



2020

ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION

Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2020 ANNUAL REPORT

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Fred Pinto, R.P.F.

Registrar

Fred Pinto, R.P.F.

Administration

ENFORCEMENT COORDINATOR

David Payne

REGISTRATION MANAGER

Louise Simpson, MScF

OFFICE & REGISTRATION COORDINATOR

Priscilla Doyle, BBA

BOOKKEEPER

Kerry Spencer

COUNCIL 2019-2020

President

Denis Gagnon, R.P.F.

Vice-President

Chris McDonnell, R.P.F.

Past President

Peter Street, R.P.F.

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COUNCILLOR NORTHEAST

Gordon King, R.P.F.

COUNCILLOR CENTRAL WEST

Neil McLean, R.P.F.

COUNCILLOR CENTRAL EAST

Lacey Rose, R.P.F.

COUNCILLOR SOUTHWEST

Carol Walker, R.P.F.

COUNCILLOR SOUTHEAST

Waseem Ashiq, R.P.F.

PUBLIC MEMBERS

Daniela Corapi†

Susan Gesner†

David Goldsmith†

Sally Krigstin†

Mark Kuhlberg†

Larry McDermott

Douglas Reynolds†

Paul Wallis†

† Partial Year

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

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COMMITTEES, WORKING GROUPS & TASK TEAMS

Executive*

CHAIR

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

Chris McDonnell, R.P.F.
(Vice President)

Peter Street, R.P.F.
(Past President)

Lacey Rose, R.P.F.
(Elected Councillor)

Susan Gesner †
(Public Member)

David Goldsmith †
(Public Member)

Discipline*

CHAIR

Ed Tear, R.P.F. (Ret.)

MEMBERS

Rob Tomchick, R.P.F.

Ken Elliott, R.P.F.

Chad Anderson, R.P.F.

COUNCIL MEMBERS

Waseem Ashiq, R.P.F.

Susan Gesner (Public Member) †

Mark Kuhlberg (Public Member) †

Daniela Corapi (Public Member) †

Douglas Reynolds (Public Member) †

Finance

CHAIR

David Milton, R.P.F. (Ret.)†

Peter Street, R.P.F. †

MEMBERS

Bob Boyce, R.P.F.

Ian Pyke, R.P.F.

Craig Robinson, R.P.F.

Paul Wallis (Public Member) †

David Goldsmith (Public Member) †

Registration*

CHAIR

Malcolm Cockwell, R.P.F.

VICE CHAIR

Sarah Sullivan, R.P.F.

MEMBERS

Ulf Runesson, R.P.F.

Jim McCready, R.P.F.

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

Andrée Morneau, R.P.F.

Ildiko Apavaloae, R.P.F.

Krish Homagain, R.P.F.

COUNCIL MEMBERS

Neil McLean, R.P.F.

(Elected Councillor)

Mark Kuhlberg (Public Member) †

Sally Krigstin (Public Member) †

Nominating

CHAIR

Peter Street, R.P.F.

MEMBERS

Gord Cumming, R.P.F.

Terry Schwan, R.P.F.

Awards & Recognition

CHAIR

Sarah Bros, R.P.F.

MEMBERS

George Graham, R.P.F.

Graeme Davis, R.P.F.

Greg Pawson, R.P.F. (NON-PRACTISING)

Complaints*

CHAIR

Dave Puttock, R.P.F.

MEMBERS

Brian Barkley, R.P.F.

(Vice-Chair)

Chris McDonnell, R.P.F.

Jeff Barton, R.P.F.

Allan Foley, R.P.F.

Bill Hubbert, R.P.F. †

COUNCIL MEMBERS

Gordon King, R.P.F.

(Elected Councillor)

Susan Gesner †

(Public Member)

Mark Kuhlberg †

(Public Member)

Daniela Corapi †

(Public Member)

Douglas Reynolds †

(Public Member)

Editorial Board

CHAIR

Betty Vankerhof, R.P.F.

EDITOR

Jennifer Dacosta, R.P.F. in
Training

MEMBERS

Sarah Bros, R.P.F.

John Harvey, R.P.F.

Jim McCready, R.P.F.

Mark Partington, R.P.F.

Arben Pustina, R.P.F.

Mike Rosen, R.P.F.

Matt Wilkie, R.P.F.

Caroline Mach, R.P.F.

Charles Alderson, R.P.F.

* Statutory Committee

† Partial Year

Public members are appointed by the Lieutenant Governor of Ontario

Urban Forestry

CHAIR

Ben Kuttner, R.P.F.

MEMBERS

Phil Davies, R.P.F.
Timea Filer, R.P.F.
Joel McCracken, R.P.F.
Jim McCready, R.P.F.
John McNeil, R.P.F.
Amory Ngan, R.P.F.
Astrid Nielsen, R.P.F.
Mike Rosen, R.P.F.

Regulations Amendment

CHAIR

Susan Gesner †
(Public Member)
Peter Street, R.P.F. †

MEMBERS

Mark Kuhlberg †
(Public Member)
Chris McDonell, R.P.F.
Scot Rubin, R.P.F.
Denis Gagnon, R.P.F.
Betty van Kerkhof, R.P.F.
Tom Ratz, R.P.F.

Private Land

CHAIR

James Rogers, Associate R.P.F.

MEMBERS

Sarah Bros, R.P.F.
Aaron Day, R.P.F.
Ken Elliott, R.P.F.
Josiah Henrich, R.P.F.
Bohdan Kowalyk, R.P.F.
Caroline Mach, R.P.F.
Thomas McCay, R.P.F.
Fraser Smith, R.P.F.
Peter Williams, R.P.F.
Brandon Williamson, Associate R.P.F.

Crown Land

CHAIR

Robert Partridge, R.P.F.

MEMBERS

Sarah Bros, R.P.F.
George Graham, R.P.F.
Peter Nitschke, R.P.F.
Greg Pawson, R.P.F.

2020 Annual Conference

CHAIR

Graham Davis, R.P.F.

MEMBERS

Bill Gaines, Associate R.P.F.
Richard Raper, R.P.F.
Kerry McLaven, R.P.F. in Training
Phil Davies, R.P.F.
David Milton, R.P.F. (Ret.)
Caroline Mach, R.P.F.
Michael H. Clarke, R.P.F.
Brett Dixon, R.P.F.
Terry Schwan, R.P.F.
James Lane, R.P.F.
Brian Marshall, R.P.F.
Martin Neumann, Associate R.P.F.
Paul Krabbe, R.P.F.
Don Willis, R.P.F.

Social Media

Denis Gagnon, R.P.F.
Brian Marshall, R.P.F.
Lacey Rose, R.P.F.

Registration Appeal Committee

CHAIR

Denis Gagnon, R.P.F.

MEMBERS

Peter Street, R.P.F.
Richard Raper, R.P.F.

Equity & Inclusion

CHAIR

Carol Walker, R.P.F.

MEMBERS

Sally Krigstin Mike Rosen, R.P.F.
(Public Member) Waseem Ashiq, R.P.F.
Denis Gagnon, R.P.F.
Peter Street, R.P.F.
Lacey Rose, R.P.F.
Larry McDermott
(Public Member)

OPFA REPRESENTATIVES ON EXTERNAL GROUPS

Canadian Forestry Accreditation Board

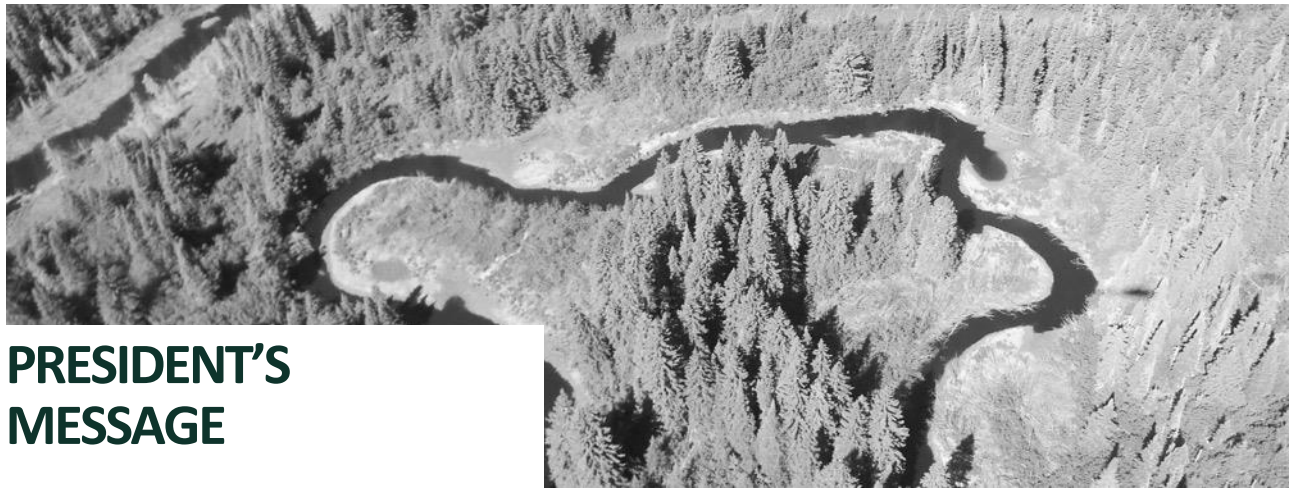
Nancy Luckai, R.P.F.

Ontario Trails Council

Caroline Mach, R.P.F.

Regional Advisory Committee (MNR)

James Harrison (Northwest)
Al Thorne, R.P.F. (Northeast)
Caroline Mach, R.P.F. (Southern)



PRESIDENT'S MESSAGE

Thank you for the opportunity to be the President. There is a certain connotation that comes with that title, be it good or bad. In the end, though I feel much more like a Chairperson for your Council since there really is nothing truly individual about what a regulatory body does for the professional foresters of Ontario. Your Council is a diverse and engaged team of elected and public members who are supported by staff and who have been an incredible asset, especially over this past year. And what a year it was!

In December of 2019, we started yet another fiscal year with a budget in place and a list of initiatives to complete. Your Council welcomed three new members with Carol Walker (Councillor, Southwest section), Scot Rubin (Councillor, Northwest section), and Chris McDonell as the new Vice President. Peter Street became Past President after turning the reins over.

I won't get into the details of all the Council meetings over the year since you now have the opportunity to read them yourself on the OPFA website. This year saw the OPFA put time and effort into proposing changes to the *Professional Foresters Act, 2000*. The year began waiting for a response from the Minister's office and ended with a flurry of activity by the Task Team and staff, and they aren't done yet.

In between those events, the business of your Council got turned on its head as all of our lives became impacted in a way that we've only seen before in fictional movies and history books. We became quickly aware of how small and connected our world is and how a tiny microscopic virus can bring governments and economies to their knees. This pandemic has affected each of us uniquely since it is a personal experience as much as it is a shared experience as we all go through this together. Council, like all of you, had to adapt to these changes. That meant that the slate of day-long face-to-face meetings turned into Zoom meetings. Thankfully the staff was already very accustomed to working from home since Fred and Louise had already been doing this for years. Council had just made the move a couple of years ago to using the Google suite of products which provided the tools required to efficiently collaborate. Your Council was nimble and adjusted to the changes quickly.

One of my personal highlights every year is the opportunity to attend the Annual General Meeting and Conference as a way to reconnect with professionals that I haven't seen in a while and to get the opportunity to meet new ones. Like many of you, I was looking forward to heading down to the Nottawasaga Inn and learning so much more about the history, present, and future of forestry in Simcoe County. The 2020 organizing committee was fully prepared to deliver an amazing conference when they were forced to reevaluate holding the event in the face of so many unknowns. Your safety was paramount and the decision was made to postpone the

Conference and AGM. This very same organizing committee has agreed to host the 2021 AGM and Conference and we look forward to what they have in store for us.

The OPFA bylaw requires that an Annual General Meeting of its members be held within 7 months of the start of the fiscal year. The decision was made to delay the conference by a year but find a way to deliver an AGM before the end of June. Full credit goes to the staff of the OPFA who quickly searched for software options to deliver the AGM, for writing and re-writing the notes for the meeting, and finally, all the test runs that were done in order to prepare us to deliver the AGM. In the end, the AGM was attended by nearly 100 OPFA registrants including a special guest, the Minister of Natural Resources and Forestry.

While in the midst of this global pandemic the world was shaken again on May 25, 2020, when police brutality and systemic racism forced a social reckoning. Your OPFA Council is made up of a diverse group of individuals that felt that action was required. An Equity and Inclusivity Task Team was formed with the objective of uncovering and eliminating any potential systemic discrimination that may be embedded in the OPFA. The mandate for the team is to ensure that OPFA's processes and procedures do not discriminate, nor do they create unintentional barriers to entry and governance for any group. You will be seeing more from this Task Team in the coming year.

In August, Council went through a renewal as we bid farewell to Susan Gesner, Mark Kuhlberg, and Paul Wallis who had diligently served as Public Members and we welcomed four new Public Members in David Goldsmith, Daniela Corapi, Douglas Reynolds, and Sally Krigstin. These new council members have been quick to jump in and participate and they are bringing their knowledge and experience to every meeting.

The OPFA Strategic Plan was extended to give Council the time necessary to develop a new one. This year a request for proposal was put out and a service provider was selected to lead Council and staff through the development of a new strategic plan. Carla Rhyant was selected as the successful service provider to help lead Council through the exercise of developing a new strategic plan. The lion's share of the work and the final version of the strategic plan will be completed in 2020-2021.

At this point, I want to acknowledge a number of people who have enabled the successes of the past year. The OPFA staff, Fred, Louise, Priscilla, and Dave, are a powerhouse team that succeeds by engaging with external parties, helping new registrants navigate the process, keeping our meeting agendas orderly and complete, and working to manage the various complaints. Those of you that volunteer on the numerous committees, your hard work, and dedication to the profession do not go unnoticed. Peter and Chris have provided me with examples of leadership and support while the rest of Council showed their dedication to serving the public interest by engaging fully through this very unique year. Thank you to all of these people for their contributions and their representation of the OPFA. A special thank you as well to Lacey Rose (Councillor, Central-west section) who completed her second two-year term and will be missed for her level of engagement and her ability to hold Council accountable for its actions.

In closing, I would like to encourage all registrants of the OPFA who have an interest in being more involved with the OPFA, such as serving as a member of Council to please inform a member of Council or the Executive Director and Registrar, Fred Pinto, of your interest.

Denis Gagnon, R.P.F.





EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

2020 started well with the expectation that the OPFA would build on the progress made in the previous year with governing registrants so that the public is served well. This resulted in some quick responses in March 2020 as the reality of a global pandemic started to unfold. The OPFA moved fast to deal with the ever-changing conditions. To keep people safe the 2020 Annual Conference that was scheduled in April 2020 was initially postponed and then cancelled. Funds collected for the conference were reimbursed.

There is a legal requirement to hold an Annual General Meeting within seven months of the OPFA's year-end so, a virtual Annual General Meeting was planned and delivered on June 17th, 2020.

COVID -19 restrictions that started to play out in the spring and then stretched on throughout the whole year did not have a major impact on the delivery of most OPFA services as we had already been using many functions of a virtual office. In-person Council meetings were replaced as best as we could by video conferencing. Members of the OPFA working as teams collaborated virtually as best they could to complete complex documents. Thank you to all who helped to revise guidance documents, terms of reference, and examples of defined scopes of practices for Associate R.P.F.'s. There are limits to virtual meetings. For example, we try to limit the length of a virtual meeting to around 2 hours/day as long virtual meetings are not productive. We will evaluate and change how we use virtual meetings and collaboration as we work on several large initiatives.

While registration activities were not impacted by COVID-19 restrictions it should be noted that the number of complaints dropped significantly in 2020.

A review of enforcement actions undertaken by the OPFA was queried for trends. We found that most of the complaints are made by members of the public and over 75% are related to private land forestry. A workshop was held in January 2020 to create a forum for registrants and others to share their private land forestry experiences. The objective of the workshop was to help improve professional practice especially as it relates to forest bylaw enforcement.

The impacts of changes due to COVID-19 restrictions and changes to the workplace are not fully known. For example, the disappearance of entry-level forestry positions especially at the municipal level is expected to impact new registrants if the positions vanish in the longer term. It is also unclear what the COVID -19 impact on enrollment in Canadian Forestry Accreditation Board programs will be in the next 2-5 years.

The OPFA did not slow down on its planned initiatives. A request for proposal to develop a five-year strategic plan was distributed to potential service providers and awarded in 2020. This work is being done virtually and is expected to be completed in 2021 as scheduled. The strategic plan will help organize the various initiatives such as the implementation of the Indigenous jurisdiction standard, increase the transparency of OPFA's actions, improve equity and inclusion within the profession, deal with any changes that may result from a revision of the Professional Foresters Act and Regulation and deal with changes in membership due to demographic changes and changes in employment in professional forestry.

In August 2020 four new public members of Council were appointed by the Government of Ontario. They are Sally Krigstin, Douglas Reynolds, David Goldsmith, and Daniela Corapi. Larry McDermott was reappointed for his second term at the same time. We have had to say goodbye and thanks for their many years of service to Mark Kuhlberg, Paul Wallis, and Susan Gesner who had completed their terms as public councillors. We also said goodbye and thanks to Lacey Rose R.P.F who had completed two terms as an elected councillor. We welcome Sarah Todgham R.P.F. as a newly elected councillor. You can find a photo of the current members of Council on the association's website.

OPFA is lucky to have many registrants that are willing to serve the association so members who wanted to step down from committees were able to be replaced. We were able to refresh the membership of the Complaints and Discipline Committees. This was a good time to provide training for new and returning members of Council, Complaints, and Discipline Committees. This was done through virtual means in November 2020 and the training was also made available to interested members in the webinar section of the OPFA website.

There is an oversight body for the registration of professionals in Ontario. Every February the OPFA files an annual report with the Office of the Fairness Commissioner, a requirement of the *Fair Access to Regulated Professions and Compulsory Trades Act*. A copy of this report is posted annually on the Office of the Fairness Commissioner's website as well as the OPFA website.

The OPFA developed an engagement plan to seek comments from First Nations and Metis related to the proposed changes to the Professional Foresters Act and its Regulation. We also developed an engagement plan to obtain comments from stakeholders related to the proposed changes to the Professional Foresters Act and its Regulation. Implementation of the engagement plan will commence in January 2021.

The OPFA was successful in obtaining funds from Eco-Canada, a national not-for-profit organization. These funds are being used to hire one person to help with digitizing paper records

archived at the OPFA office in Georgetown. Work on this initiative commenced in December 2020.

This year again saw a small increase in Registered Professional Foresters and a continued increase, at least over the past 5 years, in Student and Provisional Members. One issue that emerged in 2020 is the low application of students in Canadian Forestry Accreditation Board accredited university programs in Ontario this year when I spoke to them by video conference. In the past when these presentations were done in-person the majority of students applied to become members. The OPFA has informed the two Ontario universities with Canadian Forestry Accreditation Board accredited university programs of the low rate of student membership applications compared to previous years. There have been additional presentations by OPFA staff and OPFA registrants about the value of registration though we have not seen these sessions result in a large increase in students applying for membership.

An important driver for people to become registrants of any regulatory body is the demand for the services of a regulated professional by employers and clients. There is still a lot that we all need to do to inform employers and clients that professional forestry is regulated by provincial law in Ontario. Our messages to employers and clients must clearly explain the benefit that they obtain by employing a professional forester. We must also clearly explain that forestry is a wide scope profession and professional foresters can undertake a variety of tasks. Many employers, clients, and university students believe that forestry is only industrial forestry. To help inform employers and clients, the OPFA has prepared information sheets for certified tree markers, Managed Forest Tax Incentive Plan Approvers, municipalities, and Conservation Authorities. These information sheets inform the individual or employer of the benefits of being or hiring a regulated professional.

In the summer, webinars were held to describe the registration processes for Provisional Members. A webinar was also held in August where registrants described their experiences related to obtaining their registration. Participants became aware that obtaining their first job in forestry is not easy and was never easy as employers often look for candidates with forestry experience.

Annual renewal of registrants is still a challenge as many registrants still do not understand their responsibilities as regulated professionals. There is no easy answer to this issue as we are looking at changing the understanding of a significant number of professional foresters. As regulated professionals, registrants are required to pay annual fees and report on their actions to maintain their competence in their profession by specified deadlines. As I write this report we are in the midst of sending out messages to over 60 registrants' who have not reported their progress on their competency maintenance plans for 2020. To help improve registrants understanding of what it means to be a regulated professional three webinars were held in late summer that had speakers describe how forest professionals are regulated in B.C., Alberta, and Ontario, how human resource professionals, Ontario Land Surveyors, and Certified Teachers are regulated in Ontario and a description of some of the changes taking place in regulating professions in Canada.

The OPFA conducts an annual review of all competency reporting and will be contacting registrants that have deficiencies in reporting. As mentioned last year please note that

registrants are suspended if they have not paid their fees or reported their competency maintenance. The OPFA is required by law to post all suspensions and cancellations on the publicly accessible directory of registrants.

Conclusion

The OPFA continues to grow in the total number of registrants. Also, the public in Ontario is more aware of the importance and role of professional foresters. This has two major consequences; more people are applying for registration and until this year more complaints are being received. To continue to increase the public's awareness that professional forestry is regulated and benefits employers and the public the OPFA needs help from all its registrants. Please help by explaining to the public in your community what a professional forester does. Also, please keep abreast of understanding and fulfilling your professional responsibilities by maintaining and improving your practice.





COMMITTEE REPORT

Finance

Peter Street, R.P.F., Chair

The Finance Committee met three times by video or conference call over the year. They reviewed the revised “Finance- Banking & Investment Policy” before submitting it to Council for their approval. They added minor changes to allow for on-line banking transactions. They also reviewed the financial projections for the year. They found that revenue and expenditures were on track except for travel expenditures which were now expected to be lower than projected due to COVID-19 restrictions.

David Milton, Chair of the Finance Committee announced his intention to step down as Chair following the 2020 AGM. David introduced and addressed questions at the AGM related to the financial audit of the OPFA for the previous year. Thank you David for your many years of service on the Finance Committee as well as the many other contributions you have made to the OPFA.

Following the AGM, Peter Street was appointed the new Chair. Later in the summer Public Member Paul Wallis was replaced by a new Public Member David Goldsmith. Paul had a strong financial background and provided great guidance to the Committee for the 3 years that he served. Thank you, Paul! David also has a finance and business background, which will also guide the Committee in the future. Welcome aboard, David!

The 2020-2021 draft budget was reviewed. The budget mirrored the revenues from the previous year. Expenses were reduced to reflect the impacts of the COVID-19 virus, which limited travel and meeting expenses. The Committee unanimously approved taking the budget as presented to Council for their consideration.

Council had previously asked the Committee to prepare a Five -Year Budget Projection, but it was decided that with the uncertainty around the impacts of the pandemic and the upcoming exercise to determine our Strategic Direction that it would be fruitless to prepare a five-year budget projection at this time.

The Finance Committee discussed options that the OPFA should consider in managing its reserves and cash flow. Interest rates are very low and most of the revenue that the OPFA obtains is collected at the beginning of the Association’s fiscal year. The Finance Committee

reviewed the “Investment Opportunities Discussion Paper” prepared by Craig Robinson. Following further discussion, other options were developed and are being investigated.

The Finance Committee worked to determine a better and more efficient way to summarize and display financial information during the fiscal year for use by Council. This work is still in progress.

2020 Committee Members

David Milton, R.P.F. (Ret.)
Peter Street, R.P.F.
Bob Boyce, R.P.F.
Ian Pyke, R.P.F.
Craig Robinson, R.P.F.
Paul Wallis, Public Member
David Goldsmith, Public Member





COMMITTEE REPORT

Registration

Malcolm Cockwell, R.P.F., Chair

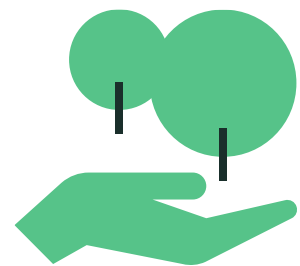
Sarah Sullivan, R.P.F., Vice-Chair

The Registration Committee had another productive year. We met seven times in 2020: January 23, March 5, April 6, May 14, July 9, September 10, and November 12.

The primary function of the Registration Committee is to uphold the professional standards of the OPFA while ensuring qualified applicants move expeditiously through the registration process. A table indicating changes in the membership is provided; our comments here explain the changes in membership.

Over the course of 2020, we accepted 32 Full Members and 3 Associate Members resulting in 35 new Practising Members. As some members either resigned, passed away, changed membership categories, or cancelled their memberships, the net gain was 8 Practising Members of the OPFA, which was 574 at the end of 2020 compared to 566 at the end of 2019.

This is a satisfying reversal of the previous downward trend in Practising Members and reflects the fruitful efforts of the OPFA to attract new members as well as the work of the Registration Committee to ensure applicants are provided with the assistance needed to prepare their registration portfolios and are evaluated in a timely manner.



During the year, we also accepted 45 Provisional Members and 51 Student Members, who are working towards attaining the requirements for either Full Membership or Associate Membership. It is worth noting that 26 Provisional Members and 14 Student Members moved into other membership categories. As a result of these changes, the number of Non-Practising Members increased to 396 from 386 at the end of 2019.

These changes are also satisfying to observe, as the movement of Non-Practising Members to other membership categories usually indicates professional progress on the part of the Non-Practising Member. Furthermore, we generally believe that there continues to be a large number of Provisional Members who have been stuck in the “membership pipeline,” but who are now finding viable pathways to Full Membership or Associate Membership, in some cases through the recently implemented standardized scopes of practice for Associate Members. We expect more of the same in this regard in 2021.

As members of the OPFA, we view these changes as a strong reminder of the importance of promoting forestry as an attractive career to youth and encouraging competent individuals to pursue various forms of membership with the OPFA. Within the Registration Committee, we are committed to holding ourselves accountable to the rate at which competent individuals move through the registration process.

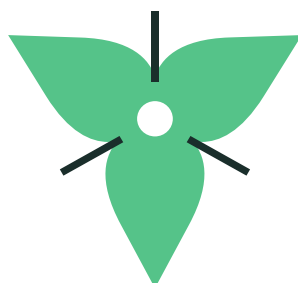
In addition to reviewing materials and determining the future of each applicant to the OPFA, the Registration Committee contributed to several registration-related initiatives this year. The most significant work in this respect, as noted above, was supporting the development of standardized scopes of practice for Associate Members; by ensuring competent individuals who are unlikely to become Full Members immediately, that is they have a number of knowledge gaps that will take a few years to fill, may instead become Associate Members.

Throughout 2020, the following individuals contributed as members of the Registration Committee: Malcolm Cockwell, R.P.F. (Chair), Sarah Sullivan, R.P.F. (Vice-Chair), Mark Kuhlberg (Public Member of Council), Sally Krigstin (Public Member of Council), Neil Mclean, R.P.F. (Elected Member of Council), Jim McCready, R.P.F., Ulf Runesson, R.P.F., Andrée Morneault, R.P.F., Krish Homagain, R.P.F., Ildiko Apavaloae, R.P.F., and Frank Knaapen, R.P.F. (Ret.).

The Registration Committee would like to thank Mark Kuhlberg, who left the committee this year, for his work and dedication over the years. The work of the Registration Committee was also supported by OPFA staff, particularly Priscilla Doyle, Louise Simpson, and Fred Pinto, R.P.F.

MEMBERSHIP STATISTICS

CATEGORY	2020	2019	2018	2017	2016	2015	2014	2013	2012
<i>(fiscal year-end)</i>									
Full	532	524	517	522	520	505	506	535	552
Associate	42	42	42	46	48	52	53	53	54
Subtotal: Practising	574	566	559	568	568	557	559	588	606
Inactive	43	49	52	54	47	52	54	63	64
Life	76	73	78	77	77	79	82	87	86
Provisional	141	131	130	116	91	89	61	32	21
Student	113	112	52	90	93	76	56	24	18
Honourary	6	6	6	6	6	6	6	6	5
Non-Resident	17	15	17	18	19	19	20	24	25
Subtotal: Non-Practising	396	386	335	361	333	321	279	236	219
Total	970	952	894	929	901	878	838	824	825





TASK TEAM REPORT

Equity and Inclusion

Carol Walker, R.P.F., Chair

The Equity and Inclusion Task Team was established by Council at its meeting held on September 17, 2020. The establishment of this task team recognized that in addition to the work the OPFA does to ensure fair treatment for everyone in its practices (e.g., registration practices), it is important to be vigilant and proactive in identifying and eliminating any systemic barriers that may exist in policies, practices, procedures, and programs, that could result in discrimination and exclusion from full participation within the organization.

The initial membership of the task team as established by Council includes:

Carol Walker, R.P.F. (Chair)
Denis Gagnon, R.P.F.
Peter Street, R.P.F.
Lacey Rose, R.P.F.
Larry McDermott, Public Member

Waseem Ashiq, R.P.F.
Sally Krigstin, Public Member
Mike Rosen, R.P.F.
Louise Simpson, OPFA Registration
Manager (Ex-Officio)

In the short period between task team establishment and the OPFA 2020 fiscal year-end (November 30th), the team held three meetings which took place remotely via Zoom video conference on October 26, November 9, and 16. The primary focus was to develop the terms of reference that would articulate the mandate, address task team membership and deliverables to guide the team's activities. Team members accepted the challenge of this first important task and provided input that was thoughtful and constructive. At the time of writing this annual

report, the draft terms of reference that were produced are awaiting the approval of Council which is anticipated in January 2021.

The task team recognizes that this important and timely initiative will benefit from the diverse experiences and identities of OPFA members. Accordingly, the next immediate step will include the recruitment of additional task team members from the OPFA membership who have an interest in contributing their knowledge and experience to advance the work of the task team. A work plan will also be developed for 2021 to begin to realize the proposed deliverables. It is important to note that equity and inclusivity will also be considered during the major ongoing OPFA initiative to review and develop a new strategic plan.

The existing task team members are energized, engaged, and passionate about the work that is before the team and this momentum should serve us well in 2021.





WORKING GROUP REPORT

Awards & Recognition

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



The 2020 Awards & Recognition Working Group is comprised of George Graham, Chief Forester – Hearst Forest Management (Hearst), Graeme Davis, Forester, Forestry Department – County of Simcoe, Greg Pawson, retired from MNRF and past-president OPFA and Sarah Bros, Consultant, Merin Forest Management. The Working Group works by consensus and usually meets 1-2 times per year by phone to review nominations for the awards.

I would be remiss if I did not extend my thanks to the Working Group members for their time and commitment to this very difficult but rewarding task. We look forward to and take seriously the recognition of deserving members and improving the awards and recognition of our members. The Working Group would also like to thank those members who have taken the time, over the years, to nominate their colleagues and peers.

Each year the OPFA Awards & Recognition Working Group initiates a “Call for Nominations” to the membership to recognize exemplary member colleagues and friends of the Association. The Working Group meets once during the operating year to determine the best candidate from among the nominees for a particular award. The list of worthy award recipients is put forward to Council for their endorsement.

In 2020, it was decided not to initiate a call for nominations to determine whether members would nominate a colleague without the reminder. Members of the Urban Forestry Working Group sought to submit a nomination. However, OPFA's legal counsel had advised the OPFA to review its awards program to ensure it did not conflict with the mandate of the OPFA so all nominations were put on hold. Subsequently, at the request of Council, the Working Group was tasked with reviewing the current award categories and the purpose of the awards, and how well it supported the mandate of the OPFA to regulate its members.

During the year the Working Group was unable to meet formally, although there were several conversations discussing the review and including consideration for whether award names should be changed (i.e. more generic) and whether there should be any awards. The Working Group will be meeting in 2021 to further those discussions and to make a recommendation to Council about the awards.

RECOGNITION OF LONGEVITY

An area of recognition is *longevity*: those who have been members over decades and who recognize the commitment to the Association and an understanding of the importance of those 3 letters that accompany your name. There are two occasions of recognition by the Association: year 25 and year 50. Starting in 1983, the Association began awarding Silver pins for 25 years of membership. This year the Association recognized members who joined the OPFA in late 1994 & early 1995 and have maintained their membership for 25 years. At the 2020 Annual General Meeting and Virtual Conference, the following 7 recipients were recognized and later received a 25-year pin.

25 YEARS OF MEMBERSHIP

DJ Armit, R.P.F.
Andrew Boyd, R.P.F.
Peter Henry, R.P.F.
Marc Nellis, R.P.F.
Blair Sullivan, R.P.F.
Kandyd Szuba, R.P. F.
(Non-Practising)
Alan Wiensczyk, R.P.F.

50 YEARS OF MEMBERSHIP

Beginning in 2000, the OPFA Council included recognition of R.P.F.'s who had been members of the Association for over half a century. Those members who have reached 50 years in the Association are invited to attend the Conference and banquet (specifically the Awards ceremony), as guests of the OPFA. The purpose of the invitation is to allow the Association and its membership, in attendance, an opportunity to officially recognize the commitment and loyalty of these individuals to their profession and the Association.

At the 2020 Annual General Meeting and Virtual Conference, the following members were acknowledged and later received a 50-year pin:

Donald George, R.P.F. (Ret.)
Trevor Isherwood, R.P.F.

CERTIFICATES OF APPRECIATION

The most important part of any organization is its volunteer base. Each year the Association recognizes its member volunteers that have contributed to the OPFA as committee, task teams or working group members, or members of Council. Without their contributions of time, expertise, commitment, and passion the Association would not function. ***Certificates of Appreciation*** are given to volunteer members who have stepped down from a committee, task team working group, or Council and/or have completed their term on the respective committee or Council. The following certificates of appreciation were presented to:

Certificates of Appreciation were given to volunteer members who have stepped down from a committee, working group, task team, or Council and/or completed their term on the respective committee or Council.



WORKING GROUP REPORT

Editorial Board

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



In 2020-21, the Editorial Board added one member in recognition of a gap in geographic and industrial representation in the boreal northeast. Another board member resigned at year-end due to increasing workload demands. I wish to thank Mark Partington, R.P.F. (Quebec) for his participation.

Member interest in the newsletter and its contents is much appreciated. The editorial board is continuing to consider the 2018 member survey results when developing themes for upcoming newsletters.

THE EDITORIAL BOARD WORKING GROUP 2020

OTTAWA	KENORA	WHITE RIVER
Mike Rosen, R.P.F.	Matt Wilkie, R.P.F.	Charles Alderson, R.P.F.
NORTH BAY	CARLETON PLACE	QUEBEC
Fred Pinto, R.P.F.	Jim McCready, R.P.F.	Mark Partington, R.P.F.
Sarah Bros, R.P.F.	HAMILTON	MULMUR
SAULT STE. MARIE	Arben Pustina, R.P.F.	Caroline Mach, R.P.F.
Jennifer Dacosta, R.P.F. in Training, Editor		
John Harvey, R.P.F.		
Betty van Kerkhof, Chair		

The Professional Forester publishes four issues per year. In 2020, the themes for those four issues were:

MARCH —	Marketing, Economic Development, and Trade
JUNE —	Featuring Articles from the Postponed 2020 Annual Conference
SEPTEMBER —	Innovations and Emerging Technologies
DECEMBER —	Forestry, Development and Other Disturbances

The *Professional Forester* includes articles to educate members on expectations and obligations associated with being a member of a regulated profession. The newsletter also identifies continuing education opportunities for members, as well as member news. In response to the 2018 member survey, the OPFA Council Corner provides more information about councillors.

The editorial board meets throughout the year via conference calls and confirms the themes of future issues. For each theme, the editorial board members identify the types of subjects and authors that might be solicited to prepare articles. It is then the task of the Editorial Board members to solicit authors or write the articles for each issue prior to the deadline (e.g., May 31st for June issue). If you are approached by an editorial board member, it means that your perspective is valuable for a given issue. Consider taking the time to develop an article and share your perspective with fellow members.

Articles are provided to the Editor – Jennifer Dacosta, who edits and assembles the product into an electronic layout. Jennifer 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 produces an extremely limited number of paper copies of *The Professional Forester* for members who do not have access to e-mail and for distribution to MPP's offices.



WORKING GROUP REPORT

Private Land Forestry

James Rogers, ASSOCIATE R.P.F., Interim Chair

In January of 2020, the Private Land Forestry Working Group (PLF Working Group) continued with work on the development of defined scopes of practice. Three main defined scopes of practice were developed for categories of Associate Members offering limited professional forestry services on private land. We hope these scopes of practice will be useful to the Registration Committee in helping to organize and streamline their work in the years to come. We appreciate the help of Louise Simpson who has kept excellent notes and prompted us when necessary to ensure the project moved ahead.

Another item was brought forward to the committee in May of 2020 regarding the potential need for standardized contracts or listing of key items for members to use with their private landowner clients. Our first meeting was held as a teleconference just as the impacts of the Covid 19 pandemic began to unfold. The project was put on hold, and we expect to resume with this agenda item early in 2021.

We look forward to continuing to work on any other issues that are brought forward for consideration in 2021.

The Private Land Forestry Working Group consists of: Sarah Bros, R.P.F., Ken Elliott, R.P.F., Caroline Mach, R.P.F., Peter Williams, R.P.F., Aaron Day, R.P.F., Bohdan Kowalyk, R.P.F. (Ret.), Brandon Williamson, Associate R.P.F., Fraser Smith, R.P.F., James Rogers, Associate R.P.F., Josiah Henrich, R.P.F., and Thomas McCay, R.P.F.

WORKING GROUP REPORT

Urban Forestry

Ben Kuttner, R.P.F., Chair

The Urban Forest Working Group held five teleconference meetings during 2020. UFWG membership remained largely the same as in December 2018 when new additions to the UFWG and changes to several members' roles were made. Amory Ngan, appointed to the UFWG in 2018, resigned from the working group in September 2020. As of December 2020, Ben Kuttner remained Chair, with Mike Rosen continuing to act as Past Chair and Jim McCready, John McNeil, Astrid Nielsen, Phil Davies, Timea Filer, and Joel McCracken all remaining as Urban Forest Working Group members.

2020 MEMBERSHIP

Ben Kuttner, R.P.F. (Chair)

Joel McCracken, R.P.F.

Amory Ngan, R.P.F.

Jim McCready, R.P.F.

John McNeil, R.P.F.

Phil Davies, R.P.F.

Astrid Nielsen, R.P.F.

Mike Rosen, R.P.F., Past-Chair

Timea Filer, R.P.F.

The UFWG continued efforts to raise the profile of urban foresters within the OPFA, and within Ontario society in general in 2020. The UFWG continued in 2020 to express interest in supporting the restructuring of the University of Toronto's Faculty of Forestry and associated opportunities to enhance its urban forestry programs. As of

July 1, 2019, the former Faculty of Forestry became a Forestry “unit” within the John H. Daniels Faculty of Architecture, Landscape and Design. Towards the end of 2020, this unit was officially established as the “Institute of Forestry and Conservation” within Daniels Faculty.

UFWG Chair Ben Kuttner remained appointed at the rank of Assistant Professor throughout 2020. A CFAB Accreditation Review of Forestry’s Masters of Forest Conservation (MFC) program got underway in late 2019. Ben Kuttner was tasked with assisting Forestry in its MFC program review and reporting throughout the review process, which continued well into 2020 (due to COVID-related site visit delays). As such the UFWG was kept informed and up to date on both Forestry’s transition and preliminary outcomes of the accreditation review in 2020. The results of the CFAB accreditation review will only be finalized in 2021. It is expected that Forestry will continue to seek resources to enhance urban forestry- related curricula and training; for example, by adding a permanent teaching stream Associate Professor of Forestry in Settled Landscapes in 2021.

The UFWG also maintained an area of interest in 2020 surrounding the Ontario Association of Landscape Architects (OALA) and their continued interest in the right to practice legislation to regulate landscape architects in the province under the OALA. The Ontario Government provided alternative suggestions instead of the right to practice legislation in December of 2017. The change in government in 2018 may still result in a reconsideration of the OALA’s proposal, as the OALA continues to lobby for practice legislation. The UFWG does get updates on this initiative that is sent to the OPFA from the OALA.

The UFWG continued in 2020 to work to draft the language for a defined scope of practice (DSP) for urban forestry. UFWG members present during the December 11, 2019 meeting of the UFWG reached a consensus surrounding the draft language of the DSP. A revised draft DSP was subsequently circulated to the entire UFWG for comment. The defined scope of practice for urban forestry was further discussed during the February 7, 2020 meeting of the UFWG and submitted to OPFA’s Registration Committee for their review and approval.

The UFWG also continued to refine its 2020 Workplan and developed and added a performance measures matrix that will be incorporated in the 2021 UFWG workplan. As requested by the Executive Director, the UFWG began developing a document describing at least 6 good examples of “how using RPF’s in urban forestry (1) serves the public interest by addressing public safety issues and (2) provides added value for employers and their clients by ensuring compliance with the Act “Scope of Practice” Section 3(1) and demonstrating a commitment to best practices”.



Photo credit: Kandya Szuba

WORKING GROUP REPORT

Social Media

Lacey Rose, R.P.F., Co-Chair

Denis Gagnon, R.P.F., Co-Chair

The OPFA has been active in the world of social media for several years, keeping up with society's expectations for instantaneous communication. The way in which governments, businesses, organizations, and individuals communicate has changed tremendously, and we attempt to deliver messages from the Association to today's world.

The OPFA joined Facebook in 2014, Twitter in 2015, and Instagram in 2018. Messaging is positive, factual, and intended to engage an audience of foresters and interested citizens alike. All accounts are volunteer-run and free! The main goals are to increase the positive profile of the professional forester, help the public be more aware of what we do, and recruit future foresters to join us in the sustainable management of Ontario's forests. It's also a way for us to build pride in the profession, keep in touch, support, and be supported by like-minded organizations.

The Facebook following has grown to over 1,300. Posts reach an average of about 200 people, with some posts reaching more than 3,000. The most impactful messaging is always about members – who they are, and what they're doing to benefit Ontario's forests. It's also an effective way to build interest around events, like our Annual Conference. 43% of the followers are between the ages of 18-34, an important group for us to communicate with as we try to grow the Association. There is almost gender parity with the OPFA followers, a good sign for

the future of the Association. Most people following along are within Canada, but some are in the US, Ghana, India, and other countries.

Our followers on Twitter (@_OPFA) continue to increase as well and we are currently at 961. The followers range from individuals to large corporations to NGOs and other professional forester regulatory bodies in Canada. Over the past year, our tweets that have received the greatest attention were those profiling and highlighting some of our newest members. We also retweet interesting and relevant posts that are in line with our goals for messaging. Our most active time on Twitter is normally the lead-up to the AGM as we promote the speakers, agenda, and host city however the pandemic put a wrinkle in that.

MEET RITIKAA GUPTA

Registered
Professional
Forester



Example of a social media post

In 2020 our Instagram page (@on.professional.foresters.assn) has continued to see growth. Now with 343 followers, engagement has nearly doubled since 2019. With the new ability to track our content interactions through Instagram's insight feature, gauging content preference including ways to strengthen engagement will be even more possible in 2021. Our followers continue to enjoy the various member features that are shared across all platforms. Our following consists of 90.9% Canadian residents with the majority age being between the ages of 25-34 and a gender split of 52.9% women and 47.1% men. With an increased presence in the

form of more frequent posting and story sharing, follower numbers and overall engagement is projected to grow through 2021.

If you have ideas for OPFA social media posts, please get in touch! This could be a picture and story of something cool you've seen or done at work, interesting forest news, or an event you're organizing. And make sure to follow along!

#TeamOPFA Social Media,

2020 MEMBERSHIP



Denis Gagnon, R.P.F.
Brian Marshall, R.P.F.
Lacey Rose, R.P.F.



Canadian Forestry Accreditation Board

N. Luckai, R.P.F.



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

The Board was established in 1989 and has been conducting site visitations since 1990. Assessment of academic programs is undertaken in accordance with comprehensive competency-based and knowledge-based academic standards and includes, also, consideration of facilities and services offered; faculty experience, qualifications, and tenure; and the ability of the program to instill professional qualifications and qualities in students. The regular accreditation cycle for a program is six years, although circumstances may dictate a shorter period for a given program or an interim review to confirm that a program continues to meet accreditation requirements. At present, twelve forestry programs (ten baccalaureates and two Master's) in Canada enjoy accredited status. The Board does not accredit faculties or institutions, nor does it review programs outside Canada.

A restructuring of the relationship between the Forest Professional Regulators of Canada (FPRC-ORFPC) and CFAB is well underway. The CFAB is no longer a member of the FPRC although the ED may be invited to attend meetings or provide information. The CFAB has no direct input into the CAA (Central Assessment Authority) although we use similar academic standards in our assessments. (Note - 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 a CFAB-accredited program).

Maureen Kershaw, R.P.F., accepted the position of Executive Director of CFAB as of January 2020, continuing the work of the past ED Lorne Riley. As of February 2020, Nancy Luckai, R.P.F., was asked by Fred Pinto, ED, to take on the role of the OPFA Regular Member representative to the CFAB. Nancy expressed excitement that this new role allows her to merge her career-long interest and experience in forestry education and quality assurance to serve the OPFA specifically and the broader forestry community through the CFAB.

During 2020, the Board met on two occasions (June 4th and October 29th). These meetings were held virtually due to the Covid pandemic government restrictions and recommendations.

At the June meeting the board was informed of the following items:

- a. CFAB Chair, P. Marshall, RPF (BC), reported that as part of the FPRC/CFAB restructuring, the financial aspects of the business had been transferred to the FPRC and that the transition was working well.
- b. Accreditation review of the University of Toronto Masters of Forest Conservation (MFC) program – due to Covid, the site visit, originally scheduled for April 2020, was delayed until mid-October 2020. Subsequently, the CFAB approved an extension of accreditation to June 2021.
- c. French language translations of the Questionnaire and associated documents – this work was completed and was shared with Université Laval for their scheduled review in November 2020.
- d. Maureen Kershaw (R.P.F.) has been in touch with other professional accreditation organizations and provided some additional perspectives on effectively completing accreditation reviews under the constraints imposed by Covid. The Board agreed that accreditations would go forward as planned in 2020 and 2021 because deferrals (the option chosen by a few professional bodies) can cause significant challenges with scheduling, workload, and timely review of programs. It was agreed that platforms, such as Zoom, could be employed to complete many of the required elements and that teams could effectively assess the programs. The experience showed that some of the informal aspects of on-site in-person reviews were difficult to duplicate.
- e. Governance issues – to be explored by the Chair, CFAB, and ED with reports back to the Board:
 - a. formal Confidentiality and Conflict of Interest Guidelines, and
 - b. the possibility of conducting some future work and decision-making through virtual meetings and email.

At the October meeting, the Board considered the following items:

- a. Confidentiality/Conflict of Interest Guidelines – drafts were circulated for review.
- b. Comparison of revised OIFQ certification standards to CFAB national standards.
- c. Accreditation Reviews In progress/Active
 - a. University of Toronto MFC – the review team (Marshall (Lead, BC), Johnson (ON), Luckai (ON), and Young (NS)) shared their experiences with the logistics and technology supporting the review which were, on the whole, very positive.
 - b. Université Laval Forest Management and Environment and Forest Operations programs – going ahead as scheduled in early November. The review team included Roy (Lead NB), Paré (PQ), Caron (PQ), and Gagnon (ON).
 - c. University of Northern British Columbia Forest Ecology and Management program – the Review Team was confirmed as Luckai (Lead, ON), Marshall (BC), Lieffers (AB), and Woodland (AB). The review is scheduled for early March 2021. Possible delays due to Covid prompted a request from UNBC to extend their accreditation to August 2021; the CFAB approved this request.
- d. Covid-19 Response update – recognizing a need to formally empower the review teams to consider modifications to programs in response to Covid-19 (i.e. significant changes to experiential elements such as field and laboratory training), the Board approved the following motion:
“CFAB agrees that review teams may consider temporary program modifications, implemented during COVID-19 government health advisories or institutional regulations, with respect to the accreditation standards. Such program modifications include, but are not limited to, modified labs, field site visits, and field camps. It is the responsibility of the academic institute to demonstrate that the revised programming provides the students with the competencies required for meeting the accreditation standards. Schools are encouraged to be creative to keep students engaged in the program.”
- e. Workplan and Budget 2021 – M Kershaw presented this information to the Board. The Board endorsed the budget with final approval pending by the FPRC-ORFPC. Honoraria have been set at \$750 for Review Team leads and \$650 for Review Team members for virtual reviews. Other expenses (such as printing) will be considered on a case-by-case basis.

Changes in Board membership over the past year:

- a. Faye Johnson, R.P.F. stepped down as the regular member appointee for the Ontario Professional Foresters Association and was replaced by Nancy Luckai,
- b. Colin Carroll replaced Glen Knee as the regular member for Registered Professional Foresters of Newfoundland Labrador, and
- c. Germain Paré stepped down as of October 2020 as the Regular Member for the OIFQ; a replacement has not yet been identified.

Board Members and alternates

END OF 2020

ASSOCIATION OF BRITISH COLUMBIA FOREST PROFESSIONALS

Peter Marshall, R.P.F., Chair

Casey Macaulay, R.P.F. (alt.)

ASSOCIATION OF ALBERTA FOREST MANAGEMENT PROFESSIONALS

Erin Woodland, R.P.F.

Charles Backman, R.P.F. (alt.)

ASSOCIATION OF SASKATCHEWAN FORESTRY PROFESSIONALS

John Daisley, R.P.F.

Peggy McDougall, R.P.F. (alt.)

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Nancy Luckai, R.P.F. (NO ALTERNATE)

ORDRE DES INGÉNIEURS FORESTIERS DU QUÉBEC

TBA

Pierre Breton, ING.F. (alt.)

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEW BRUNSWICK

Roger Roy, F.A.

Rod O'Connell, R.P.F. (alt.)

REGISTERED PROFESSIONAL FORESTERS ASSOCIATION OF NOVA SCOTIA

Robert Young, R.P.F.

Peter Burchill, R.P.F. (alt.)

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEWFOUNDLAND LABRADOR

Colin Carroll, R.P.F.

Eric Young, R.P.F. (alt.)

CANADIAN INSTITUTE OF FORESTRY

Natalie Isabel, ING.F.

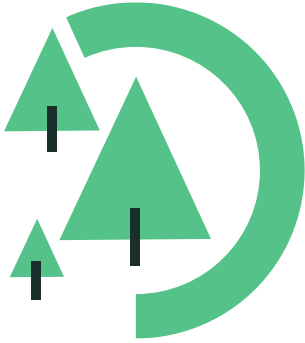
Solange Nadeau, ING.F.

The CFAB is also an active member of the Association of Accrediting Agencies of Canada (AAAC). The AAAC, which has a membership of more than 30 professional disciplines, considers items of mutual accreditation interest and shares accreditation experience amongst its member agencies.



STATUS OF CFAB PROGRAM ACCREDITATIONS

AT CANADIAN UNIVERSITY SCHOOLS OF FORESTRY, DECEMBER 2020



Date of Previous Review Decision (Month, Year)	Institute	Program (s)	Accreditation Period (years)	Accreditation Expires
Sept 2014	University of Toronto, Faculty of Forestry	Master of Forest Conservation	6	Extended to 30 June 2021
Sept 2015	Université Laval, Faculty of Forestry, Geography, and Geomatics	Forest Management and Environment	6	30 June 2021
		Forest Operations		
	University of Northern British Columbia, College of Science and Management	Forest Ecology and Management	6	31 August 2021
Sept 2016	Université de Moncton, École de foresterie	Aménagement des forêts	6	30 June 2022
Sept 2017	University of New Brunswick, Faculty of Forestry and Environmental Management	Forestry	6	30 June 2023
	University of Alberta, Faculty of Agricultural, Life and Environmental Sciences, Alberta School of Forest Science and Management	Forestry	6	30 June 2023
		Forest Business Management		
Sept 2018	University of British Columbia, Faculty of Forestry	Forest Resources Management	6	30 June 2024
		Forest Operations		
	Lakehead University, Faculty of Natural Resources Management	Forestry	6	30 June 2024
Sept 2019	University of British Columbia, Faculty of Forestry	Master of Sustainable Forest Management	6	30 June 2025



2020

Annual General Meeting Minutes

WEDNESDAY, JUNE 17, 2020

via Zoom webinar

(minutes are draft until approved at the 2021 AGM)

1. Call to Order:

President Denis Gagnon, R.P.F., welcomed everyone to the first virtual Annual General Meeting (AGM) of the Ontario Professional Foresters Association (OPFA). The President explained some of the control buttons that would be used throughout the meeting and that due to the nature of the meeting there may be a slight delay between slides and times of silence while the polls were being completed.

The President then called the meeting to order noting that this was the 2020 Annual General Meeting. He also disclosed that the Honourable John Yakabuski, Minister of Natural Resources and Forestry, will be joining the meeting later on, in between sessions of the Legislative Assembly of Ontario.

Notices, Members, and Proxies:

The President noted that the Notice of the Meeting was distributed electronically, or by mail, 30 days in advance of the meeting.

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

There were 94 members in attendance, which included 81 members eligible to vote. Two (2) proxies were received before the meeting both of whom appointed the President as the proxy.

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

2. President's Remarks:

The President welcomed all members and introduced the OPFA Registrar & Executive Director, Fred Pinto, R.P.F., and Finance Committee Chair, David Milton R.P.F. (Ret.), who would be speaking at different times throughout the meeting. He also introduced OPFA staff who were working behind the scenes to help run the virtual AGM, Registration Manager, Louise Simpson who was managing Zoom, and Office and Registration Coordinator Priscilla Doyle, who was recording the minutes of this session.

Annual General Meetings are required by all legally formed organizations in Ontario whether they are the Royal Bank or the OPFA. Annual General Meetings are official proceedings that must cover certain items in presence of a specified number, or quorum, of members or shareholders. They may feel formal in the best of times, and maybe more so as interaction is not as free during a virtual meeting as with an in-person meeting. The President asked those present to be patient with this new method of delivering an important legally required meeting.

As this is the first virtual AGM, the President took a couple of minutes to explain how the voting procedure would work. For each motion, a mover and a seconder would be requested which could be done by submitting a full name and membership category using the Zoom chat function. The first name received would be read out and recorded as the mover and the second name received would be read out and recorded as the seconder. Only members who are entitled to vote can move or second a motion. The motion would then appear as a poll on the participant's screen. Members who are entitled to vote could do so by selecting a response to the polls. To abstain, the participant could choose to not participate in the poll. Only members entitled to vote should complete the polls. After the voting has been closed, the results would be shared with all members that are present. During the virtual meeting, the results show the percentage of people who voted for each option, but not who voted. If there are any discrepancies with the numbers, the voting records can be checked by staff after the meeting to ensure only eligible votes were received.

According to our By-laws, only Full, Associate, Non-Resident, Inactive, and Life Members are entitled to vote at meetings or elections of the OPFA. This means that members who are not entitled to vote are Student, Provisional and Honourary Members.

The Annual Report for the 2019 fiscal year, with all reports and the audited financial statements, were posted on the website, and a notice was sent to all Members in March and again in May.

Electronic copies of the 2019 Annual Report may be downloaded from the OPFA website. All reports to be considered are in the Annual Report for the 2019 fiscal year and will be referred to by the relevant page numbers.

To ensure the efficient use of time and to allow for questions or comments, the President asked for a blanket motion to accept all reports, rather than deal with them individually, however, if any Member has a reason that they wish to explain, any report can be considered for a separate vote.

3. In Memoriam

The President noted that eight (5) members had passed away since the 2019 Annual General Meeting or whose death we have learned about since then. He asked all to stand for a moment of silence to remember them.

Dean Armstrong
Jim Coates
Alan G. Gordon
William Perrin

Joe Reynolds
Victor Gordon Smith
Eric R. Thomson
Steve Watson

4. Recognition of New Members

The President welcomed new practising members in attendance, who had joined the OPFA since the 2019 Annual General Meeting: Mark Zhang, R.P.F., James Hallworth, R.P.F., Jason Suprovich, R.P.F., Krish Gautam, R.P.F., Isabelle Allen, R.P.F. and Will Cox, Associate R.P.F. He asked that they take their professional status seriously, and to remember that their primary responsibility is to protect the public interest and to find ways to contribute to the advancement of the profession.

5. Approval of Minutes of 2019 Annual Meeting

pages 44-52

The President noted that the minutes of the 2019 Annual General Meeting were posted in draft form on the website and are in the 2019 Annual Report. The President asked for a motion to approve the minutes as presented.

The President asked that if there were any errors or omissions to the draft minutes, to indicate so by using the “raise your hand” feature on Zoom, at which time they would be enabled to speak. There were none. Attendees were asked to complete the poll to indicate their vote.

Motion: It was moved by Neil McLean, R.P.F., and seconded by Tim Payne, R.P.F., that the minutes of the 2019 Annual General Meeting be accepted as presented.

Carried.

6. Resolution Updates

The President noted that no resolutions were received and approved by the members in attendance last year.

7. Annual Reports

pages 6-37

The President listed the reports that are contained in the 2019 Annual Report and asked for a blanket motion to accept all reports, rather than deal with them individually, however, if any member had a reason that they wished to explain, any report(s) could be separated for a separate vote. There were no requests for any report to be considered separately. The President asked if there were any questions on the report. There were none.

Motion: It was moved by Tom Ratz, R.P.F. and seconded by Greg Pawson, R.P.F. (Non-Practising) that the following reports be received as presented in the Annual Report:

President's Message	pages 6-7
Executive Director & Registrar's Report	pages 8-12
Finance Committee Report	pages 13-14
Registration Committee Report	pages 15-17
Awards & Recognition Committee Report	pages 18-28
Editorial Board Report	pages 29-31
Private Land Forestry Working Group Report	pages 32-33
Crown Lands Forestry Working Group Report	pages 34-35
Urban Forestry Working Group Report	pages 36-37
Social Media Working Group	pages 38-39
Canadian Forestry Accreditation Board (CFAB) Report	pages 40-43

Carried. (result of the poll- 99% For,
1 % Against)

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

8. Guest Speaker

The President introduced the Honourable John Yakabuski, Minister of Natural Resources and Forestry, who administers the Professional Foresters Act. He was the first Minister to attend an OPFA AGM and the first Minister to grace us with a song at the 2019 Annual Conference Banquet in Thunder Bay where he jammed with the band *Flipper Flanagan's Flat Footed Four*. The President thanked the Minister for championing the forestry sector in these unprecedented times and making it known that forestry is an essential service. He also thanked the Minister for bringing forth the Forest Strategy for the Province that ensures the sustainability of our forest for all Ontarians.

The Minister thanked everyone for the invitation to speak from Toronto in between the sessions of the Legislative Assembly of Ontario. Some of his staff were also present. In particular, he thanked Denis Gagnon, R.P.F., and Peter Street, R.P.F. for their hard work, and Tom Ratz, R.P.F. for coordinating the opportunity for him to take part in the AGM.

The Minister acknowledged that while the COVID-19 pandemic has slowed some things down, his government will continue to review the proposed changes to the *Professional Foresters Act, 2000*. He thanked everyone for their participation in the Forest Strategy, which fits in with the changes to the Act.

The Minister expressed his appreciation for the opportunity to speak and the President thanked him for taking the time to join the meeting.

9. Auditor's Report & Financial Statements

pages 53-63

The President noted that the 2019 financial statements had been approved by Council and the Auditor's Report had been received. Both appear in the Annual Report for the 2019 fiscal year. He called upon David Milton, R.P.F.(Ret.), Chair of the Finance Committee, to make a short presentation on the audited financial statements. David noted that the:

1. **Statement of Financial Position**-lists current assets as \$248,439, investments as \$363,240, current liabilities as \$202, 475 with net assets of \$409, 204.
2. **Statement of Operations**-shows revenue from membership fees as \$374, 599, other revenue as \$78, 729 with total revenue as \$453, 328. The administrative expenses are \$263, 306, other expenses are \$157, 236 with total expenses of \$420, 542. This results in an excess of \$32, 786 which has been reinvested.
3. **Notes to Financial Statements**-there were notes associated with the financial statements regarding revenue recognition, financial instruments, allocation of expenses and long-term investments. Council has asked the Finance Committee to review the current target of \$460,000 in restricted reserves which will include a risk assessment, and they will report back to Council.

David Milton asked if there were any questions or comments. They were:

Q: Mike Rosen: What is the calculation of accumulated unrestricted surplus or deficit?

A. Page 62 of the Annual Report shows that \$270,084 is saved in restricted reserves. Also surpluses each year are either used to fund projects necessary for the OPFA to meet its legal responsibilities or transferred to reserves.

The President thanked David for his presentation and for being the Chair of the Finance Committee and announced that David will be stepping down as Chair after this meeting. He thanked David for the contributions to the OPFA he has made as he served in many roles including Councillor, President, and Associate Executive Director.

10. Council's Appointment of Association Auditor:

The President reported that at its April 6, 2020 meeting, Council passed a motion to appoint KPMG as Auditor of the Association for the year ending November 30, 2020, and asked if there were any questions. There were none.

11. Concluding the Annual Report:

The President stated that this concludes the reports in the Annual Report for the 2019 fiscal year, except for the information on pages 64 through 67 which are the sponsors for the 2019 Annual Conference. The President expressed appreciation for the sponsors and exhibitors of the 2019 Annual Conference. He also thanked the sponsors and exhibitors for the 2020 Annual Conference, which was postponed to next year, as they have been very supportive during this COVID pandemic situation.

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

The President called for a motion to approve the acts and procedures of OPFA Officers and Councillors:

Motion: It was moved by Carol Walker, R.P.F. and seconded by Peter Street, 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.

The President asked if anyone had any questions or comments. There were none.

13. Confirmation of Proposed 2020 By-law Changes:

The President noted that the proposed By-law changes were approved by Council on December 4, 2019. 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. Member discussion is welcome. After discussion, the President would call for a blanket

motion to approve all the By-law changes, rather than approve them individually. If any Member has a reason that they liked to explain, however, any By-law article can be isolated as a separate vote. Members were directed to please refer to the written material for the specific wording. The proposed by-law changes are summarized as follows:

Articles 11.5, 11.6: Mentored experience

- Specify that at least 6 months of mentored experience must be obtained when the candidate has completed a minimum of 80% of the academic competencies for their category of registration, and;
- Accept eligible experience acquired within the last 5 years while not a Provisional Member.

Article 11.18 – Qualifications for Life Membership

- Accept membership in Ontario and other Canadian jurisdictions to count towards qualification for Life Membership.

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

Q: Mike Rosen: What were the By-laws before the suggested changes?

A: The proposed By-law changes were compared to the original wording and the rationale for the change was provided. This information was distributed to the members 30 days before the Annual General Meeting and is on the website. Members are asked to refer to those items for the specific wording.

The President called for a motion to confirm the By-law changes and if any Member has a reason they wish to explain to separate any By-law article for a separate vote to indicate so. No By-law changes were separated.

There were 90 votes in favour and 0 against. The President declared that the proposed 2020 By-law changes are confirmed by the membership and are effective June 18, 2020.

14. Highlights of OPFA Business for 2019:

The President called upon Fred Pinto, R.P.F., Executive Director and Registrar, to provide a brief update on the activities of the OPFA, after which questions will be taken:

- Fred Pinto thanked the many volunteers that serve on committees, task teams, and working groups as well as those that serve as mentors and sponsors. The help of these volunteers has been instrumental in the achievements of the OPFA in 2019.
- A short description of the selected activities would be provided. Each activity would be grouped within high-level objectives set in the current strategic plan. He asked that if anyone wished to know what the OPFA is doing this fiscal year to please read the minutes of meetings of Council, *The Professional Forester* newsletter or to contact him directly.

- The strategic objectives are:

EFFECTIVE REGISTRATION-

- Provisional members can now access their profile at any time and report their progress towards Full or Associate Membership.
- A Work History Form was introduced for Provisional Members last year. This allows them to document their professional forestry experience on an ongoing basis. It also makes it less time consuming for mentors and sponsors to report on the experience of Provisional Members as we have heard sponsors' concerns with the amount of time it was taking them to provide the required information.
- OPFA staff continued to work with members of the Private Land and Urban Forestry Working Groups to develop standardized limited scopes of practice for Associate Members. The purpose of these scopes of practice are three-fold:
 - a) To allow Provisional Members to more quickly practice with a limited scope and then work towards a wider or full scope of practice;
 - b) To make registration more efficient as the competency requirements would be standardized and;
 - c) Enable the OPFA to more effectively deal with complaints as the definitions used in the scope of practise would be clearer to the public and members.
- Bridge training for professional foresters continued in 2019 to provide Provisional Members with easily accessible training for their missing academic competencies. The suppliers of Bridge Training are Lakehead University and the University of Toronto together with the Canadian Institute of Forestry.
- The OPFA ended 2019 with a net increase in the number of Full Members and the number of Provisional Members continued to grow to historic highs. Over 70% of Provisional Members are from non-accredited Canadian Forestry Accreditation Board programs. We see these increases in membership because new employers and private landowners are becoming aware that professional forestry is regulated in Ontario and ask that forestry services be supplied by OPFA

members. Membership in regulated professions is driven primarily by the demand placed by employers and clients.

REVIEW AND ESTABLISH STANDARDS & PRACTICE GUIDANCE-

- The professional standards that deal with Indigenous jurisdiction in Canada were approved by Council in October 2019. The OPFA is now working to ensure registrants can determine if they already have the necessary competencies and if they do not, then they have the learning resources to obtain the necessary competencies.

ENFORCEMENT OF PROFESSIONAL FORESTRY-

- In 2019 the OPFA received and resolved 4 complaints, 3 concerns, and 1 inquiry. All enforcement actions are reviewed to determine how these can be used to improve the practice of professional forestry in Ontario.

PROMOTE PROFESSIONAL FORESTRY-

- The OPFA continues to engage and inform the public and news media that professional forestry is regulated in Ontario. As professional forestry is the only regulated profession in natural resources, unlike health, engineering and finance, there is ongoing activity to try to build bridges with employers and inform them of the benefits of employing competent and accountable professionals.
- The OPFA uses social media, managed by volunteers, to describe who we are and what professional foresters do.
- The OPFA also continues to explain to the public and OPFA members that urban forestry is professional forestry as urban forestry is explicitly included in Ontario's *Professional Foresters Act, 2000*.
- Information sheets that inform Certified Tree Markers and Managed Forest Tax Incentive Plan Approvers of the role of professional foresters continue to be updated and distributed.
- Information sheets for certified arborists, forest auditors, municipalities, and Conservation Authorities are updated continually and distributed.
- Presentations were made to students in accredited forestry programs at Lakehead University and the University of Toronto in 2019. The majority of students signed up for membership.

GOVERNANCE-

- Terms of Reference for all Committees and most Working Groups have been prepared and approved by Council.
- A strategic plan has been developed for the Canadian Forestry Accreditation Board (CFAB) by all of the regulators of forest professionals across Canada. The CFAB accredits forestry university programs in Canada.

EFFECTIVE ASSOCIATION ADMINISTRATION-

- The OPFA has moved to a virtual filing system. This has enabled the OPFA to seamlessly continue to work under the current state of emergency. That is, the OPFA has not had to slow or postpone the delivery of key responsibilities related to the registration of members and the governance of our members.
- The virtual filing system has allowed members and staff to collaborate on various projects and allow members to access the approved minutes of OPFA's Council meetings so that they may see what Councillors discuss and the decisions they make.

Fred Pinto asked if there were any questions. There were some questions and comments:

Q: Will the OPFA have a policy on dealing with racism given the current climate?

A: There are many things that the OPFA has already done in this regard, the OPFA will soon be reviewing its strategic plan and will review what else needs to be done.

Q: What is the total number of members?

A: The chart on page 17 on the Annual Report shows the number of members as of November 30, 2019.

Q: The Urban Forestry Working Group has been working hard on a limited standard scope of practice for urban forestry for Associate Members. What is the rationale for why this is being done?

A: A standard scope allows graduates from non-CFAB accredited programs that want to work within a limited scope of practice with an opportunity to work in urban forestry. Also, a standardized scope, i.e one that uses the same wording helps with enforcement issues if they arise.

Comment: There has been a significant increase in the number of Provisional Members thanks to the work of Staff (Fred Pinto, Louise Simpson, and Priscilla Doyle), the Registration Committee who reviews the applications, and Council in making increasing the membership a high priority.

Q: Is the OPFA looking at professional reliance?

A: Yes we are working with the Minister of Natural Resources and Forestry to make changes to the Professional Foresters Act, 2000 which will serve to protect the interest of the people of Ontario.

Q: The scope of practice of professional forestry is wide, that is it covers many different disciplines. Can I be considered for a more focused scope?

A: Professional foresters have a scope of practice defined by law. It is wide so those that want to have a full scope of practice must meet all of the various academic and other requirements. If you want to work within a narrower scope of practice you can apply for Associate membership where the academic requirements would have to match your described scope. A member is obligated to work only within the scope that they are competent to practice. Fred Pinto will contact the person inquiring to talk about his particular situation.

Q: What is the approach of the OPFA when the Minister decides to change or stop the services the Ministry (of Natural Resources and Forestry) provides such as in private or urban forests?

A: The OPFA, is a regulatory body and not an activist or advocacy organization, it is not able to advocate and, therefore, cannot comment on government policy. Individual members can comment or join advocacy groups that support their positions to work for the change they believe is necessary. The services offered by the government change over time. While governments may change the services they offer professional forestry services offered by members of the OPFA through government agencies or directly by consulting foresters. OPFA does inform landowners, municipalities, and

conservation authorities where members have provided specific contact information and the benefits they obtain by hiring qualified members of the OPFA.

Q: Are we not obligated to point out any shortcomings?

A: The OPFA will work with the government of the day to develop constructive solutions that meet the needs of the citizens of Ontario

Q: The Canadian Forestry Accreditation Board (CFAB) accredits programs whereby anyone who graduates can be a forester. The programs are becoming more specialized. Will that be taken into consideration?

A: The OPFA worked with other regulators of professional forestry from across Canada to develop new professional forestry standards that recognized that forestry like all other occupations is becoming more specialized. These standards we hope will be used by universities to develop programs that will in the future graduate professional foresters in the new specialties.

15. Resolutions:

The President noted that in keeping with the *Professional Foresters Act, 2000*, resolutions call upon Council to consider matters noted in the resolution. The membership was informed that written Resolutions would be accepted until 2:00 p.m. on June 12, 2020, for consideration at the AGM. No Resolutions were received.

While Resolutions past the deadline will not be accepted or discussed in the AGM, Council will receive and consider suggestions or concerns at any time throughout the year.

16. Awards and Recognition:

The President explained that while an awards ceremony is not being held this year, he would like to celebrate those long-standing members who have received their 25-Year and 50-Year pins.

Receiving their 50-year pins this year are Trevor Isherwood, R.P.F., and Donald George, R.P.F. (Ret.).

Receiving their 25-year pins this year are Donald Armit, R.P.F., Andrew Boyd, R.P.F., Peter Henry, R.P.F., Marc Nellis, R.P.F., Blair Sullivan, R.P.F., Kandyd Szuba, R.P.F. (Non-Practising), and Alan Wiensczyk, R.P.F.

Some members will also be receiving Certificates of Appreciation for their valued contributions to the OPFA. These members have recently stepped down from volunteer positions in which they have given their time and energy towards supporting professional forestry in Ontario. Appreciation is extended to:

Greg Pawson, R.P.F. (Non-Practising), Tim Payne, R.P.F., and Tom Ratz, R.P.F., for their work on the Council.

Faye Johnson, R.P.F., for her work on the Canadian Forestry Accreditation Board.

Lacey Rose, R.P.F., for her work on the Complaints Committee.

Tom Ratz, R.P.F., for his work on the Discipline Committee.

David Milton, R.P.F. (Ret.), Bohdan Kowalyk, R.P.F. (Ret.) and David Winston, R.P.F. (Non-Practising) for their work on the Finance Committee.

Dean Assinewe, R.P.F., for his work on the Registration Committee.

Greg Pawson, R.P.F. (Non-Practising), and Tim Payne, R.P.F., for their work on the Executive Committee.

Al Corlett, R.P.F., Peter Hynard, R.P.F., Martin Streit, R.P.F., Eric Thompson, R.P.F., Linda Touzin, R.P.F., and Terry Schwan, R.P.F., for their work in the Private Land Forestry Working Group.

Tony Ritchie, R.P.F. (Non-Practising) for his work in the Editorial Board Working Group.

Terry Schwan, R.P.F., and Rob Spence (former member) for their work in the Awards and Recognition Working Group.

Herb Bax, R.P.F., Tom Croswell, R.P.F., Bob Elliot, R.P.F. (Non-Practising), Ben Kuttner, R.P.F., and Tim Payne, R.P.F., for their work in the Competency Support Working Group.

Appreciation is also extended to the 2020 Annual Conference Working Group volunteers for their excellent organization and hard work, who have also received a Certificate of Appreciation. They are:

Graeme Davis (Chair), R.P.F.
Bill Gaines, Associate R.P.F.
Richard Raper, R.P.F.
Kerry McLaven, R.P.F. in Training
Philip Davies, R.P.F.
David Milton, R.P.F. (Ret.)
Caroline Mach, R.P.F.

Mike H. Clark, R.P.F. (Ret.)
Brett Dixon, R.P.F.
Terry Schwan, R.P.F.
James Lane, R.P.F.
Brian Marshall, R.P.F.
Martin Neumann, Associate R.P.F.
Paul Krabbe, R.P.F.
Don Willis, R.P.F.

17. 2021 Annual Conference

The President announced that members in and around Alliston, Ontario are on board to deliver the postponed 63rd OPFA Annual Conference next year.

18. Termination

Before terminating the meeting, the President acknowledged the hard work of those that made the meeting possible: Louise Simpson, Priscilla Doyle, Fred Pinto, David Milton, and the volunteers who helped test the Zoom platform.

He also thanked everyone for taking part in the first virtual AGM while we adapted to this challenging situation. He asked for everyone to complete the short feedback survey when they left the meeting so that the member experience of a virtual AGM could be assessed.

As there was no further business, the President declared that the 2020 Annual General Meeting of the OPFA is terminated and that the Zoom meeting will end momentarily.

FINANCIAL STATEMENTS

Financial Statements of

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

And Independent Auditors' Report thereon

Year ended November 30, 2020

OPFA 2020 AUDITED FINANCIAL STATEMENTS – *Figure 1*



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INDEPENDENT AUDITORS' REPORT

To the Members of Ontario Professional Foresters Association

Opinion

We have audited the financial statements of Ontario Professional Foresters Association (the "Association"), which comprise:

- the statement of financial position as at November 30, 2020
- the statement of operations for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2020 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibility of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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OPFA 2020 AUDITED FINANCIAL STATEMENTS – Figure 2



Page 2

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management

OPFA 2020 AUDITED FINANCIAL STATEMENTS – Figure 3



Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada
February 19, 2021

OPFA 2020 AUDITED FINANCIAL STATEMENTS – Figure 4

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Financial Position

November 30, 2020, with comparative information for 2019

	2020	2019
Assets		
Current:		
Cash	\$ 224,622	\$ 230,335
Accounts receivable	199	662
Prepaid expenses	6,559	17,444
	231,380	248,441
Long-term investments (note 2)	457,973	363,240
	\$ 689,353	\$ 611,681
Liabilities and Net Assets		
Current:		
Accounts payable and accrued liabilities	\$ 50,514	\$ 26,335
Deferred revenue	190,458	176,140
	240,972	202,475
Net assets	448,381	409,204
Commitment (note 4)		
Effects of COVID-19 (note 7)		
	\$ 689,353	\$ 611,679

See accompanying notes to financial statements.

On behalf of the Board:

 President
  Executive Director

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Operations

Year ended November 30, 2020, with comparative information for 2019

	2020	2019
Revenue:		
Memberships	\$ 382,854	\$ 374,599
Application and examination	9,195	6,035
Events	-	61,015
Other	12,398	11,679
	<u>404,447</u>	<u>453,328</u>
Expenses: (note 5)		
General administration	287,208	263,306
Events	10,730	64,448
Regulatory	29,573	40,609
Governance	29,181	37,820
Profile	-	7,205
Member services	8,499	6,985
Policy engagement	79	169
	<u>365,270</u>	<u>420,542</u>
Excess of revenue over expenses	<u>\$ 39,177</u>	<u>\$ 32,786</u>

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

Year ended November 30, 2020, with comparative information for 2019

	Internally Restricted (Note 3)		Unrestricted	2020	2019
Net assets, beginning of year	\$	270,084	\$	139,120	\$ 409,204 \$ 376,418
Excess of revenue over expenses		5,390		33,787	39,177 32,786
Net assets, end of year	\$	275,474	\$	172,907	\$ 448,381 \$ 409,204

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

Year ended November 30, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 39,177	\$ 32,786
Changes in non-cash operating working capital:		
Decrease (increase) in prepaid expenses and deposits	10,885	(10,435)
Increase in accounts payable and accrued liabilities	24,179	5,459
Decrease in accounts receivable	461	1,806
Increase (decrease) in deferred revenue	14,318	(19,152)
	89,020	10,464
Investing:		
Increase in long-term investments	(94,733)	(32,300)
Change in cash	(5,713)	(21,836)
Cash, beginning of year	230,335	252,171
Cash, end of year	\$ 224,622	\$ 230,335

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2020

The Ontario Professional Foresters Association ("the Association"), established in 1957, serves as a governing body for professional foresters, ensuring professionalism and accountability. The Association is incorporated under the laws of the Province of Ontario as a regulatory agency and has no share capital. The Association is a not-for-profit organization under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

1. Significant accounting policies:

(a) Revenue recognition:

The Association follows the deferral method of accounting for contributions, which include membership dues. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured. Membership dues are recorded within deferred revenue when the cash is received and is brought into income over the period covered by the membership. Membership fees unearned as of the year end date are recorded within deferred revenue.

Externally restricted contributions are recognized as revenue in the period in which the related expenses are incurred. Amounts received from grants for specific purposes are recognized as income to the extent of related expenses and as conditions of various agreements have been met.

Interest income is recognized as revenue when earned.

(b) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

(c) Allocation of expenses:

The Association administers a number of different programs. The expenses of each program include the cost of personnel, premises and other expenses that are directly related to service delivery in the program. These costs are recorded in the relevant program.

The Association also incurs administrative expenses that are common to the administration of the Association and each of its programs, including occupancy charges, management salaries and general support costs. The Association allocates these administrative expenses by charging each program an amount equal to the maximum budget for administration costs approved by the various funding agencies.

Some programs also share the costs of insurance. These specific costs have been allocated evenly among these programs.

(d) Contributed materials and services:

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

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2020

1. Significant accounting policies (continued):

(e) Use of estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the periods specified. Significant items subject to such estimates and assumptions include the valuation allowances for accounts receivable. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

2. Long-term investments:

	2020	2019
TD Canada Trust	\$ 313,447	\$ 256,021
Scotia McLeod	144,526	107,219
	<u>\$ 457,973</u>	<u>\$ 363,240</u>

The investments bear interest at rates between 0.126% and 2.27% with maturity dates between March 30, 2021 and October 13, 2023.

3. 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 Board 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 Board.

The current reserve target, as amended in 2016, was calculated as follows:

	2020	2019
Dissolution	\$ 60,000	\$ 60,000
Allowance for two concurrent major disciplinary matters	400,000	400,000
Cumulative interest earned on invested funds	96,621	89,189
	<u>556,621</u>	<u>549,189</u>
Cumulative funds transferred for enforcement action	(136,537)	(136,537)
Target deficit to be funded	(150,000)	(150,000)
Income earned during the year on invested funds	5,390	7,432
	<u>(281,147)</u>	<u>(279,105)</u>
	<u>\$ 275,474</u>	<u>\$ 270,084</u>

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

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4. Commitment:

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

5. Expenses:

The breakdown of expenses by nature is as follows:

	2020	2019
Staff	\$ 210,076	\$ 191,840
Legal	38,199	30,088
Office	32,083	30,734
Equipment and software	269	641
Rent	9,967	9,137
Travel	9,585	46,206
Bank charges	11,701	11,982
Audit	7,899	6,780
Insurance	14,855	14,979
Website	6,945	5,520
Provision (recovery) of uncollectible receivables	—	(1,235)
Annual conference	12,036	62,395
Other	11,655	11,475
	<u>\$ 365,270</u>	<u>\$ 420,542</u>

6. Financial risks and concentration of credit risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2019.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Association is exposed to credit risk with respect to the accounts receivable. The Association assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

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7. Effects of COVID-19:

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact. At the time of approval of these financial statements, the Association has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Cancelling of in-person events for the current year along with a transition to virtual events for the following year.
- Working from home requirements for those able to do so, and put in place measures to limit and control access to the premises by staff
- Enhanced protocols implemented in line with Public Health guidelines

Financial statements are required to be adjusted for events occurring between the date of the financial statements and the date of the auditors' report which provides additional evidence relating to conditions that existed as at year end. Management has assessed the financial impacts at this time. As a result of this assessment, there were no adjustments required to be reflected in these financial statements.

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OPFA 2020 AUDITED FINANCIAL STATEMENTS – Figure 12

Notes

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