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ForTech

2002 Annual Report

Inside this Issue:

President	2
Vice President	3
Complaints Director	3
Hearings Director	4
Registration Director	4
Competence Director	5
Communication Director	6
Finance Director	7
Call for Nominations	7
Registrar	8
Budget	9
Agenda	10

"the CAPFT will promote
the professional management
of all forested land in the
province of Alberta"

Annual Report

2002 Fiscal Year

2003 Annual General Meeting

The College of Alberta Professional Forest Technologists will be holding its Annual General Meeting on Thursday, April 10—Friday, April 11, 2003 at the Mayfield Inn & Suites, 16615—109 Avenue, Edmonton, Alberta.

The AGM will consist of a half day Technical Session on April 10th, beginning at 1:30 pm and running until 4:30 pm, with registration from 1:00—1:30 pm. The theme of this year's Technical Session will revolve around the new Federal *Species at Risk Act*, to be proclaimed later this year. The business meeting will be on April 11th, with Mr. Dave Bartesko, President, calling the meeting to order at 9:00 am. Registration will be from 8:00 to 9:00 am. Mr. Ian Hancock, incoming President will adjourn the meeting at approximately 4:30 pm.

Please pre-register for the AGM by April 3, 2003. The cost to pre-register to attend both days of this year's AGM is \$50.00 and includes lunch. The pre-registration fee to attend the Technical Session only is \$20.00. Walk ins are welcome to attend either day, however registration at the door will be \$30.00 per day. Only those pre-registering by April 3rd will be guaranteed lunch.

Please bring a copy of this Annual Report with you to the meeting as they will not be available at the door.

President's Report

By Dave Bartesko

Many things have happened since our last AGM, with the most important being proclamation of the *Regulated Forestry Professional Act* on April 25, 2002. Becoming a college has not only been a big step for us, but also for professionalism in Alberta. It has increased our accountability and responsibility, and has given forest technologists in the province the right to title. This makes us the only ones in North America and possibly the world to have such rights.

We always were professional and now at long last we are being given recognition for our professionalism. It's too early to predict where this may lead us or to know all the benefits that may result from this recognition. However, two government departments are currently looking at professional signoff that could include our College and its members.

During my term as president I'd hoped to have all the bylaws, policies and other related documents updated. Unfortunately, this did not happen, as most council members had time-consuming work commitments and were unable to help our registrar. These updates will be given priority in this coming year.

Many necessary tasks were completed, however, including developing and updating our own website, establishing a salary range for our paid staff, having our first exam in March of 2003, starting the process of acquiring public members, informing members and the public of the new College, creating a new logo, and looking after the numerous administrative items that have been required in changing over from an Association to a

College.

I would like to thank this year's council for all their time and hard work. Hudson Foley has continued moving forward with our *Complaints Reference Manual*, and it has now been sent for a legal review. Mike Benedictson worked very hard to develop our first Professional Exam. Bill Tinge has put together his committee and is working on a list of members that can be used for Complaints Review Committee or Hearing Tribunal. Rick Stewart has reworked the membership application form and membership package. Ian Hancock filled in for me when I was not available and organized the AGM. Ken Snyder's efforts helped in getting more than 90% compliance for CFE reporting. Ed Barnett ensured that our budget was in order. Rick Strickland provided a training opportunity for our registrar. Chris Walsh represented us well at the CIF-RMS meetings. Mark Storie and Rick Harrison were there whenever we needed extra assistance. In addition to the council, Frankie Kerr and Fran Appleyard carried on the day-to-day business of the college. Frankie was also very involved with most of the Council members' projects, and her assistance is greatly appreciated. Thank you all for a job well done.

Ian Hancock will be an excellent incoming President. As the soon-to-be Past President, I am committed to assisting him and the Council in any way that I can. I enjoyed my term as President and encourage all you members to seriously consider being a part of the Council. You'll find it not only personally rewarding, but it will also bring in new perspectives and knowledge to help build the future of the College.

Vice President's Report

By Ian Hancock

The past year has been an excellent learning experience for me and has provided me with an excellent insight to the working of CAPFT. I was able to attend various conferences and meetings with Government Executive that enabled me to learn more about working of the College and how Government perceives the College. We are very pleased with the support provided by the Government and will endeavor to maintain this positive working relationship.

Most of my involvement has been attending Council meetings of CAPFT and I wish to continue through the next year to assist in the workings of the College and help raise its awareness. This past years Council has been excellent to work with and has provided me with the knowledge to proceed into the next year. Frankie Kerr and Fran Appleyard have been instrumental in keeping the College on the straight and narrow and in constant motion. This of course has enabled the College to grow and move ahead.

I am anticipating the next year will be another busy one and I will endeavor to keep fully involved and do what I can to help move the College forward. I expect we have a very interesting year ahead and will require some new members on Council so please become involved.

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## **Complaints Director's Report**

*Hudson Foley*

It has been a very busy year. We have experienced, and at times struggled with, the proclamation and implementation of

the *Regulated Forestry Profession Act* and regulation. This was a major step forward for Forest Technologists and was only made possible with the incredible efforts of many individuals willing to take time out of already hectic schedules. Congratulations everyone! We have succeeded in getting over the biggest hurdle and I can't wait to see what the future holds for us as practitioners.

I am happy to report that there were no complaints received during the year of 2002. Hopefully this trend will continue for 2003.

As Complaints Director, I have been working with the Complaints Committee for the past two years to develop a *Complaints Reference Manual* for our members. The intent of this manual is to provide an easy reference source for the complaints process. The *Act*, while very thorough, can be a bit onerous to actually sit down and read. The manual will provide the information in an easier to digest format and will have an accompanying flowchart that outlines the general complaints process step-by-step. This manual has gone through several drafts and is now under legal review. The intent is to have the legal review completed and any subsequent changes made in time for the Annual General Meeting in April. If the review is complete, I will present the manual to the membership for approval. If the manual is not ready, a mail-out may be required later in the year.

I would like to take this opportunity to thank two of the Complaints Committee members for their help in the initial construction of the. Darcy Shultz, with Spray Lake Sawmills, and Kevin Campbell, with Alberta Plywood Ltd., have

both provided much valued (and might I add voluntary) input in the lengthy task of legislative interpretation of the *Act* and the continual editing of the manual. Thanks for the help guys.

In closing, I can only say that I have enjoyed my tenure as Complaints Director and encourage everyone to consider running for any of the important positions on the CAPFT Council. The time commitment is not too significant when you consider it gives an individual the opportunity to be directly involved in how Forest Technologists are viewed and how we govern ourselves as a College.

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Hearings Director's Report

By Bill Tinge

I am pleased to inform the membership that there was no need for the formation of either a Hearing Tribunal or a Complaint Review Committee during my term as the Hearings Director in 2002. The formation of a Hearings Committee has been a priority in the last several months, and the following is provided as background.

Under Section 15(1) of the *Regulated Forestry Profession Act*, the College Council must appoint members to a *membership list* to serve on either a Hearing Tribunal or a Complaint Review Committee. The Complaint Review Committee serves to review complaints dismissed by the Complaints Director as well as to review and ratify settlements achieved by a complainant through either the Alternative Complaint Resolution Process or the regular complaint process. The Hearing Tribunal is the formal mechanism established under the *Act* to

review a complaint registered against a member.

The *membership list* referred to above is interpreted by the Council to be the Hearings Committee. The Council has the ability to appoint any regulated member of the College to the *membership list*, however prefers members who are genuinely interested in participating. As per the previous description, there are no formal duties associated with this Committee until a Hearing Tribunal is formed or a complaint requires review. At the present time, this committee of standing members is being formed. As an active and responsible member of your College, you are encouraged to have your name stand for the Hearings Committee.

I look forward to another year as the Hearings Director and participating with the Council in running the College.

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### **Registration Director's Report**

*By Rick Stewart*

2002 has been a relatively busy year for registrations and memberships. 73 new members were added to the registers. 59 members were added to the Professional Forest Technologist Register as their applications were received prior to the proclamation date of 25 April 2002. 12 members were added to the Conditional Register as their applications were received after proclamation. 1 Student member was added and 1 Non Practising member was added. 1 application was not approved because of core competency deficiencies. 5 more applications were not finalized in 2002 but are being processed. 3 registrations were cancelled as of 31 December at the

members' requests. 1 is working outside Alberta and not planning on returning, 1 retired, and the third is a regulated member of another college. 453 Practice Permits were issued in 2002.

As of December 31, the membership consisted of:

490 Regulated Members  
441 in RPFT Register  
12 in Conditional Register  
37 Suspended

7 Non Regulated Members  
1 Student (expired 31 Dec.)  
4 Associate  
2 Non Practicing

497 Total Members

*\*for non-compliance with CFE Reporting*

We have worked hard and long to finally get professional status and recognition and it is now time to show that we have earned and deserve that recognition. Each and every member is responsible to keep his or her knowledge and skills up to date through Continuing Forestry Education. **You must complete the CFE form and submit it with your Practice Permit Application by December 31st in order to remain a member in good standing.**

The 12 members on the Conditional Register will be writing the Professional Examination (jurisprudence) at NAIT in Edmonton on 8 March 2003. This will be the first writing of the Exam and as well as wishing the candidates well, I would like to thank Mike Benedictson and the Exam Committee for the hard work they did in putting together a fair and challenging exam.

I would like to thank Frankie Kerr and Fran Appleyard for their valuable assistance through the year. It is with dedicated staff like you that we are able to make positive strides forward. I would also like to thank the membership of CAPFT for allowing me to serve as your Registration/Membership Director.

See you all at the AGM.

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Competence Director's Report

By Ken Snyder

As of December 31, 2002, the College of Alberta Forest Technologists had **490** regulated members. The majority of our members were in compliance with the Continuing Forestry Education Reporting requirements as outlined within the *Regulated Forestry Profession Act* and the bylaws and policies currently in place with the College.

A letter was sent out to the membership in August 2002 by the Competence Director, which outlined the legislative requirement for regulated members to report their Continuing Forestry Education activities to the College. This letter also advised those members who had failed to submit their 2001 CFE reports to the College by December 31, 2002 would result in the College withholding the 2002 practice permit and possible suspension for non-compliance. The membership was also advised through this letter that their 2002 CFE report formed part of the Practice Permit Application for 2003.

As of December 31, 2002 441 members were in **Compliance** with the CFE Reporting Policy, or an astounding 92.3%. 37 members were in **Non-Compliance**

with the CFE Reporting Policy, or 7.7% and remained suspended. Those in the Conditional register were not required to submit a Practice Permit Application.

Those members failing to submit a Continuing Forestry Education Report for 2001 were suspended indefinitely, or until such time they comply with the CFE requirements of the College. Suspensions will be lifted upon receipt of the outstanding forms.

The College views the 92% compliance by the membership as a huge success on the basis that only 25% of the membership were in compliance with the CFE Reporting Policy at the Annual General Meeting in March 2002.

The remaining item of note for 2002 is that the College has completed the development of a database to track Continuing Forestry Education hours reported by the membership. Data input will commence in 2003. As per Section 43.2.1 of the Regulated Forestry Profession Act, this information will not be part of the public register and individual member information will be kept confidential and secure.

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## **Communication Director's Report**

*By Rick Strickland*

Well, 2002 turned out to be a very interesting and exciting year. Not only was this my first year as a member of the College of Alberta Professional Forest Technologists, it was also my first year as Communications Director. Things were interesting, we were moving from an Association of Forest Technologists

to a College of Alberta Professional Forest Technologists, which was established under the *Regulated Forestry Profession Act* on Thursday, April 25, 2002. A press release was developed and we received good press coverage during the early part of May. I was beginning to get a feel for the position and even hinted to Frankie Kerr about developing a Communications Plan for 2002-03.

However, soon after this, the House River Fire broke out and my time for the next two months was dictated by the fire events in central and northern Alberta. Then when I thought it was safe to get back to the table I found myself on a plane to Oregon assisting our neighbours to the south with their massive fire situation as did many others from Alberta and indeed across Canada. During this time from May to September, I relied very heavily on Frankie to carry my responsibilities and wish to thank her for her efforts this past summer.

This fall Frankie and I were tasked to investigate the *Freedom of Information and Protection of Privacy Act (FOIP Act)* as it pertains to self-governing professional organizations. The *Personal Information Protection and Electronic Documents Act (PIPEDA)* is a federal act, which will come into force for the provincially regulated private sector in 2004 unless provinces enact substantially similar legislation. Frankie and I have attended a number of meetings dealing with this topic and have enlisted the assistance of a lawyer as we draft our policy pertaining to this subject.

With the Annual General Meeting around the corner, I find myself looking over my shoulder wondering if 2003 will be a repeat of 2002 creating a huge demand for

my time. This past year as Communication Director was for me a learning experience and I look forward to working with the Council in 2003.

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Finance Directors Report

By Ed Barnett

During the year 2002, we were able to stabilize our financial position within our new structure, with a surplus of just over \$20,000. This was done mainly through the frugal and efficient manner in the spending of our funds and the valiant efforts of both our Registrar, Frankie Kerr and the Executive Assistance, Fran Appleyard.

Two other factors regarding the surplus, was a higher membership being attained than was forecasted and money budgeted for the purchase of our professional seals not being used. The professional seals will be purchased this year and will be included in the budget for 2003.

A copy of the 2003 budget, accepted by the Executive on January 29th is attached. This budget will be presented for acceptance at the Annual General Meeting in April.

Throughout the year, we not only were successful in stabilizing our position, but were able to reinvest monies into GIC's and hopefully insure our financial future.

We will be bringing in more monies this year, however as we grow larger we will also have higher expenses. Some of the main increases in our expenses is the professional seal mentioned earlier, higher cost of insurance due to rates increase, professional fees for both the au-

dit and legal matters.

We will be obtaining t-shirts, pins, golf shirts and maybe denim shirts, which should pay for themselves through sales over the coming years. These should be available at the Annual General Meeting.

I would like to thank both Fran and Frankie for their efforts throughout this past year, in helping to make 2002 a good financially year. Hopefully 2003 will also be another successful one as we continue to strive to make our College a very stable one financially.

I believe that it is a privilege and an honor to serve on the Council of our organization and hopefully will be able to do so in the future. I would also at this time like to thank the other members of the College Council for a good years work and hopefully the year 2003 will be another productive year.

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## **Call for Nominations**

The Nominations Committee is now accepting nominations for the following positions:

Vice President  
Complaints Director  
Competence Director  
Director (No Portfolio)  
NAIT Liaison

If you are interested in one of these positions, or know of someone that may be interested, please contact any member of the College Council or the College office at 780-432-1962. Nominations will also be accepted from the floor during the AGM.

## Registrar's Report

Frankie Kerr

The 2002 fiscal year will go down in history as a pivotal year for this organization. The *Regulated Forestry Profession Act* was proclaimed on April 25, 2002, bringing professional status and right to title to forest technologists practicing forestry in Alberta. This is a first in Canada, and possibly North America.

The major focus of 2002 revolved around changes required by the Act, both pre and post proclamation. There were forms to revise and others to create, registers to establish, Practice Permits to issue, bylaws to align, policies to review and new policies to draft, an Alternative Complaints Resolution process to define, Public Members to recruit, a Continuing Competence program to develop, and a website to revamp while still upholding the day to day operations of the office. Unfortunately, time did not allow for completing all these tasks.

Your College Council was very active with College affairs, meeting 7 times and holding 1 conference call in 2002. The Complaints Committee revised the *Complaints Reference Manual*, which is currently under legal review. The Exam Committee worked extremely hard to prepare for the first Professional Examination. The Finance Committee met quarterly to ensure financial stability. The Communications Committee began drafting a policy on access and fair information practices in accordance with the Federal *Personal Information Protection and Electronics Documents Act (PIPEDA)*, which comes into force in 2004. Council also sponsored a professional workshop in January entitled *Let's Get our Act Together!* and hosted the Annual General Meeting (AGM) in March.

Our working relationship with the College of Alberta Professional Foresters continued to foster with several joint projects. In May, the 2 Colleges distributed a joint news release announcing the proclamation of the Act, and in November, a joint letter was sent to industry through the AFPA explaining the mandatory registration provisions of the Act. In November, the 2 Colleges joined forces and began recruiting Public Members with a joint advertising campaign blanketing Alberta.

The membership increased in 2002 by 73 members. Of these, 71 are regulated members and 2

are non-regulated members. Five applications were pending at December 31<sup>st</sup>, and one application was reviewed and not approved due to core competency deficiencies. Three members cancelled their registration, as it is no longer required in their circumstances. Continuing Forestry Education reporting increased from 25% of the membership submitting their forms at the time of the AGM to 92%. As of December 31<sup>st</sup>, 37 members remained suspended for non compliance, and will remain so until the required paperwork is submitted.

Throughout the year, I had several opportunities to represent the College at various meetings. In April, I attended the NAIT Forest Technology graduation, and presented the CAPFT Logging Plan Award to Briana Schroeder and Deb Johnstone. I represented the College at the CAPF AGM in June, and in late September, I attended the CIF/IFC Annual Meeting & Conference in North Bay, Ontario. I also had the opportunity to attend a 2-day Risk Communications Workshop sponsored by the Forest Protection Division of Sustainable Resource Development. I would like to thank the Council for affording me these opportunities.

Fran Appleyard again proved her worth. I often approach her with something to do only to learn that she had already had it done, like establishing the registers and creating the CFE database. Fran has done an excellent job of keeping the database updated, contacting members for missing paperwork, preparing Practice Permits, monitoring the budget, answering the phone, sending my never ending faxes, and most importantly, ensuring a constant supply of coffee. Thank you Fran. I appreciate everything that you do around the office.

I would also like to thank the Council for their continued support, commitment and guidance. To those of you whose term is up: Ray, Husdon, Ken, Rick Harrison and Mark, it has been a pleasure working with you. To those of you remaining on Council: Dave, Ian, Ed, Bill, Rick Stewart, Rick Strickland, Chris and Mike, I look forward to the coming year. And to Don and Mary, thank you for your continued involvement and taking the time to answer my many questions on the history of AFTA. I must also thank Roxanne Delorme and Doug Krystofiak of the College of Alberta Professional Foresters for their assistance and co-operation.

**College of Alberta Professional Forest Technologists 2002 Budget Statement (Unaudited)**

|                 |                              | 2002 Actual         | 2002 Budget         | 2003 Budget         |
|-----------------|------------------------------|---------------------|---------------------|---------------------|
| <b>REVENUE</b>  |                              |                     |                     |                     |
| Dues            | Regulated Member Dues        | 193,766.68          | 186,000.00          | 200,000.00          |
|                 | Associate Member Dues        | 0.00                | 250.00              | 200.00              |
|                 | Student Member Dues          | 20.00               | 500.00              | 0.00                |
|                 | Reinstatement Fees           | 500.00              | 0.00                | 500.00              |
| Other           | Miscellaneous Income         | 142.50              | 1,000.00            | 500.00              |
|                 | AGM Revenue                  | 4,540.00            | 6,000.00            | 4,500.00            |
|                 | AGM Donations                | 1,385.03            | 1,500.00            | 1,500.00            |
|                 | GIC Interest                 | 2,812.08            | 2,835.00            | 2,500.00            |
|                 | Advertising                  | 750.00              | 1,500.00            | 1,000.00            |
|                 | <b>TOTAL REVENUE</b>         | <b>\$203,916.29</b> | <b>\$199,585.00</b> | <b>\$210,700.00</b> |
| <b>EXPENSES</b> |                              |                     |                     |                     |
| Office          | Adv/Promo/Donations          | 689.71              | 2,500.00            | 2,500.00            |
|                 | Bad Debts                    | 70.00               | 0.00                | —                   |
|                 | Capital Assets               | 2525.01             | 2,500.00            | 5,000.00            |
|                 | Janitorial                   | 374.26              | 660.00              | 660.00              |
|                 | Insurance                    | 1,325.03            | 1,500.00            | 1,700.00            |
|                 | CAPF Insurance               | 399.52              | 0.00                | —                   |
|                 | Office Supplies              | 2,569.83            | 2,500.00            | 2,500.00            |
|                 | Photocopy/Printer            | 1,990.58            | 2,500.00            | 2,500.00            |
|                 | Postage/Courier              | 2,031.26            | 2,000.00            | 2,000.00            |
|                 | Rent                         | 6,584.36            | 6,500.00            | 7,000.00            |
|                 | Telephone/Fax                | 2,416.88            | 2,800.00            | 2,800.00            |
|                 | Training                     | 766.00              | 1,200.00            | 1,500.00            |
| Meetings        | AGM                          | 6,647.50            | 7,000.00            | 7,000.00            |
|                 | CIF Conference               | 1,889.61            | 2,500.00            | 2,500.00            |
|                 | Travel                       | 6,176.30            | 7,000.00            | 7,000.00            |
| Bank            | Bank & Service Charges       | 310.76              | 500.00              | 350.00              |
| Employment      | Wages & Source Deductions    | 86,227.51           | 87,000.00           | 90,000.00           |
| Misc.           | Awards                       | 460.00              | 1,000.00            | 1,000.00            |
|                 | Implementation of Act        | 2,889.09            | 8,000.00            | —                   |
|                 | Professional                 | 1,685.25            | 3,000.00            | 4,000.00            |
|                 | CIF Payable                  | 55,707.93           | 53,475.00           | 57,500.00           |
|                 | Professional Seals           | 0.00                | 0.00                | 8,000.00            |
|                 | <b>TOTAL EXPENSES</b>        | <b>\$183,736.39</b> | <b>\$194,135.00</b> | <b>\$205,510.00</b> |
| <b>INCOME</b>   | <b>REVENUE LESS EXPENSES</b> | <b>\$20,179.90</b>  | <b>\$5,450.00</b>   | <b>\$5,190.00</b>   |

# COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS

## Annual General Meeting Agenda

### April 10, 2003 CAPFT Technical Session

Theme: Endangered Species and *Species at Risk Act*

*The Species at Risk Act received Royal Assent in late 2002 and will come into force sometime in 2003. This Federal Act is designed to protect rare and endangered species of plant and animal life, and will have an impact on how operations are conducted on forested lands.*

- 13:00 AGM Registration
- 13:30 Welcome & Introductions
- 13:35 Presentations relating to *Species at Risk Act* (SARA)
- 16:30 Wrap up

### April 11, 2003 Annual General Meeting

- 08:00 AGM Registration
- 09:00
  1. Call to Order – Dave Bartesko, President
  2. Introduction of Guests – Dave Bartesko
  3. House Keeping Items – Ian Hancock/Frankie Kerr
  4. Review of Meeting Rules of Order and Procedure – Roger Meyer, Sergeant at Arms
  5. Review and Adoption of AGM Agenda – Dave Bartesko
  6. Welcome Address – Dave Bartesko, President
  7. Adoption of 2001 AGM Minutes
- 9:30 Council and Committee Reports
- 10:00 2002 Audit and 2003 Budget Presentations – Ed Barnett
- 10:30 Break
- 11:00 Guest Speaker: Mr. Brydon Ward, CIF/SAF 2004 Co-Chair
- 11:30 Lunch *Courtyard*
- 13:00 Presentations
- 13:30 *Silver Ring Ceremony* – Alex Drummond, Chair, CIF-RMS
- 14:15 Resolutions
- 15:15 Break
- 15:30 Elections – Roger Meyer, Sergeant at Arms
- 16:30 Closing Remarks and Adjournment - Ian Hancock, Incoming President
- 16:30 Transition Council meeting for outgoing and incoming Council Members