

Ontario Professional Foresters Association 2023 ANNUAL REPORT



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

2023 ANNUAL REPORT

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Fred Pinto, R.P.F.

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REGISTRATION MANAGER

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COUNCIL 2022-2023

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Malcolm Cockwell, 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

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

Peter Nitschke, R.P.F.
(Vice President)

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

Malcolm Cockwell, 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

Malcolm Cockwell, R.P.F.

Daniela Corapi, Public Councillor †

Douglas Reynolds, Public
Councillor

Finance

CHAIR

Peter Nitschke, R.P.F.

MEMBERS

Bob Boyce, R.P.F.

Craig Robinson, R.P.F.

David Goldsmith, Public Councillor

Wendy LeClair, R.P.F.

Annonciade Murat, R.P.F.

Scot Rubin, R.P.F.

Scott Wiebe, R.P.F. †

Lacey Rose, R.P.F. †

Registration[‡]

CHAIR

Christine Leduc, 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

Maegan Ciurko, R.P.F.

Elected Councillor

Sally Krigstin, Public Councillor

Nominating

CHAIR

Denis Gagnon, R.P.F.

MEMBERS

Gord Cumming, R.P.F.

Social Media

Brian Marshall, R.P.F.

Kayla Raycraft, R.P.F. in Training

Ritika Gupta, R.P.F.

Megan Finley, R.P.F.

Kayla Raycraft, R.P.F. in Training

Dayna Griffiths, R.P.F.

Complaints[‡]

CHAIR

Dave Puttock, R.P.F.

MEMBERS

Chris McDonell, R.P.F.

Jeff Barton, R.P.F.

Allan Foley, R.P.F.

Gordon King, R.P.F.

Donna Lacey, Associate R.P.F.

Peter Nitschke, R.P.F.

COUNCIL MEMBERS

Brandon Williamson, Associate
R.P.F. (Elected Councillor)

Daniela Corapi, Public
Councillor †

Douglas Reynolds, Public
Councillor

Editorial Board

CHAIR

Betty Vankerhof, R.P.F.

EDITOR

Jennifer Dacosta, R.P.F. in
Training

MEMBERS

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.

Charles Alderson, R.P.F.

Aaron Day, R.P.F.

Andrew Pulchalski, R.P.F.

Geordie Robere-McGugan,
R.P.F.

Mark Zhang, R.P.F.

[‡] Statutory Committee

[†] Partial Year

Public Councillors are appointed by the Lieutenant Governor of Ontario

Registration Appeal Committee

CHAIR

Chris McDonnell, R.P.F.

MEMBERS

Peter Street, R.P.F.

Richard Raper, R.P.F.(Ret.)

Equity & Inclusion

CO-CHAIRS

Waseem Ashiq, R.P.F

Larry McDermott, Public Councillor

MEMBERS

Sally Krigstin, Public Councillor

Catherine Edwards, R.P.F.

Osama Ali, R.P.F.

Larissa Huot, R.P.F. †

Erin Knight, Student Member

Dayna Griffiths, R.P.F.

Wendy LeClair, R.P.F. †

2023 Annual Conference

CHAIR

Ken Elliott, R.P.F.

MEMBERS

Alison White, R.P.F.

Ildiko Apavaloae, R.P.F.

Bridget Trerise

Waseem Ashiq, R.P.F.

Peter Kuitenbrouwer, R.P.F.

Aklilu Yietagesu, R.P.F.

Matt Mertins, R.P.F.

Lacey Rose, R.P.F.

Ernie Demuth, R.P.F.

Joel Martineau, R.P.F.

Fraser Smith, R.P.F.

Linda Touzin, R.P.F.

Julie Edwards, R.P.F.

Svetlana Zeran, R.P.F.

Sylvia Ho

Corrine Arthur, R.P.F.

Leighanne Howard, R.P.F. in Training

Professional Networking

CO-CHAIRS

Francisco Murphy, R.P.F

MEMBERS

Arben Pustina, R.P.F.

Mark Zhang, R.P.F.

Geordie Robere-McGugan, R.P.F.

Joseph Welch, R.P.F.

Dan Bechard, R.P.F.

Kerry McLaven, R.P.F. in Training

OPFA REPRESENTATIVES ON EXTERNAL GROUPS

Canadian Forestry Accreditation Board

Nancy Luckai, R.P.F.

Janani Sivarajah, R.P.F.

Regional Advisory Committee (MNRF)

James Harrison (Northwest)

Al Thorne, R.P.F. (Northeast)

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

Ontario Trails Council

Caroline Mach, R.P.F.

‡ Statutory Committee

† Partial Year

Public Councillors are appointed by the Lieutenant Governor of Ontario



PRESIDENT'S MESSAGE

Chris McDonell, R.P.F.

On behalf of Council and staff, I am pleased to present the 2022-2023 Annual Report to the membership of the OPFA.

Within it, you will find a detailed overview of the core activities and functions of the OPFA which include elements consistent with obligations outlined in the Professional Foresters Act (Ontario), priorities described in the 2021-2026 Strategic Plan and important organizational matters such as finance and membership. It has been a strong year for OPFA with favourable trends in membership, volunteerism, revenue, outreach and engagement. As we seek to maintain this momentum through 2024, I wish to share some highlights from 2022-2023.

The April 2023 Conference hosted by members in Peterborough was an important and welcome event, as Professional Foresters from across Ontario took the opportunity to reconnect both in-person and virtually. The in-person conference sold out before registration at the early bird came to an end, demonstrating the desire of members to get together in person. As we present this report in Sault Ste. Marie, we are grateful to the many volunteers who contribute to ensuring our conferences are meaningful and engaging experiences for participants.

This year, Council and staff were resolute in supporting new efforts to strengthen the OPFA as a respected, and rewarding destination for those seeking a professional career in the natural resources sector. I wish to highlight the work of the Equity and Inclusion Task Team, Social Media Working Group and Professional Networking Task Team which undertook new and important work. In the OPFA Strategic Plan, it was recognized that future foresters emerge less from accredited programs than from a wide range of allied disciplines and backgrounds. To reach potential candidates we must broaden our use of social media to amplify and extend the traditional 'word of mouth' approach. Once the interest is raised, a personal journey in forestry begins. The Professional Networking Task Team has identified an important gap and can facilitate connections with new members and practicing professionals so that journey is not taken alone.

The "Count-Me-In" survey highlighted the existing diversity of membership and the strength of experience in the older age classes. The work of the Equity and Inclusion Task Team has provided a valuable road map to ensure the OPFA is open, supportive and inclusive in our practices and supports its membership in the shared objective of attracting and mentoring a rich diversity of candidates to join the practice of forestry in Ontario. An annual review of our Registration processes by the Fairness Commissioners Office of Ontario is also an important mechanism to keep us on track, especially with changes to Ontario's regulations governing regulators to deal with labour shortages caused by a change in the nation's demography, i.e., fewer young people in the under 30-year ages.

As you flip through this report in paper or online, take a moment to review the preceding pages. Note the members listed within the ranks of Council, Committees, Working Groups and Task Teams. From Finance, Editorial Board, Registration, Complaints and external committees, you are seeing a representation of what amounts to thousands of hours of human capital that is essential to the effective function of the OPFA.

Managed and convened by our capable staff, we appreciate the expertise of those who share their time in the interest of advancing the forestry profession in Ontario. We encourage those who may be contemplating retirement from formal employment to remain engaged in a non-practising capacity. Whether as a mentor, host for a forestry tour, or speaker in a classroom, your journey in creating a career in forestry can offer inspiration and benefit to those starting out.

As one of the smaller regulated professions in Ontario, we have our work cut out for us to elevate our visibility above the canopy of career and professional opportunities available to the youth of today. Undaunted, and at the urging of many members, in 2023-24 we are directing additional resources to the promotion of the profession.

In summary, we're pleased with the progress being made to advance the good governance of our members. We remain committed to implement actions to fulfill our mandate to regulate and support professional foresters in the sustainable management of Ontario's forests. These efforts are being recognised by new employers who are seeking the services of professional foresters for the first time.



EXECUTIVE DIRECTOR AND REGISTRAR'S MESSAGE

Fred Pinto, R.P.F.

The OPFA had another successful year in 2022-2023. OPFA membership increased, more employers became aware that professional foresters are regulated professionals, and the OPFA ended the year without cost overruns. The information below and in the reports submitted by others illustrate in more detail the OPFA's achievements and opportunities in 2022-2023.

Membership

There are two major demographic changes taking place in society and both affect OPFA's membership. Members of the baby boom generation are retiring resulting in the resignation of around 25-35 members a year, this is something we have been aware of and have used in the OPFA's plans. The second demographic change is Canada has had a baby bust as there are significantly fewer people in the youngest age classes in Canada and Ontario, especially northern Ontario.

The baby bust has not been discussed very much in Canada, but it is already having a major impact on labour supply and other aspects of society. The OPFA has been buffered from the smaller supply of young people entering the workforce through an increased interest from people already working in the environmental sector who have become aware of professional forestry and now want to get registered with the OPFA.

Despite these demographic changes I am pleased to report that there has been a net growth in the number of Full and Associate members for the past two fiscal years. (Fig. 1). The number of Full and Associate members is a key metric for our profession, it demonstrates that employers and landowners see a value in the services of professional foresters.

Practising Membership 2012-2023

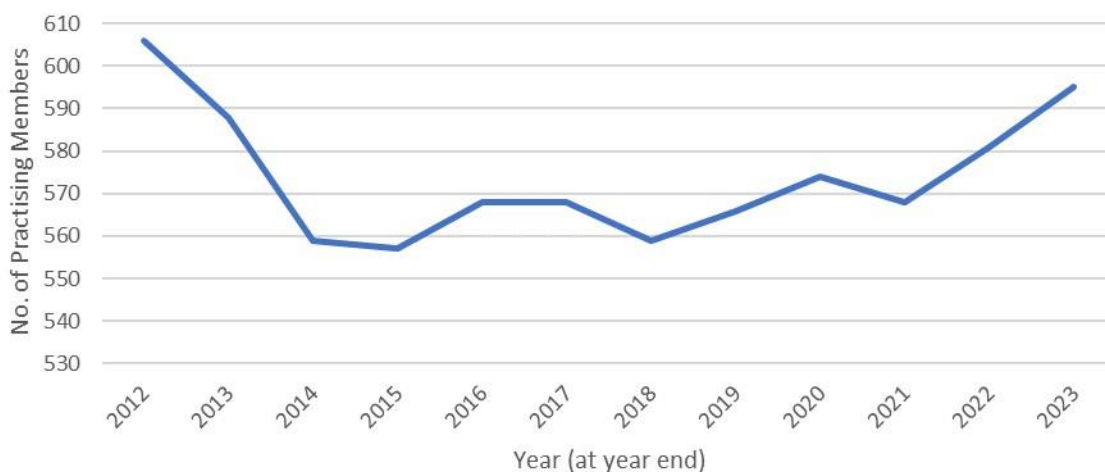


Figure 1. The number of Practising or Full and Associate members shows a net increase year over year for the second year in a row.

In recent years we have seen more of the public and employers understand that hiring a professional forester is a good thing that benefits the employer, the public and the environment. We can see this improved value the public places on professional foresters through the increasing diversity and number of employers hiring OPFA members (Fig 2).

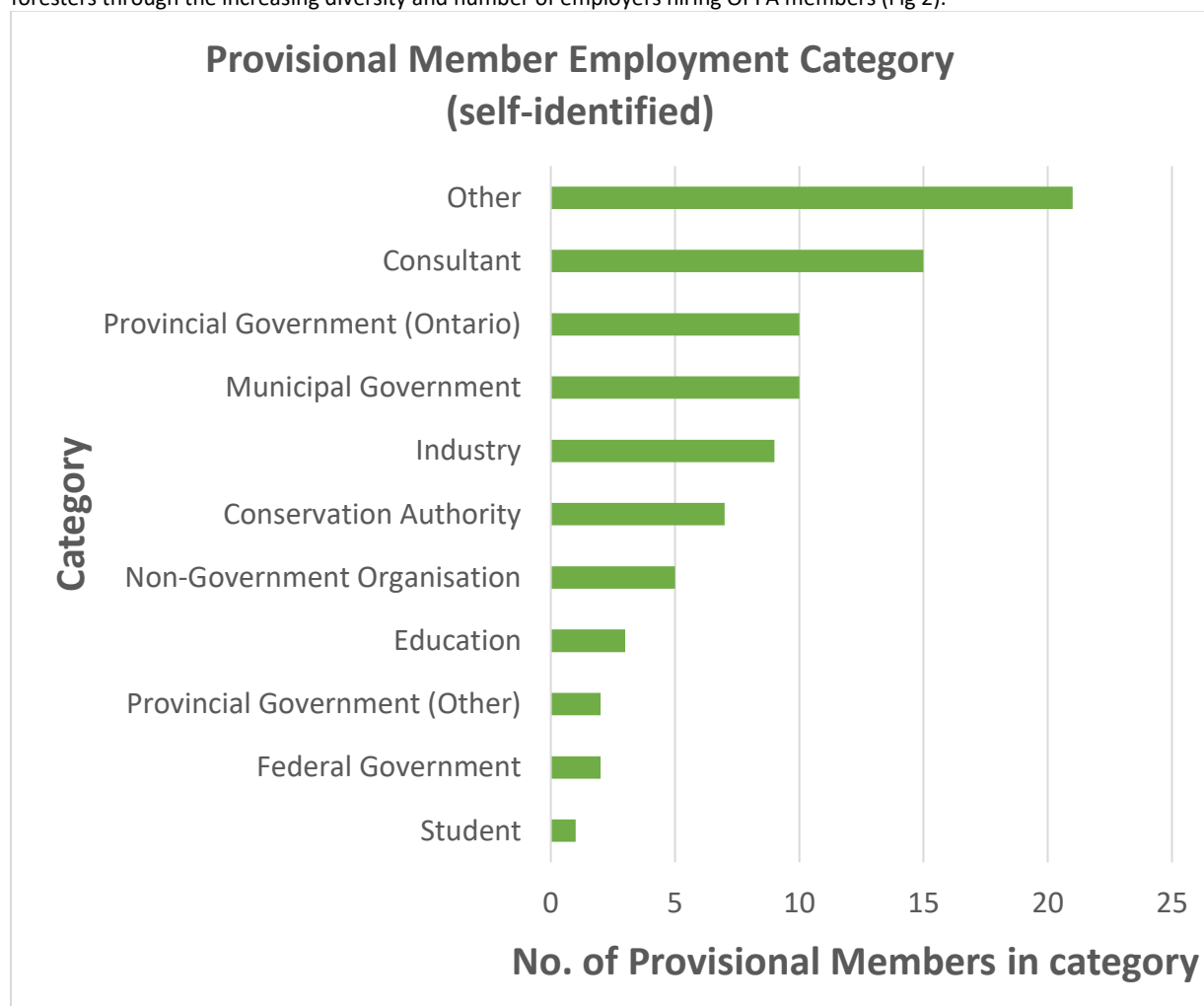


Figure 2. This chart represents 81 of 175 Provisional members who have self-identified their employer.

Candidates that apply for registration with the OPFA have also changed. In the past, the main source of applicants were recent graduates from Canadian Forestry Accreditation Board (CFAB) university programs. Today two-thirds of OPFA's applicants are from non-CFAB programs. Many of these applicants have worked for several years in some aspect of forestry and now seek licensure.

Non-CFAB applicants need to have their academic competencies evaluated against the national professional forestry academic standards approved by Council (and the Councils of the other seven provincial regulators of professional foresters) to determine what competency gaps they may have. This assessment program was implemented about a decade ago so that domestic graduates from allied disciplines and internationally trained individuals in forestry and allied programs could apply for licensure.

The implementation of the competency assessment process enabled the OPFA to eliminate the need for Canadian experience many years ago. In 2013, the Office of the Fairness Commissioner stated in its annual report that: *Foresters are a small regulatory body with limited resources. However, they are focused on ensuring professional competence, and not on defending the way things have always been. They understand that immigrant professionals have important contributions to make to the profession and to the province.*

Oversight of OPFA by the Office of the Ontario Fairness Commissioner

Every year the OPFA submits a report on various measures and updates of our membership and the registration process to the Office of Ontario's Fairness Commissioner. These reports are found on the OPFA's and Office of the Ontario Fairness Commissioner's websites.

The reports for OPFA's past two fiscal years are used by the Office of the Ontario Fairness Commissioner to perform a Risk-Informed Compliance evaluation. We have been informed that the OPFA has a low-risk profile when it comes to meeting our obligations to the laws of Ontario governing registration.

Effective use of resources to meet strategic goals

The OPFA's strategic plan for the period 2021-2026 is used to prepare an annual work plan and budget. The work plan and budget help us organize and seek cost-effective strategies to deliver on the planned targets. Here is a summary of what we achieved last year and what we still need to do.

- 1) We have used the services of the cybersecurity program at Cambrian College in Sudbury to develop a cybersecurity policy document for the OPFA. This work was done at no cost to the OPFA. OPFA staff were engaged in the development of the policy document and became more aware of the requirements the OPFA will need to ensure better security of our operations and data. As cybersecurity is complex and constantly changing the result has been for a search for a cybersecurity service provider.
- 2) The OPFA is well served by members who volunteer to work on various tasks. For example, members were involved in the development and implementation of a voluntary Count Me In survey to provide us with a baseline of various diversity metrics. The results of the survey were shared with members at the 2023 Annual Conference and in the December 2023 newsletter.
- 3) The OPFA recognizes that all new members face a major barrier to entry into the profession due to their lack of a professional network. This is not unique to the OPFA, it is a common issue with entry into forestry employment around the world. To deal with this challenge the OPFA instituted a "Shadow and Forester" program run by volunteers to enable new members to engage virtually or in-person with employers and other members. Feedback from its first year of operation suggests the Shadow a Forester program has been very successful in connecting new members with employers and other members of the OPFA. The program is being offered again this fiscal year.
- 4) We heard that the OPFA needs to better communicate the role of the OPFA and professional foresters to the public. To move on this activity as OPFA's financial resources are limited, we divided the task of communications into different topics. In 2023 the OPFA distributed an open competitive request for proposal to have an organization to develop communications materials for high school and university students. The contract was awarded to Office Bureau, a communications and branding company, they are currently working with OPFA employees and members to prepare a variety of media resources that we hope to start deploying in 2024.
- 5) The OPFA has a local knowledge professional standard on Indigenous jurisdiction in Ontario. The challenge has been to prepare the learning resources for this professional standard. The OPFA is lucky to have a number of members who have the necessary skills to prepare the necessary learning resources. These members are very busy so we have been investigating different strategies to develop the training resources.
- 6) The OPFA has worked with the current suppliers of bridge training modules, Lakehead University, University of Toronto and the Canadian Institute of Forestry to apply for funds to help update this training as the cost of doing this work is equivalent to the OPFA's annual revenue. We or our partners have submitted four different applications for funding to existing government programs in 2023. As of the end of the fiscal year, we had not as been successful in obtaining additional funds. We will keep trying to obtain the necessary funds with our partners as an updated bridge training resource is an important need for a large number of Provisional Members.

Enforcement

I am pleased to report that the OPFA is well served by members of the Complaints and Discipline Committees They stand ready to undertake their responsibilities when called on. If you are interested in understanding the function of these and other legislated committees you can view the recorded training videos used by these committees and Council. The webinars can be accessed through the member's section of the OPFA's website.

The number of enforcement cases dropped during the pandemic. The number of enforcement cases is now back to pre-pandemic levels (Fig 3).

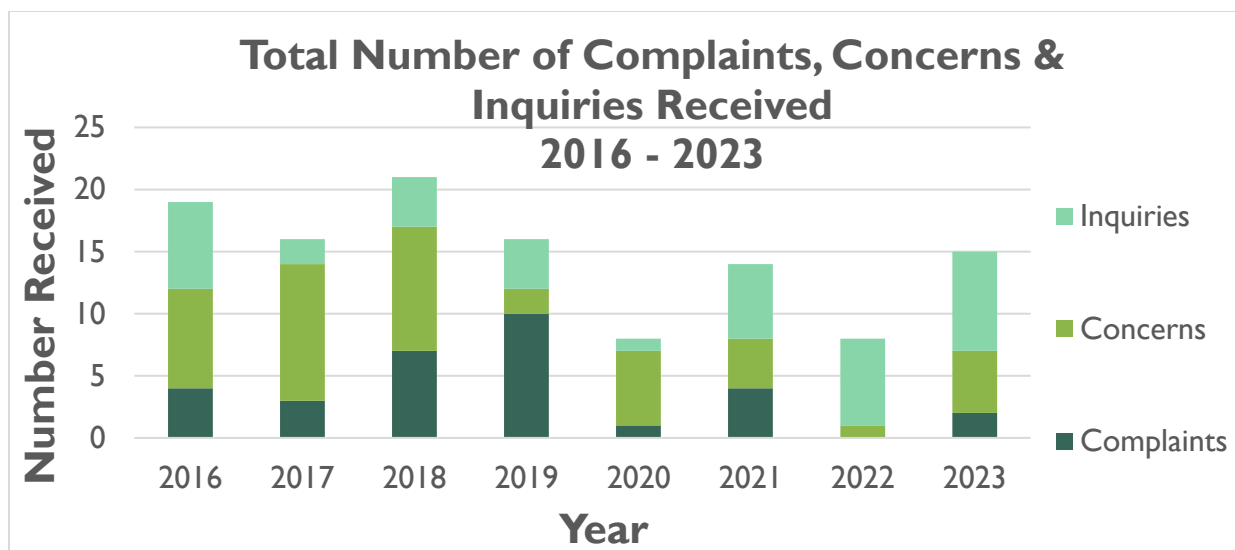
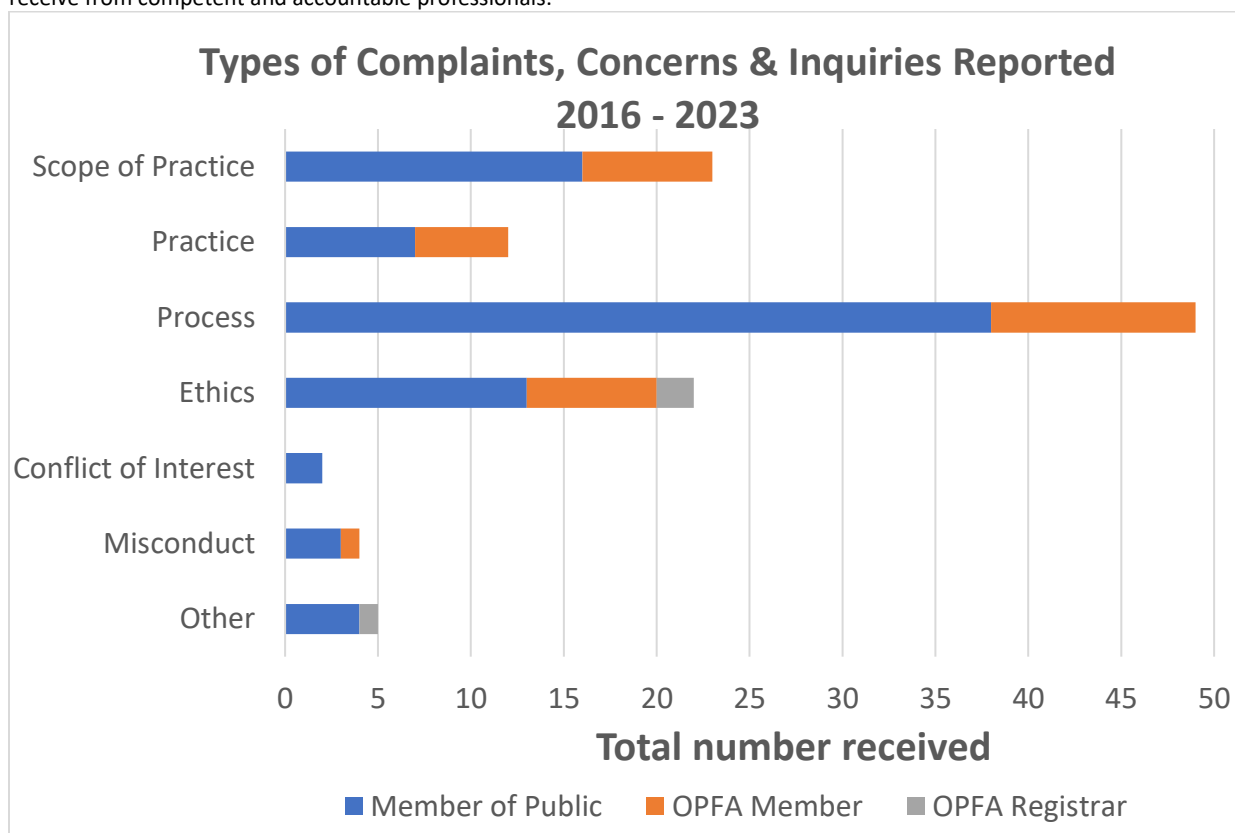


Figure 3. The number of enforcement actions addressed by the OPFA per year.

The focus of OPFA's enforcement activities is to improve our professional practice. See Figure 4 for the types of issues the OPFA has had to deal with since 20216. Employers and our elected representatives understand the value that they and society receive from competent and accountable professionals.



In closing, I would like to thank members who have been reaching out of their own volition to new members to help them start in the profession. I get to know that this is happening when new members, employers and supportive members contact me with questions or comments on OPFA membership. It is important that this informal contact occurs. The informal assistance provided by members helps to develop our professional *spirit de corps*. A legacy that I hope serves the OPFA well for many years.



COMMITTEE REPORT

Finance

Peter Nitschke, R.P.F., Chair

The Finance Committee is a standing committee of the Council of the OPFA. It has a mandate to monitor the Association's financial affairs and to provide advice as needed to Council on financial and budget matters. The committee receives support from our experienced OPFA staff.

The Committee thanks departing committee members Annonciade Murat, R.P.F. and Scot Rubin, R.P.F. for their valued contributions, and welcomes new members Scott Wiebe, R.P.F. and Lacey Rose, R.P.F. The Committee met 8 times during the year.

In addition to its core mandate of monitoring the financial health of the OPFA, this year the Committee has continued with the implementation of previous directives from Council to develop a clearer format for financial statements in the interest of clearer communication with Council and to monitor the impact of changes to the management of OPFA's reserve funds.

Reserve funds are now managed by RBC Dominion Securities in accordance with an Investment Policy Statement approved by Council in 2021. These funds are invested in various financial instruments, consistent with a policy developed by Council, and their value can fluctuate depending on larger economic factors. As a result, the Association has moved away from directly purchasing GICs for investments for the reserve and for managing its annual operating cash.

Most of OPFA's revenue comes from annual fees that are received at the beginning of the fiscal year. These funds are then drawn down through the year to pay for operating expenses. As bank accounts and GICs have low returns, a separate Treasury fund has been set up to invest the money until it is needed during the year. The Treasury fund is also managed by RBC Dominion Securities. Overall, these changes are working well and are yielding positive financial returns as well as simplifying administration.

The Association ended the fiscal year under budget. This is mainly due to cost controls that are working, higher revenue through a sold-out hybrid annual conference and seeking low-cost solutions (such as cyber security review through Cambrian College), lower enforcement and travel expenses. Overall, the Association remains in sound fiscal health.

2023 Committee Members

Bob Boyce, R.P.F
Craig Robinson, R.P.F.
Wendy LeClair, R.P.F.
David Goldsmith, Public Councillor
Annonciade Murat, R.P.F.
Scot Rubin, R.P. F.
Scott Wiebe, R.P.F.
Lacey Rose, R.P.F.





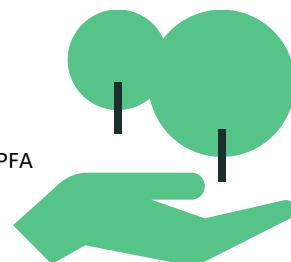
COMMITTEE REPORT

Registration

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

The Registration Committee had another productive year. We met seven times in 2023: January 19, March 2, April 17, May 18, July 6, September 7, and November 2.

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.



Throughout 2023, we accepted 43 Full Members and 2 Associate Members, resulting in 45 new practising members. After some members either resigned, passed away, changed membership categories, or had their membership cancelled, the net gain was 14 practising members to the OPFA.

This means that the total number of Practising Members of the OPFA was 595 at the end of 2023 compared to 581 at the end of 2022. This is encouraging and we hope that the Registration Committee and the entire membership of OPFA can continue to foster the growth of Practising Members in future years.

Similar to our comments in last year's report, we wish to ensure that credit goes where credit is due. The Registration Committee continues to firmly believe that the OPFA staff (as well as OPFA membership) have done good work to attract fresh talent to the profession. The efforts of the Registration Committee to ensure applicants are supported and reviewed promptly have also contributed to bringing new talent into the Practising Member pool.

During the year, we also accepted 61 Provisional Members and 30 Student Members. Provisional Members are working towards attaining either Full Membership or Associate Membership requirements. It is worth noting that 39 Provisional Members and 15 Student Members moved into other membership categories.

We continue to view these changes as positive. The movement of non-practising members to other membership categories usually indicates professional progress on the part of the non-practising member.

We also continue to believe that there is a large number of Provisional Members who are 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 2024.

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.

Any work that any member of the OPFA can do to enlighten potential foresters about the merits of being a practising member is worth doing. 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 to 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. It was consulted on numerous occasions by OPFA staff on various aspects of the association's business.

Throughout 2023, the following individuals contributed as members of the Registration Committee: Christin Leduc, 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., Andr  e 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, Fred Pinto, R.P.F., Executive Director & Registrar, Louise Simpson, Registration Manager, and Priscilla Doyle, Office and Registration Coordinator.

In closing, we wish to thank Malcolm Cockwell, R.P.F., who stepped down as Chair of the Registration Committee on November 30, 2022. After five years of service in the role, he played an important role on the Committee. Malcolm will continue serving the profession as a member of Council of the OPFA. The Committee also gives thanks to Neil MacLean, R.P.F., Maegan Ciaruko, R.P.F. and Ildiko Apavaloae, R.P.F. who served on the Committee in 2023 and stepped down from the Committee as of November 30, 2023 for their hard work and dedication.

MEMBERSHIP STATISTICS

CATEGORY	2023	2022	2021	2020	2019	2018	2017	2016	2015
Full	552	539	530	532	524	517	522	520	505
Associate	43	42	38	42	42	42	46	48	52
Subtotal: Practising	595	581	568	574	566	559	568	568	557
Inactive	34	42	46	43	49	52	54	47	52
Life	79	73	77	76	73	78	77	77	79
Provisional	179	177	160	141	131	130	116	91	89
Student	72	81	70	113	112	52	90	93	76
Honourary	5	5	6	6	6	6	6	6	6
Non-Resident	13	13	15	17	15	17	18	19	19
Subtotal: Non-Practising	382	391	374	396	386	335	361	333	321
Total	977	972	942	970	952	894	929	901	878



TASK TEAM REPORT

Equity and Inclusion

Waseem Ashiq, R.P.F., Larry McDermott, Public Councillor, Co-Chairs

The Equity and Inclusion Task Team were unless specified otherwise:

Catherine Edwards, R.P.F.

Dayna Griffiths, R.P.F. (resigned in July 2022 but continues supporting in editorial review capacity)

Erin Knight, Student Member (discontinued in November 2023 due to resignation from the OPFA)

Fred Pinto, R.P.F. OPFA Executive Director (Ex-Officio)

Larissa Huot, R.P.F. (resigned in April 2023)

Larry McDermott, Public Councillor (Co-chair)

Louise Simpson, OPFA Registration Manager (Ex-Officio)

Osama Ali, R.P.F.

Sally Krigstin, Public Councillor

Waseem Ashiq, R.P.F. (Co-chair)

Wendy J. LeClair, R.P.F. (resigned in January 2023)

The Equity and Inclusion Task Team held eleven (11) monthly meetings to continue the work on its 2023 work plan (Table 1Error! No bookmark name given.).

Meetings in February, June and August were shortened/cancelled due to a lack of quorum. No meeting was scheduled for December 2023. Several sub-task team meetings were also held by various task team members for their specific workplan items.

Table 1. OPFA Equity and Inclusion Task Team's work plan for the 2023 fiscal year.

Target Objective/Deliverable	Activity	Sub-task Team (Lead)
Review how decisions are made to determine if there are any embedded discriminatory practices or elements	1) Review relevant practices, policies, and the Terms of Reference for task teams, committees and working groups	(Catherine Edwards) Larissa Huot Waseem Ashiq
	2) Diversity, Equity & Inclusion (DEI) lens review of socializing and gifting activities at OPFA conferences and events	(Catherine Edwards) Larissa Huot Waseem Ashiq
List of relevant topics and associated training resources	Review existing DEI trainings for staff, council and volunteers; and make recommendations to improve, if needed	(Louise Simpson)
Review opportunity to collect human rights-based data to benchmark the current level of membership diversity and use it to inform further action	Create an OPFA newsletter article	(Larry McDermott) Waseem Ashiq Catherine Edwards
	Deliver survey results to the membership through the OPFA annual conference presentation	(Larry McDermott) Louise Simpson Waseem Ashiq
Based on the findings of the DEI review of OPFA policy documents, develop an implementation plan, with a timeline, the person responsible, estimated time commitment	Develop an implementation plan document	(Catherine Edwards) Waseem Ashiq

The 2023 fiscal accomplishments are summarized below:

- A work plan was developed for 2023. This included carried forward items from the 2022 work plan.
- Conducted OPFA Count Me In Survey which was concluded on Feb 6, 2023. The results were presented to the OPFA Council in their April meeting.
- Delivered a presentation on the Equity and Inclusion Task Team initiative at the OPFA 66th annual conference at Peterborough, ON in April 2023. This included the summary results of
 - DEI-based OPFA policy review
 - Count Me In Survey of the OPFA membership
- Review of onboarding process, and DEI training modules for staff, council and volunteers.
- DEI-based OPFA policy review report submitted to the OPFA Council.
- Implementation plan, for the recommendations from the DEI-based policy review report, submitted to the OPFA Council for its perusal.
- OPFA voluntary count me in survey article submitted for the OPFA Newsletter December 2023 edition.
- Updated E&I task team term of reference for the OPFA Council perusal and approval.

WORKING GROUP REPORT

Editorial Board

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



We would like to thank a long-term Editorial Board member who recently resigned from the Board. On behalf of the OPFA, the Editorial Board thanks Mike Rosen, R.P.F. for his many years of exemplary service as a member and as an editor. He served in the editor position for an approximate five-year period starting in 1989. Mike shaped and contributed to the newsletter in a variety of ways over many years. Mike could always be counted on to provide passion and insight particularly related to the urban forest and the Board will miss his advice.

In addition, Geordie Robere-McGugan, R.P.F. took an initial temporary leave from the Editorial Board in March 2023 and later formally resigned in January 2024 due to workload demands. We will miss his knowledge of FRI, GIS and related developments.

In 2023, the Editorial Board was very pleased to welcome Mark Zhang, R.P.F., PhD. who was a management forester with MNRF in Red Lake. Mark recently transferred to the MNRF Timmins office. Mark brings a background in forest management planning and research.

As of November 30, 2023, the Editorial Board is made up of the following individuals: Aaron Day, R.P.F. (Caledon); Andrew Puchalski, R.P.F. (Mississauga); Arben Pustina, R.P.F. (Hamilton); Betty van Kerkhof, R.P.F. (Sault Ste. Marie); Charles Alderson, R.P.F. (White River); Fred Pinto, R.P.F. (North Bay); Glen Prevost R.P.F. (North Bay); Jennifer Dacosta, R.P.F. in Training (Sault Ste. Marie); Jim McCready, R.P.F. (Carleton Place); John Harvey, R.P.F. (Sault Ste. Marie); Mark Zhang, R.P.F. (Red Lake and Timmins); Matt Wilkie, R.P.F. (Kenora). Members of the Board are located in various forest regions throughout Ontario and bring their unique forestry expertise to create articles or seek authors for items of interest to those practising throughout the province.

The *Professional Forester* publishes four issues per year. In 2023, the four themes were:

- March – Fostering forests to support a diversity of uses
- June – Featuring Articles from the 2023 Annual Conference. This was the 66th OPFA Conference and Annual General Meeting: Professional Foresters adapting through collaboration and innovation
- September – Developing innovative solutions to address the multiple complexities facing forest management
- December – Managing forests while balancing the impacts of evolving environmental stressors

The *Professional Forester* is made available to the approximately 950 registrants of the OPFA and the public. It also serves to document changes in the OPFA such as changes in membership, policy and practices.

The *Professional Forester* also includes educational articles for registrants on expectations and obligations associated with being a registrant of a regulated profession. The newsletter identifies continuing education opportunities for registrants, as well as registrant news. In response to the 2018 survey of registrants, 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 virtual meeting platforms and confirms the themes of future issues. Registrants are encouraged to suggest articles and themes to the Editorial Board. For each theme, the Editorial Board members identify the 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 a member of the Editorial Board approaches you to write an article, it means that the profession values your perspective. Please consider taking the time to develop an article and to share your perspective with fellow registrants. Registrants should be aware that articles are not peer-reviewed but are included to inform registrants about new developments on potential subject matters of interest from the perspective of the author. References are normally included so that registrants may follow up to review peer-reviewed research on a particular topic where applicable.

Articles are provided to the Editor – Jennifer Dacosta, who edits and assembles the product into an electronic layout. OPFA staff places *The Professional Forester* on the OPFA website and advises registrants by e-mail when the issue is available.

Please note: Registrant interest in the newsletter and its contents is much appreciated. Registrants are encouraged to identify future articles of interest to the Chair and/or Editor.



WORKING GROUP REPORT

Social Media

Submitted by Ritikaa Gupta, R.P.F.

In today's interconnected world, social media plays a crucial role in shaping conversations around forestry. Through various social media platforms, RPFs can showcase their work, share success stories, and address misconceptions. 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 awareness of the profession and grow our network.

The OPFA joined Facebook in 2014, X (formerly known as Twitter) in 2015, Instagram in 2018 and most recently, LinkedIn in 2023. The OPFA also maintains a Canva account the social media team uses to develop messaging, content and graphics to use on platforms.

Facebook

In 2023, the OPFA Facebook group grew to 1700 followers. There is a gender ratio consisting of 44.9% women and 55.1% men. The majority of our members are between 25-54. This is a slight shift in the age range of our members, with a younger membership presence dropping slightly. 81% of our members identified Canada as their country of residence, with Southern Ontario being home to most of our membership. Other members are from the United States, Ghana and India. Posts about our members continue to be the most impactful and continue to reach the highest percentage of views and engagement of our members, reaching on average 700 views between posting content and advertising job opportunities in Stories. Our page is performing on par with other pages similar in nature.

Instagram

In 2023 our Instagram page has once again continued to see growth. With an increase from 2022, we currently have a total of 604 followers to date. Engagement continues to grow since the page's inception in 2018. Followers and viewers continue to engage heavily with our featured members' content and our frequently added jobs. Our most recent data shows that our current follower base consists of 87.3% Canadian residents with the majority age being between the ages of 25-34 and a gender split of 48% women and 51.9% men. The five top cities across Canada for our viewership and following are Toronto, Thunder Bay, Ottawa, Sault Ste. Marie and Timmins.

Twitter

Our followers on Twitter continue to increase as well and we currently have 1K followers. The followers range from individuals to large corporations to NGOs and other professional forester regulatory bodies in Canada.

LinkedIn

LinkedIn is a trending platform among professionals. The OPFA LinkedIn page was set up in April 2023 and to date has 220 followers from different parts of the province including the Greater Toronto Area, Sault Ste Marie, Thunder Bay, Montreal and Thunder Bay. The types of posts range on LinkedIn, from announcing new members to events such as our annual AGM as well as job postings. RPFs are more often citing the official page within their posts increasing our exposure.

Overall, our most active time on social media is normally the lead-up to the AGM as we promote the speakers, agenda, and host city. Over the past year, posts that have received the greatest attention were those profiling and highlighting some of our newest members.

With a continued focus to generate and post new content and the adoption of a new social media strategy, we expect a continued increase in engagements on our platforms. We will be aligning our posts with national and international days of recognition related to forests and the environment such as National Forest Week, International Day of Forests, Earth Day etc.

We are also currently working with a communications consultant to develop new content, messaging and communications products as well as branded social media templates. This will provide us with consistent visual appeal in our social media posts.

We invite you to be part of our digital forest community! You are welcome to share your experiences, discoveries and passion for trees. Whether it's a cool photo from your workday, an intriguing forest fact, or details about an upcoming event, we want to hear from you. Reach out to Ritikaa Gupta at gritikaa@gmail.com to contribute. Let's grow together! Every post, tweet, or photo shared on social media contributes to the collective understanding of forestry. Let's harness this digital landscape to advocate for healthy forests and a sustainable future! Make sure to follow us along!

#TeamOPFA Social Media: Ritikaa Gupta, R.P.F., Brian Marshall, R.P.F., Dayna Griffiths, R.P.F. , Kayla Raycraft, R.P.F. in Training

X @_OPFA,  opfa.ca,  on.professional.foresters.assn,  Ontario Professional Foresters Association



TASK TEAM REPORT

Professional Networking

Francisco Murphy, R.P.F., Chair

The Professional Networking Task Team (PNTT) was created in early 2022. The purpose of this task team is to develop a program, called “Shadow a Forester” for OPFA members to engage interested employers and new OPFA members so that aspiring professional foresters can connect with practicing OPFA registrants.

The PNTT is composed of the following members:

Francisco Murphy, R.P.F., Chair
Arben Pustina, R.P.F.
Mark Zhang, R.P.F.
Geordie Robere-McGugan, R.P.F.
Joseph Welch, R.P.F.
Dan Bechard, R.P.F.
Kerry McLaven, R.P.F. In-Training

Each member, based on where they work, brings a specific perspective on different aspects of professional forestry. This has helped the “Shadow a Forester” program to showcase the diversity of job opportunities available.

In 2023, the PNTT met 2 times and achieved the following:

- The Terms of Reference were updated to reflect that the PNTT will be meeting every four months via conference call and/or Microsoft Teams.
- Invitations were sent out in October 2023 to practicing professional foresters to participate in the program through a mass email to all practicing professional foresters within the OPFA. Accepting volunteers is on-going.
- The Shadow a Forester program went live in January 2023.
- The program helped 20 Student/Provisional Members and connected them with 38 volunteer R.P.F.s from 18 different branches of forestry.
- Forms and letters for Student and Provisional members have been updated to reflect changes from the past year. We have new volunteer R.P.F.s for 2024 which will allow participants to see the work of additional types of professional forestry.

The Shadow a Forester program went live again in mid-January 2024.



Canadian Forestry Accreditation Board

N. Luckai, R.P.F.



As noted in previous annual reports, the re-structuring of the relationship between the Forest Professional Regulators of Canada (FPRC-ORFPC) and CFAB is now well established. The CFAB is no longer a member of the FPRC although the Executive Director (ED) may be invited to attend meetings or provide information. The CFAB has no direct input into the CAA (Central Assessment Authority) although we use similar academic standards in our assessments. (Note - The CAA oversees the implementation of the national Credential Assessment Process (CAP) created to assess the academic and experiential credentials of applicants for certification who have not graduated from a CFAB-accredited program.).

Peter Marshall, R.P.F., continues in the role of Chair of the Board and Maureen Kershaw, R.P.F., continues in the position of Executive Director. We are fortunate to be able to draw upon their experience and commitment to forestry education!

In February 2020, Nancy Luckai, R.P.F., was appointed as the OPFA Regular Member representative to the CFAB. Nancy has participated in at least one, and sometime two, reviews each year. In 2022, Dr. Janani Sivarajah, MFC, PhD, R.P.F. (en formation), was appointed as the alternate representative for the OPFA. Dr. Sivarajah is a faculty member of the Département des sciences du bois et de la forêt, Faculté de foresterie, de géographie et de géomatique, Université Laval.

As noted above, the Board met on four occasions (3 virtual and 1 hybrid) during 2023. February 24, 2023 – Accreditation decisions for the **UBC Urban Green Space Management Minor** (initial accreditation), the **UA Undergraduate Forestry Program** and the **UA Forest Business Management Program**.

March 7, 2023 – Accreditation decision for the **UA Master of Forestry Specialization in Sustainable Forest Management Program** (initial accreditation). Review of the pre- accreditation findings of the proposed **Masters of Forestry RPF Stream** degree at **UNB** under Contextual Practice Standard 8B – Natural Resources and Ecosystem Management.

June 6, 2023 – Accreditation decision for the **UT Master of Forest Conservation** program. Confirmation of a revised, mandatory course outline for the site visit document package designed to clearly link course learning outcomes/topics/assignments to the Demonstrable Competencies and the Competency Elements. Institutions immediately affected (Fall 2023 reviews) were given the option to delay their site visits to allow extra preparation time; one chose to delay, one did not.

[Note – a CFAB course outline template has been in place for some time and its use strongly recommended in the Accreditation Guidelines, however most institutions chose not to use it. This significantly hampered and complicated the work of the Review Teams.]

Sept 29, 2023 – A number of operational topics were considered including

- Board processes to improve accreditation across Canada¹,
- guidelines for adding two non-voting members to CFAB to support the emergence of accrediting forest technology programs², and
- the use of hybrid (2 on-site, 2 joining virtually) format for upcoming site visits³.

The Board conducted other time-sensitive business by email. Board members who were part of accreditation teams met frequently over the course of the year to review documents, prepare for the site visit and complete the final report. Review Team members receive a modest honorarium upon completion and acceptance of the final report. New reviewers are welcome; please email Nancy Luckai if interested for more information.

Regular Board members and alternates at the end of 2023 were:

- Peter Marshall, R.P.F. (Chair) and Casey Macaulay, R.P.F. (alt.), Association of British Columbia Forest Professionals;
- Erin Woodland, R.P.F. and Charles Backman, R.P.F. (alt.), Association of Alberta Forest Management Professionals ;
- David Cobb, R.P.F. and Peggy McDougall, R.P.F. (alt), Association of Saskatchewan Forestry Professionals;
- Nancy Luckai, R.P.F. and Janani Sivarajah (R.P.F.), Ontario Professional Foresters Association;
- Aude Tousignant, ing.f and Pierre Breton, ing.f. (alt.), Ordre des ingénieurs forestiers du Québec;
- Roger Roy, f.a. and Rod O’Connell, R.P.F. (alt.), Association of Registered Professional Foresters of New Brunswick;
- Robert Young, R.P.F. and Peter Keddy, R.P.F. (alt.), Registered Professional Foresters Association of Nova Scotia;
- Jason Baker, R.P.F. and Eric Young, R.P.F. (alt.), Association of Registered Professional Foresters of Newfoundland Labrador;
- Nathalie Isabel, ing.f. and Solange Nadeau, ing.f. (alt.), Canadian Institute of Forestry.

Please direct any questions about this report to Nancy Luckai. Unfortunately, I cannot attend the AGM this year but am happy to chat by email, zoom or phone after April 26.

¹ Discussion and endorsement of the revised course outline and proposed revisions to the Competency matrix.

² The FPRC developed new standards for forest technology program accreditation for provinces that regulate forest technologists, ie. Saskatchewan, Alberta, and B.C. As processes for accrediting forest technology programs are refined, representatives will gain voting mandates. The professional organizations would name the new Board representatives against a set of principles and guidelines for membership.

³ This hybrid model for conducting reviews provides flexibility to select combinations of in-person and virtual formats for a review. A full in-person format will be required to review any new program in an institute that does not have an accredited forestry program, any program where major changes to the program’s organization or academic standards have occurred that put in question the validity of the accreditation, or where the review team and the school agree that an in-person format is required.

An overview of the Canadian Forestry Accreditation Board (CFAB) by M. Kershaw, Executive Director, CFAB

The Canadian Forestry Accreditation Board - Bureau Canadien d'agrément en foresterie (CFAB-BCAF) is responsible for assessing Canadian university forestry degree programs for the purpose of meeting academic requirements for professional registration/licensure and entrance into professional practice. Its role is to implement a national accreditation process mandated under a detailed 2018 Policy Statement. This Policy Statement was agreed to by the CFAB member agencies - the eight Professional Forester/Forest Engineer Associations of Canada and the Canadian Institute of Forestry. Board members are appointed by each member agency, but are empowered to make their own professional decisions as part of the CFAB. CFAB was established in 1989 by the Canadian Federation of Professional Foresters Associations (CFPFA), now named the Forest Professional Regulators of Canada - Organisme de réglementation des professionnels de la forêt du Canada (FPRC-ORPF). The CFAB has been overseeing and implementing the accreditation process, including appointing a team of peer-reviewers who review the self-study documents prepared by postsecondary programs seeking accreditation, conduct site visitations to each program, and prepare an accreditation report documenting their findings.

The CFAB has been reviewing the information provided by the review teams and making accreditation decisions since 1990. As of December 31, 2023, 12 baccalaureate level and three master's level forestry programs delivered by eight universities in Canada, have accredited status. Accredited master's programs are delivered by the University of British Columbia (UBC), the University of Alberta (UA) and the University of Toronto (UT). Two programs (one undergraduate and one master's) were accredited for the first time in 2023. Most of the programs are accredited against Standard 8A (Forest Management).

The average number of students registered in accredited forestry programs over the past three years in Canada has declined, although numbers remain just over one thousand students. The one outlier from this trend was reported by UBC, where they added a new accredited program in urban forestry (Urban Forestry Green Space Management Minor (UGM)) which doubled their student enrolment in accredited forestry programs and helped dampen the decline in enrolment across the country. Programs are exploring ways to interrupt the decline in student numbers. For some, the lower student registration was partly attributed to some students choosing to continue their summer employment into the fall to assist in above average wildfire management activities in western Canada. For others, they are observing that more students are choosing program streams that focus on environmental conservation, wildlife management or other environmental management streams. This has created a challenge for the forest industry, governments and municipal organizations that have employment opportunities for professional foresters. The trend of international students and transfer students from forest technology/technical programs enrolling in university forestry programs continues.

2023 was a busy year for the Board and for several schools with accredited forestry programs. The Board met four times with the first three held virtually (using the Zoom platform) and the latter in-person with accommodation to connect virtually. These meetings were held to accredit the forestry programs, to review the required progress reports, to approve review team composition for each of the 2023/24 accreditation reviews, to present updates from the Chair and Executive Director (ED) to Board members, and for members to provide updates of the activities of each partner professional forestry organization to each other.

STATUS OF CFAB PROGRAM ACCREDITATIONS
AT CANADIAN UNIVERSITY SCHOOLS OF FORESTRY, DECEMBER 2023

Previous Review Decision (Month,Year)	Institute	Program (s)	Accreditation Period (years)	Accreditation Expires
Sept. 2018	University of British Columbia; Faculty of Forestry	Forest Resources Management	6	30 June 2024
		Forest Operations		
	Lakehead University; Faculty of Natural Resources Management	Forestry	6	30 June 2024
Sept 2019	University of British Columbia; Faculty of Forestry	Master of Sustainable Forest Management	6	30 June 2025
April 2021	Université Laval; Faculty of Forestry, Geography and Geomatics	Forest Management and Environment	6	30 June 2027
July 2021	University of Northern British Columbia; College of Science and Management	Forest Ecology and Management	6	30 June 2027
July 2022	Université de Moncton, École de foresterie	Aménagement des forêts	6	30 June 2028
June 2023	University of Toronto; Daniels Faculty of Architecture, Landscape and Design	Master of Forest Conservation	2	30 June 2025
June 2023	University of New Brunswick; Faculty of Forestry and Environmental Management	Forestry	6	30 June 2029
	University of Alberta; College of Natural and Applied Sciences; Faculty of Agricultural, Life and Environmental Sciences	Forestry	6	30 June 2029
		Forest Business Management		



2022 FISCAL YEAR

Annual General Meeting Minutes

WEDNESDAY, APRIL 19, 2023

In-Person and Zoom video conference- Holiday Inn, 150 George St. N., Peterborough, Ontario

(minutes are draft until approved at the 2023 Annual General Meeting to be held in 2024)

President Chris McDonell, R.P.F., welcomed everyone to the first hybrid (virtual and in-person) Annual General Meeting (AGM) of the Ontario Professional Foresters Association (OPFA). The President explained that people will be joining the meeting in person and through the virtual conference platform and asked those joining virtually to submit their comments or questions using the Q & A button at the bottom of the screen. These will be read out and addressed in person. The Chat function will be used for moving and seconding motions that are tabled. Votes will be obtained virtually via online polls and will be tabulated along with the in-person votes counted in the room.

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 and that a count of members in attendance is required for the meeting. Louise Simpson, Registration Manager will confirm the count of virtual participants and Denis Gagnon, R.P.F., Past-President of Council will count the in-person participants.

The President called for a count. 66 members were attending in person and 69 people attended virtually. Although only 14 of the 69 completed the online poll indicating their membership category, all 14 are eligible to vote. The President also noted that no proxies were received by the deadline. As a total of 40 attending members and proxies are needed for a quorum, the meeting was constituted to continue.

1. Call to Order:

The President called the meeting for the fiscal year ending November 30, 2022, to order and confirmed once again that there was a quorum. He explained that for each motion, a mover and a seconder will be requested and that only members who are entitled to vote may move or second a motion. Members attending in person may raise their hands to indicate that they would like to move or second a motion. Members attending virtually may move or second the motion by typing their full name and membership category using the Chat feature. The motion will then appear as a poll on the screen and members who are entitled to vote can do so by selecting a response to the poll. Once the polls are closed the virtual and in-person results will be shared. Members or non-members who are not entitled to vote were asked to not participate in the online voting polls or raise their hands in the room. 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 the OPFA Bylaw, 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 President called for the following motion:

Motion: That the agenda for the Annual Meeting for the fiscal year ending November 30, 2022, be approved as presented.

This motion was moved by Andrée Morneau, R.P.F., and seconded by Krish Homagain, R.P.F.

The President asked if there were any questions regarding the agenda. As there were none, the President asked for a vote on the motion. The President declared that the motion was carried.

3. President's Remarks:

The President welcomed all members attending the first hybrid Annual General Meeting and introduced the OPFA Registrar & Executive Director, Fred Pinto, R.P.F., and Vice President and Chair of the Finance Committee, Peter Nitschke, R.P.F., who will both be speaking later in the meeting. Denis Gagnon, R.P.F., Past President of Council will be assisting with the in-person votes. Registration Manager, Louise Simpson will be monitoring the virtual voting and questions.

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 given the nature of the hybrid meeting and the patience of participants is appreciated as the meeting proceeds.

The Annual Report for the 2022 fiscal year, with all the reports and the audited financial statements, was posted on the website and a notice was sent to all Members in March. Electronic copies of the 2022 Annual Report may be downloaded from the OPFA website. 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:

John C. Biggar, R.P.F. (Ret.)
Alexander Dalrymple (Dal) Hall, R.P.F. (Ret.)
Dan Cooligan, R.P. F. (Non-Practising)
Jim Parker, R.P.F. (Hon.)
Albert Zwart, R.P.F. (Ret.)

The President called for a moment of silence to remember those who have passed away and their contributions to professional forestry.

5. Recognition of New Members:

The President welcomed the following practising members who have joined the OPFA since the last AGM in April 2022:

- Adrian Smith, R.P.F.
- Alaina Vandervoort, R.P.F.
- Alexandra Farkas, R.P.F.
- Anna Ketchum, R.P.F.
- Darren Tree, R.P.F.
- David Baehre, R.P.F.
- Dean Rosen, R.P.F.
- Emmett Snyder, R.P.F.
- Erin Kielt, R.P.F.
- Ian Jean, Associate R.P.F.
- Janice Lam, R.P.F.
- Jared Binguis, R.P.F.
- Lee Thurston, Associate R.P.F.
- Madison Postma, R.P.F.
- Mark Watson, Associate R.P.F.
- Matthew Shakespeare, R.P.F.
- Osama Ali, R.P.F.
- Owen Bott, R.P.F.
- Robin Timms, R.P.F.
- Sam O'Donnell, R.P.F.
- Taylor Hall, R.P.F.
- Vanessa Nhan, R.P.F.

The President asked those present in the room to stand and called for a round of applause. He welcomed all new members to the OPFA and hoped that it would be the first of many meetings and functions that they can participate in.

6. Approval of the Minutes of the Annual Meeting for the 2021 fiscal year:

pages 32-42

The President noted that the minutes of the Annual General Meeting for the 2021 fiscal year were posted in draft form on the website and are in the Annual Report for the 2022 fiscal year. The President asked for a motion to approve the minutes as presented.

Motion: That the minutes of the Annual General Meeting for the 2021 fiscal year be approved as presented.

This motion was moved by Caroline Mach, R.P.F., and seconded by Richard Macnaughton, R.P.F. (Ret.)

The President asked if anyone identified any errors or omissions in the minutes. As there were none, the President asked for a vote on the motion. The President declared the motion as carried.

7. Resolution Updates:

The President noted that the following resolution was received and approved by the members in attendance in 2021:

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.

This resolution was moved by Michael Rosen, R.P.F., and Seconded by Joel McCracken, R.P.F.

The President explained that Council did review the motion and attempted to find a mechanism in which to continue to award outstanding professional foresters and friends of the OPFA in Ontario for 2021 and beyond. Delegates were informed at the 2022 AGM that the Rewards & Recognition Working Group were tasked with reviewing the past awards and recognition program and options for Council to consider. The review was presented to Council and was shared with registrants. A voluntary survey of OPFA registrants was held to gauge support for various award options. The results of the survey were presented to and reviewed by Council. Only 4% of registrants completed the survey and the majority did not feel that an alternative to the awards program was necessary, or they did not feel strongly either way. After reviewing this information, Council passed the following motion that was supported by all Councillors:

That the OPFA will discontinue issuing awards to registrants but will continue to issue certificates of appreciation to volunteers and the 25 and 50 Year pins.

Following Council's decision OPFA staff contacted the Canadian Institute of Forestry and Forests Ontario to inform them of the opportunity to collaborate with the OPFA to adopt or integrate some of the awards into their own programs in the future.

This resolution is considered to have been dealt with and is now closed.

8. Receive Annual Reports:

pages 6-31

The President explained that to ensure efficient use of time and to allow for questions and/or comments 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.

It was requested that the Finance Committee report be separated for discussion and vote. The President called for a motion to separate the Finance Committee report.

Motion: That the Finance Committee report be separated for discussion and vote.
This motion was moved by Mark Leschishin, R.P.F., and seconded by Gord King, R.P.F.

The President asked if there were any other requests for reports to be separated. As there were none, he called for a motion to accept the following remaining reports:

President's Message	pages 6-7
Executive Director and Registrar's Report	pages 8-11
Registration Committee Report	pages 14-16
Regulation Amendment Task Team Report	pages 17-19
Strategic Plan Implementation Task Team Report	pages 20-21
Equity and Inclusion Task Team Report	pages 22-23
Awards & Recognition Working Group Report	pages 24-28
Editorial Board Report	pages 29-31
Social Media Working Group Report	pages 32-34
Can. Forestry Accreditation Board (CFAB) Report	pages 35-40

Motion: That all of the reports except the Finance Committee Report are received as presented in the Annual Report for the 2022 fiscal year. This was moved by King Wright, R.P.F. and seconded by Graeme Davis, R.P.F.

The President asked if there were any questions or comments. As there were none the President called for a vote. The President declared the motion as carried.

The President then asked if there were any questions regarding the remaining Finance Committee report which can be found on pages 16-17 of the 2022 Annual Report;

Q: Is there a more detailed explanation of the \$19,000 loss in investments that occurred over the last year?

A: Peter Nitschke, R.P.F. and Chair of the Finance Committee explained that there have been some adjustments as to how investments are handled. In the past, they were held in GICs (Guaranteed Investment Certificates) which were losing value as their returns were lower than inflation. Proposals were requested from investment firms and RBC Dominion Securities Inc. was chosen from the proposals received to manage the reserves with the aim of favourable long-term results. Fluctuations in the market have resulted in showing a \$19,000 reduction on November 30, 2022, however, it is an unrealized loss as the assets have not been sold.

Q: Is there a contingency fund for the cost of the OPFA if it had to shut down?

A: Peter Nitschke explained that the Reserve Fund is a contingency fund. It is described by the Reserve Fund Policy approved by Council, the reserve fund is equal to one year of revenue of the OPFA, however, this amount is currently being reviewed by the Finance Committee.

As there were no other questions, the President called for a motion to receive the Finance Committee Report.

Motion: That the Finance Committee Report is received as presented in the Annual Report for the 2022 fiscal year. This was moved by Peter Street, R.P.F. and seconded by Chris Gynan, R.P.F.

The President called for a vote. The President declared the motion as carried.

9. Business Highlights:

The President called upon Fred Pinto, Executive Director, and Registrar to give some highlights of the business of the OPFA in 2022.

Fred Pinto explained that:

- There is a strategic plan in place on which each annual work plan is based. The work plan shows the various activities and the progress that has been made;
- There is a new Shadow A Forester program that has been started by the Professional Networking Task Team. This is a key program as a report from the United Nations based on a survey of forest professionals around the world shows that

the biggest barrier is obtaining one's first job in the profession. There was some concern from some members about the workplace liability of having these people in the workplace, Each situation is different so people offering shadowing opportunities need to check with their employer and tailor the opportunity to match the local requirements. Generally, much like the Take Your Child to Work Day which is in place in Ontario, they are not doing the work they are simply watching and learning. Shadowing can take place virtually or in person and the length of the shadowing is up to the workplace;

- Last year there was a Bird's Nest webinar in which people could identify the location of migratory bird nests in the urban environment. As members identified that did not have this competency the webinar was made available to anyone who works in this area, not just OPFA members, for a nominal fee of \$25. Following the training webinar, the participant was required to complete a test using OPFA software and upon passing the test were provided with a certificate. The training webinar is still available on the OPFA website for anyone interested;
- The OPFA Georgetown office will be closed as of April 30 and the new mailing address will be shared with members. All paper files have been digitized which was done in part by grants obtained from various sources;
- There has been a reduction in the number of enquiries, concerns and complaints since the beginning of the COVID restrictions, however, there have been some more complex issues which have been dealt with successfully;
- More employers are hiring OPFA members as they recognize the importance of having competent and accountable people to provide professional forestry and allied services. Members are commended for the quality of the services that they provide for landowners which helps build and maintain trust;
- There is a trend in recent years to a slight increase in the number of practising members. Membership fees are the major source of revenue for the OPFA which has strived to be fiscally responsible and are appreciative of the volunteers of various task teams, working groups and committees which enables to OPFA to carry out much of its work;
- All information obtained such as that obtained through the Good Character Declaration is kept strictly confidential and members of the Registration Committee who use the information when determining if a candidate is suited for membership, must sign a confidentiality agreement;
- It was asked whether the OPFA can request the Ontario government to appoint a Public Councillor with a needed skill set when a gap is identified. Fred Pinto explained that that has been the practice.

10. Auditor's Report & Financial Statements:

pages 43-54

The President called upon Peter Nitschke, R.P.F., Chair of the Finance Committee, to make a short presentation on the audited financial statements. The financial statements that have been prepared by KPMG for the fiscal year ending November 20, 2022, are available in the Annual Report. The following information was presented:

- Statement of Financial Position
 - This statement shows the assets and liabilities;
 - There is more available information on this statement in the notes of the audited financial statements;
 - When compared to the previous year, net assets have increased by \$55, 922;
 - Investments were \$19, 503 below those of last year which was explained earlier in the meeting;
 - The current liabilities increased by \$9,716 from the previous year.
- Statement of Operations
 - These statements show where the revenue comes from and where it was spent;
 - There have been no significant changes from the previous year;
 - Excess of revenue over expenditures of \$55, 922 is a decrease of approximately \$20,000 from the previous year;
- Long Term Reserves
 - The OPFA's financial reserve is managed by RBC Dominion Securities Inc;

- The reserve fund is lower by \$19, 503 at the end of the fiscal year than it was at the beginning of the year due to a market decline in 2022;
- The reserve funds are managed according to the policy set by Council to ensure they have a long-term return that is higher than inflation;
- These are long-term reserves that are not used for current operations.

- **Audit Summary Report**

- Overall, the OPFA is in a good financial position.

The President 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, 2022, be hereby received.

This motion was moved by Cat Cybulski, R.P.F., and seconded by Peter Hynard, R.P.F.

The President asked if there were any questions for Peter regarding the agenda. The questions and answers are as follows:

Q: What are the savings for closing the office?

A: It is unsure at this time as it is still ongoing. The cost of renting the office is \$830/month. There may be other savings for services related to the office.

Q: Are there any upcoming risks that keep you up at night?

A: No, we are aware of market fluctuations and have good financial managers who manage the investments conservatively. There has been some turbulence in the markets, however, the economy and employment are improving.

The President then asked for a vote on the motion. The President declared the motion as carried.

11. Appointment of Association Auditor:

The President reported that Council has appointed KPMG as the auditor of the Association for the fiscal year commencing December 1, 2022, and ending November 30, 2023.

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

The President called for the following motion:

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 Members of the Association to the date hereof, as the same is set out or referred to in the minutes of Council, or the financial statements submitted to this meeting, be and the same are hereby ratified, approved, sanctioned and confirmed.

This motion was moved by Astrid Nielsen, R.P.F., and seconded by Lacey Rose, R.P.F.

As there were no questions or comments the President called for a vote. The President declared the motion as carried.

13. Recognition:

The President announced that long-standing members, new practising members and their mentors and the hard-working volunteers will be recognized later this evening at the in-person banquet. Those attending virtually can see those being recognized in the showcase section of the virtual conference platform.

14. The 2024 Annual Conference:

The President announced that Denis Gagnon, R.P. F., and other members in and around Sault Ste. Marie is preparing to host the 2024 Annual Conference. Any members of the Sault Ste. Marie area who are interested in assisting with the conference are encouraged to contact Denis Gagnon.

15. Termination:

The President announced that this concludes the Annual General Meeting for the 2022 fiscal year. Before terminating the meeting, he acknowledged the hard work of all those that made the meeting possible: Louise Simpson, Sylvia Ho, R.P.F. in Training and Ben, from Aspen Films who has been managing the live stream portion of the meeting and annual conference. He also thanked Ken Elliott, R.P.F. and his working group for their hard work at the conference and called for a round of applause. He also thanked Fred Pinto, and Peter Nitschke for their participation in the meeting.

He thanked everyone for taking part in the hybrid Annual General Meeting stating that it has been great to have so many take part again this year both in person and virtually and is looking forward to seeing everyone next year.

As there was no further business, the President called for a motion to terminate the meeting:

Motion: That the Annual Meeting for the fiscal year ending November 30, 2022, be terminated.

This motion was moved by Richard Macnaughton R.P.F. (Ret.), and seconded by King Wright, R.P.F.

The President declared that the meeting was terminated.

FINANCIAL STATEMENTS

Financial Statements of
**ONTARIO PROFESSIONAL
FORESTERS ASSOCIATION**
And Independent Auditor's Report thereon
Year ended November 30, 2023



KPMG LLP
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INDEPENDENT AUDITOR'S 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, 2023
- 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, 2023 and its results of operations, its changes 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 "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's 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 ethical 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.

Auditor's 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 auditor's 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.



Page 3

- 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 auditor's 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 auditor's 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.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

March 20, 2024

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Financial Position

November 30, 2023, with comparative information for 2022

	2023	2022
Assets		
Current:		
Cash	\$ 184,925	\$ 427,797
Short-term investments (note 2)	346,301	18,514
Accounts receivable	2,949	1,844
Prepaid expenses	17,659	4,684
	<u>551,834</u>	<u>452,839</u>
Long-term investments (note 2)	463,600	382,707
	<u>\$ 1,015,434</u>	<u>\$ 835,546</u>

Liabilities and Net Assets

Current:		
Accounts payable and accrued liabilities (note 3)	\$ 35,529	\$ 31,707
Deferred revenue (note 4)	274,868	223,857
	<u>310,397</u>	<u>255,564</u>
Net assets	705,037	579,982
	<u>\$ 1,015,434</u>	<u>\$ 835,546</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, 2023, with comparative information for 2022

	2023	2022
Revenue:		
Memberships	\$ 415,452	\$ 389,875
Events	80,950	34,135
Application and examination	24,340	11,560
Interest income	20,862	13,912
Advertising income	2,820	6,756
Other revenue	1,853	7,627
	546,277	463,865
Expenses (note 6):		
General administration	321,962	332,385
Events	55,339	10,187
Regulatory	31,325	20,847
Member services	16,011	14,417
Special initiatives	9,160	1,955
Governance	8,410	8,979
	442,207	388,770
Excess of revenue over expenses before undernoted item	104,070	75,095
Unrealized gain (loss) on investments	20,985	(19,173)
Excess of revenue over expenses	\$ 125,055	\$ 55,922

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Changes in Net Assets

Year ended November 30, 2023, with comparative information for 2022

	Internally restricted (note 5)		Unrestricted	2023		2022
Net assets, beginning of year	\$	267,604	\$	312,378	\$	579,982
Excess of revenue over expenses		7,695		117,360		125,055
Net assets, end of year	\$	275,299	\$	429,738	\$	705,037

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Statement of Cash Flows

Year ended November 30, 2023, with comparative information for 2022

	2023	2022
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 125,055	\$ 55,922
Items not involving cash:		
Realized loss on disposal of investments	5,575	18,726
Unrealized loss (gain) on investments	(20,985)	19,173
	109,645	93,821
Changes in non-cash operating working capital:		
Decrease (increase) in prepaid expenses	(12,975)	3,772
Increase in accounts payable and accrued liabilities	3,822	4,059
Decrease (increase) in accounts receivable	(1,105)	823
Increase in deferred revenue	51,011	5,657
	150,398	108,132
Investing:		
Proceeds on disposal of investments	113,043	211,534
Additions to investments	(506,313)	(217,083)
	(393,270)	(5,549)
Change in cash	(242,872)	102,583
Cash, beginning of year	427,797	325,214
Cash, end of year	\$ 184,925	\$ 427,797

See accompanying notes to financial statements.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements

Year ended November 30, 2023

The Ontario Professional Foresters Association (the "Association") 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.

Application and examination revenue are recorded when earned. Application revenues are recorded as the events occur and examination revenues are recorded as the services are performed.

(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.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements (continued)

Year ended November 30, 2023

1. Significant accounting policies (continued):

(c) Allocation of expenses (continued):

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. Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

(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:

	2023		2022	
	Market Value	Book Value	Market Value	Book Value
Short-term investments	\$ 346,301	\$ 342,162	\$ 18,514	\$ 18,413
Long-term investments	463,600	464,329	382,707	400,384
	<u>\$ 809,901</u>	<u>\$ 806,491</u>	<u>\$ 401,221</u>	<u>\$ 418,797</u>

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements (continued)

Year ended November 30, 2023

2. Investments (continued):

	2023		2022	
	Market Value	Book Value	Market Value	Book Value
Cash and cash equivalents	\$ 244,110	\$ 241,534	\$ 7,078	\$ 7,109
Equities	175,292	169,910	165,577	170,443
Fixed income	390,499	395,047	228,566	241,245
	\$ 809,901	\$ 806,491	\$ 401,221	\$ 418,797

Fixed income investments contain bonds recorded at fair market value which bear interest rates at 0.95% to 3.94% with maturities ranging from May 7, 2024 to April 17, 2028.

Cash and cash equivalents contain a banker's acceptance and bearer deposit note recorded at fair market value with maturities ranging from January 2, 2024 to January 18, 2024.

3. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$5,519 (2022 - \$5,275), which includes amounts payable for payroll related taxes.

4. Deferred revenue:

	2023		2022	
Deferred membership fees	\$	274,868	\$	222,857
Deferred sponsorship fees		—		1,000
	\$	274,868	\$	223,857

Details of the continuity of these funds are as follows:

	2023		2022	
Balance, beginning of year	\$	223,857	\$	218,200
Additional contributions received		274,686		223,857
Amounts taken to revenue		(223,857)		(218,200)
Balance, end of year	\$	274,686	\$	223,857

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements (continued)

Year ended November 30, 2023

5. Internally restricted net assets:

In 2007, the Association formalized a policy of reserving funds for potential future liabilities including project over-runs, litigation or other contingencies. A target level of funds has been established by the Association's Council and is to be increased by the income 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 follows:

	2023	2022
Balance, beginning of year	\$ 267,604	\$ 280,781
Income (deficit) earned during the year on invested funds	7,695	(13,177)
Balance, end of year	\$ 275,299	\$ 267,604

6. Expenses:

The breakdown of expenses by nature is as follows:

	2023	2022
Salaries and benefits	\$ 227,079	\$ 228,323
Training	3,251	5,268
Legal	19,779	12,347
Office	50,531	30,216
Equipment and software	2,840	615
Rent	4,022	9,967
Travel	11,577	8,839
Bank charges	15,221	11,680
Audit	7,345	7,345
Insurance	11,380	15,174
Website	15,933	12,203
Provision for uncollectible receivables	25	4,855
Annual conference	51,065	8,961
Telephone	9,563	7,435
Other	294	—
Investment management fees	6,727	6,816
Loss on disposal of investments	5,575	18,726
	\$ 442,207	\$ 388,770

Included in office, telephone, and travel are costs incurred related to the special initiative of \$9,160 (2022 - \$1,955) as part of the youth employment and skills strategy.

ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Notes to Financial Statements (continued)

Year ended November 30, 2023

7. 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 2022.

(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.

8. Comparative information:

Certain comparative information has been reclassified to conform to the current year presentation.

ACKNOWLEDGEMENTS

THANK YOU TO OUR 2023 ANNUAL CONFERENCE SPONSORS

PINUS:



PICEA:



Natural Resources
Canada

Ressources naturelles
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POPULUS:

eiforest



Somerville
Seedlings
Your Ontario Source



BETULA:



In-Kind:



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