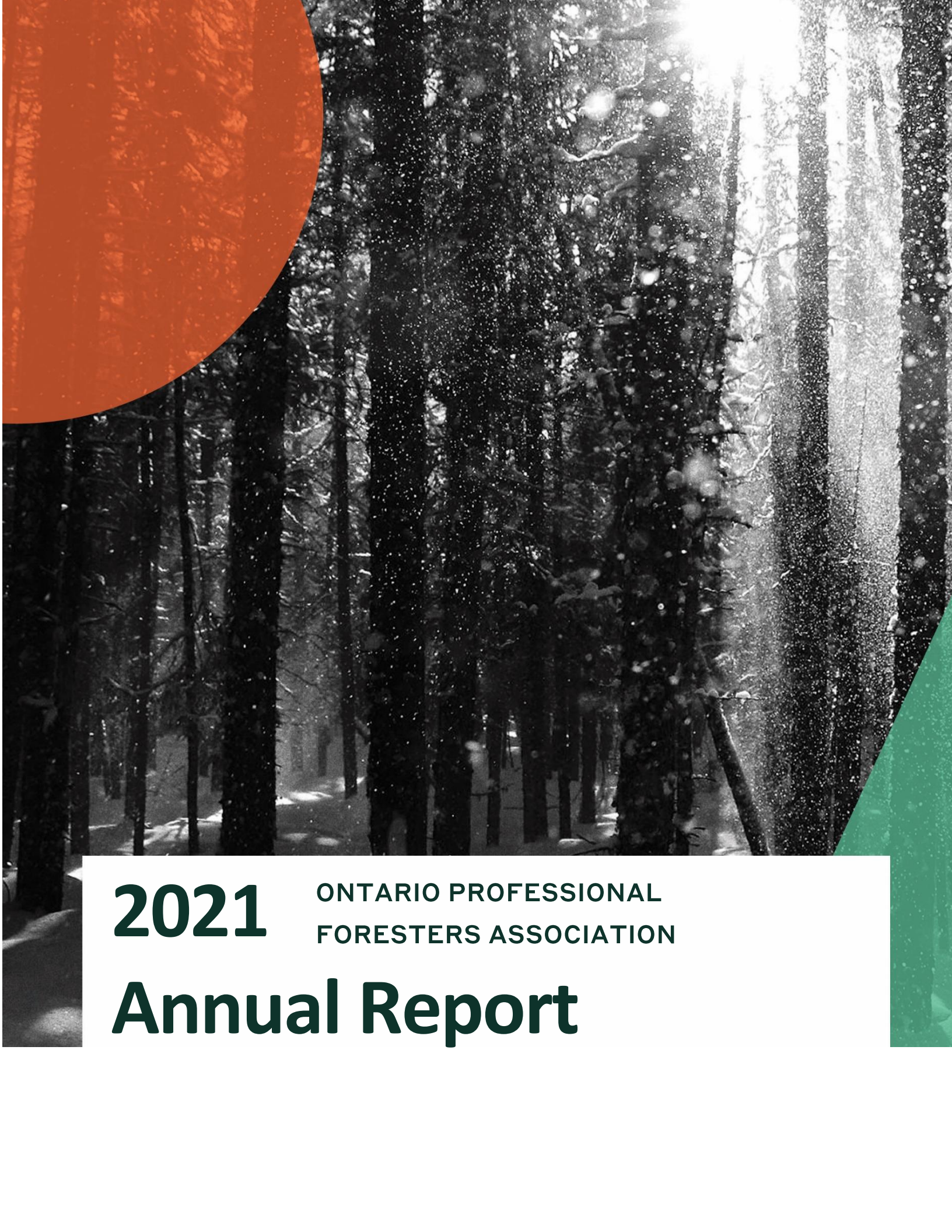




2021

ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION

Annual Report

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2021 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 2020-2021

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Vice-President

Chris McDonell, R.P.F.

Past President

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COUNCILLOR NORTHWEST

Scot Rubin, R.P.F.

COUNCILLOR NORTHEAST

Gordon King, R.P.F.

COUNCILLOR CENTRAL WEST

Neil McLean, R.P.F.

COUNCILLOR CENTRAL EAST

Sarah Todgham, R.P.F.

COUNCILLOR SOUTHWEST

Carol Walker, R.P.F.

COUNCILLOR SOUTHEAST

Waseem Ashiq, R.P.F.

PUBLIC COUNCILLORS

Daniela Corapi

David Goldsmith

Sally Krigstin

Larry McDermott

Douglas Reynolds

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

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COMMITTEES, WORKING GROUPS & TASK TEAMS

Executive[‡]

CHAIR

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

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

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

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

David Goldsmith
(Public Councillor)

Discipline[‡]

CHAIR

Ken Elliott, R.P.F.

MEMBERS

Tim Lehman, R.P.F.

Arben Pustina, R.P.F.

George Graham, R.P.F.

COUNCIL MEMBERS

Waseem Ashiq, R.P.F.

Daniela Corapi, Public Councillor

Douglas Reynolds, Public Councillor

Finance

CHAIR

Peter Street, R.P.F.

MEMBERS

Bob Boyce, R.P.F.

Craig Robinson, R.P.F.

David Goldsmith, Public Councillor

Wendy LeClair, R.P.F.

Registration[‡]

CHAIR

Malcolm Cockwell, R.P.F.

VICE-CHAIR

Sarah Sullivan, R.P.F.

MEMBERS

Ulf Runesson, R.P.F.

Jim McCready, R.P.F.

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

Andrée Morneau, R.P.F.

Ildiko Apavaloae, R.P.F.

Krish Homagain, R.P.F.

COUNCIL MEMBERS

Neil McLean, R.P.F.,

Elected Councillor

Sally Krigstin, Public Councillor

Nominating

CHAIR

Peter Street, R.P.F.

MEMBERS

Gord Cumming, R.P.F.

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

Chris McDonell, R.P.F.

Jeff Barton, R.P.F.

Allan Foley, R.P.F.

Brandon Williamson,
Associate R.P.F.

Donna Lacey, Associate R.P.F.

Peter Nitschke, R.P.F.

COUNCIL MEMBERS

Gordon King, R.P.F.

(Elected Councillor)

Daniela Corapi, Public Councillor

Douglas Reynolds, Public
Councillor

Editorial Board

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Betty Vankerkhof, R.P.F.

EDITOR

Jennifer Dacosta, R.P.F. in
Training

MEMBERS

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John Harvey, R.P.F.

Jim McCready, R.P.F.

Glen Prevost, R.P.F.

Arben Pustina, R.P.F.

Mike Rosen, R.P.F.

Matt Wilkie, R.P.F.

Caroline Mach, R.P.F.

Charles Alderson, R.P.F.

[‡] Statutory Committee

[†] Partial Year

Public Councillors 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.

Astrid Nielsen, R.P.F.

Mike Rosen, R.P.F.

Regulations Amendment

CHAIR

Peter Street, R.P.F.

MEMBERS

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.

Larry McDermott, Public Councillor

Registration Appeal Committee

CHAIR

Denis Gagnon, R.P.F.

MEMBERS

Peter Street, R.P.F.

Richard Raper, R.P.F.

Strategic Plan Implementation

CHAIR

Chris McDonell, R.P.F.

MEMBERS

Denis Gagnon, R.P.F.

Douglas Reynolds, Public Councillor

Sally Krigstin, Public Councillor

Annonciade Murat, R.P.F.

Christine Leduc, R.P.F.

Janani Sivarajah, R.P.F.

Neil McLean, R.P.F.

Private Land

CHAIR

James Rogers, Associate R.P.F.

MEMBERS

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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

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MEMBERS

Sarah Bros, R.P.F.

George Graham, R.P.F.

Peter Nitschke, R.P.F.

Greg Pawson, R.P.F.

Paul Kallionen, R.P.F.

Allison White, R.P.F. in Training

Social Media

Denis Gagnon, R.P.F.

Brian Marshall, R.P.F.

Lacey Rose, R.P.F. †

Kayla Raycraft, R.P.F. in Training†

2021 Annual Conference

CHAIR

Graham Davis, R.P.F.

MEMBERS

Richard Raper, R.P.F.

Kerry McLaven, R.P.F. in Training

Phil Davies, R.P.F.

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.

Paul Krabbe, R.P.F.

Emmett Snyder, R.P.F. in Training

Equity & Inclusion

CHAIR

Carol Walker, R.P.F.

MEMBERS

Sally Krigstin, Public Councillor

Waseem Ashiq, R.P.F.

Denis Gagnon, R.P.F.

Peter Street, R.P.F.

Lacey Rose, R.P.F.

Larry McDermott, Public Councillor

Catherine Edwards, R.P.F.

Osama Ali, R.P.F. in Training

Larissa Huot, R.P.F.

Erin Knight, Student Member

Dayna Griffiths, R.P.F.

Mike Rosen, R.P.F.

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)

‡ Statutory Committee

† Partial Year

Public Councillors are appointed by the Lieutenant Governor of Ontario



PRESIDENT'S MESSAGE

Denis Gagnon, R.P.F.

Thank you again for entrusting me to serve as the President of the Ontario Professional Foresters Association for a second year. I'm grateful for this opportunity and I am saying that the second time was the charm. Luckily for me, and for the membership, I was surrounded by a dedicated and passionate group of volunteers that made up the Council and all of its committees, task teams, and working groups.

Council welcomed Sarah Todgham who filled in the vacancy for Councillor, Central East section. In December of 2020, we started yet another fiscal year with a budget in place and an ambitious list of initiatives to complete. I'm sure that everyone has been reading the meeting minutes from Council on the OPFA website so there is no need for me to provide you with a detailed recap. That being said, there are some items that I think are worth highlighting from this past year.

The change from one fiscal year to another did not faze the team that was working on the changes to the *Professional Foresters Act, 2000*. The flurry of activity that was taking place at the end of 2019-2020 just kept on rolling into 2020-2021. This year saw the OPFA deliver on its commitment to make changes to the Act. This was only possible thanks to many hours of work by a dedicated team who believed in the value of these changes. There was not only significant staff time but many volunteer hours by members who drafted and delivered communication material for consultation and engagement with stakeholders and the Ministry of Northern Development Mines Natural Resources and Forestry (MNDMNR). Congratulations on this significant accomplishment!

The other significant item that had started the year before was the development of the OPFA Strategic Plan. The previous strategic plan was completed with an in-person session, many flip charts, and sticky notes. Those were the good old days and thanks to the pandemic we had to adjust to new formats and technologies to help capture our thoughts and ideas. In the end, we were able to articulate everything on a digital whiteboard. Rhyant Rock Consulting was contracted to lead Council, staff, and committee members through the development of the new strategic plan for the next 5 years. A task team was struck to help prioritize these items and now they can be incorporated into the work plan each year.

The ongoing impact of the pandemic didn't stop with the strategic plan. For the second year in a row, the Annual General Meeting of the OPFA was held in a virtual setting. With time to prepare and adapt, the organizing committee that was scheduled to deliver the conference in 2020 made the necessary changes to deliver the 2021 OPFA Conference and Annual General Meeting virtually. They even managed to include a field tour! It was great to have this learning opportunity and hear from some of our peers. Now we look ahead to the 2022 Conference and AGM that will be hosted by members from Sudbury.

With new members that join Council, we get an influx of new ideas, perspectives, and life experiences. This seems to be more apparent to me with our Public Councillors that come to us from different professions. The OPFA identifies the gaps in skills needed on Council and works with the Public Appointments Secretariat and MNMNR to identify suitable candidates. Our public members play a critical role both on Council and on the various committees. For example, David Goldsmith, a Public Councillor on the Finance Committee, put forward some ideas on how financial information can be better presented to Council and Larry McDermott helped lead us in developing the Indigenous jurisdiction standard. As well, the Finance Committee led the charge to transition the OPFA reserve fund held in GICs to a professionally managed portfolio approach to better protect capital against inflation. The Equity and Inclusion Task Team benefited greatly from the participation of public members Sally Krigstin and Larry McDermott who have been working on ways to understand and support the diversity that exists with the members of the OPFA.

I want to show my appreciation by acknowledging the people who are behind the successes of this past year. The OPFA staff, Fred, Louise, Priscilla, and Dave, are the engine that keeps everything moving forward. They deliver so much in the background that is integral to the function of the OPFA that it may go unnoticed because they do it so well. Thank you to all of you who volunteer on the numerous committees, your hard work and dedication to the profession are valued. I was surrounded by many natural leaders that provided me guidance and advice when needed so thank you to Peter and Chris. Thank you to all the councillors for your support of the OPFA. A special thank you as well to Gord King (Councillor, Northeast section) and Carol Walker (Councillor, Southwest section) who completed their second two-year term and first two-year term respectively. They both brought a great deal of experience and engagement with their contributions to Council and numerous committees, working groups, and task teams.

Thank you for this privilege and I look forward to catching up with many of you in the near future.





EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

The Professional Foresters Act has been in effect for over twenty years and Council believed it was time to consider revising it. Before any revision would be considered, we were asked to conduct an external stakeholders' engagement exercise to obtain information on what, if any, changes should be considered by the government. As you can imagine, this undertaking was a very large task that had to be done with a small number of volunteers and staff. I remember working through weekends and the Christmas holidays in 2020 to get ready to start the stakeholder engagement in January 2021. This engagement did receive a lot of comments that we shared with the government. Following the analyses by the government of the comments received, changes to the Professional Foresters Act were proposed. This occurred through the passage of Bill 13, *Supporting People and Businesses Act*, 2021 on 2nd December 2021. The revised Professional Foresters Act contains new definitions, a revised scope of practice, and improved protection of title. It can be found on the Ontario Government's e-laws website: <https://www.ola.org/en/legislative-business/bills/parliament-42/session-2/bill-13/status> More details of this initiative can be found in this annual report in the report from the Regulation Amendment Task Team.

During the year Council reviewed its fees to ensure that the principle of user pays generally applies and that late fees provide the appropriate incentive for making payments on time and progressing through licensing in a timely manner. As a result fees for late payment of membership fees have been increased to \$100 from \$50 for Full, Associate, Non-resident, and Inactive categories of membership. Late payment of Provisional member's fee increase to \$75 from \$50.

A new fee was added to assess the competency gaps for an Associate Member with a Limited Scope of Practice. This assessment fee is \$250, half of the cost of the Credential Assessment Process (CAP) fee of \$500. Rationale: The OPFA membership currently bears the cost of this activity that involves helping the candidate prepare their portfolio for review by the Registration Committee.

Provisional Members that take more than six years to become licensed will also see a fee increase from \$100/year to \$320/year in the seventh year of their membership. This is to incentivise Provisional Members to complete their registration requirements in a more realistic time frame. Ensuring a reasonable time for the registration of Provisional Members is also consistent with the public policy position of the Government of Ontario to shorten the time for licensing of new members (see legislative and regulatory changes planned

through the Working for Workers 2022 Act (Bill 88), which includes proposed amendments to Fair Access to Regulated Professions and Compulsory Trades Act, 2006).

The Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) provides the government oversight on OPFA registration processes through the Office of the Fairness Commissioner (OFC). Several changes have been implemented or are being considered to the registration processes of regulators. One change that has been in the works for several years is the implementation of a Risk-Informed Compliance Framework for reporting to the OFC. In their letter following the risk analyses, the OFC states “I would also note that the OPFA has shown a willingness to work constructively with our office on defined compliance objectives and has taken a number of innovative steps to enhance the transparency objectivity, impartiality, and fairness of its processes. Based on my assessment of these considerations, I would place the OPFA in the full compliance category.” The OFC has evaluated the OPFA on five Forward-looking Risk Factors and has concluded that the low-risk profile best portrays our situation for the next 12-months.

The OPFA bylaw is reviewed continuously and changes are made annually. As bylaw changes occur every year we sought legal advice to determine if some articles from the bylaw could be removed and managed as a schedule, i.e. Council was interested in knowing if the existing bylaw could be worded in some fashion to limit the number of times that they would need to obtain concurrence from members to change some aspects of certain Articles in the Bylaw. We found that this is not allowed under the Professional Foresters Act. Legal counsel went on to inform us that the current legislation and the bylaw-making power it provides is in fact a better process than is found in some other regulatory laws. The Professional Foresters Act allows Council the power to make comprehensive changes to the articles of the bylaw and then have the revisions endorsed by the members before the articles come into effect.

As a regulator, the OPFA has to ensure its members are competent and current in their professional practice. The OPFA tries to confirm the awareness of members' understanding of their obligations by requiring each practising member to answer questions related to their familiarity with the code of practice, their maintenance of a competency development plan, and the completion of continuing education hours, etc. This information plus the timely payment of annual fees is confirmed for each member each year. I am disappointed each year because of the high proportion (usually around 10-15%) of practising members that need follow-up each year to pay their fees and complete their competency reporting. It would really help if most members paid their fees and provided their competency reports on time as it would reduce the amount of staff time spent following up. Note that each registered letter costs about \$15 to mail. These costs are borne, in the end, by you the member. I hope that the increase in late fee amounts described above will help to reduce the late payment of fees.

The strategic plan has been used to develop a work plan and budget for 2021-2022. The process used to prioritize the strategies and actions is described in an account by the Strategic Plan Implementation Task Team. This Task Team has completed its work and the strategic plan is now being implemented.

Several strategies and actions in the strategic plan relate to communications with members and external stakeholders where the OPFA has been traditionally lacking. To make meaningful progress and have good outcomes from our messages we will need to raise and spend funds if this is deemed necessary. If you are interested in helping with communications you are welcome to review our goals and suggest how you can help.

Every year I try to work with forestry NGOs and governments to encourage them to include information on their social media and media releases that professional forestry is regulated in Ontario and is the key element to Ontario's success in sustainable forestry. So far the uptake is minimal but there have been recent successes. We have seen for the first time that the Ministry of Northern Development, Mines, Natural Resources and

Forestry states in its State of Ontario's Natural Resources Forests 2021 the role and value of Registered Professional Foresters in Ontario.

Awareness by employers of the services and value of professional foresters is increasing. The largest employers of new members are no longer the provincial government or forest products industry. The majority of R.P.F.'s in Training are working with employers providing consulting services mostly to private landowners, while Conservation Authorities and municipalities are the third and fourth most common employers of Provisional Members.

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. Every year a large proportion of incoming students in forestry believe that forest conservation is not part of professional forestry. I think that most forestry students begin to understand the scope of professional forestry later in their studies but their initial views reflect the beliefs of most Canadians.

To help inform employers and clients, we have 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.

A submission by the OPFA on the draft Biomass Action Plan was positively received. The final Forest Biomass Action Plan for Ontario now states that "when a landowner is preparing for a commercial harvest, to ensure it follows good forestry practices, they should have a prescription prepared by a qualified member of the Ontario Professional Foresters Association such as a Registered Professional Forester (R.P.F.) or a qualified Associate R.P.F." (see page 15 of the document).

The OPFA was successful in obtaining funds from Eco-Canada, a national not-for-profit organization. These funds were used to hire one person to help with digitizing paper records archived in our office in Georgetown. Work on this initiative commenced in December 2020. The majority of paper records have been scanned and uploaded to our server. We still have additional work to do and plans are to complete this work in the next fiscal year.

While registration activities were not impacted by COVID-19 restrictions it should be noted that the drop in the number of complaints against our members in 2020 continued in 2021.

This year again saw a small increase in Registered Professional Foresters and a continued increase of Provisional Members. Student membership has declined because I was not able to not speak to students in person where I could distribute a paper application form. 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 registrants about the value of registration though we have not seen these sessions result in a large increase in students applying for membership.

Conclusion

The OPFA continues to grow in the total number of licensed registrants. Also, the public in Ontario especially

employers that manage land are more aware of the importance and role of professional foresters. This has two major consequences; more people are applying for registration and until last year more complaints were being received. To continue to increase the public's awareness that professional forestry is regulated and benefits employers and the public we will need help from all registrants. Please help by explaining to the public in your community what a professional forester does and by keeping abreast of your understanding and fulfill your professional responsibilities by maintaining and improving your practice.





COMMITTEE REPORT

Finance

Peter Street, R.P.F., Chair

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

This year, Council added two specific requests to the Committee's mandate; viz., to develop an alternate format for financial statements to make the information more meaningful to Council, and to review the reserves policy of the Association. The committee completed both tasks while continuing to provide guidance to Council per its standing mandate.

The committee's work was hampered by COVID restrictions that complicated its efforts to collaborate on statement design. Nonetheless, in concert with the Association's bookkeeper and its auditor (KPMG), a revised set of statements was created late in the year and approved by Council. The statements are still being refined with a goal of having them match the budget spreadsheet prepared by the Executive Director so that progress against the budget can be monitored easily. This work continues into the new year.

The Association has a policy of maintaining a certain amount of assets in a restricted reserve, available only to pay for non-recurring, extraordinary expenses incurred to comply with OPFA mandates and to enable the Association to sustain operations through extraordinary delays in revenue receipt.

Until the Committee's review this year, the Association was placing all excess funds into GICs. Given the interest rate environment, GICs were paying less than 1% interest at a time when inflation exceeded 4%. The Committee recommended the following changes to the practice of using GICs.

During the year, the Committee defined, and Council approved, a target level for the restricted reserve fund, and developed a reserve fund policy that describes how to maintain the target level and how to remove emergency funds if needed. Also, the Committee designed, and Council approved, an Investment Policy Statement (IPS) that defines the Association's risk tolerance for investing its funds. The IPS was shopped around to various investment advisors and RBC Dominion Securities (RBCDS) was chosen to manage the Association's funds. All restricted funds have been transferred to RBCDS and they are managing the investments.

In the course of this work, the Committee observed another issue. The Association receives the bulk of its income from member fees, received mostly in December. However, its expenditures are spread out over the entire year. The Association had been using short-term GICs to get some income from the excess cash until it was needed. The Association has now made arrangements with its bank to open an Investment Savings Account which pays GIC rates but has no term requirement. This eliminates work for the Executive Director managing GICs and increases revenue for the Association.

The Association ended the year under budget, mostly because COVID restrictions eliminated most travel costs, and the virtual AGM had a much lower cost but still brought in advertising revenue. The Association is financially healthy.

2021 Committee Members

Peter Street, R.P.F.
Bob Boyce, R.P.F.
Ian Pyke, R.P.F.
Craig Robinson, R.P.F.
Wendy LeClair, R.P.F.
David Goldsmith, Public Councillor





COMMITTEE REPORT

Registration

Malcolm Cockwell, R.P.F., Chair

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

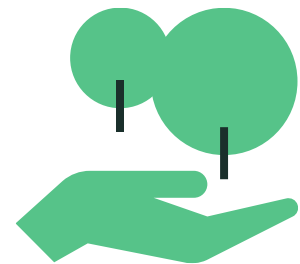
The Registration Committee had another productive year. We met six times in 2021: January 21, March 4, May 13, July 8, September 9, and November 4.

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

Over the course of 2021, we accepted 27 Full Members resulting in 27 new Practising Members. As some members either resigned, passed away, changed membership categories, or cancelled their memberships, the net loss was six Practising Members of the OPFA.

This means that the total Practising Members of the OPFA was 568 at the end of 2021 compared to 574 at the end of 2020. This is an unsatisfactory result for many reasons, but it is not surprising. Broadly speaking, our membership is aging, our sector is facing challenges, and the economy at large still does not adequately recognize the necessity of employing Registered Professional Foresters.

But credit should go where credit is due. The Registration Committee firmly believes that the unsatisfactory result with respect to the number of Practising Members has been significantly offset by the fruitful efforts of OPFA staff (as well as OPFA membership) to attract fresh talent to the profession. The same unsatisfactory



result has also been offset by the work of the Registration Committee to ensure applicants are supported and reviewed in a timely manner.

In other words, reporting a net reduction of six Practising Members of the OPFA is not good, but without the good work being done to grow our membership and advance the profile of the profession, the situation would be much, much worse. Accordingly, the Registration Committee – yet again – emphasizes to the membership of the OPFA the importance of any and all efforts to attract fresh talent to the profession.

During the year, we also accepted 50 Provisional Members and 21 Student Members, who are working towards attaining the requirements for either Full Membership or Associate Membership. It is worth noting that 20 Provisional Members and 14 Student Members moved into other membership categories. As a result of these changes, the number of Non-Practising Members decreased to 374 from 396 at the end of 2020.

As the Registration Committee reported last year, we view these changes as generally positive. The movement of Non-Practising Members to other membership categories usually indicates professional progress on the part of the Non-Practicing Member.

Furthermore, we 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 standardized scopes of practice for Associate Members. We expect more of the same in this regard in 2022.

As noted above, the Registration Committee views the results reported here as a strong reminder of the importance of promoting forestry as an attractive career to youth and encouraging competent individuals to pursue various forms of membership with the OPFA.

This is not a time to defend the status quo; it is a time to be creative and welcoming of aspiring forestry professionals from a wide variety of backgrounds while upholding the standards of the association.

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

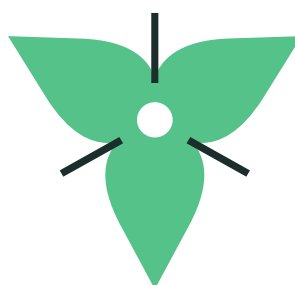
In addition to evaluating materials submitted by each applicant to the OPFA, the Registration Committee also contributed to several registration-related initiatives this year and was consulted on numerous occasions by OPFA staff on various aspects of the association's business.

Throughout 2021, the following individuals contributed as members of the Registration Committee: Malcolm Cockwell, R.P.F. (Chair), Sarah Sullivan, R.P.F. (Vice-Chair), Sally Krigstin (Public Councillor), Neil Mclean, R.P.F. (Elected Member of Council), Jim McCready, R.P.F., Ulf Runesson, R.P.F., Andrée Morneault, R.P.F., Krish Homagain, R.P.F., Ildiko Apavaloae, R.P.F., and Frank Knaapen, R.P.F. (Ret.).

The work of the Registration Committee was also supported by OPFA staff, particularly Priscilla Doyle, Louise Simpson, and Fred Pinto, R.P.F. The Registration Committee is grateful for their support and assistance as it undertook its important work in 2021.

MEMBERSHIP STATISTICS

CATEGORY	2021	2020	2019	2018	2017	2016	2015	2014	2013
Full	530	532	524	517	522	520	505	506	535
Associate	38	42	42	42	46	48	52	53	53
Subtotal: Practising	568	574	566	559	568	568	557	559	588
Inactive	46	43	49	52	54	47	52	54	63
Life	77	76	73	78	77	77	79	82	87
Provisional	160	141	131	130	116	91	89	61	32
Student	70	113	112	52	90	93	76	56	24
Honourary	6	6	6	6	6	6	6	6	6
Non-Resident	15	17	15	17	18	19	19	20	24
Subtotal: Non-Practising	374	396	386	335	361	333	321	279	236
Total	942	970	952	894	929	901	878	838	824





TASK TEAM REPORT

Regulation Amendment

Chris McDonell, R.P.F.

Professional forestry is a regulated profession and the Ontario Professional Foresters Association (OPFA) exists to fulfil a public policy objective established by the government of Ontario in 1957 through the first Professional Foresters Act (PFA). First enacted to protect the use of the term 'Registered Professional Forester', the PFA was updated in 2000 to define the practice of professional forestry. The PFA outlines the object of the Association which is to *"regulate the practice of professional forestry and to govern its members in accordance with the Act, the regulations and the by-laws in order that the public interest may be served and protected."*

In the 20 years since the proclamation of the current PFA, experience in interpreting and applying the Act and changes in the profession indicated a review was necessary. Amending legislation takes time, must align with the policy priorities of the government of the day, and involves outreach to interested and affected parties to address concerns.

In winter 2021, OPFA conducted a review with external stakeholders and OPFA members of the Professional Foresters Act, 2000 (PFA) and its Regulation, O. Reg. 145/01. The aim of the review was to provide recommendations to the Government of Ontario to clarify the PFA to ensure the OPFA can fulfill its legislative mandate to protect the public interest. While OPFA facilitated the early engagement to modernize the Act, the accountability for executing regulatory change and public review rests with Ontario.

The OPFA received approximately 500 responses during the pre-legislative engagement phase. These included more than 400 responses from individuals in occupations presently excluded from the PFA, as well as provincial ministries, universities, colleges, non-government organizations, municipalities, Sustainable Forest License (SFLs) holders, and members of the OPFA. These comments and OPFA's responses were shared with the government.

It was clear that some members of occupations currently excluded from the PFA prefer the status quo. A common concern is that if the exclusions are removed, individuals acting within the scope of practice of provisional forestry in these occupations expected that they would have to be supervised by a member of the OPFA, join the OPFA, or run the risk of being prosecuted. Several comments indicated that any attempt to regulate the scope of practice within forestry and particularly “urban forestry” must involve discussion and cooperation amongst other disciplines and occupations, trades, and professionals potentially affected by the changes.

OPFA members, forestry non-governmental organizations, and SFLs were more supportive of the potential changes. A number commented that the proposed changes to the PFA will enable more control over the profession and allow those registered as Professional Foresters in Ontario to truly utilize “Professional Reliance” mechanisms now present in provincial regulated manuals used to manage Crown forests on behalf of the people of Ontario. Some members thought the changes should be more comprehensive, with the PFA becoming more inclusive to all “forest professions and occupations” while others felt urban forest management should be strengthened in other legislation, e.g., the Planning Act. Various commenters supported greater emphasis on competency criteria and training for all OPFA registrants, with particular guidance on forestry, urban forestry, and the rights of Indigenous Peoples.

On October 7, 2021, the Ontario government introduced changes, drafted by government legal counsel to the PFA as part of *Bill 13, Supporting People and Businesses Act, 2021*, and posted it for comment through to November 21, 2021. Following public hearings, Bill 13 received Royal Assent on December 2, 2021.

PFA changes include new definitions, rewording the scope of professional forestry, and enhanced clarity related to protecting the title used by professional foresters. The changes more clearly define professional forestry and reduce overlap with different occupations that also work broadly in the forestry space. Changes were not made to Regulation 145/01 and the list of excluded occupations. The Act can be accessed on the OPFA website <https://opfa.ca/update-changes-to-the-professional-foresters-act/>

The benefits of changes to the PFA are as follows:

1. For the public: A clearer description of the scope of practice of a professional forester raising awareness of what a professional forester does and means that the public will be more informed when making inquiries or if they are filing a concern or complaint with the OPFA.
2. For employers and landowners: Clearer definitions and scope of practice mean that employers and landowners will have a better understanding of when they would benefit from hiring a professional forester.
3. For OPFA Members: A clearer definition of what professional foresters do, with less overlap with other occupations that work in forestry, allows professional foresters to be secure in their role in the workplace. The changes also provide better title protection and ensure that only professional foresters may portray themselves as such.
4. For the OPFA: Clearer definitions and scope of practice, with less overlap with other professions working in forestry, and better title protection enables the OPFA to respond to inquiries and address concerns and complaints more effectively.

PFA legislative reform has provided benefits and important learnings for the OPFA. As a small organization, achieving legislative change required enhanced organizational commitment to plan, solicit

and address input across the province from a broad spectrum of interests. Important new collaborations were established with related sectors, municipalities, and others which will be critical to advancing the effectiveness of the PFA in protecting the public interest in the future.

While it remains the view of OPFA that it is appropriate to remove the exemptions in the PFA for listed occupations to fulfill the purpose of the PFA, doing so must be done carefully and in collaboration with interested and affected parties. This is particularly relevant in ensuring the protection of the public interest in the management of the complex and multi-dimensional urban forest landscape.

OPFA will continue, as a matter of core business, to review the effectiveness of its efforts to implement the PFA. The extensive work of staff, board members, and member volunteers in 2021 to modernize the PFA is acknowledged with gratitude.





TASK TEAM REPORT

Strategic Plan Implementation

Denis Gagnon, R.P.F.

Rhyant Rock Consulting was contracted to lead Council, staff, and committee members through the development of a new strategic plan using virtual means as we were unable to meet in person due to COVID restrictions. This new 5-year Strategic Plan 2021-2026 has come into effect and in order to effectively implement it, a task team was struck to help prioritize the numerous goals that will allow staff, Council, and Committees to complete the annual work plan. The task team was made up of a number of OPFA Councillors, a few OPFA members from around the province, and OPFA staff.

The Strategic Plan 2021-2026 contains the Ontario Professional Foresters Association (OPFA) vision and mission statements that establish the desired future and the path to get there. There are also a number of values identified in the document that the OPFA will demonstrate and reflect as a regulator in Ontario.

The strategic and tactical goals are the heart of the document and they will be implemented or completed over the next 5 years. The OPFA is a relatively small regulatory body in Ontario with finite resources. In order to deliver on all of these goals, it was critical to structure them in a meaningful order of priority. A prioritization tool, based on a prioritization matrix, was created by Louise Simpson, Registration Manager, to structure and capture the discussion by the task team.

This matrix helped focus the team's attention to rank each item based on whether they were within the legislative mandate, or were urgent or time-sensitive. The ranking on whether an item had an impact on the ability to meet the mission of the OPFA was given a value of high, medium, or low. To help the process, Fred

Pinto, Executive Director, and Registrar took a first attempt at completing the matrix, and from there the team made adjustments as needed. The task team met multiple times to complete the prioritization by taking the time to discuss the various items. Each individual's perspective and point of view brought forward reasons and rationale to score the items and influence the final outcome. The elements of funding and time/effort requirements were also put into the matrix but they couldn't be completed at this point in time.

Louise then reorganized and reordered the items from highest to lowest based on a cumulative of the initial ranking where the urgent and time-sensitive items were ranked first. Many of the items identified in the Strategic Plan are part of the regular business completed by the OPFA and additional information was then added that captured the current status of each item along with additional details and the staff effort required to complete the task.

With the priority ranking complete, the items were then formatted into a work plan for the current year that matched the Strategic Plan. Items that are not in the work plan for this coming year are simply greyed out until they are required in a future work plan. The table will be colour coded for ease of use by staff, Council, and committees.

This exercise is a great example of how task teams can be used to help OPFA Council and staff complete important and specific tasks that have specific deadlines. By taking this approach there was member and Council input into the work plan without taking up valuable time at a Council meeting.





TASK TEAM REPORT

Equity and Inclusion

Carol Walker, R.P.F., Chair

Over the course of the 2021 fiscal year, the Equity and Inclusion Task Team met monthly except in September, to continue the initial work that began in the 4th quarter of 2020 when the Task Team was first established.

The 2021 Equity and Inclusion Task Team was composed of the following members:

Carol Walker, R.P.F. (Chair) (left – November 2021)¹
Denis Gagnon, R.P.F. (left – November 2021)
Lacey Rose, R.P.F. (left – October 2021)
Larry McDermott, Public Councillor
Waseem Ashiq, R.P.F.
Sally Krigstin, Public Councillor
Michael Rosen, R.P.F. (left – November 2021)
Louise Simpson, OPFA Registration Manager (Ex-Officio)
Peter Street, R.P.F. (left – March 2021)
Catherine Edwards, R.P.F. (joined – April 2021)
Osama Bashir Mohammed Ali, Provisional Member (joined – April 2021)
Larissa Huot, Provisional Member (joined – April 2021)
Erin Knight, Student Member (joined – April 2021)
Dayna Griffiths, R.P.F. (joined – October 2021)

Several accomplishments were achieved as summarized below:

- Terms of Reference for the task team were approved by OPFA Council on January 29, 2021.
- A work plan was developed to begin to realize the proposed deliverables.
- To benefit from the diverse identities and experiences of OPFA members, additional new team

members were recruited through a call for volunteers held in March 2021. Catherine Edwards, Larissa Huot, Osama Ali, Erin Knight, and Dayna Griffiths were added through this process.

- Available member demographic data were analyzed for the period 2010 – 2020. Though the available data was limited to gender and age, it served to establish a baseline measurement for the diversity of the OPFA members upon which additional indicators of diversity might be added over time (such as through the possible use of voluntary surveys). Trends and progress in enhancing diversity within OPFA membership can be tracked over time as additional information becomes available. The results of the analysis were presented in The Professional Forester Issue 242 June 2021, in an article authored by Lacey Rose and Michael Rosen.
- An Anti-Discrimination Declaration was prepared and submitted to OPFA Council for review and approval. OPFA legal counsel has also reviewed and recommended edits. The amended draft Anti-Discrimination (now “Statement”) is pending Council review and approval.²
- Patterns of communication and the use of images were reviewed, and potential improvements were identified.

In addition to gaining new members through the recruitment process, there were also some member resignations. Peter Street left the task team in the 2nd quarter of the year to focus efforts on other OPFA priority initiatives and Lacey Rose, Denis Gagnon, Michael Rosen, and Carol Walker left at the end of the year. The task team acknowledges their contributions and thanks these inaugural members for their collective advice, guidance, and support which greatly served to advance the work of the team thus far.

A new chair³ for the task team will be established by OPFA Council to lead the work in 2022 and build on the current achievements.

¹ Carol Walker (Chair – 2021) prepared a draft report; Waseem Ashiq & Larry McDermott (Co-chairs 2022) submitted the final report on Jan 05, 2022.

² Now approved as OPFA Anti-Discrimination Statement by the Council on December 16, 2021

³ Now Larry McDermott and Waseem Ashiq are appointed as Co-Chairs by the Council on December 16, 2021



WORKING GROUP REPORT

Awards & Recognition

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



The 2021 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 or virtually to review nominations for the awards or other awards business.

I would be remiss if I did not extend my thanks to the Working Group members for their time and commitment to this challenging but rewarding task. We look forward to recognizing and we 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.

In the past, the OPFA Awards & Recognition Working Group initiated a “Call for Nominations” to the membership to recognize exemplary member colleagues and friends of the Association. The Working Group would determine the best candidate from among the nominees for a particular award. The list of worthy award recipients would be put forward to Council for their endorsement.

In 2019, the Awards & Recognition Working Group decided to review the awards program. In 2020, two things happened; Ontario's declaration of a pandemic prevented the OPFA from holding a conference, and information provided by OPFA's legal counsel described the double-edged implications for a regulator handing out awards. The OPFA would be particularly vulnerable as it does not have a robust nominations process nor a policy on how to rescind awards. In 2021, a resolution at the 2021 Annual Meeting resulted in Council asking the Awards Working Group to review and recommend changes to the awards program. Subsequently, at the request of Council, the Working Group was tasked with reviewing the current awards program given the mandate of the OPFA as a regulatory agency and finding a path forward that would align with our mandate. In 2021, the OPFA became aware that other regulators in Ontario have stopped distributing the types of awards that the OPFA hands out and distribute fellowships and scholarships as these are consistent with the legal mandate of a regulator.

The Working Group met in July to discuss the resolution. A preliminary report including a recommendation to re-invent the awards program was delivered to Council at their September meeting. The report mapped out a process for the Working Group to assist them with "reinventing" the awards program. The Working Group is currently working on a business case that will be presented to Council in March 2022.

RECOGNITION OF LONGEVITY

Awards are one way of recognizing a member. Another 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 1995 & early 1996 and have maintained their membership for 25 years. At the 2021 Annual General Meeting and Virtual Conference the following 15 recipients were recognized and later received a 25-year pin:

25 YEARS OF MEMBERSHIP

Christopher Baker, R.P.F.
Kirk Biggar, R.P.F.
Curtis Copeland, R.P.F.
Tom Croswell, R.P.F.
Keith Fletcher, R.P.F.
Chris Grant, R.P. F.
Dean Hample, R.P.F.
Russell Hughes, R.P.F.
Neil McLean, R.P.F.
John McNutt, R.P.F.
Peter Perchuk, R.P.F.

Allan Plourde, R.P.F.
Judy Sewell, R.P.F.
Anna Torma, R.P.F.
King Wright, R.P.F.

25-Year Members



Kirk Biggar



Tom Croswell



Keith Fletcher

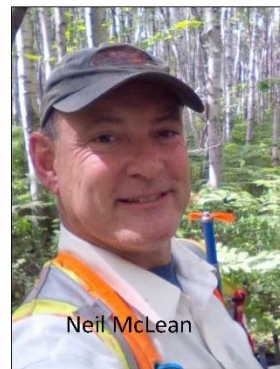
25-Year Members



Dean Hample

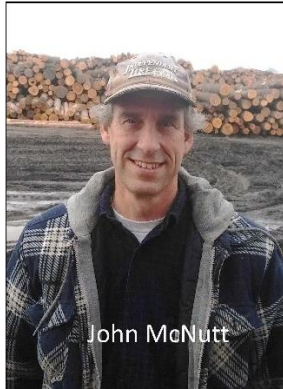


Russ Hughes



Neil McLean

25-Year Members



John McNutt



Wade Perchuk



Judy Sewell

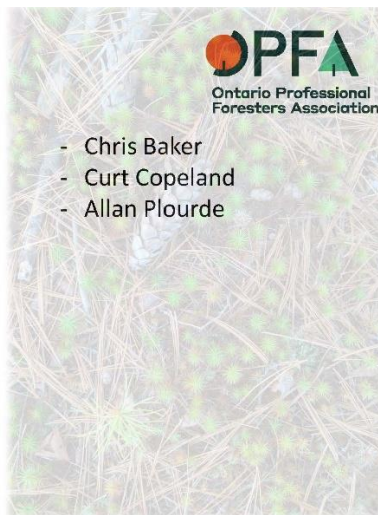
25-Year Members



Anna Torma



King Wright



- Chris Baker
- Curt Copeland
- Allan Plourde

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 normally 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 2021 Annual General Meeting and Virtual Conference, the following members were acknowledged and later received a 50-year pin:

Jukka Heikurine, R.P.F.

Lloyd Burrridge, R.P.F.

50-Year Members



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 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



Member interest in the newsletter and its contents is much appreciated. Members are encouraged to identify topics of interest for future articles to the chair and/or editor.

In July 2021, Caroline Mach, R.P.F. resigned from the OPFA's Editorial Board after making a significant contribution over many years. On behalf of the OPFA, the Editorial Board thanks Caroline Mach, R.P.F. for twenty years of exemplary service as the newsletter editor. In her role as editor, her perseverance and dedication were instrumental in ensuring that the newsletter was of value to members through the years. Caroline often accepted articles long after deadlines to ensure that each edition of the newsletter was complete. She was also a master at designing how the newsletter looked and was presented. Caroline stepped down from the editor position in

April 2019. After resigning as editor, she continued to play an active role in producing and setting the direction for the newsletter. Her wise advice has been very much appreciated by our current editor, Jenn Dacosta, R.P.F. in Training, and the Board.

In January 2021 Mark Partington, R.P.F. (Quebec) submitted his resignation as he had recently taken a management position with FPIInnovations. We thank him for his participation. The Board will miss his connection to FPI research and innovation and wish him all the best in his new role.

In January 2021, Glen Prevost, R.P.F. joined the Editorial Board to address the gap in industrial research and innovation.

THE EDITORIAL BOARD WORKING GROUP 2021

OTTAWA

Mike Rosen, R.P.F.

NORTH BAY

Fred Pinto, R.P.F.

Sarah Bros, R.P.F.

Glen Prevost, R.P.F.

SAULT STE. MARIE

Jennifer Dacosta, R.P.F. in
Training, Editor

John Harvey, R.P.F.

Betty van Kerkhof, Chair

KENORA

Matt Wilkie, R.P.F.

CARLETON PLACE

Jim McCready, R.P.F.

HAMILTON

Arben Pustina, R.P.F.

WHITE RIVER

Charles Alderson, R.P.F.

The Professional Forester publishes four issues per year. In 2021, the themes for those four issues were:

MARCH — Current Forestry and Environmental Issues

JUNE — Featuring Articles from the 2021 Annual (Virtual) Conference. This was the 64th OPFA Conference and Annual General Meeting: Our Roots, Our Future

SEPTEMBER — Current Research Summaries

DECEMBER — Tree improvement and other areas of interest, including an article celebrating the life of Erik Jorgensen, an important leader and innovator in urban forestry.

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 survey of members, the OPFA Council Corner provides more information about councillors and their role in helping govern the Association.

The editorial board meets throughout the year via conference calls and confirms the themes of future issues. For each theme, the editorial board members identify the types of subjects and potential authors that may be invited to prepare articles. It is then the task of the Editorial Board members to solicit authors or write the articles for each issue prior to the deadline (e.g., May 31st for the 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

Social Media

Denis Gagnon, R.P.F., Brian Marshall, R.P.F. and Kayla Raycraft, R.P.F. in Training

The OPFA has been relatively active in the world of social media for several years, keeping up with society's insatiable demand for instantaneous communication. The way in which governments, businesses, organizations, and individuals communicate has changed tremendously, and we attempt to deliver messaging 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 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 500 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. 60% of the followers are between the ages of 18 and 44, an important group for us to communicate with as we try to grow the Association. There is almost gender parity among 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 1025. 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 again last year.

In 2021 our Instagram page (@on.professional.foresters.assn) has once again continued to see growth. Now with 479 followers, engagement has seen consistent growth since 2018. We continue to see a steady increase in accounts reached, engagement, and total followers. Our followers continue to enjoy the various member features and content that is shared across all platforms. The ability to share current job opportunities within the story function has proven to be very popular across the platform. Our following consists of 85.7% Canadian residents with the majority age being between the ages of 25-34 and a gender split of 47.1% women and 52.8% men. With an increased presence in the form of more frequent posting and a further emphasis on story and video sharing, follower numbers and overall engagement is projected to grow through 2022.

This past year we said goodbye and a heartfelt thank you to Lacey Rose who was one of the founding members of this group. She played a key role in developing content as well as setting the tone for our messages. With Lacey's departure, we were able to bolster the ranks with the addition of Kayla Raycraft who is bringing her level of passion and interest to the content that we deliver. We showcased Kayla as an R.P.F. in Training in March of 2021 and the feature picture is included here.



**MEET
KAYLA RAYCRAFT**

**R.P.F.
in Training**



Example of a social media post

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,



Canadian Forestry Accreditation Board

N. Luckai, PhD., R.P.F.



The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting the academic requirements for professional certification (registration/licensure) in Canada. Its role is to implement a national accreditation process mandated under a detailed Policy Statement agreed to by its member agencies, the eight professional forester/forest engineer associations of Canada that are the regulators for forest professionals in their province, and the Canadian Institute of Forestry that is an advocacy and education organization for forest practitioners for jurisdictions that are not covered by provincial regulatory laws. The Board's membership is made up of appointees from the member agencies.

The Board was established in 1989 and has traditionally done its work through site visitations since 1990. Assessment of academic programs is undertaken in accordance with comprehensive competency-based and knowledge-based academic standards approved by the Council (i.e., the governing body) of each provincial regulator and includes 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.

As noted previously, the restructuring of the relationship between the Forest Professional Regulators of Canada (FPRC-ORFPC) and CFAB is now well established. The CFAB is not a member of the FPRC although the Executive Director 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.).

Peter Marshall, Ph.D., R.P.F., continues in the role of Chair of the Board, and Maureen Kershaw, Ph.D., R.P.F., continues in the position of Executive Director (contract renewed by FPRC to carry out the administrative activities of the CFAB in 2022). We are fortunate to be able to draw upon their experience and commitment to forestry education!

From the Annual Report to the FPRC - The Board (CFAB) posts a list of accredited programs and background information for the public on the FPRC website at <https://www.fprc-orfpc.ca/accredited-programs>. The CFAB ED also shares, on behalf of the CFAB, the outcome of all accreditation assessments with the Association of University Forestry Schools of Canada (AUFSC) in writing, and by invitation at their annual meeting. Final reports are shared with the professional organizations that are members of FPRC. In 2021, the FPRC/AFUSC AGM occurred in October, aligned with the schedule for the Canadian Institute of Forestry (CIF) AGM. All current CFAB formal documents are available in English and French and may be obtained upon request to the ED.

During 2021, the Board met on four occasions (Feb 11th, April 23rd, July 14th, Oct 5th). These meetings were held virtually due to the Covid pandemic government restrictions and recommendations. Over the course of the year, the following items were dealt with:

Accreditation Reviews Scheduled and/or Completed:

- a. University of Northern British Columbia, College of Science and Management, Ecosystem Science and Management (Forest Ecology and Management major) Program – scheduled and completed March 9-11, 2021. The Review Team consisted of Luckai (Lead, ON), Marshall (BC), Lieffers (AB), and Woodland (AB).
- b. Université de Moncton, School of Forestry, Forest Management Coop and non-Coop program (Programme de Baccalauréat en Aménagement des Forêts, régimes régulier et coopératif) – site visit scheduled and completed October 19-22, 2021. The Review Team consisted of Couturier (Lead, PQ), Breton (PQ), Isabel (CIF) and Paré (PQ).
- c. University of British Columbia, Faculty of Forestry, Bachelor of Urban Forestry (Urban Greenspace Minor) Pre-accreditation Review – scheduled and completed October 25-29, 2021. The Review Team consisted of Woodland (Lead, AB), Kenney (ON), Nielsen (ON), and Kershaw (ON).

Accreditation Decisions:

- a. University of Toronto, Daniels Faculty of Architecture, Landscape and Design, Masters of

Forest Conservation. The program received a limited-term accreditation for two years, subject to conditions, followed by a full accreditation review by CFAB.

- b. Laval Université, Faculty of Forestry, Geography and Geomatics; Forest Management and Environment and Forest Operations (Coop) Programs (Baccalauréat en Aménagement et Environnement Forestiers and Baccalauréat Coopératif en Opérations Forestières). Both programs received accreditation for six years with one condition (enhanced incorporation of competency elements 8A. 2.7, 2.8, 2.9) imposed on the Forest Management and Environment program.
- c. University of Northern British Columbia, College of Science and Management, Ecosystem Science and Management (Forest Ecology and Management major) Honours and non-Honours Programs. The program received accreditation for 6 years.

Reports from the Executive Director (ED), M. Kershaw:

- a. The ED participates in the Council for Higher Education (CHE) conference and the regular meetings of the Association of Accrediting Agencies of Canada (AAAC¹) with particular attention to sharing the actions and concerns of other accrediting agencies as they pertain to virtual accreditation reviews. Integrity, diversity, and determining how to consider losses of practical hours related to core material or experiences were among the key concerns. In many cases, quality virtual field visits, internships, and lab experiences were accepted as meeting standards. The AAAC is active in considering Indigenous ways of knowing in their accreditation policies and practices.
- b. Preliminary results from a survey sent to accreditation reviewers that focused on evaluating the effectiveness, strengths, and limitations of virtual site visits were provided. Overall, the respondents indicated that the same final decision was derived from the virtual review as expected from an in-person review. Cost savings, lower environmental impacts from the absence of travel, and structured timed interviews were repeatedly identified as benefits. Virtual opportunities for access by groups and individuals that may be geographically distant and/or difficult to schedule due to other responsibilities (e.g. employers, alumni) were particularly noted. Although the overall feedback indicated that the virtual reviews were effective in deriving the accreditation decision, some concerns were that it may be more difficult to recruit reviewers in the absence of in-person reviews, that the review of facilities was not as effective using virtual

¹ The CFAB is an active member of the Association of Accrediting Agencies of Canada (AAAC). The AAAC, which has a membership of 35 professional disciplines, considers items of mutual accreditation interest and shares accreditation experience amongst its member agencies.

formats as an in-person site visit, that interaction with students and faculty was not as “organic” or relaxed with virtual formats, and that it was difficult to detect non-verbal communication cues and more challenging to connect less formally with those being interviewed with the online format.

- c. University news – Student numbers in accredited programs continue to fluctuate and the percentage of students who self-identify as Indigenous are similar in accredited and non-accredited programs. The average number of students graduating from accredited forestry programs over the past three years in Canada was well over a thousand students (1131). The University of Northern British Columbia has established a new Faculty structure and appointed a new Dean, Faculty of Environment; the Ecosystem Science and Management (Forest Ecology and Management major) Program will move to this Faculty. The Chair for AFUSC has been transferred from Dr. Ellen Macdonald (University of Alberta) to Dr. Nancy Gélinas (Laval University).

Other business

- a. The Board approved the 2021 work plan and endorsed a budget for the CFAB. These documents were forwarded to the FPRC for approval and integration into the FPRC organizational plan.
- b. The Board designed and approved a hybrid approach for site visits once travel restrictions are eased and face-to-face meetings are possible. The hybrid model provides flexibility to select a combination of in-person and virtual formats for the review, depending on a set of criteria and discussions between the institution and the Board.
- c. At the joint FPRC/AUFC/CFAB meeting in October, attended by the CFAB Chair and ED, the decision was made to implement an annual fee for accredited based on estimated review costs and the number of students in accredited programs at each school, to assist the schools in budgeting to cover the costs of accreditation.
- d. Clarification of Standard 8 Focus Areas of Practice – in progress.
- e. Completion of Confidentiality and Conflict of Interest policies for the Board – in progress.

Changes in Board membership over the past year:

- Aude Tousignant was appointed as a regular member for OIFQ, as of 1 Feb 2021.
- Kirk Schmidt replaced Peter Burchill, RPFANS-Registered Professional Foresters Association of Nova Scotia(alt.), as of 1 April 2021.

Board Members and alternates

END OF 2021

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

Aude Tousignant, ing. f

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.

Kirk Schmidt, R.P.F. (alt.)

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEWFOUNDLAND LABRADOR

Michelle Roch, R.P.F.

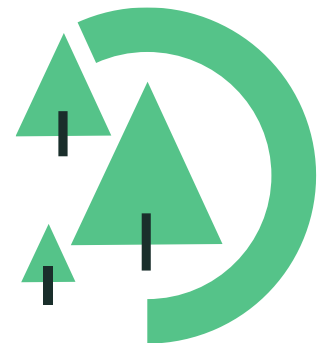
Eric Young, R.P.F. (alt.)

CANADIAN INSTITUTE OF FORESTRY

Nathalie Isabel, ING.F.

Solange Nadeau, ING.F. (alt.)

In closing, I wish to thank the OPFA for the continued opportunity to serve the membership and forestry education in Canada.



STATUS OF CFAB PROGRAM ACCREDITATIONS
AT CANADIAN UNIVERSITY SCHOOLS OF FORESTRY, DECEMBER 2021

Date of Previous Review Decision (Month, Year)	Institute	Program (s)	Accreditation Period (years)	Accreditation Expires
Feb 2021	University of Toronto, Faculty of Forestry	Master of Forest Conservation	2	30 June 2023
April 2021	Université Laval, Faculty of Forestry, Geography, and Geomatics	Forest Management and Environment	6	30 June 2027
		Forest Operations		
July 2021	University of Northern British Columbia, College of Science and Management	Forest Ecology and Management	6	30 June 2027
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 Forest Business Management	6	30 June 2023
Sept 2018	University of British Columbia, Faculty of Forestry	Forest Resources Management Forest Operations	6	30 June 2024
	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 FISCAL YEAR

Annual General Meeting Minutes

WEDNESDAY, APRIL 7, 2021

via Zoom webinar

(minutes are draft until approved at the 2021 Annual General Meeting to be held in 2022)

President Denis Gagnon, R.P.F., welcomed everyone to the second virtual Annual General Meeting (AGM) of the Ontario Professional Foresters Association (OPFA). The President explained that while no awards were awarded this year, members who are celebrating a major milestone anniversary and those who have served as volunteers will be recognized later in the meeting.

The President explained that only presenters will have video and audio functions, participants will be able to ask questions using the Q&A or the “Raise your hand” button that appears at the bottom of the screen. Other procedures that could be used throughout the meeting were explained. While the presenters are using Zoom to give their presentations, participants will be viewing the presentation through Pheedloop. The President thanked everyone for their patience while using this virtual format and the challenges that sometimes go along with it.

Notices, Members, and Proxies:

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

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

There were 86 members in attendance, which included 66 Full Members, 2 Associate Members, 1 Inactive Member, and 2 Life Members. This meant that there were 71 members eligible to vote. Two (2) proxies were received as of the deadline of April 1, 2021, both of whom appointed the President as the proxy.

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

1. Call to Order:

The President called the meeting for the fiscal year ending November 30, 2020, to order and confirmed once again that there is a quorum. He explained that for each motion, a mover and a seconder will be requested and that members could do so by submitting their full name and membership category using the Chat feature. The first name received will be read out and recorded as the mover, the second name received will be read out and recorded as the seconder. Only members who are entitled to vote can move or second a motion. The motion will then appear as a poll on the screen. Members who are entitled to vote can do so by selecting a response to the polls. Members or non-members who are not entitled to vote were asked to not participate in the voting polls. Once the polls are closed the results will be shared. These results will show the percentage of members who voted for each option, but not which individuals voted, however, 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 OPFA By-laws, only Full Members, Associate Members, Non-Resident Members, Inactive Members, and Life Members are entitled to vote at meetings or elections of the Association. This means that members who are not entitled to vote are those in the Temporary, Student, Provisional, and Honourary Membership categories. Non-members and Public Councillors are also not entitled to vote.

2. Agenda Approval:

The President explained that the agenda of this meeting could be seen on the screen and can be downloaded by clicking on the file below the video and description on the AGM session page. The agenda includes a resolution that will be brought forward later along with background information relevant to the resolution.

The President called for the following motion:

Motion: That the agenda for the Annual Meeting for the fiscal year ending November 30, 2020, be approved as presented.

This motion was moved by Waseem Ashiq, R.P.F.. and seconded by Greg Pawson, R.P.F. (Non-Practising)

The President asked if there were any questions regarding the agenda. There were none. The President then asked for a vote on the motion. 80 were in favour, 1 abstained, 0 were opposed. The President declared that the motion was carried.

3. President's Remarks:

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

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

The Annual Report for the 2020 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 2021. All reports to be considered are in the Annual Report and the relevant page numbers will be referred to throughout the presentation.

4. In Memoriam:

Five (5) members have passed away since the last AGM, or whose death we have learned about since then. These members are:

George Blight, R.P.F. (Ret.)
Gordon Breau, R.P.F.
Donald George, R.P.F. (Ret.)
Charles Ridley Groves, R.P.F. (Ret.)
Milton Stevenson, R.P.F. (Ret.)

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

5. Recognition of New Members:

The President welcomed the following practicing members who have joined the OPFA since the last AGM in June 2020, and registered for the 2021 virtual conference and AGM 2020 :

- Alison White, R.P.F.
- Christa Campbell, R.P.F.
- Christine Leduc, R.P.F.
- Christine Mahlmann, R.P.F.
- Dan Bechard, R.P.F.
- Dan Root, R.P.F.
- Dana Keimel, R.P.F.
- Kayla Hayden, R.P.F.
- Mitchell Lindsay, R.P.F.
- Phil Riley, Associate R.P.F.

- Ritikaa Gupta, R.P.F.
- Waurner Adema, R.P.F.
- Wayne Pawson, Associate R.P.F.
- Ying Hong, R.P.F.

The President welcomed them to the OPFA and asked them to 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.

6. Approval of Minutes of 2019 Annual Meeting: pages 36-49

The President noted that the minutes of the Annual General Meeting for the 2019 fiscal year were posted in draft form on the website and are in the 2020 Annual Report. The President asked for a motion to approve the minutes as presented.

Motion: That the minutes of the Annual General Meeting for the 2019 fiscal year be approved as presented.

This motion was moved by Greg Pawson, R.P.F. (Non-Practising) and seconded by Hassan Mohammed R.P.F.

The President asked if anyone identified any errors or omissions to the minutes. As there were none, the President asked for a vote on the motion. 74 voted in favour, 13 abstained, 0 were against. The President declared the motion as carried.

7. Resolution Updates:

The President noted that no resolutions were received and approved by the members in attendance at the Annual General Meeting for the 2019 fiscal year.

8. Receive Annual Reports: pages 6-35

The President explained that he will ask for a blanket motion to accept all reports, rather than deal with them individually, however, if any member had a reason that they wished to explain, any report(s) could be separated for a separate vote. There were no requests for any report to be considered separately.

The Executive Director and Registrar's message on pages 9 to 12 is the next agenda item and will be voted on separately.

The reports that are included in the blanket motion are:

President's Message	pages 6-8
Finance Committee Report	pages 13-14
Registration Committee Report	pages 15-17
Equity and Inclusion Task Team Report	pages 18-19
Awards & Recognition Working Group Report	pages 20-22

Editorial Board Report	pages 23-24
Private Land Forestry Working Group Report	page 25
Urban Forestry Working Group Report	pages 26-27
Social Media Working Group Report	pages 28-30
Canadian Forestry Accreditation Board (CFAB) Report	pages 31-35

The President put forward the following motion:

Motion: That all of the reports, excluding The Executive Director and Registrar's Message, which will be considered separately, be received as presented in the Annual Report for the 2020 fiscal year.

This was moved by Carol Walker, R.P.F. and seconded by King Wright, R.P.F.

The President called for a vote. 71 were in favour, 12 abstained and 0 were opposed. The President declared that the motion was carried.

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

9. Executive Director and Registrar's Message:

The President called upon Fred Pinto, R.P.F. Executive Director, and Registrar to provide an update on the activities of the OPFA and asked that questions be held until the end.

Fred Pinto thanked the many volunteers that serve on OPFA 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.

He noted that he would be reading a short description of selected activities in 2020. Each activity will be grouped within high-level objectives set in the current strategic plan. He reminded everyone that he would be describing the work done in the last fiscal year, however, if anyone wished to know what the OPFA is doing in the 2021 fiscal year they could read the minutes of meetings of Council, *The Professional Forester* newsletter, or call him at any call.

As a result of COVID-19 restrictions, the OPFA had to quickly pivot to new ways of doing business. The virtual filing system, video conference, and other electronic means of communication were all put to full use in 2020. There was no delay in registration, enforcement, or working on some major initiatives such as the new strategic plan and the revision of the Professional Foresters Act.

EFFECTIVE REGISTRATION:

- A webinar explaining Competency Assessments was held in August 2020 for Provisional Members who have not graduated from a Canadian Forestry Accreditation Board (CFAB) accredited program. A recording of the webinar was made available on the OPFA website;
- Two (2) more webinars aimed specifically at helping Provisional Members to navigate the registration process and improve their job search were organised and delivered in August 2020. These are also

available on the OPFA website. Members describe their experiences with how they started working in professional forestry;

- The implementation of the 2017 Professional Forestry Standards provided an opportunity to rewrite the software used to manage the Credential Assessment Process (CAP). The Credential Assessment Process manuals for candidates and assessors were also rewritten;
- A webinar on the 2017 Professional Forestry Standards and the revised CAP requirements aimed at Provisional Members was held in November 2020. This webinar was recorded and posted on the OPFA website;
- As a result of using an online filing system, standardised reporting dates, and follow-up calls, 70% of Provisional Members are updating their progress towards their requirements to achieve practising status in the required time periods which is a major improvement from previous years;
- The OPFA ended 2020 with a net increase in the number of Full Members;
- The number of Provisional Members stayed at historic highs. Over 70% of our Provisional Members are from non-accredited Canadian Forestry Accreditation Board programs. We see these increases in membership because more employers and private landowners are becoming aware that professional forestry is regulated in Ontario and ask for forestry services to be supplied by OPFA members.

REVIEW AND ESTABLISH STANDARDS & PRACTICE GUIDANCE:

- A 3-part webinar series was held on “What Does It Mean to Be a Regulated Professional in Ontario” in September 2020. The webinars described the role of the forest regulators in 3 provinces (British Columbia, Alberta, and Ontario), how 3 non-forestry regulators govern their registrants and a presentation from OPFA’s legal counsel on the changing landscape of professional regulation in Canada.

ENFORCEMENT OF PROFESSIONAL FORESTRY

- 2020 saw a reduction in enforcement activity. This may be a result of the impact of COVID-19 in Ontario. The OPFA received and resolved 1 complaint, 6 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;
- Councillors, OPFA staff, and all Complaints and Discipline Committee members received training on governance enforcement in November 2020;
- Following the training sessions, the names of new members of the Discipline and Complaints Committees were submitted to Council for appointment in 2021;
- The OPFA is fortunate to have many volunteer members.

PROMOTE PROFESSIONAL FORESTRY

- The OPFA continues to engage and inform the public and media that professional forestry is regulated in Ontario. As professional forestry is the only regulated profession in natural resources unlike health, engineering, and finance, this is an ongoing activity where the OPFA is trying 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. More volunteers are needed to manage OPFA social media and anyone interested is asked to contact Fred Pinto;
- Presentations were made to students in accredited forestry programs at Lakehead University and the University of Toronto in 2020 with the use of video conference technology. Unlike in-person presentations, very few students chose to join the OPFA. This lack of response was discussed with staff at Lakehead University and the University of Toronto and OPFA's Council. Additional virtual lectures were then held to try and make students aware that professional forestry is regulated in Ontario and most of the other provinces. This will be an ongoing challenge as we continue to conduct virtual meetings.

GOVERNANCE:

- Terms of References for all Committees were reviewed and approved by Council;
- A new 5-year strategic plan for the OPFA is being developed using virtual tools (to collaborate) which started in 2020.

EFFECTIVE ASSOCIATION ADMINISTRATION:

- OPFA staff and volunteers used virtual tools to collaborate. 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 its key responsibilities related to the registration and governance of OPFA members.

Fred Pinto asked if there were any questions. The questions, comments, and answers are as follows:

Q: I have a concern about Provisional Membership. We have a documented process that has been going on since the 1990s around the accreditation of university forestry programs. This is a certification process whereby those completing the program must demonstrate certain competencies. There is a robust review (by the Canadian Forestry Accreditation Board) of these accredited programs every 6 years and which takes 3 days to review. Some are applying for membership that have not graduated from an accredited program. While the 2017 Certification Standards have not yet been implemented by the Association, how do we establish a robust measurement against the standards to ensure Provisional Members from unaccredited programs are held to the same high level of scrutiny as those who come from accredited programs. Does the OPFA have policies and procedures in place to ensure this is being done in a way that is fair for everyone?

A: The certification process called the Credential Assessment Process (CAP) is a process developed by all regulators of forest professionals in Canada. The regulators also oversee the Canadian Forestry Accreditation Board. The CAP has been in place for over 10 years. Applicants who come from unaccredited CFAB programs must undergo the CAP assessment. The CAP has been reviewed by the Office of Ontario's Fairness Commissioner (OFC) as has the CFAB accreditation program. The OPFA must submit a Fair Registration Practice Report to the OFC each year. Policies are in place and people are progressing through the process to become practising members.

Comment: Dick Fry was not acknowledged in the Memoriam section of the meeting.

A: Apologies were made for the supposed oversight.

Secretary's Note: Mr. Fry was not a member at the time of his death. The OPFA only acknowledges current members at the Annual General Meeting.

Fred Pinto thanked everyone for their attention and handed the meeting back to Denis Gagnon, President.

The President called for the following motion:

Motion: That the report of the Executive Director and Registrar be received as presented.

This was moved by Neil McLean, R.P.F. and seconded by Philip Cooze, R.P.F.

The President called for a vote. 75 voted in favour, 12 abstained, and 0 were against. The President declared the motion was carried.

10. Auditor's Report & Financial Statements: pages 50-61

The President noted that the 2020 financial statements have been approved by the officers of the OPFA and the Auditor's Report has been received. Both appear in the Annual Report for the 2020 fiscal year. He called upon Peter Street, R.P.F., Chair of the Finance Committee, to make a short presentation on the audited financial statements. Peter noted that the:

1. The Statement of Financial Position found on Page 54 of the annual report shows current assets of \$231, 380, investments of \$457, 973, for total assets of \$689, 353. Current liabilities are \$240, 972, net assets \$448, 381 for a total liabilities of \$689, 353. Assets were up from last year by \$77, 764, investments were up by \$94, 733 and the current liabilities were up by \$38, 497. In total net assets were up by \$39, 177;
2. The Statement of Operations shows revenue from membership fees of \$382, 854, other revenue of \$21, 593 with total revenue of \$404,447. The administrative expenses are \$287,208, other expenses are \$78,062 with total expenses of \$365,270. This results in an excess of \$39,177; Revenue was down from last year by \$48, 881 which is primarily due to the cancellation

of the Annual Conference in April 2020 and some other activities that were planned for last year. Revenue from membership was up by \$8,255 and expenses were down by \$55,272. Expenses were down due to the cancellation of the 2020 Annual Conference, fewer face-to-face meetings, and more virtual meetings;

3. Notes to Financial statements- there are various auditor's notes covering various areas;
4. Audit Report Clarifications- On Page 57 of the Annual Report the increase in long-term investments is shown as a loss of \$94,733. This reflects that the GICs that were originally invested for more than one year or the GICs that are not automatically recurring are no longer considered long-term investments. The "Decrease in Cash" is shown as (\$5,713) but should read "Change in Cash";
5. The draft Audit Report was recommended for approval by the Finance Committee and has been approved by Council;
6. Overall the OPFA is in a good financial position.

11. Council's Appointment of Association Auditor:

Peter Street reported that KPMG has been the auditor for the OPFA for the last two years. At its April 6, 2021 meeting, Council passed a motion to appoint KPMG as Auditor of the Association for the year ending November 30, 2021. He stated that this concludes the reports in the Annual Report for the 2020 fiscal year.

Peter Street asked if there were any questions about the financial report. They were:

Q: What are the financial risks to the organization if any? What keeps the Executive Director awake at night? Have we costed out the draft Strategic Plan?

A. The actions that may follow from the strategic plan have not yet been finalized so it has not been costed out. We have done some financial projections and based on the number of members retiring and the new members joining, we don't see a drop in the membership which is good for the expected revenue. When the strategic plan is close to being finalized, the Finance Committee will look at the cost of the activities associated with the strategic plan. Currently, the Finance Committee is looking at different ways of investing the reserve funds. Currently, the return on investment is only 0.5-2.0 % interest on GICs which is not keeping up with inflation. The Finance Committee has met with some banks to look at alternative ways to invest in the reserves and is hoping to get something closer to a 5% return on investments.

Q. A point of clarification, the revenue in 2020 is lower by approximately \$55,000, that would be revenue normally generated by the Annual Conference, is that correct?

A. Yes, the annual conference generates a revenue of about \$55,000 and would have also had an equivalent expenditure.

The President thanked Peter for his presentation and called for the following motion:

Motion: That the financial statements presented by the Council of the Association to the members for the fiscal year ending November 30, 2020, be hereby received.

The motion was moved by Don Willis, R.P.F. and seconded by Greg Pawson, R.P.F. (Non-Practising).

The President asked if there were any questions or comments. As there were none, the President called for a vote. 79 voted in favour, 8 abstained, and 0 voted against. The motion was carried.

The President reported that this concludes the reports in the Annual Report for the 2020 fiscal year.

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: 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.

This was moved by Hassan Muhammed, R.P.F. and seconded by Susan Jarvis, R.P.F.

The President asked if anyone had any questions or comments. There were none. He then called for a vote. 80 voted in favour, 7 abstained and 0 were opposed. The President declared the motion was carried.

13. Resolutions:

The President noted that in keeping with the Professional Foresters Act, 2000, OPFA resolutions only call upon Council to consider matters covered, however, despite suggestions from our lawyer that Resolutions are inappropriate, Council continues to prefer involving the Membership when possible.

The membership was informed that written resolutions would be accepted until 2:00 p.m. April 1, 2021, for consideration at this Annual General Meeting. One (1) resolution was received for presentation at this meeting.

Late Resolutions will not be accepted or discussed at this meeting, however, Council will receive and consider suggestions or concerns from Members which can be submitted at any time throughout the year.

The President then called upon the mover of the resolution, Mike Rosen, R.P.F., to present the resolution. The resolution is:

Resolution 2020-1: Moved by Michael Rosen, R.P.F. and seconded by Joel McCracken, R.P.F

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

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

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

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

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

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

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

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

The President asked that members who would like to discuss this resolution should identify themselves by using the “Raise Your Hand” function. He then called upon Sarah Bros, Chair of the Awards and Recognition Working Group, who clarified that the awards have not been cancelled but that the Working Group has been tasked by the Executive Director to review the awards. The working group's annual report that is in the 2020 Annual Report states that they have been tasked to look at the entire awards program including what the awards are, how they are named, and whether they are appropriate given that the OPFA is a regulatory body.

The President called upon Fred Pinto, Executive Director and Registrar, who confirmed that the working group was tasked to review the awards program which they have begun. Information received from OPFA legal counsel in early 2020 identified the negative impacts to regulators by their award programs. The report from legal counsel was made available to members. The working group is to conduct a thorough and objective review and will report their findings to Council. Earlier in the meeting, someone asked what keeps the Executive Director and Registrar up at night. What keeps me (Fred Pinto) up is when the OPFA steps outside its legal mandate. The assumed probability of OPFA award winners being charged with a

serious offence may be small but it is a real possibility and the impacts are huge with financial, emotional, and reputational liabilities.

Questions were asked:

Q: To the Mover of the resolution: Do you have any mechanisms that would allow the awards to continue under a modified approach?

A(Mike Rosen): The purpose of the resolution was not to say that the review was not warranted but it is concerning that there were no awards in 2020 nor 2021 and so it appeared the awards program has been cancelled. It is hoped that this will be considered a priority. The OPFA needs to communicate what the profession is about and this is one of the mechanisms in which to do it. The article put forth by legal counsel and that appeared in the December 2020 *The Professional Forester* newsletter is cautionary. While the caution is understood, why is it that doctors of Canada, the engineers of Ontario, and other forestry associations in Canada have somehow found a way to award Members but the OPFA has decided that it is too risky. There must be a mechanism to do so. It is hoped that the working group will provide a solution but to drop the program for two years and discontinue it all together is not servicing our profession.

Q: Can it be agreed upon that the decision about awards won't be cancelled until it comes back to the membership?

A: This is a decision of Council as to what is appropriate, so it does not need to come back to the membership.

Comment: In response to the information provided by legal counsel the OPFA should recognize that legal advice is just advice and should be considered but not viewed as binding.

Q: I understand that a regulator body for a profession has specific legal obligations to protect the interest of the public which is not the same as promoting the profession, however, I agree that forestry as a profession is not well understood and foresters lack the status in Canada that they have in other countries. Is there some way to have a sister organization to the OPFA that promotes foresters and forestry?

A: Yes, other regulators do have sister organizations that promote their profession. It is those sister organizations that give the awards. Some regulatory bodies which have been faced with major issues have changed the way they conduct awards, however, a complete review has not yet been done.

Q: Does the OPFA have certain types of awards that have more potential risks than the ABCFP (Association of British Columbia Forestry Professionals)?

A: The review hasn't been completed so it is not known.

Comment: We have too many awards which have made them meaningless.

Q: Perhaps Forests Ontario or the CIF (Canadian Institute of Forestry) would be the organizations that could present awards.

A: (Mike Rosen): Before putting through the resolution, I looked at other forestry organizations in Canada and found that Forests Ontario and the CIF do have an awards program but none of them are geared towards professional foresters working in Ontario and I felt that the OPFA is the only organization that represents the professional. The others have other interests and membership and may not serve the interests of the OPFA.

The President thanked everyone for their comments and questions and called for a vote on whether the resolution should be accepted and considered by Council. 52 were in favour, 16 abstained, and 20 were against. The President declared that the resolution was accepted and would be considered by Council.

14. Recognition:

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

Those receiving their **50-Year pin** are:

Lloyd Burrige, R.P.F. (Ret.)
Jukka Heikurinen, R.P.F.

Those receiving their **25-Year pin** are:

Kirk Biggar, R.P.F.
Tom Croswell, R.P.F.
Keith Fletcher, R.P.F.
Dean Hample, R.P.F.
Russ Hughes, R.P.F.
Neil McLean, R.P.F.
John McNutt, R.P.F.
Ward Perchuk, R.P.F.
Judy Sewell, R.P.F. (Non-Practising)
Anna Torma, R.P.F.
King Wright, R.P.F.
Daniel Baker, R.P.F.
Curt Copeland, R.P.F. (Non-Practising)
Chris Grant, R.P.F.
Allan Plourde, R.P.F.

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

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

For their work on Council, we would like to recognise Lacey Rose, R.P.F., Mark Kuhlberg, Public Member, Paul Wallis, Public Member, and Susan Gesner, Public Member.

For their work on the Canadian Forestry Accreditation Board, we would like to recognise David Winston, R.P.F. (Non-Practising).

For their work on the Executive Committee, we would like to recognise Lacey Rose, R.P.F., and Susan Gesner, Public Member.

For their work on the Registration Committee, we would like to recognise Denis Gagnon, R.P.F., and Mark Kuhlberg, Public Member.

For their work on the Complaints Committee, we would like to recognise Brian Barkley, R.P.F. (Ret.), Mark Kuhlberg, Public Member, Susan Gesner, Public Member, and Bill Hubbert, R.P.F.

For their work on the Discipline Committee, we would like to recognise Rob Tomchick, R.P.F.(Ret.), Ed Tear, R.P.F. (Ret.), Chad Anderson, R.P.F., Susan Gesner, Public Member, and Mark Kuhlberg, Public Member.

For their work on the Finance Committee, we would like to recognise Ian Pyke, R.P.F. and Paul Wallis, Public Member.

For their work on the Regulation Amendment Task Team, we would like to recognise Mark Kuhlberg, Public Member, and Susan Gesner, Public Member.

For their work on the Editorial Board Working Group, we would like to recognise Mark Partington, R.P.F.

For their work on the Urban Forestry Working Group, we would like to recognise Amory Ngan, R.P.F.

We would like to thank the 2021 Annual Conference Working Group volunteers for their excellent organization and hard work, for which they will be receiving a Certificate of Appreciation. They are:

Graeme Davis, R.P.F.,
Michael H. Clarke, R.P.F. (Ret.),
Phil Davies, R.P.F.,
Kerry McLaven, R.P.F. in Training,
Brett Dixon, R.P.F.,
Paul Krabbe, R.P.F.,
James Lane, R.P.F.,
Caroline Mach, R.P.F.,
Brian Marshall, R.P.F.,
Richard Raper, R.P.F. (Ret.),

Terry Schwan, R.P.F.,
Emmett Snyder, R.P.F. in Training.

15. The 2022 Annual Conference:

The President announced that members in and around Sudbury, Ontario are on board to deliver the 65th OPFA Annual Conference next year. It is hoped that there will be an in-person component.

16. Termination:

The President announced that this concludes the Annual General Meeting for the 2020 fiscal year. Before terminating the meeting, he acknowledged the hard work of those that made the meeting possible: Louise Simpson, Priscilla Doyle, Fred Pinto, and Peter Street.

He thanked everyone for taking part in the second virtual Annual General Meeting stating that it has been great to have so many take part again this year. He thanked everyone for their patience during yet another virtual meeting. He asked if participants had the time to complete the short survey of the meeting that will appear on the screen.

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

Motion: That the Annual Meeting for the fiscal year ending November 30, 2020, be terminated.

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

The President called for a vote. 73 were in favour, 0 abstained, and 0 were against.

The President declared that the motion was carried, thanked everyone for their participation, and explained that the meeting would end momentarily.

FINANCIAL STATEMENTS

Financial Statements of

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

And Independent Auditors' Report thereon

Year ended November 30, 2021



KPMG LLP
Claridge Executive Centre
144 Pine Street
Sudbury ON P3C 1X3
Canada
Tel 705-675-8500
Fax 705-675-7586

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, 2021
- 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, 2021 and its results of operations, its changed in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***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.

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



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

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

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

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

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.



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- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our 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 stylized, handwritten-style signature of 'KPMG LLP' in black ink, with a horizontal line underneath the text.

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

April 5, 2022

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Financial Position

November 30, 2021, with comparative information for 2020

	2021	2020
Assets		
Current:		
Cash	\$ 325,214	\$ 224,622
Short-term investments (note 2)	31,361	103,160
Accounts receivable	2,667	199
Prepaid expenses	8,456	6,559
	<u>367,698</u>	<u>334,540</u>
Long-term investments (note 2)	402,210	354,813
	<u>\$ 769,908</u>	<u>\$ 689,353</u>
Liabilities and Net Assets		
Current:		
Accounts payable and accrued liabilities (note 3)	\$ 27,648	\$ 50,517
Deferred revenue (note 4)	218,200	190,455
	<u>245,848</u>	<u>240,972</u>
Net assets	524,060	448,381
Commitment (note 6)		
	<u>\$ 769,908</u>	<u>\$ 689,353</u>

See accompanying notes to financial statements.

On behalf of the Council:



President



Executive Director

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Operations

Year ended November 30, 2021, with comparative information for 2020

	2021	2020
Revenue:		
Memberships	\$ 390,303	\$ 382,854
Application and examination	11,400	9,195
Events (note 7)	37,194	-
Other	20,156	12,398
	<u>459,053</u>	<u>404,447</u>
Expenses (note 8):		
General administration	292,869	287,208
Events	7,307	10,730
Regulatory	30,618	29,652
Governance	12,991	29,181
Special initiatives	27,800	-
Member services	11,789	8,499
	<u>383,374</u>	<u>365,270</u>
Excess of revenue over expenses	<u>\$ 75,679</u>	<u>\$ 39,177</u>

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

Year ended November 30, 2021, with comparative information for 2020

		Internally restricted (Note 5)	Unrestricted	2021	2020
Net assets, beginning of year	\$	275,474	\$ 172,907	\$ 448,381	\$ 409,204
Excess of revenue over expenses		5,307	70,372	75,679	39,177
Net assets, end of year	\$	280,781	\$ 243,279	\$ 524,060	\$ 448,381

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

Year ended November 30, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 75,679	\$ 39,177
Changes in non-cash operating working capital:		
Decrease (increase) in prepaid expenses and deposits	(1,897)	10,885
Increase (decrease) in accounts payable and accrued liabilities	(22,869)	24,179
Decrease (increase) in accounts receivable	(2,468)	461
Increase in deferred revenue	27,745	14,318
	76,190	89,020
Investing:		
Decrease (increase) in investments	24,402	(94,733)
Change in cash	100,592	(5,713)
Cash, beginning of year	224,622	230,335
Cash, end of year	\$ 325,214	\$ 224,622

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2021

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, 2021

1. Significant accounting policies (continued):

(e) Use of estimates:

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

2. Investments:

	2021		2020	
	Market Value	Book Value	Market Value	Book Value
Short-term investments	\$ 31,361	\$ 31,287	\$ 103,160	\$ 98,348
Long-term investments	402,210	400,687	354,813	352,980
	\$ 433,571	\$ 431,974	\$ 457,973	\$ 451,328

	2021		2020	
	Market Value	Book Value	Market Value	Book Value
Cash and cash equivalents	\$ 22,217	\$ 22,217	\$ 11,704	\$ 11,704
Equities	166,891	164,294	—	—
Fixed income	244,463	245,463	446,269	439,624
	\$ 433,571	\$ 431,974	\$ 457,973	\$ 451,328

3. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$5,140 (2020 - \$4,940), which includes amounts payable for payroll related taxes.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2021

4. Deferred revenue:

	2021	2020
Deferred membership fees	\$ 216,800	\$ 190,455
Deferred sponsorship fees	1,400	–
	<u>\$ 218,200</u>	<u>\$ 190,455</u>

Details of the continuity of these funds are as follows:

	2021	2020
Balance, beginning of year	\$ 190,455	\$ 176,137
Additional contributions received	218,200	190,455
Amounts taken to revenue	(190,455)	(176,137)
	<u>\$ 218,200</u>	<u>\$ 190,455</u>

5. Internally restricted net assets:

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

	2021	2020
Balance, beginning of year	\$ 275,474	\$ 270,084
Income earned during the year on invested funds	5,307	5,390
	<u>\$ 280,781</u>	<u>\$ 275,474</u>

6. Commitment:

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

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2021

7. Events:

In 2020, the annual general meeting and conference was cancelled and held virtually in response to the coronavirus. The sponsorships received during the period for this event were recognized as a liability to be refunded to the respective sponsors. In 2021, sponsors have communicated to use previous sponsorship payments towards the current year's annual general meeting and conference. Included in events revenue for sponsorships received in 2020 recognized in the current period are \$13,750.

8. Expenses:

The breakdown of expenses by nature is as follows:

	2021	2020
Staff	\$ 229,787	\$ 210,076
Legal	35,087	38,199
Office	31,332	32,083
Equipment and software	526	269
Rent	9,967	9,967
Travel	331	9,585
Bank charges	11,751	11,701
Audit	8,023	7,899
Insurance	15,016	14,855
Website	11,405	6,945
Provision (recovery) of uncollectible receivables	100	—
Annual conference	7,035	12,036
Other	23,014	11,655
	<u>\$ 383,374</u>	<u>\$ 365,270</u>

Included in staff, legal, and other expenses are costs incurred related to the special initiative of \$27,800 (2020 -\$Nil) as part of the youth employment and skills strategy.

9. 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 2020.

(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.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2021

9. Financial risks and concentration of credit risk (continued):

(c) Effects of COVID-19:

On March 11, 2020, the World Health Organization declared the outbreak of coronavirus ("COVID-19") a global pandemic. At the time of the 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. There are no adjustments to note as of the audit report date.

ACKNOWLEDGEMENTS

OUR SPONSORSHIP LEVELS

MAPLE	RED PINE	SPRUCE
\$1000 & Up	\$350 To \$999	\$100 To \$349

THANK YOU TO OUR MAPLE SPONSORS



THANK YOU TO OUR RED PINE SPONSORS



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M.L. Willick & Associates Ltd.

Mr. Laird Van Damme



FSmith Consulting



Notes

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