration Coordinator and Office Coordinator Priscilla Doyle, Accounting Coordinator Janice Sukhiani, and Advocacy Coordinator Judy Biggar. Thanks were expressed to the OPFA staff for the work they are accomplishing.

4. In Memoriam:

The President noted that seven members had passed away since the last Annual Meeting or whose death we heard about since then. He asked for a moment of silence in their memory:

John Cowling

David Fayle

Sydney Holmes

Tony Jennings

Gary Murchison

Mike Pettit

Alfred Vietinghoff

5. Recognition of New Members:

The President asked any new members in attendance that had joined the OPFA since the last AGM, to stand and introduce themselves. No new members were present at the meeting.

6. Approval of Minutes of 2013 Annual Meeting:

The President noted that the minutes were posted in draft on the website and are in the printed 2013 Annual Report.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

Motion: It was moved by Sarah Bros, R.P.F., seconded by Mike Willick, R.P.F., that the minutes of the 2013 AGM be accepted as presented.

Carried.

7. Resolution Updates:

There were two resolutions received at the 2013 Annual Meeting which required updates. The President called upon David Milton, Interim Executive Director, who provided the updates.

Resolution 2013-1:

Moved by John Cary, R.P.F. and seconded by Bob Burgar, R.P.F., Carried:

“Be it resolved that council give consideration to the current weak advocacy approach of the Association, with the objective of taking enhanced actions with respect to advocacy in the public interest.”

Update: This resolution was considered and accepted by Council for implementation in 2013. Enhanced advocacy actions were conducted during the past year. These actions included:

a) increased cooperation and joint advocacy submissions between the OPFA, the Canadian Institute of Forestry and

Trees Ontario. One submission focused on identifying misinformation included in the Royal Ontario Museum exhibit on Boreal Forest Biodiversity and resulted in the ROM committing to involve OPFA and others in development of future forestry-related exhibits.

b) response to an article on Chatham-Kent tree cutting bylaws (OPFA response was published in the paper).

c) OPFA comments on MNR Transformation during development and implementation. The OPFA also commented on this directly in a meeting with MNR Minister Orazietti.

d) On-going advocacy efforts at various provincial and regional Ontario woodlot owners association meetings over the past year.

Resolution 2013-2:

Moved by Richard MacNaughton, R.P.F. and seconded by Ben Kuttner, R.P.F. Carried:

“Whereas the renewal of the Ontario Advanced Forestry Program can provide accessible continuing education opportunities for practising forest professionals in Ontario, and

“Whereas the OPFA would be willing to be a

partner in the development of this continuing education program,

“Be it resolved that Council give consideration to expressing support in principle to the development of this continuing education program.”

Update: This resolution was considered by Council, who expressed support for the program. OPFA support was relayed to University of Toronto contacts, however the university is not pursuing the program at this time. OPFA support will be formally conveyed to the university when they move forward with development of the program.

8. Annual Reports:

The President asked for a blanket motion to accept all reports, rather than deal with them individually. However, it was noted that if any member had reason they wished to explain, that any report could be separated from the motion for a separate vote. Hearing no such request, the President asked for the motion.

Motion: It was moved by Bob Burgar, R.P.F., seconded by Paul Poschmann, R.P.F. that the following reports be received as presented in the 2013 Annual Report.

- President’s Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

- Executive Director's Report
- Registrar's Report
- Finance and Audit Committee Report
- Registration Committee Report
- Awards & Recognition Committee Report
- Editorial Board Report
- Website Committee Report
- Competency Support Committee Report
- Private Lands Forestry Committee Report
- Crown Lands Forestry Committee Report
- Urban Forestry Committee Report
- Career Awareness Committee Report
- Canadian Forestry Accreditation Board (CFAB) Report
- Ontario Forestry Association Report

Carried.

9) Consideration of Specific Reports in the Annual Report:

No reports were requested to be separately considered.

10) Auditors Report & Financial Statements:

The President noted that the 2013 financial statements have been approved

by Council and the auditor's report has been received. Both appear in the 2013 Annual Report.

The President called for any questions to be directed to Bob Burgar, R.P.F. There were no questions.

11. Council's Appointment of Association Auditor:

The President reported that Council has appointed Ed Girardi, C.A. as Auditor for the Association for the year ending November 30th, 2014. The President called for questions, however no questions were asked.

The President then concluded that all reports in the 2013 Annual Report were received, except for the information on pages 60 through 62: our sponsors for last year's 2013 Annual Conference. The members applauded last year's sponsors, as well as the sponsors for this year's Annual Conference.

12. Ratification of Actions of Council:

The President called for a motion:

Motion: It was moved by Rob Tomchick, R.P.F. and seconded by Tom Croswell, R.P.F. that all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Council and Officers of the Association since the last Annual Meeting of the Association to the date hereof, as the same

are set out or referred to in the minutes of the Council, or in the financial statements submitted to this meeting, be and the same are hereby ratified, approved, sanctioned and confirmed. **Carried.**

13) Confirmation of Proposed By-law Changes:

The President noted that the proposed by-law changes were approved by Council. A summary of the proposed by-law changes and rationale for the changes was distributed to members 30 days in advance of this meeting and were posted on the OPFA website for review.

The President called upon the Registrar, Susan Jarvis, R.P.F., to present the by-law changes. The Registrar provided a summary of the more significant by-law changes as follows:

a)(Article 11.13, 11.18) Revision to allow Inactive and Non-resident members to apply for Life membership

b) (Article 11.5) Added footnote to Full membership requirements to specify that the 2008 Certification Standards may be met

Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

through graduating from a Canadian Forestry Accreditation Board accredited program, or by successfully undergoing the national Credential Assessment Process (competency-based assessment).

c) (Article 11.5, 11.6) Require all applicants to complete the required 18 months of progressive, post-secondary, relevant forestry experience while a Provisional member.

d) (Article 11.5, 11.6) The existing requirements for professionalism and ethics and for good character are now listed separately.

e) (Article 11.6) The Ontario Forest Policy and Administration knowledge assessment is required for all applicants equally.

f) (Article 11.22) Change in Designations: Only Full or Non-Resident Members are entitled to use the designations "Registered Professional Forester", "R.P.F.", "Professional Forester", or the equivalent in another language.

Inactive and Life Members are entitled to use the designations "Retired Professional Forester", "R.P.F.(Ret.)", "Professional Forester (Ret.)", or the equivalent in another language.

g) (Article 11.36) Any appeals by applicants to registration decisions will be decided by the new Registration Appeal Committee.

Also, any member of the Registration Appeal Committee, who is also on the Registration Committee, or who was on the Registration Committee during the review of the application under appeal, will recuse themselves from the appeal process.

h) (Article 13.4) Revision to wording of the Standards of Practice.

i) (new Article 18.6) By-law added to reflect the authority in the Professional Foresters Act 2000 for the OPFA to report association decisions in the official publications and on the website.

The President invited questions or comments, which are summarized as follows:

- (Article 11.22) It was noted that many long-time OPFA members in the Life or Inactive membership categories may not like losing their unqualified R.P.F. designation. That point was acknowledged by the Registrar who explained that the change considered this point, and it intentionally included "R.P.F." with the "retired" designation, rather than removing the use of the R.P.F. designation entirely for non-practising members. Other members present supported use of the "retired" designation. The Registrar clarified that the change was intended to better reflect who was licensed to practise professional

forestry and was in response to several inquiries we had received from the public. It was noted that Inactive and Life members will be well informed of this change.

- (Article 11.36) The question was raised why appeals to registration decisions are to be heard by the new Registration Appeals Committee rather than the Executive Committee as was done in our one previous appeal. This change was a result of legal advice. The Registrar explained that the Professional Foresters Act 2000 listed the role of the Executive Committee and the hearing of registration decision appeals was not a listed duty. The Registration Appeals Committee will be initially be chaired by Martin Neumann who will oversee development of the Terms of Reference and populating of the committee.

The President thanked the members for their comments and presented the approved by-law changes to the membership for a confirmation vote. The President asked if any member requested a separate vote on any individual by-law article. No by-law changes were requested to be separately considered.

Motion: It was moved by Kevin Ride, R.P.F. and seconded by Jack Harrison, R.P.F. that the proposed by-law changes be confirmed.

Carried.

Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

The Registrar noted that the confirmed by-laws were now in effect and that the complete set of 2014 By-laws with these changes would be posted on the OPFA website promptly.

14) Reporting on the OPFA Strategic Plan:

The President introduced David Milton, R.P.F., Interim Executive Director, who provided a brief review of the Strategic Planning Framework for 2012-2015. This framework outlines the OPFA mandate, Vision and Mission. The two core businesses of the OPFA were identified:

- Regulation – Registration, Competency Maintenance, Standards & Guidelines, Complaints, Discipline, and Unauthorized Practice; and
- Advocacy – Advocating excellence in professional practice, Profile, Policy Engagement, and Special Initiatives.

OPFA Governance and Support oversees and supports the core businesses of Regulation and Advocacy through membership services, OPFA governance, and office administration.

15) Reporting on the Revised Fee Schedule:

The President noted that a revised Fee Schedule was recommended by the Finance and Audit Committee, and subsequently discussed and approved by Council to be effective May

1st, 2014. The President called upon David Milton, R.P.F., Interim Executive Director, who provided an overview of the approved Fee Schedule and the process and rationale undertaken to develop the revised Fee Schedule. Mr. Milton presented:

- the roles of the OPFA Finance and Audit Committee (e.g. reviews and provides comments on day to day financial activities, annual budget and annual financial audit);
- the Financial Statement in the 2013 Annual Report;
- actual and projected revenues and expenditures from 2012 to 2018;
- a summary of several options considered by the Finance and Audit Committee and Council to balance fees versus expenses to balance the budget. It was noted that funds taken from the reserve account for eligible enforcement actions will need to be replenished over the next several years to maintain the reserve fund at the agreed upon level.
- a review of revised professional dues in the Fee Schedule.

Members were invited to ask questions. The following questions and comments were discussed:

- Some members commented that the proposed fees were increasing too quickly for

Full and Associate members;

- Some members supported the increase in Associate Member dues to the level of Full Members; others supported an increase, but noted that Associate Members should not be required to pay the same dues;
- Some members noted general agreement with the increase in professional dues in view of the rationale for increased expenses as previously presented;
- Discussion on what latitude the OPFA has in the spending of reserve funds; and
- It was noted the Finance and Audit Committee has previously recommended a regular smaller increase in dues to be applied annually, but that this annual increase was not approved by Council.

16) Reporting on Peer Review as a Component of the Competency Support Program:

The President noted that Council had discussed and supported the implementation, on a voluntary basis, of Peer Review as a component of the Competency Support Program. The President called upon Bob Elliott, R.P.F., Chair of the Competency Support

Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

Committee to present an overview of the Peer Review project.

Mr. Elliott referred to the summary handout and outlined key factors in Peer Review:

- We are a licenced profession and Peer Review is included in the OPFA by-laws;
- Peer review is intended to ensure members maintain competency in their area of practice, and that sufficient documentation of competency is retained;
- A Peer Review is intended to be a positive experience, resulting in an exchange of knowledge, information and ideas;
- The Competency Support Committee will prepare draft templates for competency documents and the Peer Review process;
- Use of draft templates will not be mandatory, but rather be suggested formats for member's use;
- Implementation of Peer Review to start in the fall of 2014, and will include information and training for members; and
- Peer Review will remain voluntary until decided otherwise by Council.

The President called for any questions on Peer Review; there were none.

17) Growing Professionalism in the Forest (GPITF) Initiative:

The President introduced David Milton, R.P.F., GPITF Initiative Co-chair to provide an overview of progress of the project over the past year.

Mr. Milton reminded members that GPITF was intended to address the significant issue of the potential for unregulated, non-accountable actions undertaken by other disciplines, associated with the Scope of Professional Forestry. Mr. Milton presented a brief background on regulated professions in Ontario and noted that consultation with Forest Technicians and Forest Biologists was conducted as part of the GPITF project to gauge the interest from these forest professionals to joining a regulated profession.

The OPFA is actively consulting with the Minister of Natural Resources (custodian of the Professional Foresters Act 2000) for concurrence to:

- move to include technicians / technologists;
- gauge the interest for a College;
- revise the PFA 2000 to adjust the exemptions; and

strengthen the unauthorized practice focus of the Act.

Implementation of the above potential actions is projected for March 2015.

The President asked members for any comments. One member commented that the GPITF Report was well done. Another member suggested that the OPFA will be challenged to defend why other forest professionals who practice on Crown land need regulation.

18) Resolutions:

The President noted that our by-laws call for written, moved and seconded resolutions to be received at the OPFA office at least 6 weeks before the Annual Meeting so they might be included on the agenda; none were received. The by-laws further allow other written, moved and seconded resolutions to be considered at the AGM, but only if the majority of Members present agree to consider the resolution.

One resolution was duly received at the meeting in writing with a mover and seconder recorded.

The resolution was read by the President who asked for a show of hands in favour of

Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

considering the resolution. A majority of members present were in favour of considering the resolution. Discussion Carried.

Resolution 2014-1:

The resolution was presented by Astrid Nielsen, R.P.F., and some rewording of the resolution occurred. The revised resolution was then presented and discussed.

Moved by John Cary, R.P.F. and seconded by Shelley Vescio, R.P.F.:

“Whereas the scope in the Professional Foresters Act 2000 recognizes the unique place of urban forestry within the profession by distinguishing between “forests and urban forests”;

“Whereas the skill sets for conventional forestry and urban forestry have considerable overlap; each also has a unique subset of knowledge and skills”; and

“Whereas the mission of the OPFA is to advocate for and ensure that effective professional practice is implemented”;

“Be it resolved that Council give consideration to the development of a set of competencies for urban forestry.”

Ms. Nielsen presented the resolution and

outlined the discussions that have occurred recently in the OPFA Urban Forestry Committee. Ms. Nielsen outlined that competencies needed to conduct urban forestry overlap with those needed for traditional forestry, but also include additional specialized competencies not currently included in the national Certification Standards for professional forestry in Canada. Urban forestry is a rapidly growing sector of professional forestry and it is in the public interest to ensure that forestry professionals are competent if they choose to practise urban forestry.

Discussion amongst members present included the option to consider potential designations or “specializations” within the OPFA Full (and possibly Associate) membership categories. It was noted by the Registrar that any potential changes to national Certification Standards (professional forestry competencies) would require discussion and adoption by the other professional forester associations across Canada. Development of “specializations” within an OPFA membership category could be achieved through by-law revisions. It was also suggested that the scope of practice for “Urban

Forestry” be clearly defined. A vote on the resolution was called by the President.

Carried.

19) Other Business:

The President inquired if there is any other business for discussion, however there was none. The President raised two matters before adjournment:

2015 Annual Conference

The President announced that Toronto/Oakville and surrounding area members have begun organizing the 58th OPFA Annual Conference for next April, 2015. The AGM conference chair is Ann Koven, R.P.F.(Hon).

Acknowledgements 2014 Annual Conference

The President acknowledged the support of sponsors and exhibitors for this year’s conference. His comment was followed by a spontaneous round of applause.

The President also acknowledged the excellent organization and dedicated work of the volunteers on the Conference Organizing Committee for 2014:

Co-Chairs: Kevin Ride, R.P.F. and Brian Campbell, R.P.F. and, alphabetically:

Ontario Professional Foresters Association 2014 Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION ANNUAL GENERAL MEETING 2014 MINUTES CONTINUED

2014 Conference Organizing
Committee Members Continued:

Jamie Arthurs

Erin Banton

Brad Chaulk

Mike Davis

Fred Dewsberry

Jodi Hall

Brian Kurikka

Dave Legg

Donald Nixon

Michelle Nowak

Neil Peterson

John Pineau

Tom Ratz

Mona Wiltshire

This acknowledgement was met
with enthusiastic applause from
the audience.

17) Termination:

As there was no further business, the President declared the 2014 Annual General Meeting of the OPFA to be terminated at 5:50 p.m.



Ontario Professional Foresters Association

Audited Financial Statements

November 30, 2014

Ed Girardi
Chartered Accountant

Ontario Professional Foresters Association

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Ontario Professional Foresters Association 2014 Annual Report

ED GIRARDI PROFESSIONAL CORPORATION

(Authorized to practise public accounting by The Institute of Chartered Accountants of Ontario)

463 Alper Street
Richmond Hill, ON L4C 2Z5

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

Telephone: 905-884-8644
Fax: 905-884-6992
E-mail: e.girardi@rogers.com

Independent Auditor's Report

TO: The Members of the Ontario Professional Foresters Association

I have audited the accompanying financial statement of the Ontario Professional Foresters Association which comprise the balance sheet at November 30, 2014 and the statements of operations, changes in net assets, and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

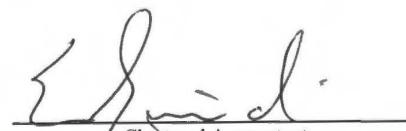
An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Ontario Professional Foresters Association as at November 30, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Richmond Hill, Ontario
January 30, 2015



Chartered Accountant
Licensed Public Accountant

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Balance Sheet

As at November 30

	2014	2013
Assets		
Current		
Cash	\$ 35,668	\$ 26,549
Restricted cash (Note 13)	135,590	-
Accounts receivable	63,602	31,245
Short term investments (Note 3)	-	194,284
Prepaid expenses and deposits	5,521	8,015
	<u>240,381</u>	<u>260,093</u>
Long Term Investments (Note 3)	<u>264,558</u>	<u>279,558</u>
	<u>\$ 504,939</u>	<u>\$ 539,651</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 40,302	\$ 91,424
Deferred grant income (Note 13)	135,590	-
Prepaid membership fees (Note 4)	234,980	77,003
	<u>410,872</u>	<u>168,427</u>
Net Assets		
Internally restricted (Note 5)	198,588	279,558
Unrestricted net assets	(104,521)	91,666
	<u>94,067</u>	<u>371,224</u>
	<u>\$ 504,939</u>	<u>\$ 539,651</u>

On behalf of the Board:



President



Executive Director

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

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Statement of Operations For the Year Ended November 30

	2014	2013
Revenues		
Memberships	\$ 272,841	\$ 277,569
Application and examination	16,391	10,844
Annual general meeting	21,765	(487)
Grant income (Note 13)	14,410	-
Miscellaneous	3,594	1,500
Interest on investments and deposits - unrestricted funds	232	692
	<u>329,233</u>	<u>290,118</u>
Expenses (Note 7)		
Regulatory (Note 12)	409,381	225,505
Profile (recognition of profession)	18,080	32,272
Policy engagement	6,967	20,222
Competency	14,410	5,273
Member services	10,431	32,691
Governance	63,608	48,611
General administration	90,899	63,232
	<u>613,776</u>	<u>427,806</u>
Deficiency of revenues over expenses before interest from restricted funds	(284,543)	(137,688)
Interest earned on restricted funds	<u>7,386</u>	<u>8,767</u>
Deficiency of revenues over expenses	<u>\$ (277,157)</u>	<u>\$ (128,921)</u>

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

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Statement of Changes in Net Assets For the Year Ended November 30

	Internally Restricted	Unrestricted	2014	2013
Balance, beginning of year	\$ 279,558	\$ 91,666	\$ 371,224	\$ 500,145
Excess (deficiency) of revenues over expenses	7,386	(284,543)	(277,157)	(128,921)
Inter-fund transfer	(88,356)	88,356	-	-
Balance, end of year	<u>\$ 198,588</u>	<u>\$ (104,521)</u>	<u>\$ 94,067</u>	<u>\$ 371,224</u>

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

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Statement of Cash Flows

For the Year Ended November 30

	2014	2013
Cash provided by (used for):		
Operating Activities		
Deficiency of revenues over expenses for the year	\$ <u>(277,157)</u>	\$ <u>(128,921)</u>
Net change in non-cash working capital components:		
Prepaid expenses and deposits	2,494	48
Restricted cash	(135,590)	-
Accounts receivable	(32,357)	(21,146)
Accounts payable and accrued liabilities	(51,122)	40,959
Deferred grant income	135,590	-
Prepaid membership fees	<u>157,977</u>	<u>10,734</u>
	<u>76,992</u>	<u>30,595</u>
Investing		
Decrease in short and long term investments	<u>209,284</u>	<u>20,897</u>
Increase (decrease) in cash during the year	9,119	(77,429)
Cash balance, beginning of year	<u>26,549</u>	<u>103,978</u>
Cash balance, end of year	\$ <u><u>35,668</u></u>	\$ <u><u>26,549</u></u>

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

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

1. Purpose of the Association

The Ontario Professional Foresters Association (i.e. the Association), established in 1957, serves as a governing body for professional foresters, ensuring professionalism and accountability. The Association is incorporated under the laws of the Province of Ontario as a regulatory agency and has no share capital. The Association is a registered Canadian charitable organization under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

2. Summary of Significant Accounting Policies

Basis of presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations contained in Part V of the Canadian Institute of Chartered Accountants ("CICA") Handbook.

Revenue recognition

The Association follows the deferral method of accounting for contributions, which include membership dues. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured. Unrestricted contributions are recognized as revenue when received since pledges are not legally enforceable claims. Externally restricted contributions are recognized as revenue in the period in which the related expenses are incurred. Amounts received from grants for specific purposes are recognized as income to the extent of related expenses and as conditions of various agreements have been met.

Interest income is recognized as revenue when earned.

Financial instruments

Cash, accounts receivable, and investments are classified as loans and receivables which are measured at amortized cost. Accounts payable and accrued liabilities are classified as other financial liabilities, which are measured at amortized cost.

The Corporation has chosen to apply the CICA Handbook Section 3861 "Financial Instruments - Disclosure and Presentation", in place of CICA 3862 "Financial Instruments - Disclosure" and CICA 3863 "Financial Instruments - Presentation".

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

2. Summary of Significant Accounting Policies (continued)

Contributed materials and services

Volunteers contribute time and effort to assist the Association in carrying out its activities. Because of the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Management reviews these estimates periodically, which include allowance for bad debts and accruals and as adjustments become necessary they are reported in the period in which they become known. Actual results may vary from the current estimates.

Impairment of financial instruments

Financial assets measured at cost are tested for impairment when there is an indication of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the impairment, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Future accounting pronouncements

In December 2010, the Accounting Standards Board (AcSB) issued accounting standards for private not-for-profit organizations as Part III of the CICA Handbook. These standards are effective from fiscal years beginning on or after January 1, 2012. The Association has adopted these standards from December 1, 2012. To the extent that Part III of the Handbook does not address certain matters applicable to the Association, it will use accounting standards for private enterprises contained in Part II of the CICA Handbook. The impact of transitioning to these new standards has not yet been determined.

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

3. Investments

The details are as follows:

Short Term

Guaranteed Investment Certificates

	2014	2013
TD Canada Trust	\$ 22,386	\$ 30,133
Home Trust	-	-
	<u>22,386</u>	<u>30,133</u>
Cash on deposit with Scotia McLeod	<u>65,970</u>	<u>65,970</u>
	<u>88,356</u>	<u>96,103</u>
Inter-fund transfer	<u>(88,356)</u>	<u>98,181</u>
	<u>\$ -</u>	<u>\$ 194,284</u>

Long Term

Guaranteed Investment Certificates

	2014	2013
Maple Trust	\$ 41,143	\$ 39,932
Province of B.C. CPN	57,934	56,324
Equitable Trust	79,779	77,979
Home Trust	-	14,218
Dundee Bank	47,236	45,841
Manulife Bank	<u>38,466</u>	<u>37,208</u>
	<u>264,558</u>	<u>271,502</u>
Cash on deposit with Scotia McLeod	-	106,237
Inter-fund transfer	<u>-</u>	<u>(98,181)</u>
	<u>\$ 264,558</u>	<u>\$ 279,558</u>

These investments are due to mature on various dates by April 1, 2016 and bear interest which range from 2.40% to 3.85%. As explained in Note 5 to the financial statements these investments have been internally restricted by the Association.

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

4. Prepaid Membership Fees

	2014	2013
Balance, beginning of year	\$ 77,003	\$ 66,269
Less: Amount recognized as revenue during the year	(77,003)	(66,269)
Add: Amount received relating to the following year	234,980	77,003
Balance, end of year	<u>\$ 234,980</u>	<u>\$ 77,003</u>

5. Internally Restricted Net Assets

In 2007 the Association formalized a policy of reserving funds for potential future liabilities including project over-runs, litigation or other contingencies.

A target level of funds has been established by the Council, upon advice from the Finance and Audit Committee, and is to be increased by the interest earned on these invested funds. These funds may only be used with the express approval of the Association.

The current reserve target was calculated as follows:

	2014	2013
Dissolution	\$ 45,000	\$ 45,000
Project over-runs	35,000	35,000
Allowance for two concurrent major disciplinary matters	230,000	230,000
Interest earned on invested funds	<u>67,739</u>	<u>58,972</u>
	377,739	368,972
Interest earned during the year on invested funds	7,386	8,767
Cumulative funds transferred for enforcement action (Note 12)	<u>(186,537)</u>	<u>(98,181)</u>
Balance, end of year	<u>\$ 198,588</u>	<u>\$ 279,558</u>

6. Lease Commitment

The Association leases office premises at 5 Wesleyan Street, Georgetown, Ontario. Monthly lease payments are \$831 and the lease term expired on June 30, 2013. The Association is presently leasing the office space on a month to month basis.

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

7. Expenses

Expenses presented on the statement of operations are presented in a traditional format by project groups. Common expenses are allocated to each project group based on actual utilization of such expenses. Allocations are reviewed annually, updated and applied on a prospective basis.

The break down of expenses by nature is as follows:

	2014	2013
Staff	\$ 198,054	\$ 180,699
Consultants	1,150	25,822
Legal	272,894	97,787
Advertising	2,237	6,752
Career Awareness (OFA, etc.)	1,425	7,613
Office (supplies, postage, photocopying, etc.)	10,963	9,879
Equipment & Software	5,324	5,783
Expenses related to grant income	14,410	-
Teleconferencing, telephone & internet	5,399	5,813
Rent	9,967	9,967
Travel, memberships & meetings		
Forestry	4,268	2,914
Regulatory	11,519	10,293
OPFA	39,361	36,766
Bank charges	11,566	6,983
Audit	5,799	5,570
Insurance	5,889	4,928
Website	2,476	3,781
Subscriptions	-	586
Honoraria	1,000	1,000
Provision for uncollectible receivables	10,016	2,769
Other	59	2,101
	<u>\$ 613,776</u>	<u>\$ 427,806</u>

8. Related Party Transactions and Balances

There were no related party transactions or balances.

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

9. Major Projects

The following expenses, included in the Statement of Operations, are projects or project groups that have absorbed a significant amount of resources.

	2014	2013
1 Regulatory		
Inclusivity and mutual recognition	\$ -	\$ 1,838
Fairness commissioner requirements	-	1,868
Bridging project	-	2,699
Discipline	79,185	35,885
Unauthorized practice	230,245	62,296
2 Policy		
Growing professionalism in the forest	1,685	17,615
MNR transformation	1,768	4,039
3 Member Services		
Fall seminars	3,165	19,481
Website renewal project	2,702	3,746
Student awareness	374	9,153
4 Governance		
Team project	-	9,271
Strategic planning	-	-

10. Financial Instruments

The carrying values of cash, accounts receivable, short term investments and accounts payable and accrued liabilities approximate their fair values due to the relatively short-term maturity. The carrying values of long term investments approximate their fair values as the terms and conditions of these instruments are comparable to current market terms and conditions.

The Association is subject to market, currency and interest rate price risks with respect to its cash balances, account receivables and investments. The Association has a wide base of members to mitigate credit risk. In order to manage its credit risk from cash balances and investments, the Association deals with credit worthy financial institutions. The Association is exposed to interest rate risk on its investments. The Association has established a target mix of investment types designed to achieve the optimal return within reasonable risk tolerance.

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

11. Capital Management

In managing capital the Association focuses on liquid resources available for operations. The Association's objective is to have sufficient liquid resources to continue operating despite adverse financial events. The need for sufficient liquid resources is considered in the preparation of an annual budget and in the monitoring of cash flows and actual operating results compared to the budget. As at November 30, 2014, the Association has met its objective of having sufficient liquid resources to meet its current obligations.

12. Legal Action

In fiscal 2014 the Association incurred additional legal and administrative costs amounting to \$230,245 as a result of extraordinary enforcement actions commenced in 2013. These expenses were funded by the Association's short term investments and, in part, by its internally restricted funds.

13. Deferred Grant Income and Restricted Cash

The OPFA entered into an agreement with the Ontario Ministry of Citizenship and Immigration entitled Bridge Training Program for Foresters (i.e. BTPF) which commenced on March 3, 2014 and which terminates on December 31, 2016 unless terminated earlier in accordance with the terms of the agreement.

The program proposed by the Association is intended to develop competency based training and/or assessment for all 35 core competency requirements for registration in the forestry profession.

The maximum funding available per the Ontario Bridge Funding Agreement (i.e. OBFA) totals \$385,000 with funding instalments to be made based on achievement of various milestones from July 2014 to March 2018.

The activity in deferred grant income for fiscal 2014 is as follows:

Balance at November 30, 2013	\$ -
Grant funds received as per the OBFA	150,000
Deductions - grants recognized as revenue	(14,410)
Balance at November 30, 2014	<u>\$ 135,590</u>

Ontario Professional Foresters Association 2014 Annual Report

Ontario Professional Foresters Association

Notes to Audited Financial Statements For the Year Ended November 30, 2014

14. Reclassification

Certain of the prior year's figures have been reclassified to conform to the presentation adopted in the current year.

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