



College of Alberta Professional Forest Technologists

2003 ANNUAL REPORT

2003 Fiscal Year

2004 Annual General Meeting

**College of Alberta Professional
Forest Technologists**
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2003 Annual Report

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The College of Alberta Professional Forest Technologists will be holding its Annual General Meeting on Thursday, March 25—Friday, March 26, 2004 at the Mayfield Inn & Suites, 16615—109 Avenue, Edmonton, Alberta.

The AGM will consist of a half day Technical Session on March 25th, beginning at 1:30 p.m. and running until 4:30 p.m. with registration from 12:30—1:30 p.m.

The theme of this year's Technical Session is **The Development of Aboriginal and Treaty Rights and Consultation Respecting Assertion of those Rights.**

The business meeting will be on March 26th with Mr. Chris Walsh (President) , calling the meeting to order at 8:45 a.m. Registration will be from 8:00 to 8.45 a.m. The President will adjourn the meeting at approximately 4:30 p.m.

Please pre-register for the AGM by March 19, 2004. The cost to pre-register to attend both days of this year's AGM is \$55.00 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 \$25.00 for the Technical Session and \$35.00 for the AGM and does not include lunch. Only those pre-registering 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 Chris Walsh

There have been lots of changes and initiatives for the past year, it has been great to be involved and see progress made on several issues and on going business.

I have attended all council meetings in 2003, these were held May 2, June 18, Jul 24, Aug 14, Sept 15, Oct 30 and Dec 3. Most of these meetings required one and a half days time commitment.

Freshly into the new term Frankie Kerr announced her intention to move to Calgary, this subsequently led to her leaving the College. This left us scrambling and brainstorming to ensure a new Registrar could be hired appropriately. Frankie left the office in July and was hired on contract to complete some on going projects and assist with the transition of the new Registrar.

I would like to recognize the efforts Frankie Kerr has put into AFTA and CAPFT for her time as Registrar and I know we are better off for Frankie's contributions.

I would like to thank all the council members for their work to date:

- **Dave Bartesko** (past President) has been a good sounding board for me with all the changes this summer.
- **Ludo Vitalos** (Complaints Director). Ludo has had a productive year following through with the Complaints Review Manual. A copy of the final draft has been given to CAPF for their information as well.
- **Ed Barnett** (Finance Director). Ed has been very committed to tracking and keeping the council on track.
- **Bill Tinge** (Hearings Director). Bill has been instrumental in finalizing the Public Members in conjunction with Frankie. This is Bills final term as Hearings Director and I hope Bill will be involved with council for the next term.
- **Tracey Stewart** (Competence Director). Tracey has done an excellent job of put-

ting the competence committee together and working towards the competence program framework.

- **Rick Stewart** (Registration Director). Rick has had the task of reviewing new applications for applicability to the College and has done a great job.
- **Rick Strickland** (Communications Director). Rick has been working on a communications strategy and has identified key areas to focus on. The plan needs budget commitment to move forward. I believe this is integral to raise the profile of CAPFT.
- **Mike Benedictson** (Exam Director). Mike has worked towards another exam. Planned another study session and been involved with the Forestry Commons initiative.
- **Philippe Robert** (CIF Rep). As well as representing CAPFT at CIF-RMS meetings Phil has been active with the Forestry Chronicle to work towards more technical articles.
- **Christine Cripps-Woods** (Nait Rep). Christine has energetically taken on the responsibilities of the position and has been diligent in tracking down information regarding the state of education in the Forestry Sector.

I would especially like to thank Fran Appleyard for her contribution. The more I work with Fran the more I appreciate her work ethic. Fran did an excellent job of keeping things flowing through the office in the absence of a Registrar.

Wayne Williams commenced as our new Registrar on October 6th. Wayne was thrown head first into the position and has done a great job of staying on top of the issues; I look forward to working with Wayne over the next 2+ years of my term.

The Public Members (Rick Armstrong, Alex Drummond and Michael Short) have been a welcome addition to the Council. This as a new concept for the Council and it has proven to be very beneficial as well as necessary, I look forward to working with Rick, Michael and Alex for the rest

as President. I would like to thank Ian for his time and contributions to the College.

I am presently working with Wayne to finalize the Annual General Meeting plans and agenda. (March 25, 26 2004 at the Mayfield) The meetings are an excellent way to catch up on College works, meet the council and discuss issues and concerns regarding our professional group. This is also your only opportunity to influence the council by nominating and electing incoming council members. There will be a tech session on the afternoon prior to the meeting that will assist your stats on the continuing education requirements.

The meeting is a great opportunity to get together with old acquaintances and meet new members. See you there.....

Finance Directors Report

By Ed Barnett, Director

During the year 2003, we were able to continue to stabilize our financial position within our new structure, with a surplus of just over \$5,000. This was done mainly through the frugal and efficient manner in the spending of our funds and the valiant efforts of both our Registrars, Frankie Kerr and Wayne Williams and the Executive Assistance, Fran Appleyard.

Throughout the year, we not only were successful in stabilizing our position, but were able to continue 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 implementation of our Communications Plan, possibly our involvement with the Forestry Commons(Exam Website), higher cost of insurance due to rates increase, professional fees for both the audit and legal matters.

During the year 2003, we had some major changes with the resignation of both our President. Ian Hancock and our registrar, Frankie

Kerr. We also had the addition of our new registrar, Wayne Williams. I wish both Frankie and Ian the best and will continue to assist Wayne, with any assistance I can. Also we have been joined by three new Public Members, Alex Drummond, Rick Armstrong and Michael Short.

I would like to thank both Fran, Wayne and Frankie for their efforts through out this past year, in helping to make 2003 a good year financially. Hopefully 2004 will also be another successful one as we continue to strive to make our College, a very stable financial one.

I believe that it is a privilege and an honour to serve on the executive 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 Executive Committee for a good years work and hopefully the year 2004 will be another productive year. For those that are not offering for office, I am pleased to have the honour of working with you, and if I am re-elected I will look forward to working with the remaining officers, directors and public members.

Ed Barnett

Finance Director

Registrar Report

By Wayne Williams

Since I became registrar in October the last couple of months have been exciting and very busy. It has been a challenge to learn and deal with the old, new and future business of the College. I had the opportunity to participate in a few meetings and forums. In October I went to a Professional Association Forum to discuss matters of mutual interest between the Professional bodies. The College along with CIF-RMS, presented Pizza Night, in November, to the NAIT forestry students. Here I was able to talk a little bit about the College and have set up a date in March 2004 to make a formal presentation to second year NAIT Forestry students. In December, I attended the Alberta Environment's Specialist Workshop dealing with upstream oil and gas reclamation/remediation program. We will hear more about this in the near future. Also I have been dealing with the new Personal Information Protection Act, which comes into effect January 1, 2004.

Your College Council has been working hard this year meeting 8 times. The Complaints Committee are reviewing the Complaints Reference Manual that has been legally reviewed. The Exam committee is again at it with the prep of the 2004 professional exam. The Continuing Competence Committee was formed and is under way to bring in a new Continuing Forest Education program in line by April of 2007. The Finance Committee is still meeting quarterly to ensure the financial stability. The Communication Committee is working on a communication plan for the College with the hope of a draft being done in early 2004. The Membership Committee had a number of applications to review this year. The council also hosted the 2003 Annual General Meeting in April. Many thanks to the Council for there dedication and time commitment to the College.

A big thank you to Fran, for helping me get settled in with my new job and keeping me in line. Also I would like to thank the College of Professional Foresters staff Doug and Roxanne for all of their help. And to Frankie Kerr who has been available to answer the many questions I have about the College.

I look forward to 2004 and hope that it will be just as exciting and educational as the last couple of months have been for me!

Complaint Director's Report By Ludo Vitalos

Happy 2004 everyone! Sometimes it is hard to believe that because the year passed so quickly. As for me, this past year as a Council member was busy, challenging, and rewarding. Now the time has come to file our reports. Thankfully, we have Fran to remind us to do so, and I am very grateful for this support.

My predecessor Hudson Foley and a team from our members prepared the Complaints Manual. They put a tremendous amount of time and work into this document.

When I took over this year after our AGM I had the task of finalizing this document. Our first step was to get the whole thing reviewed by a lawyer. We contacted Craig Rose from Davies & Associates who had a thorough look at it and turned the whole thing into a sea of red ink... by that I mean lots of edited text, lots of deletions and revisions. Nonetheless, I believe he did a substantial amount of work and all his points are valid and necessary to make the document user friendly and straightforward. The actual use will put it through the test and we can find out if more changes and clarification are needed.

The College of Professional Foresters works under the same Legislation and needs a Complaints Manual as well. Since we spent quite a bit of money on our manual, we allowed them to review ours and make the choice to use the changes made by our lawyer to save money and not reinvent the wheel. We agreed to work together and share information, so we can get these documents finalized.

The Council is coming together and also with the new Registrar on board, everything is progressing well.

I wish you all a great 2004.

Ludo Vitalos
Complaints Director

Hearings Director's Report

By Bill Tinge

As Hearings Director of the College, it is a pleasure to report that I have not been required to arrange any hearing tribunals, nor review any complaint related matters. Much of my contribution to date, other than attending Council meetings, has been to assist in the selection and integration of Public members into the Council. We are very fortunate to have 3 members that sit on the Council as voting members as well as 2 members available to sit on hearing tribunals associated with a complaint review or a disciplinary hearing tribunal. Our public members represent the public and ensure that the business of the College is conducted in an efficient and honest fashion. But their ultimate purpose is to ensure that the College is not self-serving and that Forest Practitioners practicing Forestry on crown land are acting in the best interests of the public. The public members bring a fresh perspective to issues and have assisted in the resolution of several contentious issues. We should all be grateful for their willingness to contribute their time and energy to the College.

We presently have a full complement of public members, but the Council has directed that we find one more member to serve on the roster for the Discipline and Appeal Tribunal of the College. Your assistance in soliciting another member is requested. Keep in mind that there are no specific skills required to be a public member; if you know of anyone with an interest in serving as a College Public member, please have them contact our Registrar or myself. In addition, we are also presently considering sharing members with the College of Alberta Professional Foresters.

Some of my other duties this past year have been in assisting in the hiring of our new Registrar, helping review the Complaints Reference Manual as well as the aforementioned interviewing, selecting and working with the Public members.

My term as Hearings Director ends at our AGM and I will not be pursuing another term. Since the association and then College's formation over 10 years ago, I have served on an executive position for 6 of those years; it's time for other members to be involved. Participation on the council is very rewarding, interesting and I have learned much. I urge you to consider serving on the Council; you will benefit from the experience on a personal as well as a career level.

Communications Director

By Rick Strickland

Well, it seems I may have been somewhat overly optimistic in thinking I would have a draft copy of the provincial communication plan and strategy by December 2003 for approval by council. In this world of communication plans and advertising strategies one thing begets another and soon you are faced with a plethora of unyielding information and most serious decisions. Add the fact that some technology gremlins exist and your proposed deadline comes and goes. Alas, not all is lost or in vain as some excellent headway has been forged out of all this.

Once the email issue was resolved and all members received the questionnaire the returns went up significantly from two (2), yes two, to forty-six (46) representing approximately 10% of our membership. I want to thank all those who responded with their input allowing us to continue with the development of the communication strategy.

With the next council meeting coming up in January, I expect to have the draft ready for the council to view. The communication plan/strategy proposal will outline a strategy for the next three years allowing for adjustments as we move along. We will endeavour to use strategies that deliver the best dollar value to our campaign. As mentioned in the last issue of the *ForTech* we will focus on products to

bring an awareness of our college and provide an updated look and feel. It is my intention to have electronic copies of the communication plan/strategy available to the members through the registrar's office once the plan has been approved by council.

With that I will bid you adieu and wish you all a very good 2004.

Registration/Membership Director's Report By Rick Stewart

2003 has been a relatively busy year with the resignation of Frankie Kerr and the hiring of Wayne Williams. Registration has slowed with 35 members added to the Conditional Register awaiting the Jurisprudence Exam March 6, 2004. I wish them all the best. There were 8 members suspended for not applying for their practice permits and submitting their Continuing Forestry Education (CFE) forms. 4 members resigned, as they will no longer be practicing forestry. 22 members were stricken from the register for non-payment of dues. This leaves us with 465 members in good standing. There are a small number of applications that are being reviewed for Core Competency so we may have a few more Forest Technologists on the Conditional Register and writing the exam. The College is being asked to consider another registration classification to cover a period of time, up to 1 year, when a member will not be practicing forestry due to extenuating circumstances. Look for a resolution at the AGM to cover this situation.

This is our first full year as a professional College and although we are going ahead, we still have a large number of Technologists practicing forestry without a Practice Permit. We need these people to get on board without having to use the legislation to force the issue. We have worked long and hard to gain recognition as Professionals it is time to show Alberta and the rest of the world that Alberta's public forests are under the stewardship of Professionals.

Each and every member is responsible to keep his or her knowledge and skills up to date through continuing forestry education. By 31

December you must complete the CFE form and submit it with your application for a practice permit in order to remain a member in good standing.

I would like to thank Frankie Kerr (former Registrar), Fran for their valuable assistance through the year. I would also like to welcome our new Registrar Wayne Williams and thank him for his valued assistance. I would also like to thank Mike Benedictson and his committee for the hard work they did preparing the exam. It is with dedicated staff like you that we are able to make positive strides forward. I would also like to thank the Council and membership of CAPFT for allowing me to serve as your Registration/Membership Director.

See you all at the AGM.

NAIT Liaison's Report By Christine Cripps-Woods

I began my term with CAPFT as Nait Liaison with very little knowledge of the workings of the college. Since then, I have been privileged to learn (sometimes the hard way!) about the college, where we came from as a group and the challenges we have yet to face. I recall the session at Hinton in 1983 when Peter Murphy came to inform Forestry Technology students and Forest Officers about the new legislation planned for by the Foresters for a professional organization. At that time, we were not included and it was very unclear where we fit into the future of forestry in Alberta if this legislation passed. Our questions were hard and direct, surprising Mr. Murphy. However, this led to the formation of the Alberta Forestry Technologists Association. Those Forest Officers /Technologists who led this drive for an association are to be commended. We now have the title as Forestry Practitioners working in the forestry field with the ability to do our job with equal recognition as Foresters. Thank you to those who took the time and energy necessary to make sure that we were included in the Forest Practitioners Legislation that is recognized as the first of its kind in Can-

ada, with the cooperation of both Foresters and Technologists.

As Nait Liaison I have had a year of learning. I spoke throughout the year with Thor Knapp, head of the NAIT program and Howard Anderson who developed the Forestry Equivalent Training Program for Forest Protection. I was asked by the executive to find out how the Forest Technology Equivalency Program compared to the regular NAIT forestry program. This was written up and presented to CAPFT in the last FORTECH. One detail that I didn't include and that is important, the program is a one time deal, bringing long time Forest Protection employees that do not have a Forestry diploma, up to a Forestry Practitioner level

I was unable to attend the information session that CIF put on in November, but our new Registrar, Wayne Williams, and I hope to do a session on CAPFT in March at NAIT.

I logged onto the NAIT Forestry website and found a NAIT Program summary with statistics on the numbers of students/quality of education/graduate satisfaction and quality of instruction since 1992. It was an eye opener and I encourage our members to check out the information. The website is: www.nait.ab.ca/PCalendars/SearchArea/ProgramFOT.asp

From conversations with current and past instructors, forestry careers as a viable choice for students leaving high school has taken a tough hit. Both the university and technical programs have discussed this at length as enrollment fell steadily throughout the 90's. Numbers are gradually climbing, but the forestry field is still not seen as a preferred one with high paying jobs available in the IT sectors and the Softwood Trade agreement in the news, spelling disaster for the forest industry (not unduly). This topic has been suggested for a ½ day meeting in conjunction with another session.

I found the executive members hard working and with good ideas on how to move the col-

lege further ahead. As a non-voting member who always has an opinion, it was a challenge to remain in the background. It's a good start though for anyone looking to get involved with CAPFT. I believe Tracey put it very well: There's a lot more work here than I was led to believe! The process of recruiting new members from the public has been informative and interesting. We have gained some valuable insights and experience with the public members. It has been a pleasure and privilege to work with the college. I look forward to the next year.

CIF-RMS REPRESENTATIVE **By Philippe Robert**

This past year was an excellent learning experience to get to know how CAPFT and CIF-RMS organizations are working together for the interest of all registered members. Work commitments kept me away at first, and I admit that it was a slow start for me, but I think that I made-up for lost time since September.

I attended CIF-RMS executive meetings and help with information exchange between both organizations, as well as providing meaningful inputs from a CAPFT perspective.

One new responsibility assigned to this position was to become a Technical Representative on the Forestry Chronicle Advisory Board. The main focus of this position/initiative is to provide input to help the Chronicle to be more applicable to the readership, by providing valuable and practical technical information to help our members to deliver forestry programs, without having to reinvent the wheel.

A small focus group met at the January CIF-RMS technical session with Roxanne Comeau from CFI/The Forestry Chronicle, Ottawa office, to discuss this new initiative and explore effective ways to communicate this technical information. Stay tune for new developments!

In January 2004, I also attended the ForestED-

West conference in Banff. The goal of this conference was to bring together academics, classroom teachers, forest educators, industry, non-profit societies and government, to develop a spirit of cooperation to foster balanced forest education at all levels. I believe that CAPFT must play a leading role to ensure that the right message is broadcasted from kindergarten through grade 12, to ultimately provide the right attractions for students to choose a forestry career.

I can anticipate that the coming year will be even more interesting and that I should become more effective at supporting CAPFT interests. I look forward to rise to the Forestry Chronicle's challenge to ensure that our members are receiving the best possible information and technical support from both organizations.

“Keep Your Caliper on the Tree!”

Philippe Robert RPFT

**Competence Director – Annual Report
by Tracey Stewart**

Since assuming the role of Competence Director this spring, we have formed a Continuing Competency Committee and begun the major undertaking of developing our Continuing Competency Program.

The main mandate of this committee is to develop, implement and monitor a continuing competence program by April 2007, as legislation requires. We are in the developmental stage and will use the existing Continuing Forestry Education process as a starting point for the new program.

We have sent out a survey to gather feedback from the members to aid in the development of the program. This feedback is important as it is the members who will be required to comply with the program to maintain the right to practice.

The committee will be conducting an audit of our current CFE program this spring to aid in the development of the CC program and help in determining what training needs to accompany implementation.

The 3 year Development Plan and Terms of Reference are submitted for your consideration. Further information and a draft framework of the CC program

will be presented at the AGM for membership acceptance.

Our goal is to create a program that promotes professional development, is credible to our stakeholders and is attainable by the members of the college. With continued member assistance, we will achieve this.

**3 YEAR DEVELOPMENT PLAN
CAPFT CONTINUING COMPETENCY PROGRAM**

ACTION ITEM TARGET DATE

Preliminary input from members—November 2003

Develop framework of CC program - January 2004

CC program framework presented to Council February 2004 for endorsement.

CC program framework presented at AGM for membership acceptance—March 2004

Program details finalized February 2005

Presentation of CC program detail to Council for endorsement February 2005

CC program content presented at AGM for membership acceptance March 2005

Implement new program – test run October 2005

Feedback collected on implementation February 2006

Review and adjust program based on feedback March 2006 if necessary

Change Bylaws and Policies to address new program AGM 2006

Finalized CC program fully implemented October, 2006

Legislated Requirement Date April 2007

**Terms of Reference
CAPFT CONTINUING COMPETENCE COMMITTEE**

GROUP MEMBERSHIP

Group membership consists of Chair (Competence

Director) and 8 members representing a balance between industry and government. As per the College bylaws, the President and Registrar are also members of this committee. It is recommended that when a new Competence Director is elected, the outgoing chair serve a term as a member on the committee to provide continuation in the issues and ideas being worked on.

Term of service for a Committee member will be 2 years, commencing at the AGM they are appointed and concluding at the AGM two years from then. Withdrawal before the end of the term requires notice in writing to the committee chair.

Committee members may serve more than one term. Committee members who do not wish to serve an additional term will provide the committee with notice in December of their last year so notification can go out with the AGM pre-package advising of available positions on the committee.

MEETINGS

During development and implementation of the continuing competence program, meetings will be scheduled every two months. Meetings may be added or cancelled by the committee as need or projects dictate. After program implementation, meeting schedule will be set according to need.

Meeting minutes will be recorded and action items will be noted and assigned. Minutes will be kept on file at the College office.

RESPONSIBILITIES

1. Develop a Continuing Competence Program and reporting form that is acceptable to HRE, the public and the college members.
2. Implement and maintain records of the CC program.
3. Monitor and audit member compliance within the CC program.
4. Refer members to complaints director as per the Regulated Forestry Profession Act.
5. Maintain and update the CC program as needed.
6. Maintain confidentiality of the information contained within the CC program as per current legislation.

AUTHORITY

Program content and process recommendations made by this committee will be referred to college Council for endorsement before being forwarded to the membership for acceptance.

WORKING GROUPS

Working groups formed by this committee will include a member of, and will report back to, the CC committee.

Mark your Calendar!

March 6, 2004

College of Alberta Professional
Forest Technologists

Professional Examination
Edmonton, AB

March 25—26, 2004

College of Alberta Professional
Forest Technologists

Annual General Meeting
Mayfield Inn & Suites, Edmonton, AB

October 2—6, 2004

CIF/IFC/SAF Joint Conference

Shaw Conference Centre, Edmonton, AB

Theme: *One Forest: Two Flags*

Article Submitted

By Don Podlubny

In January there is an interesting conference taking place in Banff, the *ForestEd West Conference*. This conference being spear headed by Inside Education (formerly FEESA) with the goal as stated below.

This conference will provide a venue for those with experience in developing and delivering forest education programs and services across western Canada to meet with government, industry and community representatives who are managing major issues related to Canada's forests. Further the conference will be an opportunity for classroom educators to learn with and from practitioners from other provinces.

Building on a series of discussions and sharing presentations, the ultimate aim of the conference is a 'call to action' - a call to revitalize and grow forest education programming and services.

The Foothills Model Forest has been an active supporter of FEESA and will be providing two presentations to the conference. It is becoming more and more important that forest related groups be either industry, government or NGO get involved with our education system. Today the importance of educated and trained professional forest practitioners relies on the influx of young people going into the appropriate secondary education. As we all know the teachers and staff at the schools they attend influence young people. Conferences, such as this one provide an excellent opportunity for us here at the Foothills Model Forest to promote sustainable forest management and let people see what type of knowledge, tools and training are being made available to the people who manage the forests of Alberta. This also, gives us the opportunity to foster the idea of ensuring that the people responsible for Alberta's forests have accessible to them trained forestry professionals.

In follow up to this CAPFT has been asked to present at the conference and the presentation will be focusing on our College and its responsibility to the people of Alberta in the management of Alberta's Forests. We will also, show the value of being a professional forest practitioner and the benefits to the individual and especially to the natural resources of Alberta. I believe that we have to take more advantages of these opportunities to show case ourselves as professional forest practitioners and the value we are to the public in managing the forests of Alberta.

COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS

PRESIDENT

1 year term immediately following Vice Presidency

Role

Preside over the business of the College

Responsibilities:

Meetings:

- Attend all meetings of the Council.
- Organize and schedule meetings of the Council on a regular basis.
- Prepare the agenda for meetings of the Council meetings 5 working days in advance.
- Chair meetings of the Council and the Annual General Meeting.

Communications:

- Ex-officio member of all College Committees.
- Communicate with the Registrar on a regular basis, depending on the need b
- at a minimum of once a week.
- Visit the office at a minimum of once a month.
- Communicate with Committee Chairs via e-mail or phone as need arises.

As issues arise and formal external written or verbal communication is necessary the President will represent the College or as directed by the Council.

COLLEGE BUSINESS:

- The President is responsible to ensure the day-to-day business of the College moves forward.
- In conjunction with the Council and Registrar, communicate and direct College business as required.
- The Registrar reports directly and solely to the President.
- Co-ordinate major issues and requests of the registrar, council and committees.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.0 days
- CIF/RMS Technical Session 3.5 days
- Committee involvement 5.0 days

College Business:

The president position is estimated to take up approximately 3 days per month on the average (for meetings etc) plus about 6 hours per week on general college business.

VICE PRESIDENT

1 year term, elected annually

Role:

To assist the President preside over the business of the College

Responsibilities:

- Attend all meetings of the Council.
- Preside over any meetings of the Council or the College in the absence of the President.
- Chair the Annual General Meeting Committee.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meetings 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

College Business:

The Vice President is more obscure but at a minimum there would be 2 days per month for meetings and 4 hours per week on general college business.

PAST PRESIDENT

One year term directly following Presidency

Role:

Provide continuity to the Council and act in an advisory role to the President, and lend support in the management of the College.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Nominations Committee.
- Complete any out standing tasks carried forward from the Presidency term.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

FINANCE DIRECTOR

2 year term, elected on even years

Role:

Preside over the financial business of the College

Responsibilities:

- Attend all meetings of the Council.
- Chair the Finance Committee.
- Facilitate quarterly budget reviews.
- Prepare an annual budget.
- Has signing authority.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

COMPLAINTS DIRECTOR

2 year term, elected on odd years

Role

Receive, review and initiate any action to be taken on any complaint of unprofessional conduct of a regulated member of the College, while ensuring a fair and transparent process.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Complaints Committee.
- Receive any written complaint of unprofessional conduct submitted to the College.
- Initiate investigations of all allegations of unprofessional conduct, either directly or by appointing an investigator.
- Initiate procedures for Alternative Complaints Resolution Process.
- Request the Hearings Director to initiate a Hearing Tribunal in the event of unsuccessful ACR.
- Prepare an annual report summarizing the number of complaints received and their outcome.
- Commence an appeal of a decision of a hearing tribunal

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RM Technical Sessions 3.5 days
- Subject to the number of Complaints Review and Hearing Tribunals will be the number of days committed

HEARINGS DIRECTOR

2 year term, elected on even years

Role

Facilitate Hearings, once the Complaints Director determines the need for a hearing and to form Complaint Review Committees.

Responsibilities

- Attend all meetings of the Council.
- Maintain the Membership List to call upon members to serve on a Complaints Review Committee or a Hearing Tribunal.
- Notify all parties during the various stages in the hearing tribunal process.
- Provide all relevant documentation to all parties involved in the disciplinary process at the appropriate time.
- Form Complaint Review Committee for the purpose of reviewing complaints dismissed by the Complaints Director or to ratify settlements.
- Schedule a Hearing when required
- Select members as mediators for the Alternative Complaints Resolution (ACR) Process.
- Assist in the selection of Public Members.
- Direct the appeal process.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meetings 2.5 days
- CIF/RMS technical Sessions 3.5 days
- Subject to the number of Complaints Review and Hearing Tribunals will be the number of days committed.

COMPETENCE DIRECTOR

2 year term, elected on odd years

Role:

Develop, implement and maintain the College's Continuing Competence Program as required under section 43 of the *Regulated Forestry Profession Act*.

Responsibilities:

- Attend tend all Council meetings.
- Chair the Competence Committee.
- Maintain a database for tracking Continuing Forestry Education (CFE) submissions.
- Develop the Continuing Competence Program as required under section 43 of the *Regulated Forestry Profession Act*.
- Monitor membership performance and compliance as it pertains to the CFE Program
- Review and approve CFE submissions.
- Communicate to the Membership, Registrar and Council on the CFE Program.
- Assigning CFE credits (or identification of CFE credits) to existing structured courses.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 8.0 days

MEMBERSHIP DIRECTOR

2 year term, elected on even years

Role:

Review all new applications for registration, approving those that meet Core Competencies, and advising those applicants that do not meet Core Competencies of the deficiencies that need to be addressed.

Responsibilities:

- Attend all meetings of the Council
- Review all applications for membership in consultation with the Registrar
- Assess all non NAIT curriculum's for Core Competencies
- Maintain, with the Registrar, a list of all approved College curricula.
- Chair the Registration Committee, if established under Part 1 of the *Regulated Forestry Profession Act*

- Assess all non NAIT curriculum's for Core Competencies
- Maintain, with the Registrar, a list of all approved College curricula.
- Chair the Registration Committee, if established under Part 1 of the *Regulated Forestry Profession Act*

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 5.0 days

COMMUNICATIONS DIRECTOR

2 year term, elected on even years

Role:

To promote the College through various communication and marketing strategies and address any communication needs and or concerns.

Responsibilities:

- Attend all meetings of the Council.
- Chair the Communications Committee.
- Reviews and adjust Communication Plan for each fiscal year.
- Coordinate with office staff the dissemination of College information to the membership, related organizations, public and media.
- Coordinates the quarterly publication of the College's newsletter "ForTech"
- Ensures the College web site is maintained and revised as required.
- Ensures all College events are photographed.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days

- Committee involvement 8.0 days

PROFESSIONAL EXAM DIRECTOR

2-year term, elected odd years

Role:

Preside over the professional exam of the College

Responsibilities:

- Attend all meetings of the Council.
- Chair the Exam Committee
- Organize a study date for the exam.
- Over sees the writing and marking of the professional exam
- Reviews and adjusts professional exam for each year.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvement 6.0 days

NAIT LIAISON

2 year Appointment, odd years

Role:

Represents the College of Alberta Professional Forest Technologists (CAPFT) and its membership on the Northern Alberta Institute of Technology (NAIT) Forestry Program Advisory Committee.

Responsibilities:

- Attend all meetings of the Council.
- Attends annual NAIT Forestry Advisory Committee Meeting (spring of each year) and other special meetings as/if required.
- Review pre-meeting package materials and pro-

vide advice at meetings regarding NAIT Forestry program areas.

- Express the strategic/practical needs of the College in relation to the NAIT Forestry program.
- Work within the Advisory Committee to ensure the program and students from it meet requirements for possible entry into the College upon graduation
- Advise the College Council of outcomes of NAIT Advisory Committee Meetings and any possible developments within the NAIT Forestry program that may effect the goals and objectives of the College.
- Seek and solicit input and feedback from the College Council and its membership on the quality of, or potential issues relating to NAIT Forestry graduates, which can be explored and/or addressed at the NAIT Forestry program level.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days
- Committee involvements 5.0 days

CIF REPRESENTATIVE

2 year Appointment, even years

Role

Maintain good communications with the CIF – RMS with respect to mutual projects, interests and benefits.

Responsibilities

- Attend all meetings of the Council
- Attend CIF-RMS Council meetings on behalf of the CAPFT Council
- Relay pertinent information to the CAPFT Council through meetings
- Attend the CIF – RMS Program Committee meetings to provide input
- Assist with the CIF Program Committee with the organization of quarterly CIF Technical Sessions.
- Participate as the CAPFT/CIF-RMS Technical representative on The Forestry Chronicle Advisory Board.

Annual Time Commitments:

- Council Meetings 10.0 days
- Annual General Meeting 2.5 days
- CIF/RMS Technical Sessions 3.5 days

- Committee involvements 6.0 days
- The Forestry Chronicle Advisory Board. 10.0 days

REGISTRAR

Role:

The Registrar, as a paid employee of the College, ensures the day-to-day operation of the College. The Registrar is empowered to make decisions relating to the operational business of the College, under the direction of the College Council.

Responsibilities:

- Perform duties as prescribed under the *Regulated Forestry Profession Act*.
- Maintenance of membership registers as prescribed in the *Regulated Forestry Profession Act* and the College bylaws.
- Draft correspondence relating to decisions of the Registration Committee and the College Council – specifically: applications, appeal notices, issuance of certificates, practice permits, professional seals and college invoices
- Under the direction of the Discipline committee, draft correspondence relating to Discipline. Specifically, written complaint referrals to the Discipline Chair, notice of decisions or hearings to investigated persons and complainants, notification of appeals by investigated persons, or complainants to Council, requests for witnesses to attend hearings or evidence to be supplied, serve any orders the Discipline Committee makes on the investigated person and advising the complainant of such in writing, advise Council of any “appeals”, serving investigated persons with Council decisions on “order” appeals, and publication of suspensions and cancellations.
- Keep custody of the College seal.
- Serve ex-officio member of all standing committees and on the College Council.
- Ensure secretary services for Council meetings, minute taking and distribution, agenda preparation, and report preparation and is completed in a timely manner.
- Maintain a positive working relationship with the College of Alberta Professional Foresters and Canadian Institute of Forestry (National and Rocky Mountain Section).
- Maintain active membership with the College of Alberta Professional Forest Technologists.
- Supervise and establish duties, work schedules, and performance standards for College staff.
 - Ensuring that all funds, physical assets,

- Ensuring that all funds, physical assets, and other property of the College are appropriately administered and safeguarded.
- Monitors all financial accounts.
- Ensures all annual audit and budget information, account records and monthly statements are prepared and maintained for use by the Finance Director.
- Has signing authority.
- Acts as a liaison with fiscal and legal advisors of the College and ensures that the Council of the College are fully informed of all matters pertaining thereto.
- Prepares correspondence, articles, brief, policy statements and other documents as may be required by the duties of the position and or requested by the Council.
- Prepare an Annual Report.
- Work with the Communications Director to promote the College in a positive manner.
- Under the direction of the Communications Director, edit and coordinates quarterly publication of the College's newsletter (ForTech), and maintains the College's webs site.
- Reports directly to the Council Chair (President).
- The Council and President will assign additional Duties and Responsibilities as business needs warrant it.
- Continue to work with the CAPFT and appropriate government agencies to ensure the continued advancement of the regulated legislation.

EXECUTIVE ASSISTANT

Role:

Provide administrative support services to the College Council and Registrar.

Responsibilities:

- Maintain the College books using the Simply Accounting software package.
- Accounts Receivable and Accounts Payable.
- Account reconciliation.
- Preparing monthly financial statements.
- Assist the Financial Director and Registrar with the annual budget.

- Maintain the membership database and filing system.
- Answer general membership enquires.
- Process new membership approvals and prepare Welcome Packages for new members.
- Notifying the CIF-IFC of changes to the membership.
- Monitoring all correspondence and emails to ensure timely responses.
- Directing correspondence to the Registrar or the appropriate Director.
- Record meeting minutes and distributing to the Council within 5 working days.
- Assist with preparations of the Annual Report and distributing it to the Membership.
- Assist the Registrar or Editor with coordination, publishing and distribution of the *ForTech* Newsletter.
- Work in cooperation with the Executive Assistant of the College of Alberta Professional Foresters.
- Maintaining a positive working relationship with the CIF-IFC National and CIF Rocky Mountain Section.
- Establishing and maintaining an administrative filing system.

Call for Nominations

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

Vice President
 Membership Director
 Hearing Director
 Communication Director
 Finance Director
 CIF Representative

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 Annual General Meeting.

COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS

Annual General Meeting

March 25, 2004 Technical Session

Theme: The Development of Aboriginal and Treaty Rights and Consultation Respecting Assertion of those Rights'

Our AGM technical session this year will deal with aboriginal consultation and the legal framework that directs and defines it. The official title of this presentation is 'The Development of Aboriginal and Treaty Rights and Consultation Respecting Assertion of those Rights'. Sounds weighty, but it isn't. Lorne Ternes a Barrister and Solicitor with 16 years of Aboriginal law experience, will present the legal background and context on how the need for consultation with the Aboriginal Community developed. It is a fascinating story laden with historical and legal context that Lorne presents in a stimulating and informative manner. You don't want to miss it.

13:00 AGM Registration

13:30 Welcome & Introductions

13:35 The Development of Aboriginal and Treaty Rights and Consultation Respecting Assertion of those Rights'

16:30 Closing Remarks

There will be a break at approximately 3:00 pm

March 26, 2004 Business Meeting

08:00 AGM Registration and Continental Breakfast

08:45 1. Call to Order – Chris Walsh, President
2. Introduction of Guests – Chris Walsh, President
3. House Keeping Items – Chris Walsh, President
4. Review of Meeting Rules of Order and Procedure – TBA, Sergeant at Arms
5. Review and Adoption of AGM Agenda – Chris Walsh, President
6. Welcome Address – Chris Walsh, President
7. Adoption of 2003 AGM Minutes

09:15 Council and Committee Reports

09:45 Communication Plan- Rick Strickland

10:00 Forestry Commons- Mike Benedictson

10:15 2003 Audit and 2004 Budget Presentations – Ed Barnett

10:30 Break

11:00 Presentations

10 year Pins: - Chris Walsh-President and Council
Out going council members- Chris Walsh -President

11:15 Complaints Reference Manual- Ludo Vitalos and Bill Tinge

11:30 Lunch Courtyard

13:00 Resolutions

14:30 Elections – TBA, Sergeant at Arms

15:15 Break

15:30 Continuing Competence Committee – Tracey Stewart

16:30 Closing Remarks and Adjournment - Chris Walsh, President

16:30 Transitional Council meeting for outgoing and incoming Council Members

College Of Alberta Professional Forest Technologists 2003 Budget Statement (Unaudited)

Revenue		2003 Actual	2003 Budget	2004 Budget
Dues	Regulated	\$ 197,166.68	\$ 200,000.00	\$ 220,000.00
	Non-Regulated	\$ 250.00	\$ 200.00	\$ 200.00
	Student Fee	\$ 260.00	\$ -	\$ 380.00
	Reinstatement Fee	\$ 200.00	\$ 500.00	\$ 1,000.00
Other	Misc. Income:	\$ 376.33	\$ 500.00	\$ 700.00
	AGM Revenue:	\$ 5,530.00	\$ 4,500.00	\$ 5,500.00
	AGM Donations:	\$ -	\$ 1,500.00	\$ 1,500.00
	GIC Interest Revenue:	\$ 2,595.56	\$ 2,500.00	\$ 2,700.00
	Advertising Revenue:	\$ 250.00	\$ 1,000.00	\$ 250.00
	Total Revenue	\$ 206,628.57	\$ 210,700.00	\$ 232,230.00
EXPENSES				
Office	Adv/Promo/Donations:	\$ 3,548.83	\$ 4,500.00	\$ 4,500.00
	Capital Assets Expense:	\$ 4,333.02	\$ 5,000.00	\$ 2,500.00
	Communications Expense	\$ -	\$ -	\$ 13,000.00
	Exam Website (Forestry Comm)	\$ -	\$ -	\$ 8,000.00
	Insurance Expense:	\$ 1,180.69	\$ 1,700.00	\$ 1,700.00
	Janitorial Expense:	\$ 453.31	\$ 660.00	\$ 500.00
	Office Supplies:	\$ 2,765.11	\$ 2,500.00	\$ 2,800.00
	Copier & Lease Expense/Foldin	\$ 2,927.76	\$ 2,500.00	\$ 3,000.00
	Postage & Machine Lease:	\$ 1,575.31	\$ 2,000.00	\$ 2,000.00
	Rent Expense:	\$ 7,179.43	\$ 7,000.00	\$ 8,000.00
	Phone/Fax/Internet/Website Exp	\$ 2,858.43	\$ 2,800.00	\$ 3,000.00
	Training Courses Expense:	\$ 805.00	\$ 1,500.00	\$ 1,000.00
Meeting	AGM Expenses	\$ 6,894.80	\$ 7,000.00	\$ 7,200.00
	CIF Conference Expenses:	\$ -	\$ 2,500.00	\$ 2,000.00
	Travel Expenses:	\$ 9,030.71	\$ 7,000.00	\$ 13,000.00
Bank	Bank Adj & Service Charges:	\$ 148.47	\$ 350.00	\$ 150.00
Employment	Wage Expenses:	\$ 85,598.30	\$ 90,000.00	\$ 90,000.00
Misc	Awards	\$ 300.00	\$ 1,000.00	\$ 1,000.00
	Professional Expenses:	\$ 6,395.98	\$ 6,000.00	\$ 4,000.00
	CIF Payable:	\$ 56,668.43	\$ 57,500.00	\$ 63,250.00
	Professional Seals:	\$ 7,047.74	\$ 8,000.00	\$ 500.00
Total		\$ 199,711.32	\$ 209,510.00	\$ 231,100.00
Income	Revenue Less Expenses	\$ 6,917.25	\$ 5,190.00	\$ 1,130.00



College of Alberta
Professional
Forest Technologists

2004 Annual General Meeting

2004 Annual General Meeting

Mayfield Inn & Suites,
16615 - 109 Avenue, Edmonton, Alberta
Reservations: 1-800-661-9804

March 25 & 26, 2004

NAME:				
COMPANY				
ADDRESS:				
CITY:		PROV:		PC
PHONE:		FAX:		
E-MAIL:		CELL		

REGISTRATION FEES

PRE-REGISTER BY MARCH 19, 2004	
TECHNICAL SESSION ONLY – MARCH 25TH (AFTERNOON)	\$20.00
TECH SESSION & AGM (25TH & 26TH) INCLUDES LUNCH	\$55.00
TECH SESSION & AGM (25TH & 26TH) No LUNCH	\$40.00
AGM (26TH ONLY) LUNCH	\$35.00
AGM (26TH ONLY) No LUNCH	\$30.00
REGISTRATION AFTER MARCH 19, 2004 OR AT THE DOOR	
TECHNICAL SESSION – MARCH 25TH	\$25.00
AGM (26TH ONLY) No LUNCH	\$35.00

I PLAN TO ATTEND THE: TECHNICAL SESSION YES NO AGM YES NO	PLEASE COMPLETE & FAX OR MAIL TO THE CAPFT OFFICE ON OR MARCH 19, 2004
	PLEASE MAKE CHEQUES PAYABLE TO CAPFT

COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS
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