

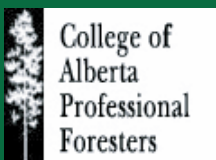


# 2017 2018

## ANNUAL REPORT



Association of Alberta  
Forest Management Professionals



College of  
Alberta  
Professional  
Foresters



PROFESSIONAL FOREST  
TECHNOLOGISTS

#320 3203 93 ST NW  
EDMONTON AB  
T6N 0B2



**3 ABOUT THE COLLEGES**

- 3 College of Alberta Professional Foresters
- 4 College of Alberta Professional Forest Technologists
- 5 CAPF Awards
- 6 CAPFT Awards
- 6 NAIT Awards
- 7 2017-2018 Council & Staff



**8 BOARD MESSAGES AND REPORTS**

- 8 President's Message
- 10 Executive Director's Report
- 12 Registrar's Report



**14 GOVERNANCE AND PERFORMANCE**

- 14 2017 AGM Minutes | Joint CAPF and CAPFT Minutes
- 19 2017 Bylaw Amendments
- 21 Public Members' Report



**22 STANDING COMMITTEE REPORTS**

- 22 CAPF
- 25 CAPFT
- 27 Joint Committees



**30 CAPF FINANCIAL STATEMENTS**



**42 CAPFT FINANCIAL STATEMENTS**





# ABOUT THE COLLEGES

## College of Alberta Professional Foresters

The College of Alberta Professional Foresters (CAPF) has been regulated in Alberta since 1985 and has self-regulation status under the Regulated Forestry Profession Act and Regulation. The College's primary mandate is "to serve society by regulating, enhancing and providing leadership in the practice of the profession of forestry in the best interests of the public."

The Alberta government delegates self-governance to the College and today approximately 700 regulated members, alongside members of their counterpart College of Alberta Professional Forest Technologists, to ensure that the Alberta's forest ecosystems are responsibly, competently and ethically managed on behalf of all Albertans through the regulation of registered practitioners and their conduct. The College continues to evolve to meet the needs of members and address any concerns of the public – working collaboratively with the province and other stakeholder groups.

### OUR VISION

The College of Alberta Professional Foresters shall endeavor to maintain the highest professional standards and further advance the level of professional competence with respect to the practice of forestry in the service of our clients and the public at large.

### OUR MISSION

To serve society by regulating, enhancing and providing leadership in the practice of the profession of forestry in the best interests of the public.

### OUR OBJECTIVES

The objectives of the College are to:

- Carry out its activities and govern its regulated members in a manner that protects and serves the public interest;
- Provide direction to and regulate the practice of the regulated profession by its regulated members;
- Establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession;
- Establish, maintain and enforce a code of ethics;
- Carry on the activities of the College and perform other duties and functions by the exercise of the powers conferred by the Act; and,
- Support and work cooperatively with other organizations, both provincially and nationally, in the realization of these objectives.



### College of Alberta Professional Forest Technologists

Professional regulation status of the College of Alberta Professional Forest Technologists - CAPFT (2002) was a commitment towards both scientific and sustainable forest management practices. The founding members, and those that have followed, have demonstrated the commitment and hard work in their shared mission to promote the professional management of all forested land in the province. Today, Alberta's professional forest technologists share a responsibility for standards of professional forestry practice with professional foresters. The common scope of practice is a unique situation within the Canadian context. The College continues to evolve to meet the needs of members, address the concerns of public, work collaboratively with the province and other stakeholder groups and ensure that our forest ecosystems are managed ethically, and professional services are provided based on the forest professional's competency development via training and practical experience.

#### OUR VISION

Forested Land Management by Professionals who care.

#### OUR MISSION

The College of Alberta Professional Forest Technologists will promote the professional management of all forested land in the province of Alberta.

Both Colleges have been working tirelessly on achieving the merger of the Colleges into the Association of Alberta Forest Management Professionals (AAFMP) for several years. This initiative is also supported by the Government of Alberta review of the agencies, boards and commissions conducted in 2015. Alberta Labour recommended in the report that the two professional regulatory organizations (PROs) merge into a single PRO to regulate the practice of forestry in Alberta.

#### OUR GUIDING PRINCIPLES

- Promoting, encouraging and affecting the continuing education of our members;
- Participating in key forestry committees that are governing the direction of the education of future forest technologists;
- Direction of the education of future forest technologists;
- Continuing education of practicing forest technologists through high quality programs offered through recognized providers;
- Presenting a strong and unified voice for the pursuit of professional conduct and ethics within the technical field of forestry;
- Promoting and affording the opportunity for member interaction and technology transfer activities; and
- Recognition by the public that our members are part of an organization that take their responsibility as stewards of Alberta's crown forests seriously enough to be accountable to their peers and the public for their actions.





## CAPF Awards

### FRANK APPLEBY PROFESSIONAL AWARD

*Ivan Strang (2009-2017), Lorne Larson (2009-2017) and Burkhard Strehlke (2010-2017) – former Council public members.*

#### **PURPOSE**

To recognize RPFs who have made exemplary and significant contributions to the College.

#### **CRITERIA**

The recipient(s) will:

- be a current or past member in good standing with the College
- have performed outstanding service to the College

Typically, the award will be granted to one individual. However, in exceptional circumstances more than one individual (e.g., a committee or task force) may be recognized for their contribution to a joint project worthy of consideration.

### EMPLOYER APPRECIATION AWARD

*Arbor-Pro Tree Consulting Ltd. (Milton Davies)*

#### **PURPOSE**

To recognize the support and generous contributions made by employers of CAPF Executive members through his/her terms as Vice President, President and Past President.

To establish a “CAPF presence” in the boardrooms and executive offices of the forest industry, government, forestry consultants and others who employ professional foresters in Alberta.

#### **DELIVERY**

The CAPF will issue an annual Employer Appreciation Award to the employer of the Past President following the end of his/her term.

Award is given to senior level executive (i.e., Owner, CEO, President, Vice President, Deputy Minister, Assistant Deputy Minister, Faculty Dean, etc.)



## CAPFT Awards

### EDGAR KOEHLER MEMORIAL AWARD

*Tyler Caddey, RPFT*

#### **PURPOSE**

The award was established in memory of Edgar Koehler, Public Member of the College of Alberta Professional Forest Technologists (CAPFT/The College) and will recognize an individual associated with the College who has demonstrated an outstanding commitment as a volunteer.

The nominees considered will be an outstanding Member, Public Member or Staff Member of CAPFT who volunteers with any Organization including its Councils, Boards, Committees, sub-committees or task forces.

### FOREST TECHNOLOGIST PROFESSIONAL ACHIEVEMENT AWARD

*David Strauss, RPFT*

#### **PURPOSE**

The Award recognizes an individual who has demonstrated professionalism in the field of forestry that promotes the principles of the College of Alberta Professional Forest Technologists (CAPFT).

### NAIT AWARD - HARVEST PLAN AWARD

*Ben Mitten and Annette Bugnet*

#### **PURPOSE**

Each year the second year Forest Technology class works on an Annual Operating Plan (AOP) for a particular forest planning area. This major project, (approximately 170 hrs of work) which is usually assigned to groups of two, begins in early November and is completed by late January of the next semester.

Award is made on the highest graded plan.

### NAIT AWARD - FOREST TECHNOLOGY PROFESSIONAL STUDENT AWARD

*Annette Bugnet*

#### **PURPOSE**

The Forest Technology Professional Student Award is presented to a graduating student demonstrating ongoing and exemplary professionalism and dedication to the practice of forestry during their second year.



## 2017-2018 Council & Staff

### CAPF COUNCIL 2017 - 2018

<b>Ryan Hee</b>	President*
<b>Dawn Griffin (resigned)</b>	Vice President (Finance)*
<b>Patricia Golec</b>	Vice President (Finance)*
<b>Alex Bloss</b>	Past President (Nominating)*
<b>Brent Dysart</b>	Councillor (Program)
<b>Ed Anderson</b>	PARB Co-chair
<b>Colin Hanusz</b>	PARB Co-chair
<b>Patricia Golec</b>	Councillor (Competence)
<b>Zachary Cole</b>	Councillor (Registration)
<b>Chris Kallal</b>	Councillor (Communications)
<b>Abby Adesanya</b>	Public Member
<b>Marilyn Hooper</b>	Public Member
<b>Jack Jones</b>	Public Member

\* AAFMP Joint Council Executive members

### CAPFT COUNCIL 2017 - 2018

<b>Ryan Hee</b>	President*
<b>Samuel Elkins</b>	Vice President
<b>Dave West (retired)</b>	Past President (Vacant)*
<b>Andrew Shandro</b>	Finance Director*
<b>Douglas Needham</b>	Communications Director
<b>Sean Ellens</b>	Complaints Director
<b>Heath Schneider</b>	CIF Rep & Hearings Director
<b>Joel Cornish</b>	Competence Director
<b>David Strauss</b>	Exam Director
<b>Haley Stayko</b>	NAIT Representative
<b>Holly Florence</b>	Membership Director
<b>Anil Nair</b>	Public Member

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### STAFF

<b>Carla Rhyant</b>	AAFMP Executive Director • started May 2018
<b>Wendy Graden</b>	AAFMP Executive Director • ended May 2018
<b>Doug Krystofiak</b>	Registrar (CAPF)
<b>Shonelle Wilkinson</b>	Registrar (CAPFT)
<b>Grace Tshakatumba</b>	Administrative Support Coordinator
<b>Constance Williams</b>	Admin Assistant • started August 2018
<b>Amylee Milke</b>	Admin Assistant • ended July 2018



## PRESIDENT'S MESSAGE



The year of 2017-2018 has been one which we have been preparing for the proclamation of the merger of the College of Alberta Professional Foresters (CAPF) and the College of Alberta Professional Forest Technologists (CAPFT). We anticipate the proclamation date will be the start of the new year, when we are able to unify under the Association of Alberta Forest Management Professionals (AAFMP). Due to this timeline, this fall's Annual General Meetings are being postponed until the merger occurs. Steps have been taken to ensure we are prepared for this merge including determining a transitional Council that will replace the current Joint Council of CAPF and CAPFT. The process for the transitional Council is defined in

Bill 25 transitional provisions and there are existing Councillors who have expressed interest to remain on board once the merge occurs to provide consistency on the current tasks and projects of both Colleges. The merger is pending approval of the Regulation Cabinet as we already have Royal Assent of Bill 25, the Regulated Forest Management Profession Act. With this final hurdle to overcome we hope to have great news for membership in the coming months. Once this process is finalized we will present the new structure to our membership accordingly.

Spring saw the delivery of three workshops across the province (Edmonton, Grande Prairie and Edson). Unfortunately, we were unable to achieve sufficient numbers to meet our financial obligations to hold the planned session in Athabasca but are optimistic about hosting sessions in Athabasca at a future date. Membership was able to partake in sessions offered by a full array of speakers at these workshops. Topics of discussion were generated by the membership representing: oil and gas, consulting, industry and government. Overall it was a great success where members were able

to ask questions of the speakers and network throughout the day.

May 2018 we saw the resignation of our AAFMP Executive Director, Wendy Graden. She was pivotal in achieving the passing of the Act and we thank Wendy for aiding us to reach this significant milestone. With Wendy's departure we saw Carla Rhyant step into the role as the new AAFMP Executive Director. Carla has previous experience working with other not-for-profit groups and has provided a seamless integration into our organization. Carla's strengths reside in her strategic and operational qualifications which are well suited for the future direction of the Association needs.

Throughout the spring and summer, we have been diligently working in the background on preparation of our new bylaws, code of ethics and policies for AAFMP Membership. We should soon see the final drafts of the code of ethics and bylaws completed prior to final ratification. Other operational initiatives included the setup of a taskforce to review options for the aging websites and databases. Based on their recommendations to Council, the decision was to proceed with a single new database





## President's Message

for CAPF and CAPFT. This step is required as both platforms are outdated and have been extended well beyond the viable lifespan of the systems. There have been increasing issues and deficiencies with the systems that are not only causing frustration for the staff and membership but is also costly in maintenance and man-hours to manage data entry.

The Council held a strategic planning session in August 2018 to review and update the five-year plan. The plan sets the anticipated budget initiatives and brings focus on Council priorities for our Executive Director. The plan takes into consideration membership and stakeholders alike and sets direction for committees to concentrate on goals set by Council. Furthermore, the plan defines a reporting format that gives Council timelines for deliverables and reviewing decisions. With the hiring of AAFMP Executive Director, Carla Rhyant, Council now has the time to focus on the governance of the Association and reduce time on the operational side. A review has begun of existing policy to identify gaps to be addressed so staff and committees will be able to implement consistent operations.

The work completed by Council, committees and staff this year was nothing short of amazing. I have been able to see firsthand the commitment from these individuals to serve the membership. I anticipate that we will have good news for the conclusion of this six-year journey for CAPF and CAPFT. I would like to thank previous Councils that have made this journey possible for the future benefit in the continued service of the public interest of Alberta. As forest management professionals, I encourage anyone interested to serve on Council and committees of AAFMP as the future governance of our Association depends on dedicated individuals to do so.

*Ryan Hee, RPF, RPFT*





## EXECUTIVE DIRECTOR'S REPORT



This report covers the span of two Executive Directors. Wendy Graden left AAFMP in May of 2018, and Carla Rhyant started with the Association a few days later. In the last year, Wendy oversaw the relocation of the new office to the south-side of Edmonton. This new office provides a training facility for meetings and exam writing and it is considerably more accessible than the previous location as it is located close to the Anthony Henday and has ample parking. With this move there was the merging of some of the services and vendors used by the Colleges in an effort to reduce operational costs to both. This is a process that will continue through the merger.

Membership services have continued as in the past with - the joint annual general meeting and training sessions held in October 2017 and spring 2018 training sessions held in Edmonton, Grande Prairie and Edson. Writings for the professional exam were held in fall 2017 and spring 2018. The preparation for the exam included webinars and the facilitation of a Facebook exam study group. Weekly membership email notices are sent out with upcoming continuing competency opportunities, events and job postings. There is a quarterly AAFMP newsletter sent out to all members covering Council and operational updates and a variety of industry relevant topics. There have been a number of surveys conducted to obtain feedback on services including the website and newsletters. I would encourage members to participate in these surveys as this information is a valuable tool in developing and improving operations.

The next annual general meeting is being planning for after proclamation. In the event proclamation is not achieved in the first quarter of 2019, there will be a joint annual general meeting hosted prior to June 30th, 2019.

The regulatory work during the first half of the reporting period was focused on the drafting and submission of Bill 25, the Regulated Forest Management Profession Act. The Act subsequently received Royal Assent in December of 2017. The Act does not come into full effect until proclamation, but it does include transitional provisions for the creation of the new organization under the Act. These provisions include the adoption of bylaws, code-of-ethics and defining the initial Council of the Association. The transitional provisions also allow for the drafting of the Regulation and states that the Regulation must be approved in principle by a majority of voting members.

From a governance perspective, the Association has been working on drafting the bylaws with the assistance of a parliamentarian. The PARB Committee will oversee the development of the draft for presentation to Council. In the drafting of regulations and bylaws there are a number of elements that were removed or assigned as duties of Council. Council, committees and the Executive Director have been reviewing these areas and drafting and approving policies to ensure that there are rules in place to ensure



## Executive Director's Report

fairness and consistency to the operations of the Association. These documents include governance policy, registration standards and operational policy. These manuals will assist the Council in making the shift from an operational business model to a policy governance model. With the merger of the two Colleges there are a number of changes including some changes to the Act and Regulation that will result in changes to operations (changes to the complaints process, protected titles etc.). as well as changes to the branding of the organization. The current CAPF and CAPFT websites/databases are 12 and 10 years old respectively and built on old interfaces that are no longer compatible with newer technology. Therefore we are experiencing an increasing number of technical errors and need to have the content updated. There was an audit conducted of the current systems to determine where the issues are with regards to security, data integrity and operational efficiencies. From this information, Joint Council elected to tender quotes to build a new system. A vendor has been selected and has started on building the new database and membership portion of the website. This process includes an extensive internal audit of all operations and Registrar duties and processes. A survey was

conducted of the membership to ask for recommendations and to determine what areas of the current websites they are experiencing issues with. The goal is to build a system that is more user friendly and intuitive not only for the staff, but also for the members.

Some of the features that we are aiming to integrate into the system include more automation of submissions by the membership, uploading and storage of documents, more comprehensive reports, integration of other programs into the system [e.g. Quick Books] and a more visible demonstration of member 'status'. The goal is that the new system will improve the accuracy of data that is being input, reduce staff time and provide improved reports and analytics for the Council and committees.

Within the staffing of CAPFT there have been some changes in the past year. The Administrative Assistant for CAPFT left and was filled temporarily to cover the AGM and spring training. This summer Constance Williams joined the team as a permanent Administrative Assistant. Shonelle Wilkinson left for maternity leave in July 2018 (it is a girl!) and will return next year. Doug Krystofiak has taken over as the sole Registrar of CAPFT and

CAPF. As mentioned, I joined the team as the Executive Director.

Grace Tshakatumba continues in the role of Administrative Support Coordinator. Staff will remain at four members until Shonelle returns in 2019.

I would like to thank the staff and Council for making the transition into a new role rather effortless. Everyone has been accommodating, receptive to change and helpful. No doubt there is a lot of work to be accomplished in the next two years and I am excited to move forward with the initiatives that the Council has defined. I know that we have both talented and committed staff that will make progress possible. My first three months have been quite enjoyable, and I look forward to continuing this path forward towards proclamation for AAFMP and the development of an effective organization.

*Carla Rhyant, MAL  
Executive Director*



## REGISTRAR'S REPORT

It has proven to be another busy but productive period since I last typed my Registrar report for the 2016-2017 annual report. Since then, much has changed and transpired. We said good-bye to Wendy Graden in mid-May and welcomed Carla Rhyant to the AAFMP Executive Director role. With all the staffing changes, and our continued evolution to AAFMP, I assumed both College Registrar duties in mid-July but have had my hands full since May. I have been learning the CAPFT membership processes and database workings and wrapping up any outstanding membership payments and annual remittances for both Colleges. This was a priority in order to renew Practice Permits in July and apply any conditions on such. From a financial standpoint, it was important to have accurate membership numbers for future budget revenue forecasting purposes (the primary source of our revenue).

One change in the works for the next fiscal year is that there will no longer be part-time or semi-retired categories in either College (hopefully we are one by 2019 – AAFMP). Anyone practising – regardless of whether its two days a week, less than six months per fiscal year or year-round – will be invoiced for full regulated member dues. The Governing Council, Competence and Registration Committees all concluded that the liability aspects of a regulated member's practise on the regulatory body – remains the same, regardless of the amount of practise time. A formal complaint about a regulated member's provision of professional services or competency automatically warrants investigation and legal counsel involvement from the start – regardless of if the matter escalates to the scheduling of a Hearing Tribunal and/or subsequent appeal levels. I encourage all regulated members to refresh on College Codes of Ethics regularly and ensure you have a solid due diligence defence to avoid any complaint about your professional practice.

I would like to express appreciation to all CAPFT members and their patience as we worked through the many issues with the







## Registrar's Report

CAPFT website. It has been frustrating for both members and admin staff to finally work out the numerous trouble areas and make 2018-2019 Practice Permits available for members to print. No doubt many regulated members were confused with the date ranges for everything from Continuing Competence Program (CCP) and Declaration remittances to the payments. Admin apologizes for these issues but moved quickly to troubleshoot and eventually overcome them. In the process, we have already commenced the development of a new database to serve AAFMP well into the future. I am confident that the new merged database and website interface will eliminate the problems for the annual renewal process next April. New application processes will also be a lot more streamlined and easier to follow.

We remain in hot pursuit of proclamation of the new Regulated Forest Management Profession Act and that has kept me busy with reviewing and edits to a common set of Regulations, Bylaws and Ethics for the future AAFMP. Carla has played a key role in keeping the momentum going on all these fronts – all key elements if we want to accomplish proclamation. Since her start as the Executive Director I am impressed with her organization and determination to achieve the merger. Many meetings with Alberta Labour staff have progressed well and I honestly think we are getting 'close'. Hopefully 2019 sees the forestry profession as a single entity and I personally will not miss all the duplication of effort at so many levels. I express sincere thanks to our dedicated and committed governing Council members (public members and volunteers), as well as the many Chairs and members who serve on the numerous merged Standing Committees. We have accomplished much since the last AGM held in Edmonton in October 2017 and all their efforts and valuable input have served the forestry profession well. I am especially thankful to Co-Chairs of the exam committee, Brooke Martens and David Strauss, along

with all the volunteer members on that joint committee, who worked so hard to deliver the two professional exam writings in spring and fall. There is much background work needed to keep the Forestry Commons current. Developing and delivering webinars to better prepare writers for a successful writing also took a lot of effort as did exam proctoring, grading and question reviews. I don't know what staff would do without such a dedicated bunch of volunteers. They are forward-thinking and even found time to look at exam modernization and taking the initial steps to move the exam to an online format. That obviously will not be an overnight process, but baby steps are crucial and starting down that path with an audit is a huge step in the right direction in my mind.

*Doug Krystofiak, RPF  
Registrar*

### CURRENT (SEPT 2018) AAFMP MEMBERSHIP STATS:

Total AAFMP membership = 1760

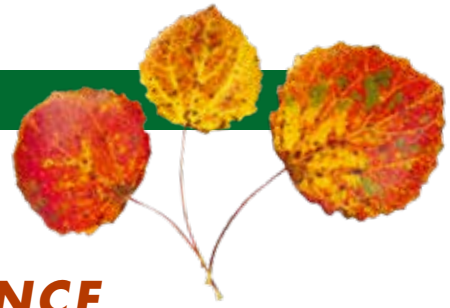
#### **CAPF**

- 692 regulated members  
(657 RPFs and 35 FITs)
- 171 non-regulated members
- Total=863

#### **CAPFT**

- 641 regulated members  
(574 RPFTs and 67 RFTs)
- 256 non-regulated members
- Total= 897





# GOVERNANCE AND PERFORMANCE

## 2017 AGM Minutes | Joint CAPF and CAPFT Minutes

### OPEN BUSINESS MEETING

- Joint AGM (CAPF & CAPFT) commenced at 12:00 pm following Minister Gray's address to the plenary.
- During Lunch, the Award Ceremony took place and the following recipients were honoured:
- David Strauss – 2017 Forest Technologist Professional Achievement Award.
- Tyler Caddey – 2017 Edgar Koehler Memorial Award.
- The 2017 Frank Appleby Professional Award was awarded to three long standing Public Members for their service on the College's governing Council:
  - Ivan Strang 2009-2017
  - Lorne Larson 2009-2017
  - Burkhard Strehlke 2010-2017
- Arbor-Pro Tree Consulting Ltd – 2017 Employer Recognition Award.
- Keynote Speaker Robin Esrock.

### ANNUAL GENERAL MEETING WELCOME & CALL TO ORDER OCTOBER 11, 2017

#### CALL TO ORDER:

- CAPF Annual General Meeting called to order by Alex Bloss, CAPF President & AAFMP Co-chair at 2:25 p.m.
- CAPFT Annual General Meeting called to order by Dave West, CAPFT President & AAFMP Co-chair at 2:26 p.m.

#### ATTENDANCE/QUORUM:

- Quorum requirements were confirmed for both CAPF and CAPFT.

#### ACKNOWLEDGEMENTS:

- Co-Chair Alex Bloss acknowledged Treaty 6 Land and the Metis people.
- A moment of silence was observed to recognize members who have passed away this year.

### ROBERTS RULES

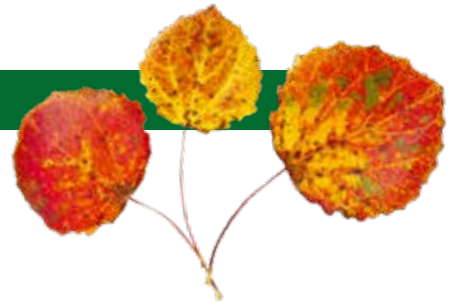
- Eli Mina (Registered Parliamentarian) was introduced and provided an overview of meeting rules.
- ✿ **CAPF Motion** – THAT the standing rules for the meeting be approved as presented by Eli Mina  
**Moved** – Craig Rose Seconded – Chris Valaire Motion – **CARRIED**
- 🌲 **CAPFT Motion** – THAT the standing rules for the meeting be approved as presented by Eli Mina  
**Moved** – Andy Shandro Seconded – Warren Kehr Motion – **CARRIED**

### APPROVAL OF 2017 AGM AGENDA

- ✿ **CAPF Motion** – THAT the 2017 AGM Agenda be adopted.  
**Moved** – Craig Rose Seconded – Colin Hanusz Motion – **CARRIED**
- 🌲 **CAPFT Motion** – THAT the 2017 AGM Agenda be Adopted  
**Moved** – Walley Born Seconded – David Kmet Motion – **CARRIED**

### APPROVAL OF 2016 AGM MINUTES

- ✿ **CAPF Motion** – THAT the CAPF 2016 AGM Minutes be approved.  
**Moved** – Craig Rose Seconded – Brent Dysart Motion – **CARRIED**
- 🌲 **CAPFT Motion** – THAT the CAPFT 2016 AGM Minutes be approved.  
**Moved** – Steven Day Seconded – Ryan Hee Motion – **CARRIED**



## 2017 AGM Minutes | Joint CAPF and CAPFT Minutes

### BUSINESS ARISING

No business arising from the minutes.

### PRESIDENT'S REPORT

Both Presidents thanked Council members for their dedication and effort and offered a welcome to the new incoming President. Special thanks were given to the retiring public members for their service.

- Co-Chair Dave West provided a brief history and update on the merger of the two Colleges.
- Co-Chair Alex Bloss update highlighted the key operational activities over the past year.

### APPROVAL OF ANNUAL REPORTS

🌿 **CAPF Motion** – THAT the CAPF 2016 – 2017 Annual Report be received.

**Moved** – Chris Valaire Seconded – Craig Rose Motion – **CARRIED**

🌲 **CAPFT Motion** – THAT the CAPFT 2016 – 2017 Annual Report be received.

**Moved** – Jed Begin Seconded – Nicole Klita Motion – **CARRIED**

### APPROVAL OF FINANCIAL STATEMENTS, OPERATING BUDGETS & APPOINTMENTS

- Finance Director Andy Shandro (CAPFT) and Finance Chair Ryan Hee (CAPF) presented and reviewed the unaudited 2016-2017 Financial Statements.
- Statements now reflect an alignment of fiscal years.

### FINANCIAL STATEMENTS

🌿 **CAPF Motion** – THAT the CAPF Notice to Reader unaudited financial statements for the 3-month stub year April 1–June 30, 2016 be received.

**Moved** – Burk Strehlke Seconded – Ivan Strang Motion – **CARRIED**

🌲 **CAPFT Motion** – THAT the CAPF Notice to Reader unaudited financial statements for the 6-month stub year January 1–June 30, 2016 be received.

**Moved** – David Strauss Seconded – Jed Begin Motion – **CARRIED**

🌲 **CAPFT Motion** – THAT the CAPFT Notice to Reader Unaudited Financial Statements for the fiscal year ended June 30, 2017 be received.

**Moved** – David Strauss Seconded – Jed Begin Motion – **CARRIED**

🌿 **CAPF Motion** – THAT the CAPF Notice to Reader Unaudited Financial Statements for the fiscal year ended June 30, 2017 be received.

**Moved** – Burke Strehlke Seconded – Ivan Strang Motion – **CARRIED**

### APPOINTMENT OF FINANCIAL INSTITUTION AND ACCOUNTANT FOR CAPF

🌿 **CAPF Motion** – To appoint Servus Credit Union, 10303 – 107 Ave NW, Edmonton as the CAPF financial Institution and SVS Group LLP Chartered Accountants, Suite 100, 17010 - 103 Ave NW, Edmonton as the CAPF Accountant for the fiscal year ending June 30, 2018.

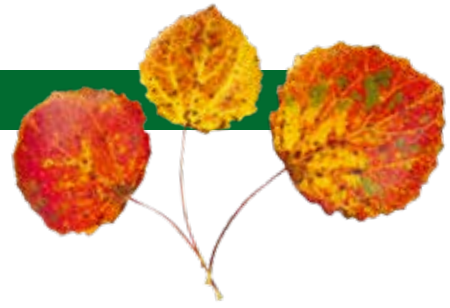
**Moved** – David Kmet Seconded – Chris Valaire Motion – **CARRIED**

### OPERATING BUDGET

Andy Shandro CAPFT Finance Director presented the CAPFT & Joint Operating Budgets approved by Council and included in CAPFT Annual Report (Appendix A)

🌲 **CAPFT Motion** – THAT the CAPFT operating budget be received as presented.

**Moved** – Dave Strauss Seconded – Jedd Begin Motion – **CARRIED**



## 2017 AGM Minutes | Joint CAPF and CAPFT Minutes

Ryan Hee Vice President and CAPF Finance Chair presented the CAPF & Joint Operating Budgets approved by Council and included in CAPF Annual Report (Appendix A)

🌿 **CAPF Motion** – THAT the CAPF operating budget be received as presented.

**Moved** – Craig Rose Seconded – Colin Hanusz Motion – **CARRIED**

### BYLAW AMENDMENT 2017-01

Finance Chair Ryan Hee (CAPF) and Finance Director Andy Shandro (CAPFT) presented the financial health of the organization and long-term financial outlook.

🌿 **CAPF Motion** – Pursuant to the notice given by the Council of CAPF to CAPF members on September 11, 2017 of proposed bylaw amendments affecting membership dues to be voted on at the 2017 CAPF AGM, be it resolved that the College Bylaws be amended to reflect the following changes to member dues (consistent with the proposed bylaw amendments which were included in the notice of the 2017 AGM):

1. an annual inflation factor based on Alberta CPI to be used to keep pace with increasing costs;
2. fees and dues to be rounded to the nearest dollar;
3. dues to be pro-rated quarterly;
4. annual dues to be amended as per the table attached.

**Moved** – Burkhard Strehlke Seconded – Ed Anderson Motion – **CARRIED**

🌲 **CAPFT Motion** – Pursuant to the notice given by the Council of CAPFT to CAPFT members on September 11, 2017 of proposed bylaw amendments affecting membership dues to be voted on at the 2017 CAPFT AGM, be it resolved that the College

Bylaws be amended to reflect the following changes to member dues (consistent with the proposed bylaw amendments which were included in the notice of the 2017 AGM):

1. an annual inflation factor based on Alberta CPI to be used to keep pace with increasing costs;
2. fees and dues to be rounded to the nearest dollar;
3. dues to be pro-rated quarterly;
4. annual dues to be amended as per the table attached.

**Moved**– David Strauss Seconded – Joel Cornish Motion – **CARRIED**

### ADJOURNMENT

🌿 **CAPF Motion** – To adjourn the first segment of the CAPF Business Meeting at 4:09 pm.

**Moved** – Kevin Vander Haeghe Seconded – James Bruha Motion – **CARRIED**

🌲 **CAPFT Motion** – To adjourn the first segment of the CAPFT Business Meeting 4:10 pm.

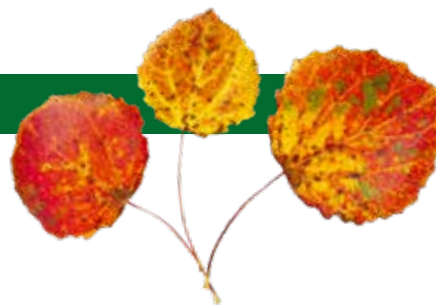
**Moved** – Chantelle Bambrick Seconded – David Strauss Motion – **CARRIED**

### CALL TO ORDER: RESUME BUSINESS MEETING - OCTOBER 12, 2017

#### CALL TO ORDER

- Second and final segment of the CAPFT AGM called to order by Co-Chair Dave West, President, CAPFT at 8:45 a.m.
- Second and final segment of the CAPF AGM called to order by Co-Chair Alex Bloss, President, CAPF at 8:46 a.m.





## 2017 AGM Minutes : Joint CAPF and CAPFT Minutes

### CAPF COUNCIL ELECTIONS/ANNOUNCEMENT

#### 2017- 2018 CAPF ELECTION MOTIONS:

- There were 4 nominees competing for 4 vacant Councillor positions (Vice President and 3 Councillors)
- No nominations received prior to Call for Nominations deadline of Sept. 15, 2017.
- All Councillors appointed by acclamation.

Incoming CAPF & CAPFT President Ryan Hee introduced the 2017-2018 CAPF Council (both returning and new Councilors):

<b>President</b>	Ryan Hee
<b>Vice President (Finance)</b>	Dawn Griffin
<b>Past President (Nominating)</b>	Alex Bloss
<b>Councilor (Program)</b>	Brent Dysart
<b>Councilor (PARB)</b>	Colin Hanusz
<b>Councilor (PARB)</b>	Ed Anderson
<b>Councilor</b>	Chris Kallal
<b>Councilor</b>	Patricia Golec
<b>Councilor</b>	Zachary Cole
<b>Public Member</b>	Abby Adesanya
<b>Public Member</b>	Jack Jones
<b>Public Member</b>	Marilyn Hooper

### CAPFT COUNCIL ELECTIONS/ ANNOUNCEMENT

#### 2017- 2018 CAPFT ELECTION MOTIONS:

- No nominations from the floor were received so all Councilors were elected by acclamation

Incoming CAPF & CAPFT President Ryan Hee introduced the 2017-2018 CAPFT Council (both returning and new Councilors):

<b>President</b>	Ryan Hee
<b>Vice President</b>	Sam Elkins
<b>Past President</b>	Dave West
<b>Finance Director</b>	Andrew Shandro
<b>Communications Director</b>	Douglas Needham
<b>Complaints Director</b>	Sean Ellens
<b>CIF Rep &amp; Hearings Director</b>	Heath Schneider
<b>Competence Director</b>	Joel Cornish
<b>Exam Director</b>	David Strauss
<b>NAIT Representative</b>	Haley Stayko
<b>Membership Director</b>	Holly Florence
<b>Public Member</b>	Anil Nair



## 2017 AGM Minutes : Joint CAPF and CAPFT Minutes

### INCOMING PRESIDENT MESSAGE

Ryan Hee, President & Chair:

- Addressed the Plenary
- Recognized outgoing Presidents
  - Dave West, CAPFT
  - Alex Bloss, CAPF
- Welcomed the New CAPF Council
- Welcomed the New CAPFT Council

### BUSINESS MEETING ADJOURNMENT

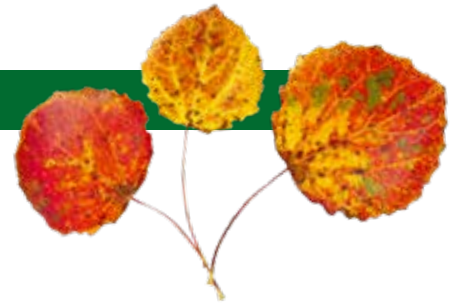
🌿 **CAPF Motion** – To adjourn the second and final segment of the CAPF Business Meeting at 9:30 a.m.

**Moved** – Chris Valaire Seconded – Colin Hanusz  
Motion – **CARRIED**

🌲 **CAPFT Motion** – To adjourn the second and final segment of the CAPFT Business Meeting 9:30 a.m.

**Moved** – Andy Shandro Seconded – Dave Strauss  
Motion – **CARRIED**





## 2017 Bylaw Amendments

### 🌿 CAPF MOTION

Pursuant to the notice given by the Council of CAPF to CAPF members on September 11, 2017 of proposed bylaw amendments affecting membership dues to be voted on at the 2017 CAPF AGM, be it resolved that the College Bylaws be amended to reflect the following changes to member dues (consistent with the proposed bylaw amendments which were included in the notice of the 2017 AGM):

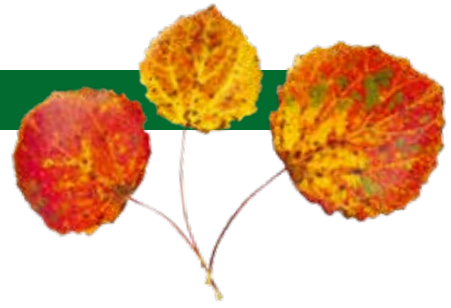
1. an annual inflation factor based on Alberta CPI to be used to keep pace with increasing costs;
2. fees and dues to be rounded to the nearest dollar;
3. dues to be pro-rated quarterly;
4. annual dues to be amended as per the table attached.

*Moved/Seconded –*

**CARRIED**



CAPF MEMBERSHIP DUES	CURRENT (\$)	PROPOSED (\$)
Regulated Member		
• Registered Professional Foresters register (RPF)	\$ 335	\$ 450
• Conditional register (C-RPF)	\$ 335	
• Temporary register (T-RPF)	\$ 83.75/quarter	
• Forester-in-Training register (FIT)	\$ 311	
Non-resident	\$ 160	\$ 200
Inactive & Associate member	\$ 67	\$ 85
Student member	\$ 20	\$ 0
Retired member	\$ 0	\$ 0
CAPF FEES		
Application	\$ 125	\$ 125
Reinstatement	\$ 50	\$ 125
Late penalty	\$ 75	\$ 125
Replacement of Practice Permit	\$ 33.25	\$ 20
Replacement of Professional Seal	\$ 20	+ cost of permit/seal + shipping & handling+ GST
Write the Professional Exam	\$ 50	\$ 150
Re-write the Professional Exam	\$ 100	\$ 150



## 2017 Bylaw Amendments

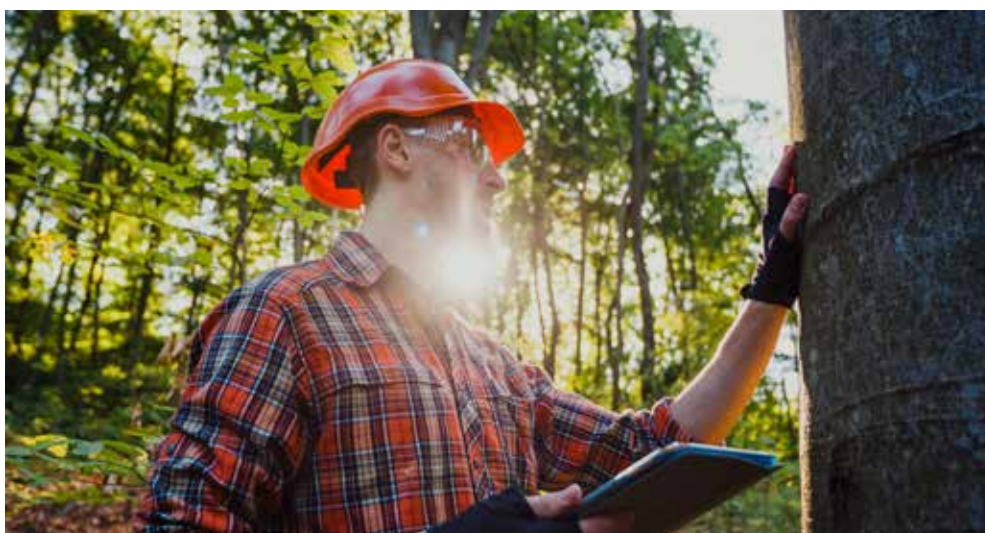
CAPFT MEMBERSHIP DUES	CURRENT (\$)	PROPOSED (\$)
Regulated member (RPFT)	\$ 350	\$ 450
Conditional member	\$ 350	\$ 450
Temporary Register	\$ 350	\$ 450
Non-Practicing	\$ 50	\$ 85
Associate member	\$ 50	\$ 85
Student member	\$ 20	\$ 0
Honorary member	\$ 0	\$ 0
CAPFT FEES		
Application	\$ 125	\$ 125
Reinstatement	\$ 100	\$ 125
Late penalty	N/A	\$ 125
Replacement of Practice Permit	\$ 20	\$ 20
Replacement of Professional Seal	+ cost of permit/seal + shipping & handling+ GST	+ cost of permit/seal + shipping & handling+ GST
Write the Professional Exam	\$ 150	\$ 150
Re-write the Professional Exam	N/A	\$ 150
Academic Assessment	\$ 200	\$ 200

### 🌲 CAPFT MOTION

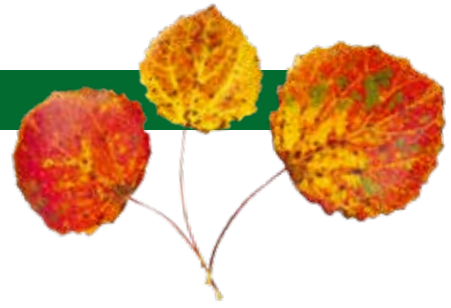
Pursuant to the notice given by the Council of CAPFT to CAPFT members on September 11, 2017 of proposed bylaw amendments affecting membership dues to be voted on at the 2017 CAPFT AGM, be it resolved that the College Bylaws be amended to reflect the following changes to member dues (consistent with the proposed bylaw amendments which were included in the notice of the 2017 AGM):

1. an annual inflation factor based on Alberta CPI to be used to keep pace with increasing costs;
2. fees and dues to be rounded to the nearest dollar;
3. dues to be pro-rated quarterly;
4. annual dues to be amended as per the table attached.

*Moved/Seconded –*  
**CARRIED**







## Public Members' Report

### WHAT IS THE FUNCTION OF THE PUBLIC MEMBER?

As the public members appointed for a three year term to the College of Professional Foresters (CAPF) and College of Professional Forest Technologists (CAPFT) by Minister of Labour Christina Gray in October 2017, we serve as volunteers to assist the Councils in its legislated responsibilities. Most notably this is achieved by enhancing the profession's ability to balance its value and interests with those of the Alberta public ensuring that the public agency is appropriately governed and fulfills its mandate to advance the public interest.

A public member further helps the Council to act fairly and transparently and to assist in development of appropriate professional standards. As public member, participation is the same as any other member of the Council (same accountabilities and responsibilities, full participation in the decision-making process).

In the very near future, Bill 25 will see the formalized merger of the College of Alberta Professional Foresters (CAPF) and the College of Alberta Professional Forest Technologists (CAPFT) becoming the Association of Alberta Forest Management Professionals (AAMFP). Beyond the obvious

conservation of time and money, the merger will allow robust engagement with key groups and improve efficiency, transparency and public involvement.

This Council and its members are committed to good governance and to endeavouring that the highest professional standards are maintained with respect to the practice of forestry in the service of the public. It continues to actively seek and utilize new and existing platforms to create positive relationships with both members and public to achieve an even stronger voice for resource management and further elevating the profession.

These commitments are kept and executed by a very dedicated Council in their consultation and engagement with the public, indigenous populations, students, industry, various orders of government and to its members.

We are happy to be in public service and look forward to assisting the newly merged Council achieve its goals and mission in the service of its members and the Alberta public.

Respectfully submitted by: Marilyn Hopper (CAPF), Jack Jones (CAPF), Abby Adesanya (CAPF) and Anil Nair (CAPFT)





## STANDING COMMITTEE REPORTS



### COMPETENCE COMMITTEE

Established under the authority of the Regulated Forestry Profession Act, the Competence Committee makes recommendations to the Council on continuing competence requirements and the assessment of those requirements. The Exam Sub-Committee, jointly with CAPF and CAPFT representatives, coordinates the development, writing and marking of the professional exam as well as the delivery of preparatory study sessions and webinars.

#### COMMITTEE MEMBERS:

Chair: Pat Golec

Byron Grundberg, Tim McCready

Exam Sub-committee – See below

In anticipation of the merger of CAPF and CAPFT, a new merged Continuing Competence Program was drafted and presented at the 2018 spring workshops. Comments received were reviewed and incorporated. The program is ready to be implemented following proclamation of the required legislation.

During the 2017 audit, 44 RPF's (7.5% of the membership) were audited by a third-party auditor. The audits were conducted from August 15 through November

7, 2017. Audit findings observed related mostly to: insufficient auditee record keeping (i.e., not keeping proper documentation to verify the category or sub-category selection and total hours claimed, as well as, substantiate attendance at the event). For example, an event agenda or course outline assisted the auditor in determining if correct category and sub-category selections were made and the total eligible hours claimable but did not serve as proof of attendance. Alternatively, a registration receipt without any other supporting documentation (e.g., agenda, course workbook or outline, etc.) did not assist the auditor in determining correct hours claimed or if the category/sub-category were correct. Some events, that had no associated registration fee (e.g., online webinars, free e-lectures and some in-house training events), resulted in the member having poor supporting documentation on file as well. The auditor suggested keeping a combination of screenshots and email strings of registration to confirm participation in webinars and e-lectures. Several claims had hours that were under or over committed due in part to being assigned to the wrong category. In many cases, the

auditee remained in full compliance after all data entries were corrected. Direct contact with the regulated members often resulted in additional CC events being added that were never claimed initially. There was evidence that some members are still having difficulties interpreting the correct category for some events or the breakdown of LPPP and G/T within an event leading to data entry errors in CC hours.

Recommended areas of improvement are for CAPF to consider increasing education for members around record keeping and enhancement of the record keeping system including the ability to upload supporting documentation at time of event data entry. The new CC Program for AAFMP should simplify the number of categories and significantly reduce the confusion around claims in future.

*Submitted by Pat Golec*

### NOMINATING COMMITTEE

Over the past year there have been 25 RPF's contacted to see if they would be willing to put their name forward for a Council position. There were no RPF's that put their names forward. As we are moving toward the merger and a 'Transitional



### CAPF

Council' format outlined in the soon to be proclaimed Regulated Forest Management Profession Act, there is no call for nominations for CAPF at this time.

#### **COMMITTEE MEMBER:**

Alex Bloss

### PROGRAM COMMITTEE

The Program Committee provides direction concerning the College competence events (e.g., Annual General Meeting and professional workshops), communications plan and member awards program.

Through the communications sub-committee, it also oversees media relations and member satisfaction.

#### **COMMITTEE MEMBERS:**

Chair: Brent Dysart

Doug Krystofiak

- A successful 2017 Conference and AGM in October 2017 with over 370 members, guests, and sponsors at the Delta Hotel in Edmonton.
- AAFMP helped to host a student/professional networking event to coincide with October 2017 Conference and AGM with 120 students and professionals dedicating their time to the event.
- We had another year of great events around the province with

professional workshops hosted in Edson, Grande Prairie, and Edmonton in April 2018.

- We continued to engage with the forestry students at the UofA and hosted what has become an annual "Next Steps to your RPF" evening information session to answer questions and offer some guidance for entering the profession.
- Issuance of the Frank Appleby Professional Award and Employer Recognition Award.

*Submitted by Brent Dysart*

### REGISTRATION COMMITTEE

#### **COMMITTEE MEMBERS:**

Chair: Zachary Cole

Richard Rothwell

The Registration Committee mandate is established pursuant to Part 2 of the Regulated Forestry Profession Act, the Regulations and the Bylaws. The Registration Committee shall consider all applications for registration and work in conjunction with the Registrar to monitor Registers and the issuance of Practice Permits.

The Registration Committee shall advise the Registrar of any decision and the Registrar shall send written notice to the applicant including

reasons for the decision should the Registration Committee refuse or defer an applicant.

The Registration Committee is responsible for developing the detailed criteria for the assessment and implementation of these criteria subject to the Council's approval. The Registration Committee is responsible for the development of the detailed criteria regarding eligible professional experience as in 3(2) of the Regulations.

Applications continued to be received over the fiscal year including: 25 new regulated member applications [17 Forester-in-Training, 4 Conditional Register (transferring RPFs from another jurisdiction) and 4 Temporary Register (RPFs regulated and residing in another jurisdiction who practice in Alberta on a temporary basis)]. Six RPFs reinstated to active status over the course of the year. For non-regulated registers: two Associate Members and 12 Student Members joined.

Over the past fiscal year there have been several status changes for regulated members, including: 33 resignations, 13 retirements, 1 deceased and 3 moving to inactive status.

> See next page.



CAPF MEMBERSHIP	2016	2017	2018
Regulated			
RPF	695	683	657
FIT	40	37	35
Sub total	735	720	692
Non-regulated:			
Inactive	5	8	4
Associate	0	2	3
Retired	96	99	113
Student	32	41	38
Honourary	2	1	2
Non-Resident	10	10	11
Subtotal	145	161	171
Total	880	881	863

COMPLAINTS

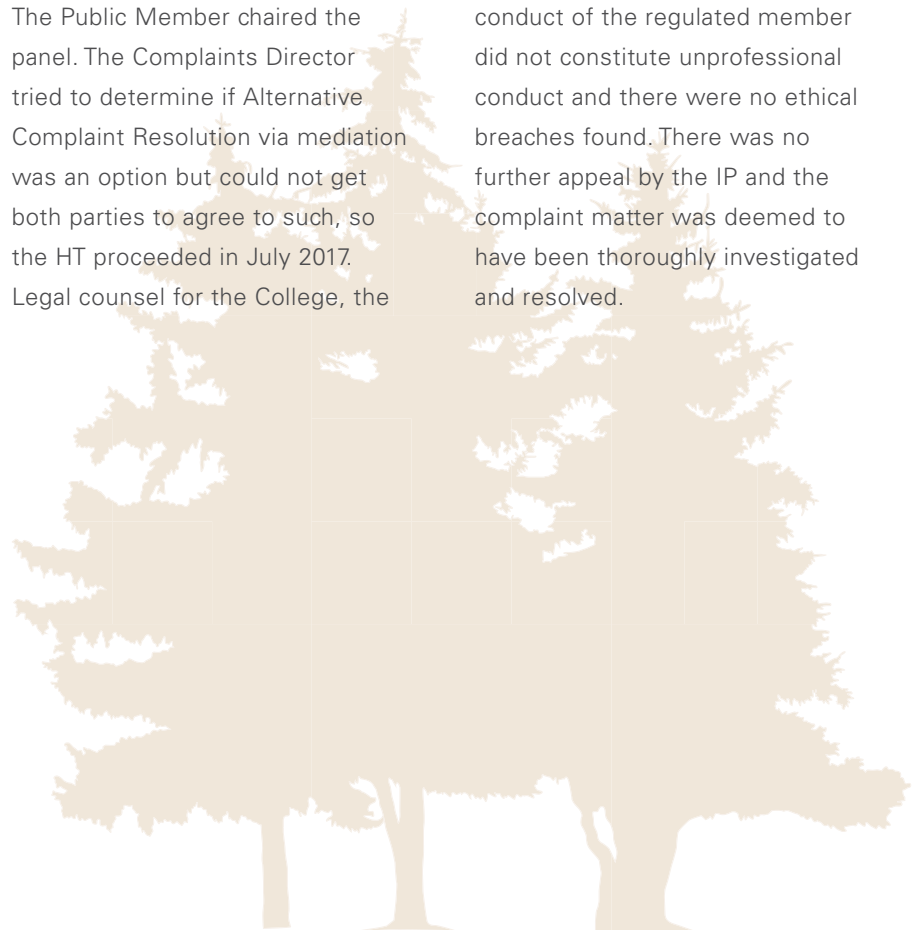
**COMMITTEE MEMBERS:**

Complaints Director: Chris Luhtala;  
 Hearing Director: Stephen Wills;  
 Public members: Jim Gendron,  
 Vesna Higham, Helen Rice

One formal complaint, originating in January 2017, carried forward into the fiscal year. The complaint was initially dismissed by the Complaints Director after legal counsel consultation. The Complainant was given an appeal opportunity and chose to exercise such in February 2017, submitting a letter outlining reasons. As per the Complaint Resolution process outlined in the Act, the Hearings Director

automatically struck a Complaint Review Committee consisting of one Ministerial-appointed Public Member and two RPFs to review the appeal. After requesting more information from the Investigated Person (i.e., regulated member), the CRC concluded that a Hearing Tribunal (HT) should be struck to review the matter further. The Hearings Director struck an HT panel of three RPFs and another Ministerial-appointed Public Member to review the matter. The Public Member chaired the panel. The Complaints Director tried to determine if Alternative Complaint Resolution via mediation was an option but could not get both parties to agree to such, so the HT proceeded in July 2017. Legal counsel for the College, the

IP and the HT were all in attendance and cross-examination opportunity was afforded for both parties. The HT reached a formal record of decision in September. In summary, the majority decision of the HT panel found that all the allegations against the regulated member were unfounded and were not proven on a balance of probabilities. Accordingly, the HT did not hear submissions on sanctions, and no order resulted from the hearing. In summary, the conduct of the regulated member did not constitute unprofessional conduct and there were no ethical breaches found. There was no further appeal by the IP and the complaint matter was deemed to have been thoroughly investigated and resolved.







**🌲 CAPFT**

**CONTINUING COMPETENCE AUDITS**

The goal of the Continuing Competence Committee is to develop and maintain a program that promotes professional competence, is credible to our stakeholders and is attainable by the membership. An annual audit is conducted to provide for consistent assessment. The Regulated Forestry Profession Act defines competence as “the combined knowledge, skills, abilities and judgment required to provide professional services”.

The Continuing Competence Program provides for a consistent approach to:

- identify areas of competence,
- provide a vehicle to report on experience and training and expand professional competence.

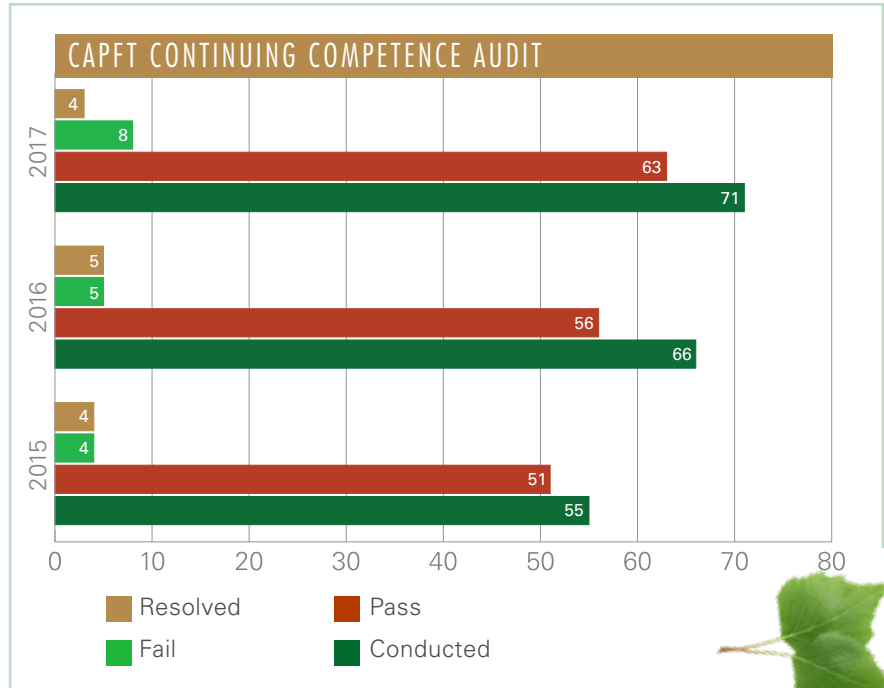
**COMMITTEE MEMBERS:**

Chair: Joel Cornish

Glenn Dobransky, Chantelle Bambrick, Michaela Jenkins, Leah Lovequist, Brian Martell, Shonelle Wilkinson

The audit is conducted on a randomly selected ten percent of the regulated membership annually. The average pass rate over last 3 years is 88.9%. The College has passed the audit threshold (80%) for each reported year.

Common reasons for failure include failure to report hours or incomplete hours.



**MEMBERSHIP**

The Membership Committee develops and maintains an application and assessment process under guidance of the Act and Regulation.

**COMMITTEE MEMBERS:**

Chair: Holly Florence

Joanna Dykstra, Trisha Needham, Shonelle Wilkinson

Twenty-six applications were received over the fiscal year including: 24 RFTs on the Conditional Register (regulated members) and two on the Associate Register (non-regulated). Forty-four new Student Members registered (non-regulated member).

Three RPFTs retired over the fiscal year and there were five deceased members.

CAPFT MEMBERSHIP	2016	2017	2018
Regulated			
RPFT	579	577	574
RFT	38	75	67
Conditional			
Sub total	617	652	641
Non-regulated:			
Non practicing	35	44	39
Associate	16	17	13
Retired	70	79	81
Student	63	97	122
Honourary	1	1	1
Subtotal	185	238	256
Total	802	890	897



### 🌲 CAPFT

Work completed:

- Apply updates from relevant forest technology curriculum material to application and assessment criteria.
- Perform assessments and make specified recommendations for completion of outstanding areas of competence for new applicants.
- Continued development of new assessment matrix:
  - revised categories of competencies,
  - clearer measures of completion,
  - identified resources for achieving outstanding competencies.

### COMPLAINTS

The Complaints Committee handle formal complaints and provide for a Complaints & Discipline Process as per the Act and maintain the Complaints Manual.

#### **COMMITTEE MEMBERS:**

Chair Sean Ellens

The College has received no formal complaints over the last five years.





## Joint Committees

### POLICY, ACT REGULATIONS AND BYLAWS COMMITTEE

Reporting to Council, the Committee reviews the Act, Regulations, Bylaws and Code of Ethics to ensure they are consistent and appropriate. It provides assistance to Council through direction and oversight in developing policy statements and policy concerning regulation of the profession, management of forested lands in Alberta and/or activities that affect the management of other lands.

#### COMMITTEE MEMBERS:

Co-Chairs: Ed Anderson (CAPF), Colin Hanusz (CAPF), Sam Elkins (CAPFT)

- Oversight and review of the creation of the Regulation Policy Development Document (PDD) and submitted to Government of Alberta in February 2018.
- Oversight and review of the creation of the PDD summary.
- Oversight and review of the creation of the DRAFT AAFMP bylaws in September 2018.

#### 2019 OUTLOOK:

- Await approval to amalgamate College's to form AAFMP and send out DRAFT bylaws to membership for vote in principle.

### JOINT EXAM SUB-COMMITTEE

The Exam Sub-Committee, jointly with CAPF and CAPFT representatives, coordinates the development, writing and marking of the professional exam as well as the delivery of preparatory study sessions and webinars.

#### COMMITTEE MEMBERS:

Co-Chairs-Brooke Martens, David Strauss

Jamie Bruha, Mark Kube, Gordon Giles, Brooks Horne, Alanda Skrzekowski, Gordon Giles, Nicole Klita, Chris Klitbo

The Joint-Exam Committee worked on the following initiatives in the 2017-18 year:

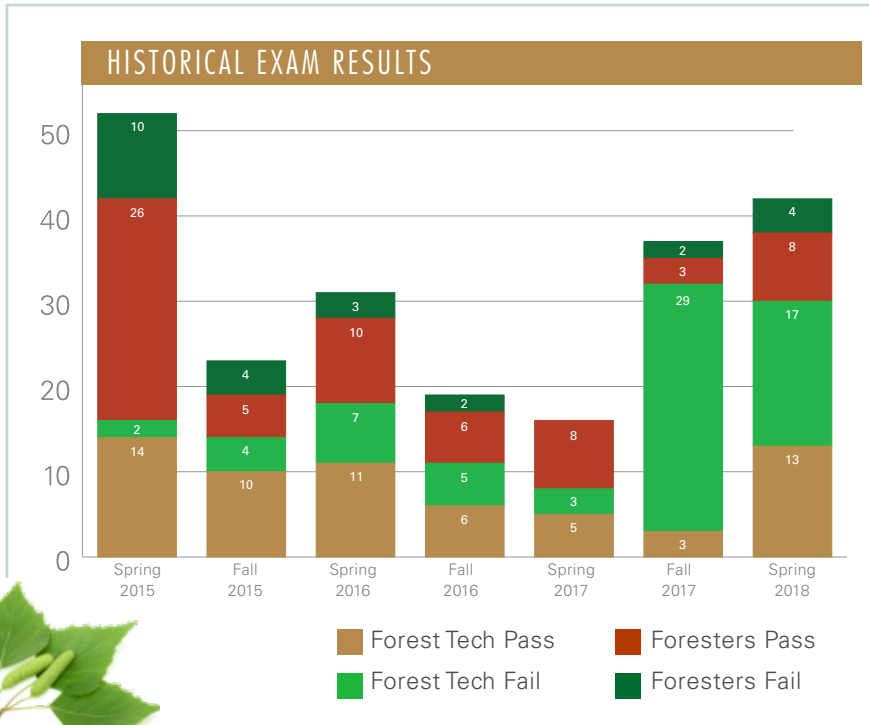
Developed Joint Exam Committee Terms of Reference and Joint Exam Policy.

- Developed Joint Exam Committee Terms of Reference and Joint Exam Policy.
- Conducted six training webinars as exam training material.

- Provided two writings (November and April) for CAPF and CAPFT members.
- Updated the content of the professional exam to maintain relevance.
- Conducted a survey of members that participated in the exam to evaluate the delivery and training materials
- Improved exam format and made revisions based on writer feedback.
- Created a project charter for the short and long term planning strategies for modernizing the exam development and delivery.
- Began initial phase of the exam modernization project whereas of a contractor was engaged to complete an audit to assess past exam questions and make recommendations for evaluating new regulated professionals entering the profession.



## Joint Committees



### COMMITTEE MEMBERS:

Pat Golec (CAPF), Joel Cornish (CAPFT)

In anticipation of the merger of CAPF and CAPFT, a new merged Continuing Competence (CC) program was drafted and presented at the joint AGM in 2018. Comments received were reviewed at the spring sessions and incorporated. The program is ready to be implemented following proclamation of the required legislation.

Combined average pass rate for both Colleges over the last three years was 49%. This is a decrease from the last reporting period and resulted in an evaluation and re-writing of the exam.

### JOINT REGISTRATION/ MEMBERSHIP COMMITTEE

The Joint Regulation/Membership Committee makes recommendations to the Council on membership requirements and the assessment of those requirements for the formation of AAFMP.

### COMMITTEE MEMBERS:

Chair: Zachary Cole

Holly Florence

Meetings were held to review membership requirements for the formation of the AAFMP bylaws.

### JOINT COMPETENCE COMMITTEE

The Joint Competence Committee makes recommendations to the Council on continuing competence requirements and the assessment of those requirements for the formation of AAFMP.







## Joint Committees

### JOINT FINANCE COMMITTEE

Reporting through its representative chairperson, the Finance Committee assists the Council in carrying out its governance function by:

1. preparation of financial plans and transactions;
2. conducting the financial business directed by Council;
  - preparation of yearly operating budget for Council approval prior to the Annual General Meeting,
  - oversight of Contingency and Endowment Funds and development of investment policies associated with such;
3. advising and working with other committees in the preparation of individual committee budgets and overall responsibility for the financial aspects of each committee's operations;
4. advising Council on setting of dues for all classes of membership and associated fees;
5. providing advice to Council as to ongoing operating budget balancing; and,
6. providing advice to Council as to investment decisions with any surplus funds.

### COMMITTEE MEMBERS:

Andrew Shandro (CAPFT), Pat Golec (CAPF), Ryan Hee (Ex-Officio), Dawn Griffin (resigned May 2018)

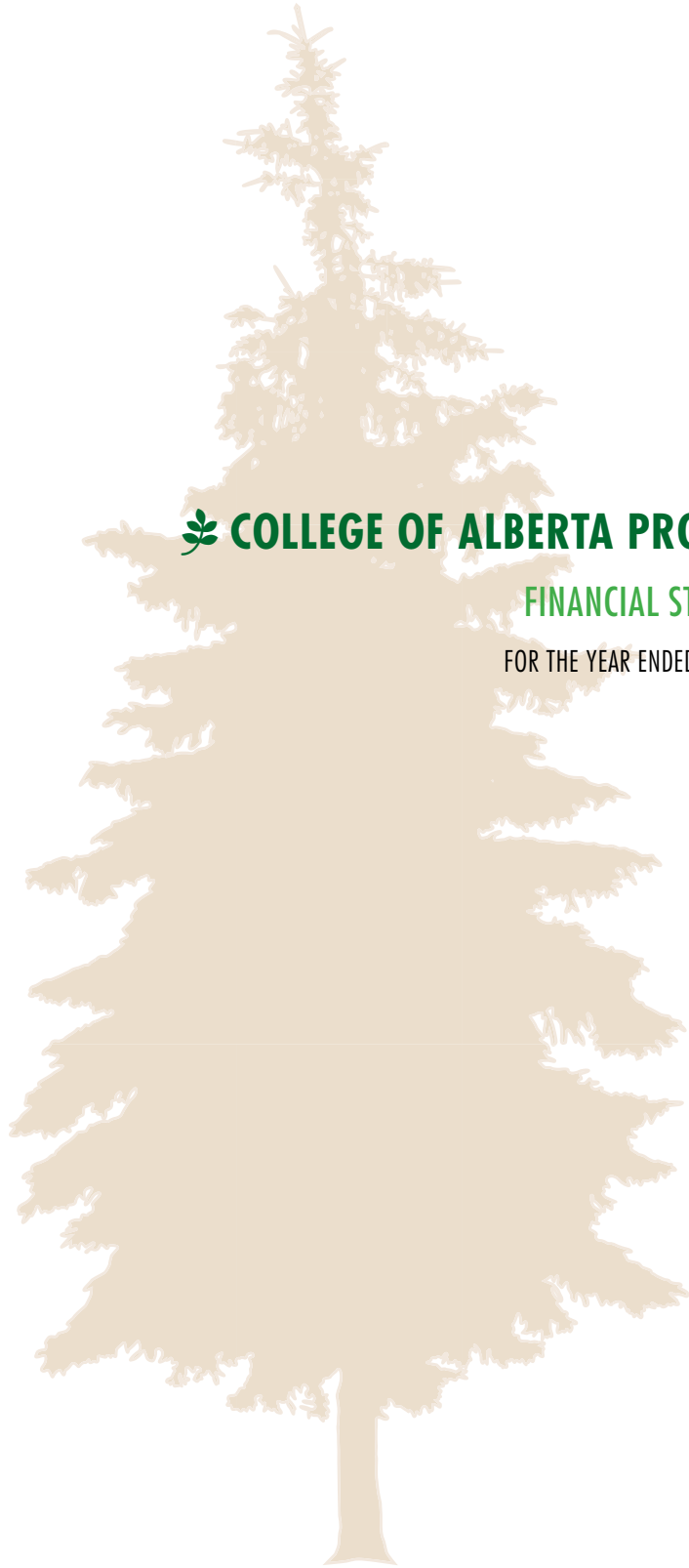
The Joint Finance Committee met on numerous occasions to determine an annual and a five-year operating budget that ties into the strategic objectives. Reviews of the year-to date actuals vs. budget were conducted prior to Council meetings and were presented to Council.

The office was relocated to south Edmonton in December 2017.

Considerable effort has been put into reducing operating costs as the Colleges are implementing the merger process. This will continue once proclamation is achieved and other services can be consolidated to single suppliers.

Membership increases were implemented in 2018 and the bulk of these funds will be aimed at special projects including a new membership database, website and an audit and upgrading of the current exam process.





 **COLLEGE OF ALBERTA PROFESSIONAL FORESTERS** 

**FINANCIAL STATEMENTS**

FOR THE YEAR ENDED JUNE 30, 2018



**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

FOR THE YEAR ENDED JUNE 30, 2018

**CONTENTS**

	<u>Page</u>
<b>INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT</b>	<b>3</b>
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 12





**SVS GROUP** LLP  
 CHARTERED PROFESSIONAL ACCOUNTANTS

**INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**  
 To the Councillors of  
**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

We have reviewed the accompanying financial statements of **College of Alberta Professional Foresters** that comprise the statement of financial position as at June 30, 2018 and the statements of operations, net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of **College of Alberta Professional Foresters** as at June 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta  
 September 5, 2018

*SVS Group LLP*  
 CHARTERED PROFESSIONAL ACCOUNTANTS







**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**STATEMENT OF FINANCIAL POSITION  
(Unaudited)**

**AS AT JUNE 30, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 233,291	\$ 251,236
Short-term investments (Note 3)	20,095	40,176
Accounts receivable (Note 4)	47,893	2,107
Prepaid expenses	2,315	15,356
	<u>303,594</u>	<u>308,875</u>
<b>CONTINGENCY AND ENDURING FUNDS (Note 5)</b>	<u>449,011</u>	<u>430,651</u>
	<u>\$ 752,605</u>	<u>\$ 739,526</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 28,491	\$ 14,997
Deferred revenue (Note 7)	310,215	239,034
	<u>338,706</u>	<u>254,031</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED NET ASSETS</b>	<u>(35,112)</u>	54,844
<b>CONTINGENCY FUND (Note 5)</b>	<u>195,934</u>	205,651
<b>ENDURING FUND (Note 5)</b>	<u>253,077</u>	225,000
	<u>413,899</u>	<u>485,495</u>
	<u>\$ 752,605</u>	<u>\$ 739,526</u>

APPROVED ON BEHALF OF THE BOARD:

  
 \_\_\_\_\_ Councillor  
  
 \_\_\_\_\_ Councillor





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**STATEMENT OF CHANGES IN NET ASSETS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018**

	2018		2017
	Unrestricted Net Assets	Contingency Fund	Enduring Fund
NET ASSETS, beginning of year	\$ 54,844	\$ 205,651	\$ 225,000
DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR	(71,596)	-	(71,596)
CONTINGENCY FUND INVESTMENT INCOME	(9,858)	9,858	-
CONTINGENCY FUND EXPENSES	19,174	(19,174)	-
TRANSFER TO ENDURING FUND	(28,077)	-	28,077
TRANSFER TO UNRESTRICTED NET ASSETS	401	(401)	-
<b>NET ASSETS, end of year</b>	<b>\$ (35,112)</b>	<b>\$ 195,934</b>	<b>\$ 253,077</b>
			<b>\$ 413,899</b>
			<b>\$ 485,495</b>





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**STATEMENT OF OPERATIONS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

	2018	%	2017	%
<b>REVENUE</b>				
Membership dues	\$ 252,725	66.3	\$ 254,499	72.2
Annual conference and workshops	68,942	18.1	52,042	14.8
Miscellaneous and other income	49,755	13.0	29,007	8.2
Investment income - Contingency Fund	9,858	2.6	16,965	4.7
	<b>381,280</b>	<b>100.0</b>	<b>352,513</b>	<b>99.9</b>
<b>EXPENSES</b>				
Contingency Fund expenses	19,174	5.0	65,807	18.7
Councilor and committee expenses	3,657	1.0	7,592	2.2
Employment expenses	215,158	56.4	168,275	47.7
Events and meetings	66,941	17.6	49,138	13.9
Office	70,909	18.6	54,488	15.5
Professional fees	73,528	19.3	20,857	5.9
Students, awards and recognition	3,509	0.9	2,655	0.8
	<b>452,876</b>	<b>118.8</b>	<b>368,812</b>	<b>104.7</b>
<b>DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ (71,596)</b>	<b>(18.8)</b>	<b>\$ (16,299)</b>	<b>(4.8)</b>





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**STATEMENT OF CASH FLOWS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

	2018	2017
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Cash receipts from members and other income	\$ 396,817	\$ 342,223
Cash paid to suppliers and employees	(426,417)	(368,810)
Interest and dividend income	9,934	8,603
	<u>(19,666)</u>	<u>(17,984)</u>
<b>CASH USED IN INVESTING ACTIVITY</b>		
Purchase of long-term investments	<u>(18,360)</u>	<u>(16,965)</u>
<b>DECREASE IN CASH DURING THE YEAR</b>	<b>(38,026)</b>	<b>(34,949)</b>
<b>CASH, beginning of year</b>	<u><b>291,412</b></u>	<u><b>326,361</b></u>
<b>CASH, end of year</b>	<u><b>\$ 253,386</b></u>	<u><b>\$ 291,412</b></u>
<b>REPRESENTED BY</b>		
Cash	\$ 233,291	\$ 251,236
Short-term investments	<u>20,095</u>	<u>40,176</u>
	<u><b>\$ 253,386</b></u>	<u><b>\$ 291,412</b></u>







**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018**

**1. NATURE OF OPERATIONS**

The College of Alberta Professional Foresters ("the College") is a not-for-profit College governed by the Regulated Forestry Profession Act established by the Government of the Province of Alberta. The purpose of the College is to serve society by regulating, enhancing and providing leadership in the practice of the profession of forestry in the best interests of the public. The College qualifies as a not-for-profit organization within the meaning of the Income Tax Act and is exempt from income taxes.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following accounting policies:

(a) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Estimated life of capital assets, if applicable, is the most significant items that involve the use of estimates.

(b) Financial Instruments

*Measurement of financial instruments*

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The College subsequently measures all of its financial assets and financial liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, short-term investments, accounts receivable and investments in the Enduring and Contingency Funds.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

The College's financial assets, if any, measured at fair value may include investments that are quoted shares.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(b) Financial Instruments (continued)

*Transaction costs*

The College recognizes its transaction costs, if any, in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(c) Capital Assets

Capital assets are stated at cost. Amortization is provided annually on the declining balance basis at rates calculated to write-off the capital assets over their estimated useful lives. One-half of normal rates are applied in the year of acquisition.

(d) Short and Long-term Investments

Short and long-term investments are recorded at fair market value.

(e) Fund Accounting

The College follows the deferral method of accounting for contributions with fund accounting.

The Unrestricted Net Assets accounts for the College's general operations as described in Note 1. The Fund reports unrestricted resources.

The Contingency Fund reports only the internally restricted resources as determined by the College's Council to be used as a contingency fund for future discipline expenses and short-term operating cash flow needs and cannot be used for other purposes without the approval of Council. The Contingency Fund will be reviewed and set at an amount that equals \$185,000 (in 2014 dollars) or at some other amount Council determines to be appropriate.

The Enduring Fund is to be used to ensure that the Contingency Fund is maintained at defined levels and to provide funds that allows the College to pursue opportunities in the form of projects and initiatives related to the continued viability and vibrancy of the forestry profession. The Enduring Fund will be established at \$225,000 (in 2014 dollars). Each year, if required, funds will be transferred from the Enduring Fund to the Contingency Fund in an amount equal to that required to maintain the Contingency Fund at the required amount.

(f) Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) Cash and Cash Equivalents

The College's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts and lines of credit with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period within twelve months from the year end. Funds which have been internally allocated for certain funds have been excluded from cash and cash equivalents.

(h) Contributed Services

Volunteers contribute time each year to aid the College in carrying out service delivery activities. Due to the difficulty in determining the fair value of these services, these contributed services are not recognized in the financial statements.

**3. SHORT-TERM INVESTMENTS**

The short-term investments include a guaranteed investment certificate that matures in July 2018 and bears interest at 0.5%.

**4. ACCOUNTS RECEIVABLE**

Included in accounts receivable is a balance due from/to the College of Alberta Forest Technologists \$44,815 (2017 - \$(3,985)).

**5. CONTINGENCY AND ENDURING FUNDS**

	2018	2017
Contingency Fund	\$ 195,934	\$ 205,651
Enduring Fund	253,077	225,000
	<b>\$ 449,011</b>	<b>\$ 430,651</b>

The Contingency and Enduring Funds are invested in cash and GICs in the amount totaling \$316,714 and maturing between July 2018 to April 2019 bearing interest from 1.45% - 2.05%. The remaining balance of \$132,297 includes equities, mutual funds and exchange traded funds.

The Contingency Fund is internally allocated for potential unforeseen costs and short-term operating cash flow. The Board may move funds at any time to facilitate operational needs and planning purposes.

The Enduring Fund is to be used to ensure the Contingency Fund is maintained as defined levels and to provide funds that allow the College to pursue opportunities in the form of projects and initiatives.





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018**

**6. COMMITMENTS**

The College has an operating lease for its premises for a base rent of \$1,486 per month under a lease that expires on December 31, 2022 for space shared with the College of Alberta Professional Forest Technologists. One half of the commitment to the combined space has been disclosed below.

The minimum annual lease payments for the next four years are as follows:

2019	\$	17,832
2020		17,832
2021		17,832
2022		17,832
	\$	<u>71,328</u>

**7. DEFERRED REVENUE**

Deferred revenue represents membership dues received in advance for the following year.

	<u>2018</u>	<u>2017</u>
Deferred revenue, beginning of the year	\$ 239,034	\$ 234,483
Deferred revenue received in the current year	310,215	239,034
Revenue recognized in the current year	<u>(239,034)</u>	<u>(234,483)</u>
Deferred revenue, end of the year	<u>\$ 310,215</u>	<u>\$ 239,034</u>

**8. SUBSEQUENT EVENT**

The College of Alberta Professional Forest Technologists and the College of Alberta Professional Foresters have initiated plans to amalgamate the colleges in order to pursue a more effective and sustainable model of the Professional Regulation and will be named Association of Alberta Forest Management Professionals. The College has changed its year end to synchronize it with the new year end of the College of Alberta Professional Forest Technologists in anticipation of the amalgamation. The amalgamation may occur in 2019.





**COLLEGE OF ALBERTA PROFESSIONAL FORESTERS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

**9. FINANCIAL INSTRUMENTS**

*Risks and concentrations*

The College is exposed to various risks through its financial instruments, without being exposed to concentrations of risk.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial statement liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to accounts receivable. The College provides credit to its members and clients in the normal course of operations.

*Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk such as demand and economic. The College is mainly exposed to interest rate risk and demand and economic.







**🌲 COLLEGE OF ALBERTA PROFESSIONAL 🌲  
FOREST TECHNOLOGISTS**

**FINANCIAL STATEMENTS**

FOR THE YEAR ENDED JUNE 30, 2018





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

FOR THE YEAR ENDED JUNE 30, 2018

**CONTENTS**

	<u>Page</u>
<b>INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT</b>	<b>3</b>
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 12





**SVS GROUP** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

**INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**  
To the Councillors of  
**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

We have reviewed the accompanying financial statements of **College of Alberta Professional Forest Technologists** that comprise the statement of financial position as at June 30, 2018 and the statements of operations, net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Practitioner's Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of **College of Alberta Professional Forest Technologists** as at June 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*SVS Group LLP*

Edmonton, Alberta  
September 5, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**STATEMENT OF FINANCIAL POSITION  
(Unaudited)**

**AS AT JUNE 30, 2018**

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 56,397	\$ 30,516
Short-term investments (Note 3)	222,943	314,021
Accounts receivable	4,465	8,873
Prepaid expenses	3,930	13,308
	<u>287,735</u>	<u>366,718</u>
<b>LONG-TERM INVESTMENTS (Note 4)</b>	<b>155,553</b>	<b>9,972</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>2,964</b>	<b>6,551</b>
	<u>\$ 446,252</u>	<u>\$ 383,241</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 6)	\$ 49,167	\$ 6,441
Deferred revenue (Note 8)	267,805	206,113
	<u>316,972</u>	<u>212,554</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED NET ASSETS</b>	<b>(29,237)</b>	<b>154,164</b>
<b>CONTINGENCY FUND (Note 4)</b>	<b>155,553</b>	<b>9,972</b>
<b>NET ASSETS INVESTED IN CAPITAL ASSETS</b>	<b>2,964</b>	<b>6,551</b>
	<u>129,280</u>	<u>170,687</u>
	<u>\$ 446,252</u>	<u>\$ 383,241</u>

APPROVED ON BEHALF OF THE BOARD:

  
 \_\_\_\_\_ Councillor *Andrew Straniero*  
  
 \_\_\_\_\_ Councillor





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**STATEMENT OF CHANGES IN NET ASSETS**  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018

	2018		2017	
	Unrestricted Net Assets	Contingency Fund	Net Assets Invested in Capital Assets	
NET ASSETS, beginning of year	\$ 154,164	\$ 9,972	\$ 6,551	\$ 185,048
DEFICIENCY OF EXPENSES OVER REVENUE FOR THE YEAR	(41,407)	-	-	(41,407)
TRANSFER FROM UNRESTRICTED NET ASSETS	(143,961)	143,961	-	(14,361)
CONTINGENCY FUND INTEREST INCOME	(1,620)	1,620	-	-
DISPOSITION OF CAPITAL ASSETS	2,351	-	(2,351)	-
AMORTIZATION OF CAPITAL ASSETS	1,236	-	(1,236)	-
<b>NET ASSETS, end of year</b>	<b>\$ (29,237)</b>	<b>\$ 155,553</b>	<b>\$ 2,964</b>	<b>\$ 129,280</b>
				<b>\$ 170,687</b>







**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**STATEMENT OF OPERATIONS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

	2018	%	2017	%
<b>REVENUE</b>				
Membership dues	\$ 234,586	73.6	\$ 239,513	79.6
Annual conference and workshops	68,942	21.6	51,042	17.0
Miscellaneous income	13,610	4.3	8,743	2.9
Interest income - Contingency Fund	1,620	0.5	1,557	0.5
	<b>318,758</b>	<b>100.0</b>	<b>300,855</b>	<b>100.0</b>
<b>EXPENSES</b>				
Amortization	1,236	0.4	1,861	0.6
Contingency fund expenses	-	-	50,661	16.8
Councilor and committee expenses	2,331	0.7	1,558	0.5
Employment expenses	155,824	48.9	143,444	47.7
Events and meetings	68,187	21.4	49,042	16.3
Office	63,649	20.0	49,412	16.4
Professional fees	64,829	20.3	14,780	4.9
Students, awards and recognition	4,109	1.3	4,458	1.5
	<b>360,165</b>	<b>113.0</b>	<b>315,216</b>	<b>104.7</b>
<b>DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<b>\$ (41,407)</b>	<b>(13.0)</b>	<b>\$ (14,361)</b>	<b>(4.7)</b>





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**STATEMENT OF CASH FLOWS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

	2018	2017
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Cash receipts from members and other income	\$ 382,926	\$ 387,947
Cash paid to suppliers and employees	(304,474)	(324,731)
Interest income	1,932	3,018
	<u>80,384</u>	<u>66,234</u>
<b>CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
Purchase of capital assets	-	(3,743)
Proceeds on sale of long-term investments	-	58,395
Purchase of long-term investments	(145,581)	-
	<u>(145,581)</u>	<u>54,652</u>
<b>INCREASE (DECREASE) IN CASH DURING THE YEAR</b>	<b>(65,197)</b>	<b>120,886</b>
<b>CASH, beginning of year</b>	<b>344,537</b>	<b>223,651</b>
<b>CASH, end of year</b>	<b>\$ 279,340</b>	<b>\$ 344,537</b>
<b>REPRESENTED BY</b>		
Cash	\$ 56,397	\$ 30,516
Short-term investments	222,943	314,021
	<u>\$ 279,340</u>	<u>\$ 344,537</u>





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**NOTES TO FINANCIAL STATEMENTS**  
(Unaudited)

**FOR THE YEAR ENDED JUNE 30, 2018**

**1. NATURE OF OPERATIONS**

The College of Alberta Professional Forest Technologists (College) was incorporated on December 4, 1992 under the Societies Act. Subsequently in 1999, the College became an association under the Regulated Forestry Professions Act. The mission of the College is to promote the professional management of all forested land in the Province of Alberta.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following accounting policies:

(a) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Estimated life of capital assets, if applicable, is the most significant items that involve the use of estimates.

(b) Financial Instruments

*Measurement of financial instruments*

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The College subsequently measures all of its financial assets and financial liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, short-term investments, accounts receivable and long-term investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

The College's financial assets, if any, measured at fair value may include investments that are quoted shares.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**NOTES TO FINANCIAL STATEMENTS**  
(Unaudited)

**FOR THE YEAR ENDED JUNE 30, 2018**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (continued)

(b) Financial Instruments (continued)

*Transaction costs*

The College recognizes its transaction costs, if any, in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(c) Capital Assets

Capital assets are stated at cost. Amortization is provided annually on the declining balance basis at rates calculated to write-off the capital assets over their estimated useful lives. One-half of normal rates are applied in the year of acquisition. These rates are as follows:

Furniture and equipment	20%
Computer equipment	55%

(d) Short and Long-term Investments

Short and long-term investments are recorded at fair market value.

(e) Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Unrestricted Net Asset Fund accounts for the College's program delivery and administrative activities.

The investment in capital assets fund reports the assets, liabilities, revenues and expenses related to the College's equipment and fixtures.

(f) Contingency Fund

The Contingency Fund reports the internally restricted resources as determined by the College's Council to be used as a contingency fund for future discipline expenses and short-term operating cash flow needs.

(g) Cash and Cash Equivalents

The College's policy is to disclose bank balances under cash and cash equivalents, including bank overdrafts and lines of credit with balances that fluctuate frequently from being positive to overdrawn and term deposits with a maturity period within twelve months from the year end. Funds which have been internally allocated for certain funds have been excluded from cash and cash equivalents.





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

NOTES TO FINANCIAL STATEMENTS  
(Unaudited)

FOR THE YEAR ENDED JUNE 30, 2018

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(h) Contributed Services

Volunteers contribute time each year to aid the College in carrying out service delivery activities. Due to the difficulty in determining the fair value of these services, these contributed services are not recognized in the financial statements.

**3. SHORT-TERM INVESTMENTS**

	2018	2017
T-Bill Savings (general)	\$ 222,943	\$ 170,060
High Interest Savings	-	143,961
	<b>\$ 222,943</b>	<b>\$ 314,021</b>

**4. LONG-TERM INVESTMENTS/CONTINGENCY FUND**

	2018	2017
Term Guaranteed Investment Certificates	\$ 10,171	\$ 9,972
High Interest Savings	145,382	-
	<b>\$ 155,553</b>	<b>\$ 9,972</b>

The guaranteed investment certificates mature May 2019 with a 2% interest rate.

The Contingency Fund is internally allocated for potential unforeseen costs and future projects. The Board may move funds at any time to facilitate operational needs and planning purposes.

**5. CAPITAL ASSETS**

	2018		2017	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 9,561	\$ 7,107	\$ 2,454	\$ 4,688
Computer equipment	4,949	4,439	510	1,863
	<b>\$ 14,510</b>	<b>\$ 11,546</b>	<b>\$ 2,964</b>	<b>\$ 6,551</b>







**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

NOTES TO FINANCIAL STATEMENTS  
(Unaudited)  
FOR THE YEAR ENDED JUNE 30, 2018

**6. ACCOUNTS PAYABLE**

Included in accounts payable is a balance due to/from the College of Alberta Professional Foresters for \$44,815 (2017: (\$3,985)).

**7. COMMITMENTS**

The College has an operating lease for its premises for a base rent of \$1,486 per month under a lease that expires on December 31, 2022 for space shared with the College of Alberta Professional Foresters. One half of the commitment to the combined space has been disclosed below.

The minimum annual lease payments for the next four years are as follows:

2019	\$	17,832
2020		17,832
2021		17,832
2022		<u>17,832</u>
	\$	<u>71,328</u>

**8. DEFERRED REVENUE**

Deferred revenue represents membership dues received in advance for the following year.

	<u>2018</u>	<u>2017</u>
Deferred revenue, beginning of the year	\$ 206,113	\$ 117,162
Deferred revenue received in the current year	267,805	206,113
Revenue recognized in the current year	<u>(206,113)</u>	<u>(117,162)</u>
Deferred revenue, end of the year	<u>\$ 267,805</u>	<u>\$ 206,113</u>

**9. SUBSEQUENT EVENT**

The College of Alberta Professional Forest Technologists and the College of Alberta Professional Foresters have initiated plans to amalgamate the colleges in order to pursue a more effective and sustainable model of the Professional Regulation and will be named Association of Alberta Forest Management Professionals. The amalgamation may occur in 2019.





**COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS**

**NOTES TO FINANCIAL STATEMENTS  
(Unaudited)**

**FOR THE YEAR ENDED JUNE 30, 2018**

**10. FINANCIAL INSTRUMENTS**

*Risks and concentrations*

The College is exposed to various risks through its financial instruments, without being exposed to concentrations of risk.

*Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial statement liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to accounts receivable. The College provides credit to its members and clients in the normal course of operations.

*Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk such as demand and economic. The College is mainly exposed to interest rate risk and demand and economic.

