



Annual General Meeting

April 14, 2021

**Committee Reports,
Meeting Minutes &
Financial Statements**

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

This is our second AGM in the presence of COVID and I am optimistic that we will be able to host next year's AGM in person. Our thoughts are with all members and family that are recovering from this virus and we hope that there are no long-term effects.

In the six months since our last AGM, we have hired a new Registrar, received a new Public Appointee, relocated our office, and received our first member initiated complaint.

I would like to thank John Doucette for his 5.5 years of service as Registrar. John represented the Association well on National committees as well as our day-to-day business. John's knowledge of the profession and his practical solutions were appreciated.

I would like to introduce the membership to Mr. Daniel Heffernan, our Public Appointee. Dan is currently retiring from his legal practice in Prince Albert, Arnot Heffernan Slobodian Law Office, and has been an excellent resource to the Association during the short time he has been with us. We look forward to having Dan's input into our governance system over his term in this position.

With the retirement of John, we were faced with the challenge of hiring a motivated and skilled individual to fill the role of Registrar. Fortunately, Kim Clark was easing into retirement and applied on the position. Kim brings considerable experience to the role from his years with government in Saskatchewan, as well as his time with the Association of Alberta Forest Management Professionals.

I would like to thank Christina Pico for all of her administrative support and keeping us on task. Christina does an excellent job maintaining our records, communicating with members, and keeping our website updated.

The Association has received a member initiated complaint that is currently being investigated. At this point, we are unable to share any details; however, once the investigation is complete, a summary report will be made available.

We are currently reviewing and updating our strategic plan and governance structure to ensure we have the processes in place to guide the Association over the next few years.

Our ad hoc committee on Professional Practice is making good progress on the definition of professional practice and updating our documents to provide guidance to our members, employers, and the public. The committee is monitoring changes that are occurring in BC and Alberta to ensure we meet the needs of the profession in Saskatchewan while ensuring transferability with other jurisdictions. We will have a revised guidance document for circulation this summer. If this process triggers a by-law change, it will be brought to the membership in the spring of 2022.

I look forward to continuing the Association's work over the next year. We have an engaged Council and a dedicated staff and I am confident that together we will bring meaningful change and improvements to the Association's member services.

Respectfully submitted,

Darryl Sande, RPF
President

Registrar's Report

Membership:

Membership Categories	April 1, 2017	April 1, 2018	April 1, 2019	April 1, 2020 *	January 1, 2021
RPF	96	91	83	77	73
RPFT	36	36	36	39	37
FIT	4	5	5	5	5
FTIT	8	6	6	6	10
Restricted	2	2	1	1	0
Retired RPF	6	7	10	9	12
Retired RPFT	0	0	0	0	0
Student	5	5	17	2	0
Honourary Member	0	0	0	0	0
Life Member	1	1	1	1	1
Total Membership	158	153	159	140	138

*Reported in September 2020

The executive and half the councillors are serving the association through to April 2022; this is additional time, due to the delay in holding the 2020 annual general meeting. I thank them for their dedication to duty and their willingness to go above and beyond.

As a new Registrar I am fortunate to be able to plead 'I don't know' on some topics but I see already that isn't going to move the association forward. Topics like Canadian Forest Technologists Standards Coalition, the Forestry Professional Regulators of Canada, client and members service and the conversation around moving forward with forestry professionals in today's reality need support and answers.

Technologists (CFTSC):

Progress continues to be made towards a national process for accrediting the forestry college programs in Canada and establishing common competencies for Technologists and assessing applicants against it. The ASFP has continued with a Working Group along with AB and BC associations to define common competencies for Technologists. This will be a multi year project which will bring in other Associations across Canada as they consider registering Technologists. Common standards would also enable Technologists to transfer between associations in western Canada with a minimum of barriers. The group has developed a list of

common competencies across the various jurisdictions and brought a facilitator on board to help the group develop a standard. The working group consists of regulators and educators from each participating Province. Lorne Renouf has served on the group since early days; my role as new person seems to be catch up and get on board. Thanks Lorne!

Forestry Professional Regulators of Canada

The FPRC 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. This group was previously known as the Canadian Federation of Forestry Professionals.

The annual face-to-face meetings are cancelled due to COVID-19. Conference calls (with Zoom) are the norm.

Collaboration with CIF:

CIF dues continue to be collected along with ASFP membership fees. This allows our members who belong to both organizations a one stop shopping opportunity.

Office Management:

I am very grateful to have Christina and her skills in our office. Thank you Christina. ASFP moved to the 'Cloud' for storage and backup. It is giving us more flexibility by being able to respond to information requests from anywhere. The office work is also more and more virtual such as responding to webpage and voicemail inquiries from any location via internet and smart phones.

Our office however is no longer in the Forest Centre (University of Saskatchewan). As of April one the ASFP moved its paper filing into space with the Saskatchewan Forestry Association and the Prince Albert Model Forest.

One of our Strategic Plan goals is to increase public awareness of our Profession. To this end we have set up our LOGO with North Star Trophies here in Prince Albert. Members can go into the store and have the logo put on various items like shirts, jackets, hats etc.

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 2020 ASFP Annual report with the Minister of Environment

- Notifying Information Services Corporation of Saskatchewan of the names of our members as of December 31, 2020
- Maintaining a register of members, and
- Maintaining the record of minutes of the Association.

Our Public Appointee:

Dan Heffernan, was appointed to Council in January; he has a three year term. Dan has already made significant contributions to Council and executive meetings. ASFP looks forward

to keeping Dan busy learning what the association does and how its members manage activities in the public forest for long term sustainability.

Wrap-up

Thank you to the Committees and Council members for their work in these difficult times; COVID has made it more difficult to communicate for some of us who like to meet face to face.

From my observation it appears the forest technologists are the professionals of forestry future here in Saskatchewan and beyond our borders. We need to support this trend.

I encourage you to get involved by talking to our President or the chair of any committee; all the committees can use extra hands.

Kim Clark, RPF
Registrar

Treasurer's Report

The draft income statement and balance sheet for the Association were included in the AGM report package. Our review of the statements and book-keeping practices this year is being conducted by accountants at Grant Thornton who were unable to provide the results of the review prior to our report send out deadline, so I will go over their comments and recommendations now as I provide a summary of our financial performance in 2020 and as I explain our consolidated financial position.

There is a second deliverable from the Grant Thornton review which will include recommendations on book-keeping practices, statement preparation, and CRA reporting. The results of this part of their review are not yet available. They will be reported to Council at the next meeting and reported back to the membership at next year's AGM. Those results will also inform improvements in our book-keeping practices, direct our strategy and goals with respect to the contingency fund and members' dues levels, and ensure that we are compliant with our reporting obligations.

Over the winter we set-up online banking. I'm hoping this is going to make things much easier for the administration of the organization and for you as members. We are now able to pay bills and payroll electronically through online bill payments and through e-transfers, which should hopefully eliminate cheque writing and having somebody running around getting signatures. For next year we will also have some new options for paying your annual dues. Anyone will be able to pay their dues using an e-transfer. If you bank with Conexus or Affinity you'll be able to pay your bills using an online bill payment. If you bank elsewhere, you will be able to pay dues using an e-transfer, but will not have the online bill payment option. Setting the Association up as a recipient for online bill payments with the Big 4 banks just wasn't cost effective.

As a note on the security of online banking for the Association - Conexus was able to securely accommodate our need for a book-keeper to instigate and reconcile transactions and monitor accounts while maintaining the requirement for two authorized officers to approve transactions.

As a new Treasurer for the Association it is very important for me to make sure that the Association's financial affairs are transparent, that we operate efficiently, and that we are fully compliant with generally accepted accounting principles, and with our reporting obligations. I look forward to reporting to the membership again next year on progress made towards those goals.

Peter Sigurdson, RPF
Treasurer

Admissions Committee

2020 was a challenging year for all, and with the Admissions Committee, that held true. We worked to go to exclusive digital meetings for the most of the year, and balance the changes to our home and work lives as they relate to our committee work. Though the committee once ran like a well-oiled machine, 2020 saw some sticky gears, a few incidents of throwing a chain, and just not quite getting to the destination at times due to low tires.

Through it all we held one face to face meeting in January, and one digital meeting in July. Outside of this was numerous email discussions, and multiple e-vote conversations to deal with applications. The plan, as per policy, of 3 scheduled dates for writing of the exam and meetings to follow the writings continued into 2020, but only 2 exam sessions were required.

There were changes to the committee again in 2020, as Aaron Burns stepped down, and John Doucette retired at the end of the year. Kim Clark, stepping in as John departed, has shown an enthusiasm and energy that one would expect from a new grad, not a wily veteran. Fortunately, the other members of the committee did stay on to keep continuity. As such, at the end of 2020, the Admissions Committee consists of, Chris Brown, Dean Mamer, Lorne Renouf, Kim Clark as well as myself. I would like to thank everyone for their continued commitment to this Committee.

In total, 21 applications were reviewed in 2020. 12 involved change of status, 7 were for Member in Training Status, and 2 student applications were submitted.

In 2020, there were 4 candidates that wrote the exam, with all 4 of these being successful. Congratulations to Brandon Waite - RPF, Jessica Randall - RPF, Kendell Senger - RPFT, and Volker Schmidt – RPF.

As always, I want to take this opportunity to thank the members of the Admissions Committee for all their hard work. There is a substantial time commitment to meeting, reviewing applications, updating and marking exams and reviewing policy as it applies to new membership applications. Personally, as the Admissions Committee Chair, setting aside time to complete all required work, follow up and reviews has been challenging. I look forward to the rush of members expressing interest in joining this committee in 2021.

Kerry McIntyre, RPF
Admissions Committee Chair

Discipline Committee

There have been no cases of professional misconduct forwarded to this committee from the Professional Conduct Committee, so no disciplinary hearings were held. Committee members remained constant over the past year.

As Chair of the committee, I would like to extend my thanks to committee members.

Michelle Young RPF
Committee Chair

Professional Conduct Committee

The committee is composed of Chris Dallyn RPF, Kathleen Gazey RPF, Dave Knight RPF, Cameron Koslowski RPFT and John Daisley RPF.

The committee was not called upon to discuss or make recommendations regarding professional conduct during the past year. The ASFP executive has asked the committee chair to attend the next meeting of the executive to discuss a formal complaint submitted by a member.

As Chair, I would like to thank the members for volunteering to serve on this committee.

Respectfully submitted

John Daisley RPF
Committee Chair

Continuing Competency Committee

The ASFP requires annual reporting of hours directed toward continuing competence and, for those selected, the submission of specific information to meet the continuing competence requirements. The continuing competence program is one of continuing professional development to meet ASFP statutory requirements and the professional obligations of members.

As a regulatory body, a key role of ASFP is to ensure the competency and integrity of forestry professionals in order to protect the public interest. *The Forestry Professions Act* states that one of the primary objects of the association is to assure the general public of the knowledge, skill, proficiency and competency of members in the professional practice of forestry; thus, to serve and protect the public interest. The Continuing Competency Program works to ensure that members of the Association remain informed and current with respect to the knowledge and skills necessary to practice professional forestry in Saskatchewan in a safe, competent, and ethical manner. ASFP members are responsible for developing and maintaining their

professional competence including the knowledge, skills, ethics, attitudes and values relevant to them within their professional environment.

On an annual basis, an audit randomly selects ASFP members who are required to submit information to ensure that cumulatively over a 3-year span, they met the requirements for appropriate credits to maintain competency. For the 2018-2020 period, we have received the requested information and are reviewing the submissions for the audit.

Continuing Competence Program Review

For the past three years, the Continuing Competence Committee has been reviewing the continuing competence program, looking to provide recommendations to council on possible updating of the program. There was discussion on aspects of technological change and learning opportunities that are currently available; thus can our program be improved upon. There is an expectation that regulatory bodies such as the ASFP ensure the integrity and competency of member professionals in order to protect the public interest. Rapid technological change, the social significance of forest resources, increased public awareness about our forests, higher environmental standards, greater professional demands and the ever-changing nature of competencies required dictate continuous learning, operational practice and development if individuals and the profession are to better serve society. Originally the committee had a target of providing recommendation to Council last year. This has been adjusted and the committee is now targeting to develop recommendations to bring to council and to the membership for the continuing competence program.

Right to Practice - Ad-hoc Committee

Please see President's Report.

Canadian Forestry Accreditation Board

The Canadian Forestry Accreditation Board (CFAB) is responsible for the assessment of Canadian university forestry degree programs for the purpose of meeting academic requirements for professional certification and entrance into professional practice.

Its role is to implement a national accreditation process mandated by the eight professional forestry associations in Canada and the Canadian Institute of Forestry. Board members are appointed by the member agencies.

At present, ten Baccalaureate and three Master's level forestry programs in Canada are accredited.

Virtual site visits were made to three accredited forestry programs during 2020/21

The board met via Zoom in October to receive the report of the site visit to the Masters of Forest Conservation program at the University of Toronto.

The board will meet in early April to receive the report on the Forest Management and Environment and the Forest Operations Programs at Laval University.

The site visit to the Forest Ecology and Management program at the University of Northern British Columbia has taken place and will be reviewed by the board in May.

If you are interested in learning more about the CFAB, you can visit the website at <https://cfab.ca/English/aboutUs.html>

There opportunities on an annual basis for members of the ASFP to participate in accreditation reviews and site visits. The visitation teams always have experienced personnel to lead the team and give guidance to new team members.

Respectfully submitted by John Daisley, RPF
CFAB Representative

Executive and Council 2020/21

Current ASFP Council

Executive Committee

President - Darryl Sande, RPF
Past President - Bill Thibeault, RPF
Vice President - Lane Gelhorn, RPF
Treasurer - Peter Sigurdson, RPF
Secretary - Michelle Young, RPF
Registrar - Kim Clark, RPF

Councillors (3 to 12 required)

Brogan Cyr, RPFT
John Daisley, RPF
Ed Kwiatkowski, RPF
Kerry McIntyre, RPF
Spiros Papastergiou, RPF
David Stevenson, RPF

Standing Committees

Admissions

Kerry McIntyre, RPF, Chair
Chris Brown, RPF
Kim Clark, RPF
Dean Mamer, RPFT
Lorne Renouf, RPF

Discipline

Michelle Young, RPF, Chair
Chris Brown, RPF
Robert Follett, RPF
Dan Heffernan, Public Appointee
Darcy Parkman, RPF
Conrad Paskell, RPF
David Stevenson, RPF

Right to Practice – Ad Hoc Committee

Darryl Sande, RPF, Chair
Kim Clark, RPF
Lane Gelhorn, RPF
Michelle Young, RPF

Continuing Competency

Bill Thibeault, RPF, Chair
Cameron Koslowski, RPFT
Spiros Papastergiou, RPF
Dave Stevenson, RPF

Professional Conduct

John Daisley, RPF, Chair
Chris Dallyn, RPF
Kathleen Gazey, RPF
Dave Knight, RPF
Cameron Koslowski, RPFT

Annual General Meeting Minutes

September 16, 2020 9:30 am
GoTo Training Video Conferencing

Note: Agenda and an information package containing reports and financial statements were emailed to members in advance of the meeting.

ATTENDEES:

Amy Carriere	Vicki Gauthier	Kerry McIntyre	Peter Sigurdson
Kim Clark	Lee Hicks	Michael McLaughlan	David Stevenson
Brogan Cyr	Rozlin Holoboff	Sindy Nicholson	Stephanie Stuart
John Daisley	Hannah Kluss	Spiros Papastergiou	Bill Thibeault
Chris Dallyn	Cameron Koslowski	Darcy Parkman	John Thompson
Amber Dereshkevich	April Lesko	Nadine Penney	Brad Weir
John Doucette	Phil Loseth	Jessica Randall	Joel Weitzel
Mark Doyle	Dean Mamer	Darryl Sande	Michelle Young
Bryan Fraser	Jared Matwishyn	Kendell Senger	Lane Gelhorn

NON-MEMBERS:

Christina Pico

(1) Approval of Agenda

MOTION

*Kim Clark moved that the agenda be approved as presented;
Seconded by Chris Dallyn
Motion is carried.*

(2) Approval of the Minutes of the 2019 Annual General Meeting

Bill Thibeault asked if there are any errors or omissions.

MOTION

*John Daisley moved that the minutes of the April 19, 2019 AGM be approved;
Seconded by Michelle Young
Motion is carried.*

(3) Business Arising from Minutes

No business arising from the minutes.

(4) Reports

Reports were previously distributed and presented during the meeting. The reports are as listed as below.

- a. President's Report
- b. Registrar's Report

- c. Treasurer's Report
- d. Admissions Committee
- e. Discipline Committee
- f. Professional Conduct Committee
- g. Continuing Competency Committee
- h. Canadian Forestry Accreditation Board

MOTION

*Darryl Sande moved to accept the financial reports as presented without audit and accept the Treasurer 's Report;
Seconded by Sindy Nicholson
Motion is carried.*

MOTION

*Darryl Sande moved to approve an external review engagement of the 2020 financial statements to a maximum fee of \$3,750;
Seconded John Daisley
Motion is carried.*

MOTION

*John Thompson moves to accept the reports as presented.
Seconded by Kerry McIntyre
Motion is carried.*

(5) Confirmation of Actions of Council, Committees and Officers

MOTION

*Kim Clark moved that the actions of Council, Officers, and Committees of the ASFP for the preceding year be approved and confirmed;
Seconded by Jessica Randall
Motion is carried.*

(6) Nominations and Election of Officers

*Bill Thibeault made the first call for nominations for Vice President.
Bill Thibeault made the second call for nominations for Vice President.
Bill Thibeault made the third call for nominations for Vice President.*

Nomination received by the nominating committee: Lane Gelhorn

MOTION

*John Doucette moved to close nominations;
Seconded by John Daisley.
Motion is carried unanimously.*

Vice President by acclamation. Congratulations to Lane Gelhorn.

*Bill Thibeault made the first call for nominations to Council:
Nominations from the floor: John Daisley
Bill Thibeault made the second call for nominations to Council:
Bill Thibeault made the third call for nominations to Council:
Nominations from the floor: David Stevenson*

Nominations received by the nominating committee

Ed Kwiatkowski
Peter Sigurdson

MOTION

*Darryl Sande moved that nominations cease;
Seconded by Sindy Nicholson.
Motion is carried unanimously.*

By acclamation:

John Daisley
Ed Kwiatkowski
Peter Sigurdson
David Stevenson

Join as Councilors.

Plus returning for the second year of their term are Kim Clark, Spiros Papastergiou, Michelle Young, Kerry McIntyre and Brogan Cyr

Continuing service as member of the Executive is John Doucette.

Welcome to the new President, Vice President and Council members.

(7) Incoming President's comment

In-coming President, Darryl Sande, thanked Past-President, Bill Thibeault, for his leadership over the last year and a half. Darryl also thanked the departing councilors and the remaining councilors for their efforts in supporting the business of the association. He also welcomed the new councilors and looks forward to working with them. He thanked John Doucette, our Registrar, and Christina Pico, our Office Manager, for their work and dedication in managing the day-to-day business of the Association.

Darryl mentioned the challenging times we are facing with the COVID-19 pandemic and the resilience the forestry profession has demonstrated by continuing to find creative and innovative ways to continue with the practice of forestry. The technology that allowed us to continue with our AGM was one innovation example and thanks to Lane Gelhorn for exploring options and recommending this platform.

Darryl looks forward to working with the new Council and continuing to serve the needs of our membership over the next one and a half years.

(8) Other Business

No other Business

(9) Adjournment

Bill Thibeault declared the AGM meeting adjourned at 11:33 am.

Financial Statements

BALANCE SHEET

DECEMBER 31, 2020

Assets

	December 31, 2020	December 31, 2019
Current Cash Assets		
Conexus - Chequing Account	13,791	8,027
Conexus - High Int Savings A/C	25,706	9,086
Total Cash	39,497	17,113
Accounts Receivable	445	345
Total Current Assets	39,942	17,459
Contingency Fund		
Total Term Deposits	181,779	194,210
Total Contingency Fund	181,779	194,210
Capital Assets	0	0
Total Assets	\$221,721	\$211,669
Liabilities		
Current Liabilities		
Account Payable	1,961	1,895
Deferred Revenue	0	360
Total Liabilities	\$1,961	\$2,225
Equity		
Retained Earnings	209,413	199,759
Current Earnings	10,347	9,654
Total Equity	\$219,760	\$209,413
Total Liabilities and Equity	\$221,721	\$211,669

STATEMENT OF INCOME FOR THE YEAR ENDED
COMPARATIVE INCOME STATEMENT - 2021 BUDGET, 2020, AND 2019

Revenue	2021 Budget	2020 Actual	2020 Budget	2019 Actual
Job Postings	2,000.00	1,900.00	2,500.00	2,400.00
Application Fees	350.00	250.00	400.00	400.00
Membership Fees	43,000.00	43,950.00	47,000.00	46,560.00
Late Fees - Membership	200.00	150.00	250.00	300.00
CIF Dues collected	5,200.00	5,236.00	5,200.00	5,243.00
Registration Exams	500.00	400.00	700.00	800.00
AGM	3,500.00	0.00	0.00	6,831.00
Interest Income	3,500.00	4,210.78	3,000.00	3,016.83
Total Revenue	\$58,250.00	\$56,096.78	\$59,050.00	\$65,550.83
Expenses				
CIF Dues Paid	5,200.00	5,236.00	5,200.00	5,243.00
Travel	3,000.00	0.00	3,000.00	1699.43
Accommodations	1,000.00	0.00	1,000.00	1612.22
Meals	400.00	0.00	400.00	514.95
Office Rent	0.00	6,741.00	6,965.00	6,724.75
Postage	200.00	138.15	200.00	154.55
Office Supplies	250.00	211.44	250.00	152.92
Computer & Software under \$1000.	500.00	120.99	500.00	0.00
Bank Charges	0.00	50.03	0.00	0.00
Utilities	1,200.00	662.00	750.00	648.97
Meeting Room Rental	500.00	0.00	0.00	0.00
AGM Expenses	3,500.00	0.00	0.00	6,245.03
Registrar's Fees	17,813.00	17,813.12	17,813.00	17,813.13
Office Manager Salary	6,900.00	6,903.75	6,900.00	6890.63
Insurance-Gen Liability/Off/Direct	1,700.00	1,521.00	1,600.00	1,600.00
Accounting Fees	3,500.00	0.00	2,000.00	0.00
Legal Counsel	3,000.00	0.00	0.00	0.00
CFAB Annual Fees	650.00	0.00	650.00	561.00
FPRC	100.00	424.00	100.00	100.00
Continuing Education	2,000.00	0.00	2,000.00	420.00
Public Awareness / Marketing	2,750.00	5,250.00	5,250.00	5,250.00
SFA Membership	200.00	200.00	200.00	200.00
CFTS Support	5,000.00	0.00	0.00	0.00
Web Site D/M	1,500.00	478.74	1,500.00	0.00
Miscellaneous	250.00	0.00	250.00	66.60
Total Expenses	61,113.00	45,750.22	56,528.00	55,897.00
NET INCOME	(\$2,863.00)	\$10,346.56	\$2,522.00	\$9,653.83

STATEMENT OF RETAINED EARNINGS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2020	2019	2018
Balance Beginning of Year	\$209,413	\$199,759	\$184,317
Income for the Year	\$10,347	\$9,654	\$15,442
Balance End of Year	<u>\$219,760</u>	<u>\$209,413</u>	<u>\$199,759</u>