



**Annual General Meeting  
April 16, 2014**

## **Committee Reports**

### **Objectives of the Association**

The objectives of the Association are:

- to establish and maintain high standards of professional ethics and excellence for members in the professional practice of forestry;
- to assure the general public of the knowledge, skill, proficiency and competency of members in the professional practice of forestry;
- to promote and improve the knowledge, skill, proficiency and competency of members in all matters relating to the professional practice of forestry; and
- to foster the professional practice of forestry by members in a manner that is in the public interest of the people of Saskatchewan.

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## President's Report

Wow, is it AGM time again? My how this year has flown. I guess maybe it is because of all the work we had to do with the move to right to practice. You know what they say "time flies when you're having fun!"

First, I wish to thank the ASFP for providing me the opportunity to serve as President of the Association this past year. I would also like to thank Past President, Roger, on his support and guidance throughout this year as it has made my life easier. It was often times throughout the year I have wondered am I doing a good job?, am I meeting the expectations of Council and the Association?, have we met the goals and objectives we set out to do?. I'm not sure we have done everything we said we would but my-oh-my have we accomplished a lot. The beginning of the year saw the proclamation of our new legislation and the move to right to practice. Wow! Need I say more? Then the onslaught of summer saw a special members meeting and the adoption of our new bylaws to fit with the move to RTP. Not even a quarter of the way through the year and we had already completed a workload many would consider a year's worth. I would like to take a minute to thank all those members who helped contribute and get us to where we are with RTP. I would especially like to thank Dave Stevenson and his RTP committee on their continued efforts as we move down this road. Hang on my friend: we're not done yet!

This year also brought on a significant workload for our committees. I believe the year has seen the completion of terms of reference for each of our standing as well as our ad-hoc committees. This is a huge step as now with changing of the guard so to speak it should make it easier for the chair and his or her new team to understand the roles and responsibilities they have taken on. This year has also seen the development and ratification of a number of new policies which I won't get into further as I know the committee chairs will speak to those in their reports. From communicating with the chairs, I also know there have been a number of other policies and guidance documents which have been moved forward with intent to hopefully have those completed in the New Year. With that I would like to thank the members of each of the standing and ad-hoc committees of the Association for their work, insight, and dedication to the ASFP. The solid administrative framework of the Association and the consensus-building ability of its members will serve the ASFP well for many years into the future.

I would like to give special thanks to the members of our professional conduct and discipline committees for their efforts this year. Even though they had not received any formal complaints, there were a few issues that needed to be worked on and with the role in my job I know that it isn't always easy being the "sheriff" so to speak. I realize the commitment by these committee members is above and beyond simply because they want to ensure that our profession and our Association is held in the same regard as other professional associations and demonstrate that our commitment of professionalism to the public is exemplary.

Next I would like to thank the members of Council, Association officers and the Registrar for working with me this year. Of special note, this year council was honoured to be joined by Mr. James Kerby of Saskatoon, who was appointed by the Provincial Cabinet to serve as the public appointee on Council as our first ever public representative. Jim brings welcome insights and advice to the council's deliberations. Any wise leader will realize and tell you he is nothing more than a mere figurehead, and that it is you, the troops, that do all the work while we take the glory. For that, I thank you; without you all these accomplishments could never have come to fruition.

I would also like to take a minute to thank the forest companies and the Ministry of Environment for their support in our move to RTP. Without the assistance and continued support, I am not sure there would have been enough confidence to continue in this direction.

Next, I would be remiss if I didn't take a minute to especially thank Diane Roddy and Lori Stevenson for their continued work in the Registrar's office both on the front line and behind the scenes. I for one know without their continued efforts and support, I likely would have struggled with staying on task and meeting time lines. We all have our jobs to do, and so often the ASFP comes last. These two ladies have the daunting duties to keep us in line and keep this ship smoothly sailing in the right direction. I can't thank you enough for this and can't begin to quantify what a fantastic job you have done for us.

Finally, in closing, to Peter our in-coming President, thank you for your continued support throughout the year. I look forward to the next year working as part of your team. I hope I can assist you and be as helpful to you as guys

like past presidents Dave and Roger have been for me. I hope your year is as exciting and fruitful as I feel mine has been and I look forward to partaking in that.

As I said at the start, WOW WHAT A YEAR IT HAS BEEN!

Chris Brown, RPF  
ASFP President

## Registrar's Report

As highlighted in the President's Report, 2013 was a busy year of change for the ASFP. Amendments to The Forestry Professions Act, that made membership in the ASFP mandatory for practicing forestry on Crown lands, were followed by new ASFP bylaws, and a flurry of activity to better define the scope of right to practice and document supporting policies.

### Membership:

Under the new bylaws, the ASFP now has nine categories of membership (up from five). These are reflected in the following chart, which gives a breakdown of our membership to April 1, 2014.

Membership Categories	Dec. 31, 2007	May 1, 2008	April 1, 2009	April 1, 2010	April 1, 2011	April 1, 2012	April 1, 2013	April 1, 2014
Professional Foresters (RPF)	73	122	119	117	114	110	111	100
New Members					(2)	(1)	(2)	(7)
Resignations					(-5)	(-5)	(0)	(-7)
Revoked					(0)	(0)	(-1)	(0)
Professional Forest Technologists (RPFT)	17	51	53	52	50	49	44	38
New Members					(2)	(0)	(0)	(0)
Resignations					(-3)	(-1)	(-5)	(-6)
Revoked					(-2)	(0)	(0)	(0)
Foresters in training (FIT)	0	0	0	0	0	0	0	3
Forest Technologists in Training (FTIT)	0	6	2	1	0	3	7	11
Restricted	0	0	0	0	0	0	0	2
Retired	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6
RPF Retired								(5)
RPFT Retired								(1)
Student	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Honourary Member	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Life Member	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Total Membership	90	179	174	170	164	162	162	159

### Annual Membership Obligations

Annual membership obligations – the payment of annual ASFP dues, the reporting of continuing education hours, and a new annual recommitment to the Code of Ethics – are now all being handled through one year-end process. A dues invoice that also provides a place to sign off on the other commitments was sent to members at the beginning of December for the upcoming calendar year. New policies that outline the process for renewing annual membership obligations and changing membership status were included in the mailing.

### Canadian Federation of Professional Foresters Associations (CFPFA)

The CFPFA is made up of the provincial forestry associations in Canada plus the Canadian Institute of Forestry (CIF), and the Canadian Forestry Accreditation Board (CFAB). The group works on issues of common interest, such as mutual recognition, labour mobility, continuing education and codes of conduct. The group's Central Assessment Authority (CAA) committee has established a Canada-wide process for assessing the competencies of people applying for membership as a professional forester, who are foreign trained or have graduated from programs other than the accredited forestry programs in Canada.

The CFPFA AGM was held in conjunction with the CIF meeting in September 2013, in Cornerbrook NL. A joint meeting with the Association of University Forestry Schools in Canada (AUFSC) was also held, which was aimed at improving the current certification standards for accredited forestry schools in Canada, being more inclusive of all disciplines involved in sustainable forest management, and looking for opportunities to build the image of the forestry profession.

Collaboration with CIF: CIF dues continue to be collected along with ASFP membership fees, at a savings for members. In 2014 we collected CIF dues from 37 members, down from 38 in 2013.

### Office Management:

Lori Stevenson took on the role of Office Manager in September of 2013 when the previous manager, Karen Davidson, moved away.

In addition to regular business, a job posting service is being provided and an electronic newsletter is distributed monthly. Professional seals were redesigned and are available to members upon request, and changes to our financial accounting procedures are being made with the assistance of MNP. We were pleased to present information on the ASFP at the annual "Beer and Chili" night hosted by the CIF for SIAST forestry students, and we partnered with the Saskatchewan Forestry Association to provide speakers as part of a National Forestry Week "Invite a Forester to Class" initiative. And most notably, the ASFP website is being converted to a platform that will allow us to update and manage it ourselves.

Legal Obligations: Our obligations under Saskatchewan's Forestry Professionals Act and our bylaws were met this year through work that included:

- Preparing and filing the 2013 ASFP Annual report with the Minister of Environment
- Notifying Corporations Branch (Ministry of Justice) of the names of our members as of December 31, 2013
- Maintaining a register of members, and
- Maintaining the record of minutes of the association

Thank you to the individuals, committees and council members who worked on behalf of the association over the past year. All members are encouraged to get more involved and help keep this association relevant and strong. Your comments and feedback are welcome at any time.

Diane Roddy, RPF  
ASFP Registrar

## **Treasurer's Report**

Banking institutions have been changed from the Bank of Montreal to Conexus downtown branch. This is making deposits much easier for the Registrar. All funds have been transferred except for one term deposit that comes due this year in October. The account with Conexus does not charge any fees. The only charge the ASFP incurs is for cheque printing.

Arrangements have been made with MNP to give the ASFP Council quarterly reports on credits and disbursements as well as the amount of funds in our contingency fund. MNP is also instructing our Office Secretary, Lori Stevenson on how to use Simply Accounting to track credits and debits.

John D. Thompson, RPF (retired)  
ASFP Treasurer

## **Admissions Committee**

It has been another very busy year for the admissions committee as we have worked on a number of fronts including application reviews, exam writing, policy development associated with right to practice, and the development of our terms of reference. With the amount of work required, we had to have a larger number of meetings than normal with 5 face to face meetings and at least 2 situations where we reviewed items via email.

First and foremost, 2013/2014 saw the review of thirteen new applicants to the association. There was a range of membership categories being requested in the applications that the Association received. We had 5 applicants that applied as FTITs and 3 as FITs. We also had 4 members who applied directly as RPFs through the Labour Mobility Agreement. Finally we also had two members apply for restricted membership. Yes, I know: I can do the math. These numbers would seem to add to 14. However, one of the members applying to the restricted membership category was already a member in training and was applying as a restricted member under our new policy regarding Restricted Membership Category for Members-in-Training Transitioning to Right to Practice. This is an increase of memberships received from last year where the committee reviewed 8 applications. Hopefully this is a trend we will continue to see as we venture further down the road of right to practice

The registration exam was again reviewed and updated for new candidates to write. This year we had a total of 4 candidates write the exam. I would like to congratulate the successful members into full membership status and practicing rights. The committee will continue to assess the results over the next couple of writings to ensure we get it to the best state possible for the Association and the candidates.

The other major front that the committee worked on was the development of a number of policies that give sound direction and guidance to the Association, its members, and potential new members surrounding several areas as we moved into right to practice.

The first such policy was the was the Registration Exam Policy which gives the guidance to candidates on the process for writing the registration exam, number of retries, and processes for doing such. This policy stemmed from some questions that were asked by Cabinet on our move into right to practice.

The next policy was the Annual Membership Renewal Obligations Policy which gave the direction to all members wishing to renew their membership. This included things such as dues payments, annual commitment to code of ethics, and declaration of continuing competencies. These are all commitments that are important in order to maintain our rights to practice. The most important piece of this policy is that it now clearly identifies a policy to invoice and prompt members to meet commitments and also outlines a process for removing them from the register if they do not. This way we do not have to deal with disciplinary hearings on members who are not meeting commitments. Currently there are four members with outstanding obligations set out under this policy. I encourage those folks to please bring themselves up to date on those obligations. The admissions committee will need to meet in the near future to deal with these cases in a manner consistent with the policy.

Next, we also worked on a Members Change of Status Policy. With the move to right to practice, our membership categories were redefined, and this policy is designed to allow members who are wishing to change from one category to another to do so or to take a leave of absence from the Association if they feel it is needed.

Finally, we recently worked on a policy regarding Restricted Membership Category for Members-in-Training Transitioning to Right to Practice. This policy was designed to allow members-in-training who are required to practice in their job who have no one they can practice under the ability to practice as a restricted member until such time as they receive full practice rights. The member is still required to serve 2 years in training and write the

registration exam. The policy also gives the Association the ability to restrict practice scope on members granted this privilege. That is the one key note to this policy is that it is a privilege that Council can grant and not a right to someone applying. If it is felt that this isn't in the best interest of the Association, such requests do not need to be approved.

As a final note to these policies, they have all been approved by council and are official policies of the Association to be abided by the membership and any candidates.

As you can see, it has been a busy year for the admissions committee, and we will continue to work hard on behalf of the members striving to make this the best association possible as we continue along our path of right to practice. I would like to thank the committee members for all their work this year on the development of the policies we have completed. As well, I would like to give special thanks to Ken for his continued efforts in grading the exams that are written by candidates. In the 2014/2015 fiscal year, we will still have some work to do on further policies needed to guide us on right to practice but I'm sure we are up for the challenge. Some of these policies include the Member-in-Training policy to discuss requirements for the in training period and an Application/Registration policy which outlines the process for applying for membership.

Chris Brown, RPF  
Admissions Committee Chair

## **Professional Conduct Committee**

I am pleased to report there were no complaints lodged against any of our members in 2013-2014.

Our committee has expanded this year with the addition of a new member, Paul Maczek. We met twice: June 25<sup>th</sup> and August 28<sup>th</sup> to work on our Terms of Reference and review the Draft Complaint Resolution Policy.

As we move towards Right to Practice it will be crucial to finalize the complaint resolution policy and adopt the Terms of Reference. My two-year term has ended so I will be passing on the torch to a new chair...Hint! Hint!

A special thank you to Andrea, Dave and Paul for their hard work and commitment! Together we have made great strides.

Nadine Penney, RPF  
Professional Conduct Committee Chair

## **Discipline Committee**

Efforts this year for the Association were concentrated around moving into right to practice. As such, a lot of time was dedicated to developing policies related to RTP and it was not a very busy year for the discipline committee.

Once again this year we did not have any complaints filed and there were no cases of disciplinary investigations or actions.

There was one issue surrounding late submissions of annual membership requirements which was discussed with the committee. However, the issue has been resolved by the development of a policy outlining annual membership requirements. The policy sets the framework for notifying members when they are not meeting the commitments and outlines the process for striking them from the register when final timeframes are not met. This policy allows the Association to deal with the issue without requiring a disciplinary hearing. As the policy was an annual membership requirements policy, it was dealt with by the admissions committee; however, as I am the chair of both the admissions committee and the discipline committee, the information was communicated back and forth.

However, the two items that were worked on this year were the development of the committee's terms of reference and completion of a final draft of the disciplinary hearing policy. The policy was converted into the consistent policy format being used by the Association and had some final edits made. The committee's hopes are to have this approved in the New Year.

I would like to thank the members of the committee for their continued support and efforts in the functioning of the discipline committee. Hopefully in the new fiscal year disciplinary actions will remain a non-issue and our committee will only be called on to assist in policy development.

Chris Brown, RPF  
Discipline Committee Chair

## Canadian Forestry Accreditation Board

It was an honour to represent the ASFP on the Canadian Forestry Accreditation Board (CFAB) this past year. The CFAB is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification. Its role is to implement a national accreditation process mandated under a detailed Policy Statement agreed to by its member agencies, the eight professional forester/forest engineer associations of Canada, and the Canadian Institute of Forestry. Board members are appointed by the member agencies.

The Board conducted two site visits during the year. The first of these site visits resulted in an extension until June 30, 2016 of the three-year accreditation of the Forest Sciences program, University of Moncton.

For the second visit, the Board undertook its first assessment of a Master's Program; the Master of Sustainable Forest Management Program, at UBC. In its Accreditation Decision, the Board determined that all accreditation criteria are being satisfied and granted accreditation for a period of six years to June 30, 2018.

No regular reviews are scheduled to be undertaken until the start of the fifth round in 2015/16. However, an application for consideration of review was received during the year from the Faculty of Forestry, University of Toronto for its Master of Forest Conservation program. Through dialogue with the Faculty, the Board determined that it would proceed with a review of the program in 2014.

### *Forestry Program Enrolment*

The table below indicates the overall enrolment numbers of students registered at a school in undergraduate, degree granting programs, whether accredited or not.

<b>University Forestry Programs</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>Annual Percentage Increase</b>
Moncton	32	29	19	26	36.8
New Brunswick	173	147	150	164	9.3
Laval	146	181	234	276	17.9
Toronto	57	67	86	98	14
Lakehead	110	84	122	153	25.4
Alberta	360	377	337	397	17.8
Northern British Columbia	89	116	113	131	15.9
British Columbia	554	589	686	714	4.1
<b>Totals</b>	<b>1521</b>	<b>1590</b>	<b>1747</b>	<b>1959</b>	<b>12.1</b>

John Daisley, RPF  
CFAB Representative



## Prince Albert Model Forest

### Where We Started:

- Canada 1992. There were major conflicts in the forest sector, challenges with access and rights to resources, and questions of how to manage them sustainably. The Model Forest concept brought together people from diverse backgrounds to a neutral forum where they could find common ground and solutions.
- Conceived by Natural Resources Canada – Canadian Forest Service as Canada’s largest outdoor forest laboratory, Model Forests comprised large-scale, forest-based landscapes, industry and communities encompassing a variety of land use priorities and values, resource management administrations, and land ownership.
- The Model Forest concept has expanded to over 60 sites in 30 countries.

### What We Do:

- We put the boots on the ground providing support to the forest sector assisting communities and industries in skill development, training and certification.
- We connect partners and engage communities.
- We assist community sustainability through projects and research that balance cultural integrity, healthy ecosystems and sound economics.
- Of the many landscape management factors in which we make contributions, we plan for the effects of climate change and managing for species at risk including the boreal woodland caribou.

### Where we are going

- We provide a platform for action that is cross-sectoral, works at multiple scales, and has a global perspective building projects at the local, grassroots level.
- Our vision is long-term and our approach is neutral
- We facilitate between diverse interests and priorities as an honest broker.
- We bring together knowledge, experience, and expertise through our stakeholders, communities and experience
- We provide tools and guidance to assist on multiple scales and on a range of topics.
- We continue to expand into areas where we can share the unique suite of expertise of our shared not-for-profit partnership organization.

### What We’ve Done:

- First integrated resource management plan in the Canadian Model Forest Network.
- Assessment of Big River Area Forest-Based Workforce
- Sturgeon River Plains Bison Stewardship
- Canada’s second Alley Cropping demonstration site, Conservation Learning Centre
- Saskatchewan Resource Rangers coordinators
- Created the International Model Forest Network’s first Trilateral agreement to collaborate between PAMF, Vilhelmina and Chile’s Alto Malleco Model Forest.
- Joint research exchange with Vilhelmina Model Forest, Sweden
- Candle Lake Subwatershed: Assessment and Delivery of an Integrated Management Approach
- Current and Future Impacts of Climate Change on the Island Forests of Central Saskatchewan
- Prince Albert and Greater Ecosystem Woodland Caribou Distribution Research
- Buffalo River Dene Nation Woodland Caribou Research
- Pasquia Porcupine community engagement and TEK to contribute to land management decisions supporting woodland caribou recovery efforts

### Who We Are: Directors and Project Partners:

1. Alto Malleco Model Forest, Chile
2. **Association of Saskatchewan Forestry Professionals**
3. Beardy’s and Okemasis First Nation

4. Conservation Learning Centre
5. Canadian Forest Service
6. **Canadian Institute of Forestry – Sask. Chapter**
7. Federation of Saskatchewan Indian Nations
8. FPInnovations
9. First Nation Island Forest Management Inc.
10. Lac La Ronge Indian Band
11. Prince Albert Grand Council
12. Prince Albert National Park
13. Resort Village of Candle Lake
14. Saskatchewan Forestry Association
15. Saskatchewan Ministry of Environment
16. Saskatchewan Ministry of Economy
17. Saskatchewan Research Council
18. Sturgeon River Plains Bison Stewards
19. Swedish Agriculture University
20. University of Saskatchewan
21. University of Umeå, Sweden
22. Vilhelmina Model Forest, Sweden
23. Western Economic Diversification

Susan Carr, for Michael Bendszak, RPF  
 Prince Albert Model Forest Representative

### **Right to Practice Committee**

2013-14 was a busy year for the RtP Committee with the passage of the new *Forestry Professions Act* in the summer of 2013. The changes to the Act have required quite a bit of discussion surrounding the meaning of the “practice of professional forestry” for practitioners in Saskatchewan. All this discussion has resulted in the preparation of two guidance documents for members and the general public in order to better define the meaning of RtP under the Act. This will allow the ASFP to communicate with members, potential members, and the general public on the changes to the Act and what it potentially means for their businesses.

I would like to thank all that have helped the RtP Committee over the past year including Jim Kerby, Bryan Fraser, Peter Sigurdson, Diane Roddy, Dave Knight, and Chris Brown. If you are interested in joining the committee, then please put your name forward: all are welcome.

Dave Stevenson, RPF  
 Right to Practice Committee Chair

### **Continuing Competency Committee**

On an annual basis the Continuing Competency Committee randomly audits ASFP members to ensure that during the previous 3 years members had met the requirement to accumulate 150 hours to maintain their continued competency. This past year (e.g. 2013) was the second year of the implementation of the reduced random audit intensity from 10% to 5%. Through March-May 2013 six ASFP members, chosen through random selection, were audited. I am pleased to report to the ASFP membership that the audit results show the audited ASFP members are achieving their ASFP Continuing Competency requirements.

Continuing competency reporting for the 2013 calendar year was further revamped in that eligible continuing competency hours were to be reported to the Registrar in conjunction with the submission of ASFP membership dues. As this was a new ‘process’ and the invoicing of members for dues was slightly delayed ASFP members were given considerable latitude till the end of March 2014 to submit membership dues along with the continuing competency declaration. Unfortunately there are still some ASFP members exhibiting tardiness regarding membership obligations. These people will be dealt with by the Registrar and/or the appropriate ASFP committee.

The Continuing Competency Committee will begin the annual random audit of a members hours contributing to continuing competency by the end of April 2014. With the current membership level it is expected that 5 to 6 ASFP members will be audited. The "required" annual reporting of hours contributing to an ASFP member's continuing competency has been an ongoing challenge. The results to date this year are similar to last year. This is a concern regarding the integrity of the ASFP as an organization and to individual ASFP members in that they may or will lose their status as members in good standing.

To those ASFP members that have submitted the required documentation for the previous year(s) continuing competency requirements or were required to submit their tracking forms for the audit - the Continuing Competency Committee Thanks You!

Roger G. Nesdoly, RPF  
Continuing Competency Committee Chair

## Executive and Council 2014/15

Peter Sigurdson, RPF	President
Michael LeBlanc, RPF	Vice President
Chris Brown, RPF	Past-President
John Thompson, RPF (Retired)	Treasurer / Secretary
Diane Roddy, RPF	Council Appointed Registrar

### Councilors

Andrea Atkinson, RPF	Chris Dallyn, RPF	Bryan Fraser, RPF
David Harman, RPF	Dave Knight, RPF	Ed Kwiatkowski, RPF
Paul Maczek, RPF	Roger Nездoly, RPF	Dave Stevenson, RPF
James Kerby, Appointed Public Member to Council		

### Admissions Committee:

Chair: Chris Brown, RPF	Matt Burtney, RPF	Mike Demyen, RPF
Rod Pshebnicki, RPF	Diane Roddy, RPF	Ken Van Rees, RPF

### Continuing Competence Committee:

Chair: Roger Nездoly, RPF	Al Balisky, RPF	Mike Demyen, RPF
Mark Johnston, RPF	Dave Knight, RPF	

### Professional Conduct Committee

Chair:	Andrea Atkinson, RPF
Dave Knight, RPF	Paul Maczek, RPF

### Discipline Committee

Chair: Chris Brown, RPF	Robert Follett, RPF	Darcy Parkman, RPF
Conrad Paskell, RPF	Dave Stevenson, RPF	Michelle Young, RPF
James Kerby, Appointed Public Member to Council		

### Right To Practice

Chair: David Stevenson, RPF	Bryan Fraser, RPF	Dave Knight, RPF
Roger Nездoly, RPF	Diane Roddy, RPF	Peter Sigurdson, RPF
David Harman, RPF		

### Canadian Forestry Accreditation Board Representative:

John Daisley, RPF	Vacant (alternate)
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### Prince Albert Model Forest Representative

Michael Bendzsak, RPF

### Saskatchewan Environmental Code Representative

Roger Nездoly, RPF

### Canadian Federation of Professional Forestry Associations

Diane Roddy, RPF

## Annual General Meeting Minutes April 17, 2013

Time: 11:30 a.m.

Location: Travelodge Hotel, Prince Albert, SK

Attendees:

Members (58):

A Atkinson, A Balisky, M Bendzsak, C Brown, M Burtney, M Cadrain, Ned Caissey, A, Carpenter, K Chaytor, J Cyr, C Dallyn, M Demyen, A Dereshkevich, D Desrosiers, M Doyle, D Dye, X Fang, M Ferguson, J Fischer, R Follett, B Fraser, V Gauthier, K Gazey, L Gelhorn, K Gillis, T Gowen, M Guitard, N Hodgson, M Johnson, D Knight, X Kong, E Kwiatkowski, J Leach, M Leblanc, D Lens, D Lindenias, P Loseth, P Mackasey, D Mamer, J Matwishyn, R McIntosh, R Nездoly (Chair), J Norman, R Orynik, D Parkman, N Penney, J. Pineau, B Poniatowski, D Roddy, P Sigurdson, B Smith, D Stevenson, N Subedi, J Thompson, B Walters, K Waters, B Wynes, M Young.

Non-Members (7):

K McIntyre, R Sandry, Karen Bolten (plus three of Karen's associates, Roger Brown, Jeff McDonald and Monique Young), K Davidson.

Note:

Agenda and an information package containing reports and financial statements were emailed to members in advance of the meeting. Some copies were available at the start of the meeting for those who didn't bring their own copy.

(1) Approval of Agenda

Roger Nездoly asked if there are any additions to the agenda. None brought forward. Moved by John Thompson seconded by Chris Brown that the agenda be adopted. Motion carried.

(2) Approval of the minutes of the 2012 Annual General Meeting

Roger asked if there are any errors or omissions. None were brought forward. Moved by Dave Stevenson seconded by Nadine Penney that the minutes of the April 18, 2012 AGM, as previously distributed, be approved. Motion carried.

(3) Reports

a. **President's Report** – Roger Nездoly reviewed highlights of the distributed report.

Thank you to the ASFP for providing the opportunity to serve the association this past year. Thank you to the council, registrar, officers, standing and ad-hoc committees of the association for their work, insight and dedication to the ASFP. Moving to right to practice is a considerable amount of work and thanks were also extended to Ministry of Environment staff for their support in helping the ASFP move from right to title.

The association's bylaws have been revamped and undergone a legal review, to ensure consistency with the proposed right to practice legislation.

The association proposed further amendments to Bill No.49, an act to amend *The Forestry Professions Act*. The proposed amendments clarify how and where the concept of right to practice applies. The original Bill 49 has received second reading and was before the multi-party legislative committee. When the anticipated passage and proclamation of the required legislation occurs, a Special Members Meeting of the ASFP will have to be convened to adopt the association's revised bylaws.

During the past year the association has worked towards naming a public appointee. This is

still in progress.

My thanks to outgoing Past President Dave Stevenson; you were a great sounding board of sober second thought for bouncing ideas off of. To our incoming President Chris Brown, welcome and I hope I can be as helpful to you as Dave was to me.

b. **Registrar** – Diane Roddy reviewed highlights of the distributed report.

Thank you to Roman Orynik who attended a Qualified Persons 2012 meeting in Regina. ASFP membership remains at 162 members as of April 1, 2013. Have participated in the Canadian Federation of Professional Foresters Associations (CFPFA) and their work on developing a Canada-wide process for assessing the competencies of people applying for membership as a professional forester who are foreign trained, or have graduated from programs other than the accredited forestry programs in Canada.

Collaboration with the CIF included the electronic newsletter “NEWSEM”, collection of CIF dues, and support of CIF events.

The association's legal obligations (such as maintaining a registry and reporting to the Minister of Justice and keeping association records) were met.

c. **Treasurer** – April Goll (Roger Neddoly)

Roger Neddoly reviewed financial statements from 2012 from ASFP Annual Report. See distributed report.

Diane Roddy asked if there was anyone interested in helping with the ASFP website. If anyone wants to volunteer with ASFP website maintenance, please contact the ASFP office.

A good part of 2012 costs were to maintain the ASFP presence – office rent, registrar contract, utilities, etc.

Roman Orynik made a recommendation that council review the contingency fund to see if it is the right amount. Since we have a \$50,000 balance in the bank, possibly increase the money at a faster rate to the contingency fund to reach the goal of \$100,000 earlier.

Moved by John Thompson and seconded by Dwayne Dye to accept the 2012 unaudited financial statement and the 2013 budget as presented. Roman Orynik moved to amend the motion to read that the report be accepted without the need for an audit. Seconded by Dave Stevenson. There was no discussion on the amendment or the motion. Amendment to the motion carried. Motion carried as amended.

d. **Admissions** – Chris Brown reviewed highlights of the distributed report.

2012/2013 saw the review of eight new applicants to the association. All applicants were accepted as members to be included on the registrar pending successful completion of the registration exam. Of the eight applicants, three were RPFs transferring in from other jurisdictions and five were applying as FTITs. The three transferring members will be provided opportunity to write the exam in the next month or so pending scheduling. The five people applying as FTITs will serve their 2-year term as FTITs before they write the exam to be accepted as full-fledged RPFTs.

Committee work this past year included review and revision of the registration exam, the application process flowchart used as a guidance tool for the application process, revision of bylaws as related to membership categories, sponsorship program and what the requirements will be, requirements for mature candidates, and the development of a

registration exam policy.

- e. **Professional Conduct** – Nadine Penney reviewed highlights of the distributed report.

Welcome to Andrea and Dave who joined the committee.

There were no complaints lodged against members in 2012-2013. We have been busy developing terms of reference for the committee and reviewing the ASFP bylaws and the draft complaint process.

In the upcoming year, we will work in collaboration with council and the discipline committee to conduct a legal review and finalize the complaint resolution policy. As we make the transition towards Right to Practice, we will raise awareness amongst members on topics such as professional conduct, responsibility and code of ethics.

- f. **Discipline Committee** – Chris Brown reviewed highlights of the distributed report.

There were no cases of disciplinary investigations or actions. For that matter, there were not any complaints brought to the attention of the committee.

The committee had a meeting this year in November and continued to work on our terms of reference and disciplinary hearing process. This document will guide the committee in its duties and provide a clear process for carrying out a disciplinary hearing if we should ever need one.

Another item worked on by the committee was changes to the bylaws related to our move from right to title to right to practice. The key changes were around the disciplinary hearing process and identifying that the committee will develop policies to guide such hearings. Also, revisions to the bylaws were made to better reflect what is found in the Act. Another bylaw change was to align the policy development process of the professional conduct committee and the discipline committee so that council approves the policies of each committee.

- g. **Canadian Forestry Accreditation Board (CFAB)** – John Daisley

John Daisley was not present to report but Roger Nesdoly reviewed highlights of the distributed report.

- h. **Prince Albert Model Forest (PAMF)** – Mike Bendzsak

Mike described the org structure and management group and presented some points from the Manager of the PAMF, Susan Carr.

PAMF started in 1993 as one of the founding members of Canada's Model Forest Network. This is last year for core funding for PAMF. In 2013 the PAMF gets 1/3 of the funding that was available in 1993 from the CFS. The trend in support of the model forest system in Canada has been trending down. At an international level – the opposite is happening. There has been a big increase in number of model forests worldwide.

Canadian Model forest's are reviewing their structure to engage outsource agencies. Invite you to come and learn more about PAMF initiatives.

Offices are still in the Forest Center but have moved to smaller space next door due to reduced funding. Question from floor as to redundancy in the model forest mandate given the partnership and liaison between government agencies, industry and other users.

- (4) Right to Practice – Dave Stevenson reviewed highlights of the distributed report.

We have been tested with a number questions more related to the mechanics of right to practice, use of seals. When are seals used? How do we deal with groups who have forestry like activities such as arborists? We are not looking to add more regulations on people but rather identify the role of forester's activities on regulated crown provincial forestland. Question from floor regarding inclusion of crown farmland. Discussion on the definition of what is crown provincial land.

Practice on private lands does not require a RPF. But if you are a RPF working on private land you are still governed by the membership requirements.

We are not asking for a motion at this AGM to accept the new bylaws as the legislation enabling right to practice is not yet passed.

Question from floor - How does this link to the provincial designation of Qualified Persons? This is yet to be determined. The work that must be done by a Qualified Person is very specific and narrow. The "practice of forestry" falling under the ASFP right to practice is much broader. The ASFP move to right to practice will define the Qualified Persons work and reinforce it.

- (5) Continuing Competency – Roger Nesdoly reviewed highlights of the distributed report.

This is the association's Achilles heel. We are struggling to get the continuing competency declarations in. This is not acceptable. This needs to be addressed to increase the response from members.

Moved by Chris Brown and seconded by Keith Chaytor that all of the above reports be accepted as presented. Motion carried.

*Meeting suspended at 12:00 pm for lunch*

*Meeting reconvened 1:00 pm*

- (6) Confirmation of actions of Council, Committees and Officers  
Moved by John Thompson and seconded by Pat Mackasey that the actions of Council, Officers and Committees of the ASFP for the proceeding year be approved and confirmed. Motion carried.

- (7) Nominations and Election of Officers  
Dave Stevenson presented the report of the Nominating Committee:  
a. Nominated for members of Council: Andrea Atkinson and Dave Harman agreed to let their names stand for a second term. John Thompson, Paul Maczek and Dave Stevenson (nominated by Amber) will let their names stand for council  
b. Nominated for Vice President: Peter Sigurdson

Call for further nominations from the floor for Council (3 times). Dave Knight nominated Ed Kwiatkowski for council.

Moved by Amber Dereshkevich and seconded by Dwayne Dye that nominations be closed. Motion carried.

Nominations to Council were by acclamation. New Council members are John Thompson, Paul Maczek, Dave Stevenson and Ed Kwiatkowski plus Andrea Atkinson and Dave Harman returning for a second term. Continuing on council for their second year are Nadine Penney, Bryan Fraser, Dave Knight and Robert Follett.



Nomination to Vice President was by acclamation. New Vice-President is Peter Sigurdson  
Welcome to the new Vice President and council members.

- (8) Incoming President's Remarks - Chris Brown  
Thanks to the group for entrusting this role to me. Looking forward to this year. Hope we will have a great year. Thanks to Roger for his leadership this past year as we move toward right to practice. Hopefully we get to right to practice this year. Thank you to all the committee chairs. Without them the association would not be able to perform. Look forward to their continued good work. Thanks to the association members for their support and entrusting the council and committees to do their work. We will continue to work on association processes including meeting process. Chris presented Roger Nesdoly, the outgoing president, with a thank you gift from the association. Roger responded with an invitation to the group to be active in the association and to be proud of it.
- (9) Other business  
Roger asked if there was any other business. He added that a member asked about the possibility of not charging for the AGM (this is done to cover our meeting costs) as it may deter members from attending. This suggestion will go to the council at their next meeting.
- (10) Adjournment  
Roger declared that the AGM meeting is adjourned at 1:30 pm

The meeting was followed by a joint CIF / ASFP Professional Development Session, as follows:

Handbook for Aboriginal Consultation – Karen Bolton, Director of Aboriginal Consultation, Lands and Consultation Branch, Ministry of Government Relations

Professional Ethics – Andrea Atkinson and Dave Knight (ASFP Professional Conduct Committee)

The session was adjourned and anyone interested in discussing bylaw changes or right to practice was invited to stay for a Q&A session.

## Financial Statements

### Association of Saskatchewan Forestry Professionals

#### Balance Sheet

December 31, 2013

(unaudited)

	2013 \$	2012 \$
<b><u>Assets</u></b>		
<b>Current</b>		
<b><u>Cash</u></b>		
BMO		52,795
Conexus Chequing	2,249	
Conexus High Interest Savings	13,222	
Deferred Revenue (Receivables)	200	
<b><u>Contingency Fund</u></b>		
<i>Conexus Term Deposits</i>		
Maturing Aug 2, 2014	50,000	
Maturing May 2, 2016	50,000	
<i>BMO Term Deposit</i>		
Maturing Oct 29, 2014	10,613	
<i>BMO Term Deposits</i>		
Matured June 18, 2013		20,155
Matured June 17, 2013		30,725
Maturing Oct. 29, 2014		10,000
<b>Capital Assets</b>	<b>126,284</b>	<b>113,675</b>
<b><u>Liabilities</u></b>		
<b>Current</b>		
Accounts Payable	-	-
<b>Equity</b>	<b>126,284</b>	<b>113,675</b>
	<b>126,284</b>	<b>113,675</b>

**Association of Saskatchewan Forestry Professionals**  
**Statement of Income For the Year Ended Dec. 31, 2013 and Proposed Budget 2014**  
(unaudited)

	<b>2014 Budget</b>	<b>2013 Actual</b>	<b>2013 Budget</b>
<b>REVENUE</b>			
Job Postings	1,600		
Donations/Grants (Job Postings in 2013)		1,700	-
Application Fees	800	450	200
Membership Fees	50,628	46,308	48,000
CIF dues collected (dues collection agreement)	4,778	4,778	5,943
Registration Exams	600		
AGM	-	2,120	1,500
Bank Interest ( <i>Chequing, High Interest, Terms that came due</i> )	9	2,656	7
<b>Total Revenue</b>	<b>58,414</b>	<b>58,011</b>	<b>55,650</b>
<b>EXPENSES</b>			
CIF dues paid (dues collection agreement)	4,778	4,778	5,943
Travel	3,500	4,368	2,250
Accommodations	600	221	2,000
Registration Fees			700
Meals	300	54	1,400
Office Rent	6,539	6,179	7,400
Postage	90	90	200
Office Supplies	200	145	300
Computer and Software	100	193	250
Bank charges	37	37	5
Utilities	518	518	1,500
Professional Stamps			250
Meeting room rental	370	370	-
AGM		1,678	1,500
Registrar's Fees	24,570	20,790	23,000
Registrar's Contingency	3,000		
Insurance - General Liability, Officers\Directors	1,300	1,247	1,300
Accounting Fees	1,200	-	
Legal Counsel	3,000	2,980	5,000
Workshops			1,000
CFAB Annual Dues	100	100	728
CFPFA	902	902	100
Promotional Items		53	
Donations	700	700	250
Web site redevelopment	3,000		1,000
<b>TOTAL EXPENSES</b>	<b>54,803</b>	<b>45,402</b>	<b>56,076</b>
<b>NET INCOME</b>	<b>3,611</b>	<b>12,609</b>	<b>426-</b>

**Association of Saskatchewan Forestry Professionals**  
**Statement of Retained Earnings**  
**For the Year Ended December 31, 2013**  
(unaudited)

	<b>2013</b>	<b>2012</b>	<b>2011</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Balance Beginning of Year	113,675	106,356	94,347
Income for the Year	12,609	7,319	12,009
Balance End of Year	<u>126,284</u>	<u>113,675</u>	<u>106,356</u>