



Association of Alberta  
Forest Management Professionals

2022

# ANNUAL REPORT

Submitted To:  
Government of Alberta



# EXECUTIVE SUMMARY

This annual report reflects the operations of the Association of Alberta Forest Management Professionals (AAFMP) for the 2022 reporting period. The report is submitted to the Government of Alberta as a requirement of section 4(1) of the Regulated Forest Management Profession Act (2019).

AAFMP continues its journey to evolve and grow as a regulator. AAFMP continued throughout 2022 to improve processes, engage with interested parties, and improve the delivery of the quality assurance programs.

Noteworthy program improvements include collaboration on the development of the forest technologists standards, registrant engagement in defining the exam blueprint for the exam modernization project, and the establishment of the initial professional development (IPD) in-training program. These programs are all elements used in determining the competence to practice of new applicants and current in-training registrants.





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# ABOUT THE ASSOCIATION

The Association of Alberta Forest Management Professionals (AAFMP) is the provincial regulatory body of Alberta's forest management professionals. The Government of Alberta delegates self-governance to AAFMP through the Regulated Forest Management Profession Act. This enables AAFMP to regulate the practice of the profession in a manner that protects and serves the public's interest on behalf of all Albertans. The Act obliges mandatory registration for any individual who qualifies for registration and is practicing forestry on public land within the province of Alberta. AAFMP ensures approximately 1,200 regulated forest management professionals are regulated in compliance with the Act.

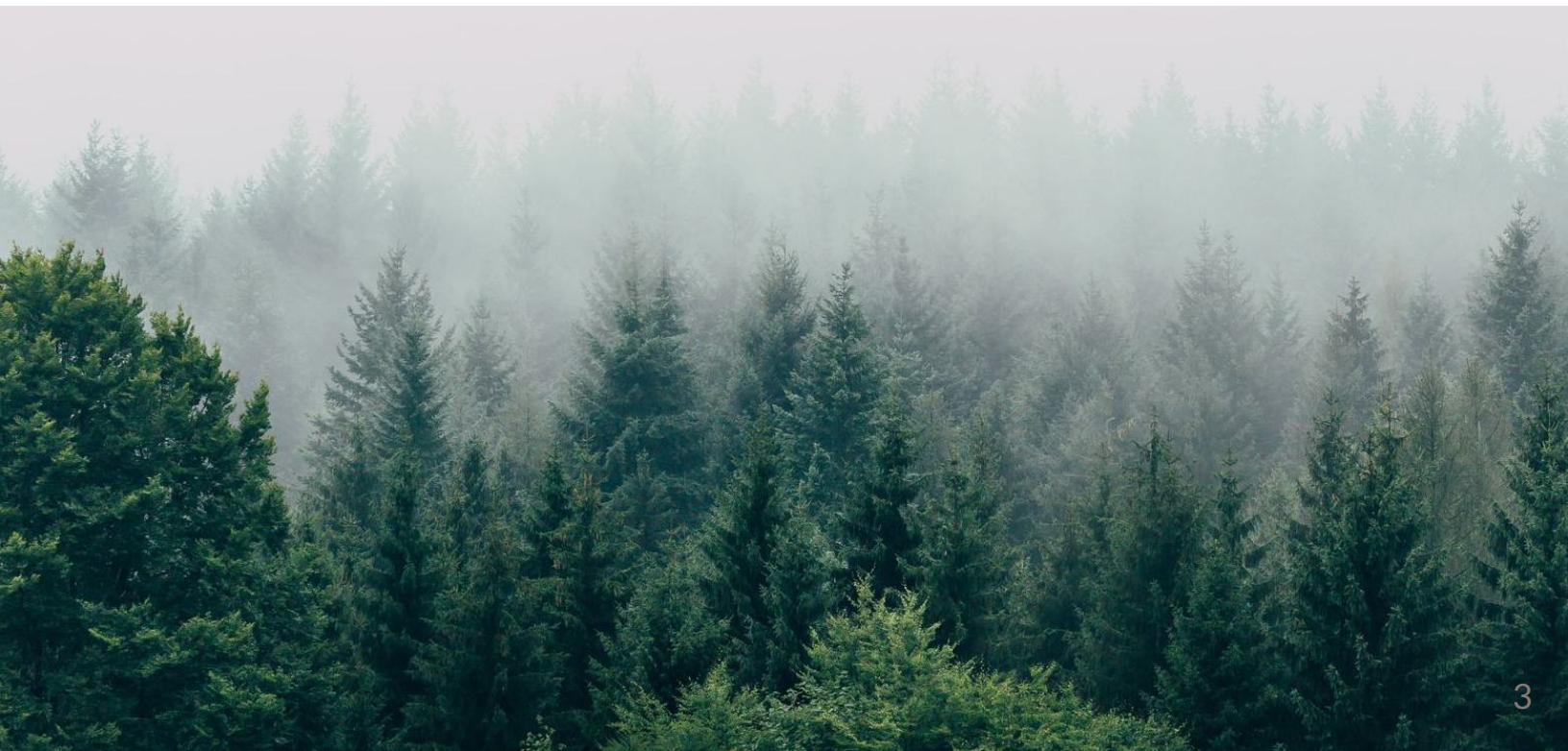
AAFMP continues to serve the public's interest by working collaboratively with government and other user groups to ensure that professionals are regulated in alignment with established programs.



Self-regulated



Protect the public interest



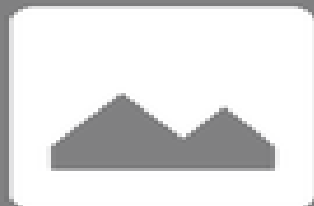
# COUNCIL & STAFF

## COUNCIL

NAME	POSITION
Joel Cornish	Chair
Heath Schneider	Vice-chair
Lorne Carson	Secretary-Treasurer
Rashelle Lala	Councilor
Sean Ellens	Councilor
Amanda Tangadal	Councilor
Chris Breen	Councilor
Ian Kwantes	Councilor
Anil Nair	Public Member
Jack Jones	Public Member
Marilyn Hooper	Public Member

## STAFF

NAME	POSITION
Carla Rhyant, MA	Executive Director and Registrar
Jesse Borsa	Deputy Registrar
Saeed Al Hallak, BCom	Financial Controller
Shonelle Wilkinson, RPFT, BEd	Education Outreach Lead



# AAFMP'S ROLE

The Regulated Forest Management Profession Act outlines how AAFMP is governed and operates:

The Association must:

1

Carry out its activities and govern its regulated members in a manner that protects and serves the public interest,

2

Provide direction to and regulate the practice of the regulated profession by its regulated members,

3

Establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession,

4

Establish, maintain and enforce a code of ethics, and

5

Carry on the activities of the Association and perform other duties and functions by the exercise of the powers conferred by the Act.





# PRINCIPLES

Professions have an obligation to the public to render services in the public interest and AAFMP, as the regulator of the profession, is entrusted with the responsibility to regulate its registrants. AAFMP recognizes and is committed to its obligation that programs and services are transparent, objective, impartial, and procedurally fair.



**Transparent:** information is clear and accessible for registrants and the public, and respectful of confidentiality and privacy rights.



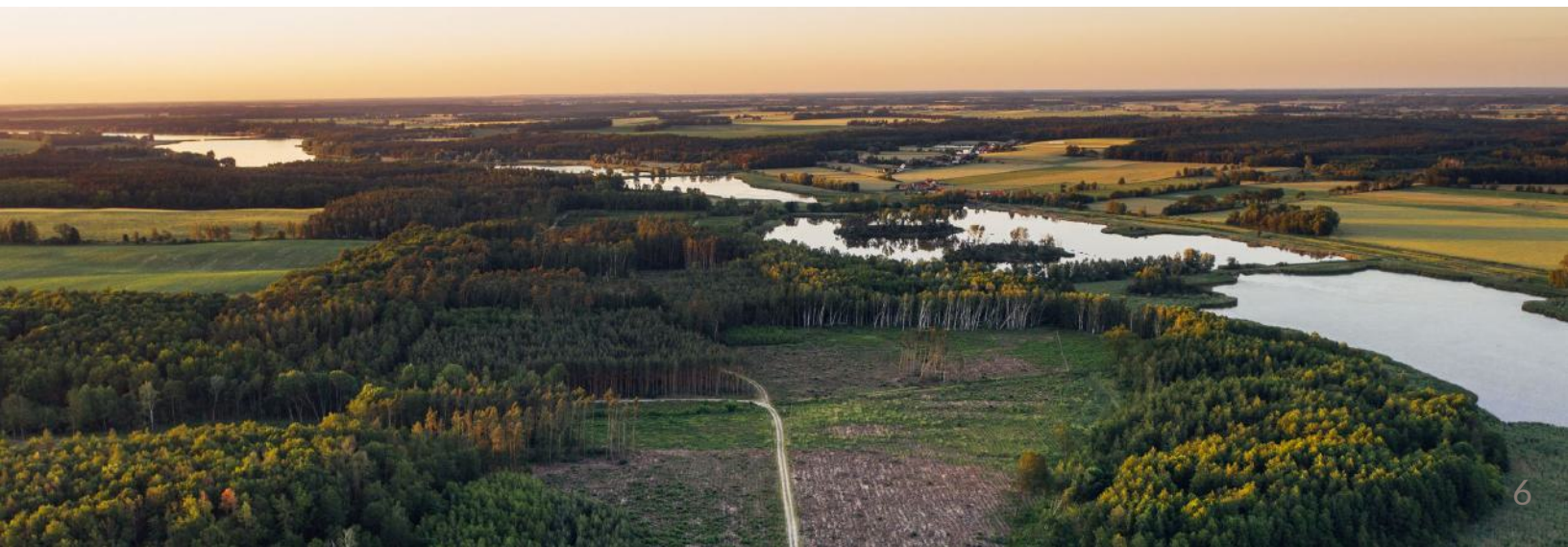
**Objective:** issues and decisions of AAFMP diligently addressed, made with integrity, approached with an open mind, fact-based and equitable.



**Impartial:** processes and decisions are not biased or prejudiced for against any particular group of people and supports diversity and inclusivity.



**Fair:** AAFMP programs are managed in accordance with applicable rules and appropriate authority, based on relevant information, and respectful of individual needs and circumstances.



# STRATEGIC PLAN

A strategic plan is a vital roadmap as it clarifies organizational purpose, aligns invested parties, and sets long-term goals. By identifying priorities and allocating resources effectively, it aids in maximizing the impact despite limited funds. With a strategic plan, non-profits can make informed decisions, adapt to changes, and remain relevant in their pursuit of creating positive and sustainable impacts for the organization.

## VISION

Protecting the public interest of Albertans by continually advancing the regulation of the practice of forestry.

## MISSION

Establish and enforce the standards of practice, registration and continuing competence of forestry professionals in Alberta to protect the public interest.





# STRATEGIC INITIATIVES & TACTICAL GOALS

## 2022-2026 STRATEGIC PLAN



### **DEMONSTRATE SELF-RELIANCE**

- Develop robust quality assurance programs that reflect modern best practices.
- Ensure fairness and accessibility of regulatory activities.
- Continual improvement of internal processes.
- Expand staff, Council and committee capacity and competencies.

### **MAINTAIN PROFESSIONAL STANDARDS**

- Establish, maintain, and enforce standards for entry to the profession.
- Develop a wholistic in-training program and professional exam.
- Ensure eligible individuals are registered.
- Increase registrations of individuals working in the industry.

### **WORK COLLABORATIVELY**

- Engage interested parties in the development and promotion of quality assurance programs.
- Collaborate with other agencies to develop programs which serve to protect the public interest.
- Contribute to improvements in legislation and policies.

### **COMMUNICATE & ENGAGE**

- Enhance public knowledge on the role of regulators and and responsibilities of professional practice.
- Increase the transparency of self-regulation and Association initiatives.
- Recruit registrants to participate in the delivery of Association programs.

# ANNUAL GENERAL MEETING MINUTES 2022



Carla Rhyant  
Recording Secretary  
Minutes approved by the minutes task group of Al Benson (RPF), Derek Fisher (RPFT), and Carla Rhyant (Executive Director) as defined in the standing rules of the meeting.

## Aafmp 2021 Annual General Meeting

Online Meeting

December 7, 2022

### DESCRIPTION

Opening remarks

1. Call meeting to order
  - i. Recognition that quorum is met
  - ii. Standing rules of the meeting
  - iii. Approval of the agenda
  - iv. Minutes of the December 2021 annual general meeting - for information
  - v. Appointment of the minute approval task group

2. Address of the Chair
  - i. Council report

3. 2021 annual report - for information
  - i. Reports of the Committees

### MOTIONS / ACTION ITEMS

Meeting called to order by Joel Cornish, Chair, at 10:06 am.

Land acknowledgment.

135 registrants joined, a minimum of five Council members was achieved: quorum was met.

**AAFMP-AGM 2022 12.07.2022 M01 Carried MOTION** Chris Breen/Rashelle Lala - 86 votes in favour

**TO approve the standing rules as presented by Council**

The minute approval task group, appointed by the Chair, is Al Benson, Derek Fisher, and Carla Rhyant.

**AAFMP-AGM 2022 12.07.2022 M02 Carried MOTION** Travis Kiel/Rodger DeChamplaign - 86 votes in favour

**TO approve the agenda presented**

**AAFMP-AGM 2022 12.07.2022 M03 Carried MOTION** Bruce Mayer/Dawn Griffin - 93 votes in favour, 1 opposed

**TO receive the Chair/Council and Committee reports as information**

**AAFMP-AGM 2022 12.07.2022 M04 Carried MOTION** Craig Plitt/Craig Bylsma - 92 votes in favour

**TO receive the annual report as information**



# AGM MINUTES 2022

## Aafmp 2021 Annual General Meeting

Online Meeting

December 7, 2022

### DESCRIPTION

4. Reports of the representatives of AAFMP
  - i. Operations & Registrar report
  
5. Financials
  - i. Fiscal year financial information (2021-2022)
  - ii. Presentation of 2022/2023 budget and five-year budget projections
  - iii. Appointment of the financial reviewing body
  
6. New business
  
7. Adjournment of the meeting

### MOTIONS / ACTION ITEMS

**AAFMP-AGM 2022 12.07.2022 M05 Carried**  
**MOTION** Chris Breen/Darren Fearon - 92 votes in favour  
**TO receive the operations and registrar report as information**

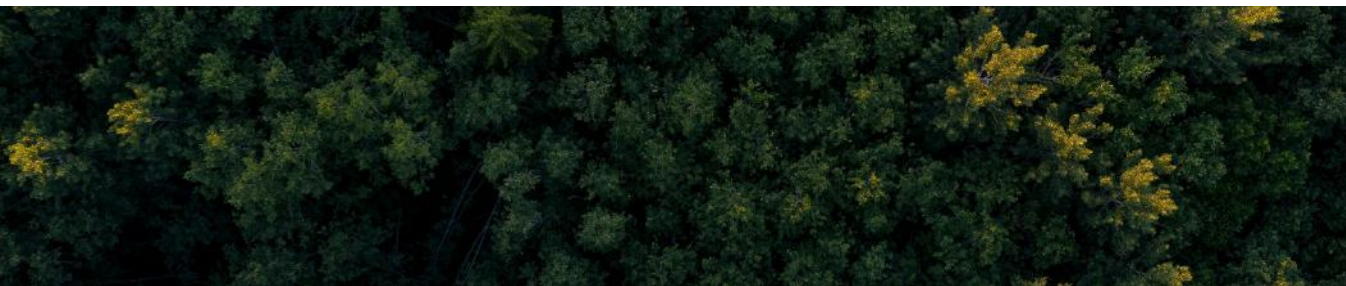
**AAFMP-AGM 2022 12.07.2022 M06 Carried**  
**MOTION** Craig Rose/Kathleen Doerkson - 79 votes in favour, 4 opposed  
**TO approve the 2020-2021 financial report as presented**

**AAFMP-AGM 2022 12.07.2022 M07 Carried**  
**MOTION** Craig Rose/Pat Gallupe - 74 votes in favour, 4 opposed  
**TO receive the budget and projections as information**

None

**AAFMP-AGM 2022 12.07.2022 M09 Carried**  
**MOTION** Kevin Ederhart/Craig Rose - 77 votes in favour  
**TO adjourn the meeting at 11:48 am**

Minutes approved by  
Al Beson (RPF), Derek Fisher (RPFT)  
and Carla Rhyant (recording  
secretary).



# PUBLIC MEMBER REPORT

## PUBLIC MEMBERS

Marilyn Hooper  
Jack Jones  
Anil Nair



The Association of Alberta Forest Management Professionals (AAFMP) is dedicated to establishing, maintaining, and enforcing the highest possible standards of practice within the Alberta forest industry. Self-regulation is an agreement between each Professional Regulatory Organization (PRO) and the government to regulate the activities of its registrants and is a privilege granted to a profession through legislation to protect the public interest.

This past year has seen an emphasis on expanding progress in registration, exam development, and organizational governance, with the goal of ensuring fairness in regulatory activities and that activities within the forest industry are carried out consistently and competently. In addition, partnerships with interested parties are being developed and promoted to deliver quality assurance programs.

Long-term strategic planning has become an important aspect of the Association Council's focus and is incorporated into budgeting, succession planning, standards, practices, and policies. This forward-looking approach will serve the Association and its membership well in ensuring its long-term strength and viability.

Public members are volunteers appointed by the Government of Alberta to assist a profession in meeting its legislated responsibilities and ensure the PRO is working in the best interest of the public.

As public members we are proud to be able to contribute to the growth of the AAFMP and look forward to being a part of its future.



# REGISTRATION COMMITTEE

## COMMITTEE MEMBERS

Chair - Joel Cornish

Sean Ellens, Jesse Crosson, Doug Needham, Danielle Bateman, George Charlibois, Ken Greenway, Paul Ciobanu, Marc Mayhew

The registration committee was not required to meet. There were no forest technologists credential assessment reviews so the sub-committee did not meet either.

# NOMINATIONS COMMITTEE

## COMMITTEE MEMBERS

Chair - Heath Schneider

Lorne Carson, Joel Cornish

The Nominations Committee secured and vetted a list of nominees for the election. An electronic vote was conducted and the new Council was appointed in July 2022.

# COMPLAINTS INQUIRY COMMITTEE

## COMMITTEE MEMBER

Chair - Heath Schneider

The Complaint Inquiry Committee receives formal complaints & discipline in accordance with the Act.

AAFMP did not receive any formal complaints in 2022.



# GOVERNANCE COMMITTEE

In 2022, the Council started a review of the AAFMP governance model. This review entailed in a review and coaching with Richard Stringham, consultant with the *The Governance Coach*.

The Council chose to undertake a governance review for several reasons:

- ✓ It allows the Council to assess its performance and effectiveness in fulfilling its fiduciary and strategic responsibilities. By evaluating its governance practices, decision-making processes, and Council / Executive Director delegation, the review will identify areas of strength and areas that need improvement.
- ✓ The intent of a governance review is also to promote accountability and transparency. It ensures that the Council is operating in accordance with legal and ethical standards, and that its actions align with the Association's legislated mandates, mission, and values. Through the review, Council identifies gaps or weaknesses in its policies and governance structures.
- ✓ Furthermore, the governance review intends to enhance the Council-staff relationship and collaboration. By evaluating communication channels, role clarity, and Council's engagement with staff and volunteers, the review can identify opportunities to improve teamwork and effectiveness.
- ✓ AAFMP recognizes that engaging in a governance review demonstrates the Council's commitment to continuous improvement and best practices. It allows the Council to stay informed about emerging trends and developments in non-profit governance, and to benchmark its performance against industry standards.
- ✓ Council recognizes that a governance review enables the strengthening in governance practices, enhancing Council impact, and ensure the Association's long-term success.





# AUDIT COMMITTEE

## COMMITTEE MEMBERS

Chair - Ian Kwantes

Ken Greenway, Al Wardale

In November 2022 the Audit Committee reviewed the financial report for AAFMP operations covering the 2021-2022 fiscal year. The review and report completed by Jessica Szewczuk, CPA of the Metrix Group LLC, was found to be satisfactory and no concerns were identified in the review engagement process.

All questions asked by the committee of the accountant were answered adequately, leading to the recommendation to Council to accept the report and present it at the annual meeting for approval.



# REGISTRATIONS

Registration Statistics December 31, 2022  
Regulated Registrants

 **1191**

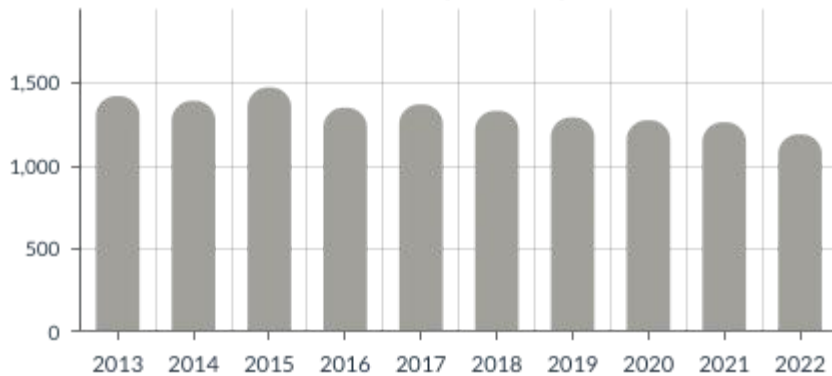
RPF	573
RPFT	492
FIT	39
FTT	82
(Dual*)	(3)
RPF-C	4
RPFT-C	1
RPF-T	0
RPFT-T	0
(Unemployed**)	(6)

Associate	22
Non-Practicing	16
Retired	223
Student	101
Honorary	5

\*Dual registrants are for information only as they are included in the RPF and RPFT totals.

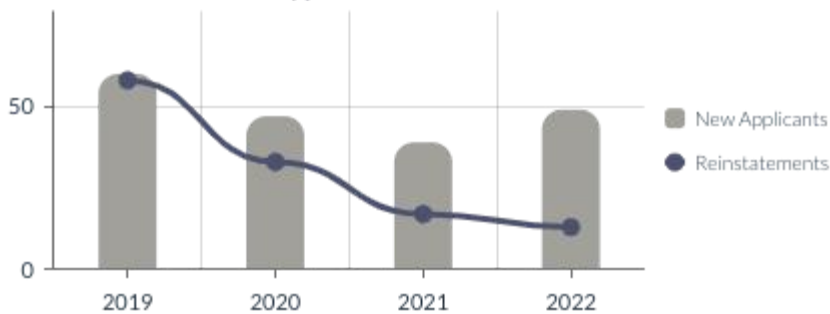
\*\*Due to instability in the workforce resulting from the pandemic, AAFMP continued to encourage registrants to renew practice permits when unemployed and made provisions for quarterly payments.

10 Year Trend in Total Regulated Registrants



Regulated registrants decreased 6% over the previous year.

New Applicants and Reinstatements



There were 49 new applicants in 2022 (4% of the total registrants).

13 registrants reinstated with 12 of being absent less than three years.



# REGISTRATIONS

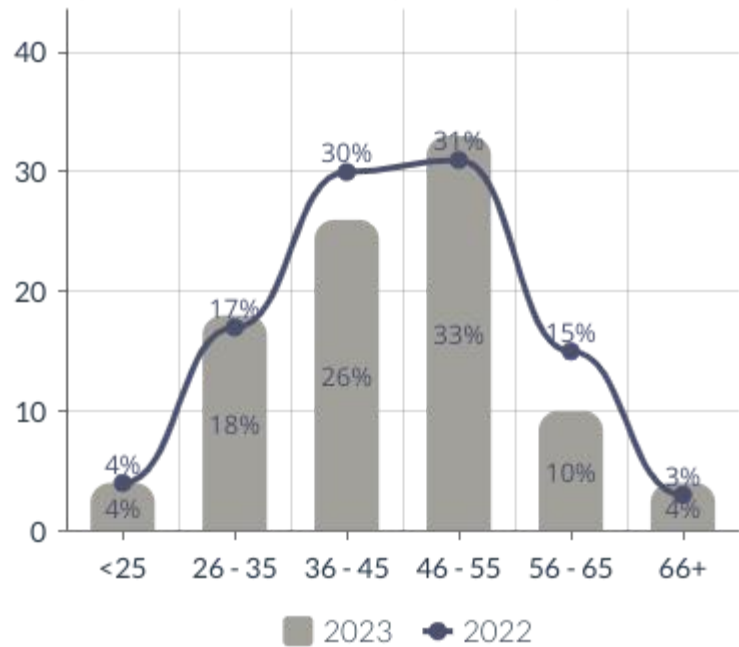
There was a shift in the age demographic between 2021 and 2022. Notably, a decline in the 36 - 45 and 56 - 65 age groups and an increase in the 46 - 55 age group.

The largest group of registrants (59%) are in the intermediate stage of their career and will have gained substantial knowledge and experience in their professional practice.

22% of the cohort are new entrants and they can bring fresh perspectives and potentially contribute to the growth and innovation in forest management practices.

14% are experienced professionals and may be nearing retirement age. Their knowledge and experience can be valuable for mentoring and succession planning within the industry. Their expertise and institutional knowledge should be recognized and utilized before they retire.

Age Distribution of Regulated Registrants



# PROFESSIONAL EXAM

## EXAM MODERNIZATION PROJECT

The exam modernization project included extensive research and interviews with registrants, interested parties, regulatory organizations across the province, and other forestry regulators across Canada. The project priority is to develop an exam that is accessible, fair, and relevant, while providing a reliable and valid assessment of registrants' legislative knowledge.

Over the last year, the project focus has been determining exam content. Testable content has been defined through a content validation process carried out in six distinct phases:

- 1 Identify a list of testable forestry legislation through interviews and surveys with forestry professionals, registrants, regulators, and interested parties.
- 2 Convene a Content Validation Committee (CVC) to review the list of documents and classify them as either testable or non-testable and assign a testing priority.
- 3 Conduct interviews with subject matter expert (SMEs) familiar with the legislation to discover key insights and testing priorities within each document.
- 4 Analyze interview data to identify themes and priorities at both document and exam levels while cross referencing priorities and categories assigned by the CVC for quality assurance.
- 5 Write exam specifications that can be translated into an exam blueprint from the data analysis.
- 6 Review results with the CVC and interested parties to verify the results reflect the information shared in the interviews.





# PROFESSIONAL EXAM

## EXAM MODERNIZATION PROJECT

An exam blueprint was created to outline the testable material. This detailed process has followed [Standards for Educational and Psychological Testing](#) and the Fair Registration Practices Act to ensure the professional exam meets fair testing and registration standards, provides quality assessment data, and accurately reflects the profession.

The new exam will be online, improving accessibility and security, accommodating on-demand testing, standardizing the testing environment, and eliminating handwritten responses. A large project component was an intensive review of learning management systems (LMS); an online platform that will host registration programs, including the exam, professional development,

and mentorship. AAFMP acquired D2L BrightSpace, which provides excellent user experience, robust data, and supports a holistic approach to registration programs. BrightSpace will support accessible, online attendance and track attendance for AAFMP hosted continuing competence events.

The new exam will be released in phases in late 2023, including beta-testing and revisions. While the new exam will improve accessibility, administration, and data, AAFMP cannot fully ensure the competence of every registrant because the exam is not mandatory and can only test legislation; therefore, additional mechanisms, such as the in-training program, are required.

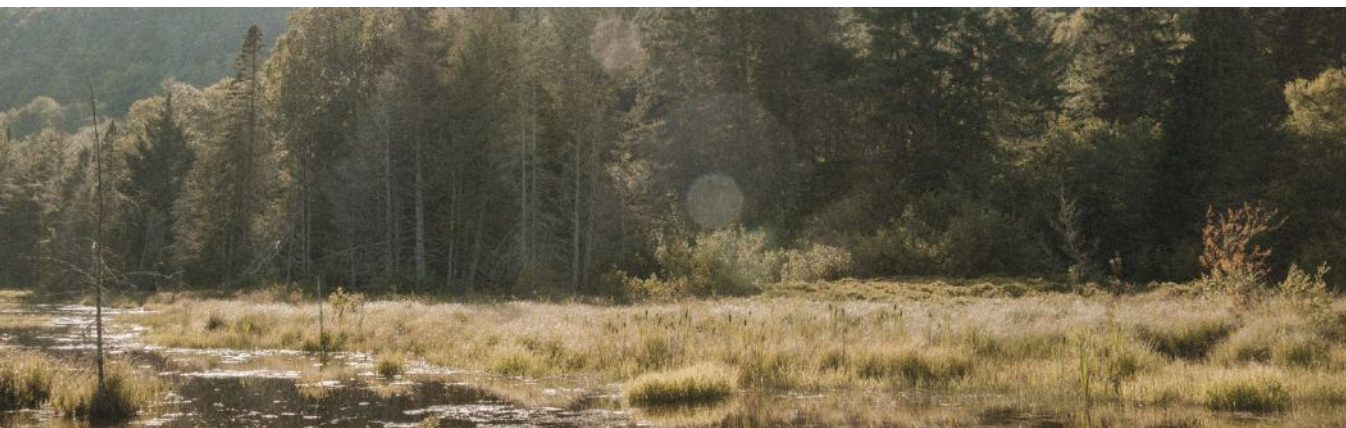
## INITIAL PROFESSIONAL DEVELOPMENT IN-TRAINING PROGRAM

The initial professional development (IPD) in-training program will focus on the critical professional skills reported in the Exam Modernization Research Summary as necessary for registrants to possess, but not testable on the professional exam.

Each course will consist of several modules covering essential skills, knowledge, and abilities. A review of existing training has been done to link registrants to appropriate courses developed by qualified experts. Remaining outcomes will be met through internally developed courses

The asynchronous, online program will be on-demand and semi self-paced, letting registrants proceed at their own rate and focus more time on the topics they need most. Courses will have periodic deadlines based on the registrant's start date and will be designed for maximum applicability in the workplace.

Program planning began in 2022 with the drafting of program learning objectives. Curriculum development and course design will occur in 2023. Educational consultants and designers are providing project input as subject matter experts on design.



# PROFESSIONAL EXAM

The professional exam is a registration assessment tool used to verify the jurisprudence knowledge of registrants practicing forestry in the province. The Association uses the exam, enabled by the Regulated Forest Management Profession Regulation, as a method of “assessing an applicant’s knowledge and understanding” to meet the legislated objective of protecting the public interest (2019).

Exam administration continues while the exam modernization project is underway. This means that the existing exam has undergone regular maintenance and review. The spring and fall 2021 exams underwent a statistical analysis that measured the reliability and validity of individual questions and the exam as a whole. Data collected from regular analysis advises where exam maintenance is required. Flagged exam questions were reviewed, and the necessary revisions were made so questions are fair and correct. A set of psychometric measurements are conducted on each question following each writing and used to advise exam developers and administrators about exam efficacy and opportunities for change.



## WRITER PROPORTIONALITY 2021 & 2022

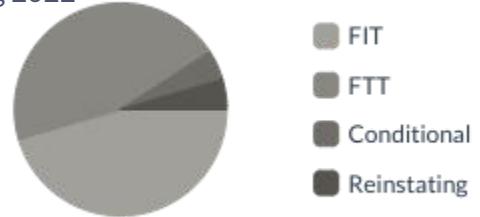
Spring 2021



Fall 2021



Spring 2022



Fall 2022

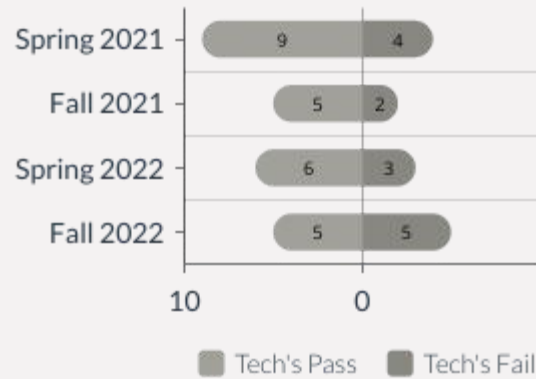




# PROFESSIONAL EXAM

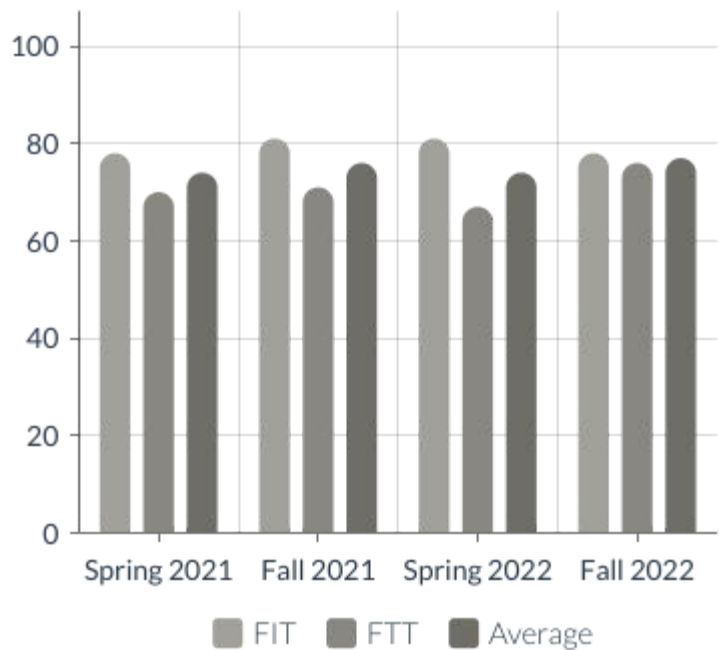
## PROFESSIONAL EXAM PERFORMANCE

### PROFESSIONAL EXAM PASS RATES



Historically FTTs have registered lower marks and passing rates on the exam. The Fall 2022 marks are more aligned than historically observed, but, the fail proportionality increased in this writing. This is one of many issues that will be addressed through the exam modernization project.

### EXAM AVERAGE MARKS 2021 - 2022



GE NOT FOU

# CONTINUING COMPETENCE

In regulated professions there is a recognition that the knowledge and skills required to practice effectively evolve over time. A continuing competence program establishes requirements for professionals to engage in lifelong learning and demonstrate their commitment to maintaining competence.

The primary objective of a continuing competence program is to protect the public. By promoting ongoing professional development and maintaining high standards of competence and ethical conduct, the program aims to safeguard the well-being and interests of individuals who rely on the services provided by regulated professionals.

When professionals regularly update their knowledge and skills, they are better equipped to provide accurate, evidence-based, and safe care or services. This reduces the risk of errors, improves outcomes, and enhances public trust in the profession.

Each registrant must record their individual activity within their unique registrant portal. Mandatory minimums of 75 hours are set for all regulated registrants based on a three-year reporting period. A minimum of 15 hours per year are required to be documented. For the purpose of program auditing, reporting hours required are based on six-month intervals for anyone registered for less than three years of the reporting period.

Failure to submit the annual minimum hours results in a notice of non-compliance from the registrar with a requirement for the submission for an action plan to address the deficiencies.

64 audits were completed in 2022 (5% of registrants). For each registrant, the activities listed and documentation provided are reviewed to ensure that the activities entered are in alignment with the registrants areas of practice or an area that they are developing competencies in for future areas of practice. Each auditor selects and reviews 20% of the activities entered by each auditee to ensure the documentation meets the program requirements.

Ongoing issues with audited registrants remains the same as it has for the last six years. Many of the auditees failed to provide sufficient evidence of having completed the training activities, training content, and the number of hours the training entailed. Training will be addressed through the initial professional development (IPD) in-training program.



# FOREST PROFESSIONAL REGULATORS OF CANADA



## Mandate

1. Promote consistency where mutually beneficial between Regulators in each province,
2. Coordinate and communicate collectively on issues that affect the regulation of forest professionals,
3. Enable the movement of forest professional between jurisdictions through compliance with federal and provincial labour mobility agreements,
4. Develop and maintain competency-based academic and work experience certification standards for approval by each Regulator, and
5. Define and maintain accreditation standards to assess and accredit Canadian post-secondary forestry programs.

The Forest Professional Regulators of Canada (FPRC) is an advisory group composed of representatives of forest professional regulatory organizations across Canada and the Canadian Institute of Forestry (which represents those jurisdictions in which forestry is not a regulated profession). AAFMP maintains an active membership in FPRC.

FPRC's mission is to provide coordination of programs and services enabling transparent, impartial and procedurally fair registration practices of forest professionals by regulators in Canada.

In 2022 FPRC renewed the national labour mobility mutual recognition agreement which included an amendment to include forest technologists.

FPRC continued its work to define the national forest technologists standards in partnership with post-secondary institutions. The draft standards were distributed to user groups for feedback. The standards are expected to be completed for adoption mid-2023.

Once completed, the standards will be implemented by all provinces that regulate forest management professionals in order to create consistency between the provinces and better enable labour mobility. Next steps are to develop the accreditation and credential assessment processes.

FPRC continues to deliver the forester credential assessment process for Canadian regulator organizations.

IMAGE NOT FOUND



# NATIONAL DAY FOR TRUTH & RECONCILIATION

AAFMP supports the National Day for Truth & Reconciliation. A resource list was compiled and distributed to regulated professionals to assess should they choose to recognize and participate in the National Day For Truth and Reconciliation on September 30th.

## RESOURCE LIST

1

### CALL TO ACTION

One of the 94 calls to action from the Truth and Reconciliation Commission is for the "corporate sector in Canada to provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and anti-racism."

2

### ACTION

AAFMP participated in the National Day For Truth and Reconciliation by participating in self-exploratory education to learn more about the residential school system, colonialism in Canada, and modern Indigenous communities. AAFMP has, as a part of its training initiatives, been offering more content relating to Indigenous people and their sovereign rights as Canadians. Indigenous training, as it relates to the practice of the profession, is being built into the new

3

### COMMITMENT

AAFMP is committed to improving diversity, equity and inclusion practices in the delivery of its quality assurance programs. AAFMP recognizes the constitutional rights of Indigenous people in Canada and that registrants require critical professional skills to include Indigenous people in meaningful consultation.



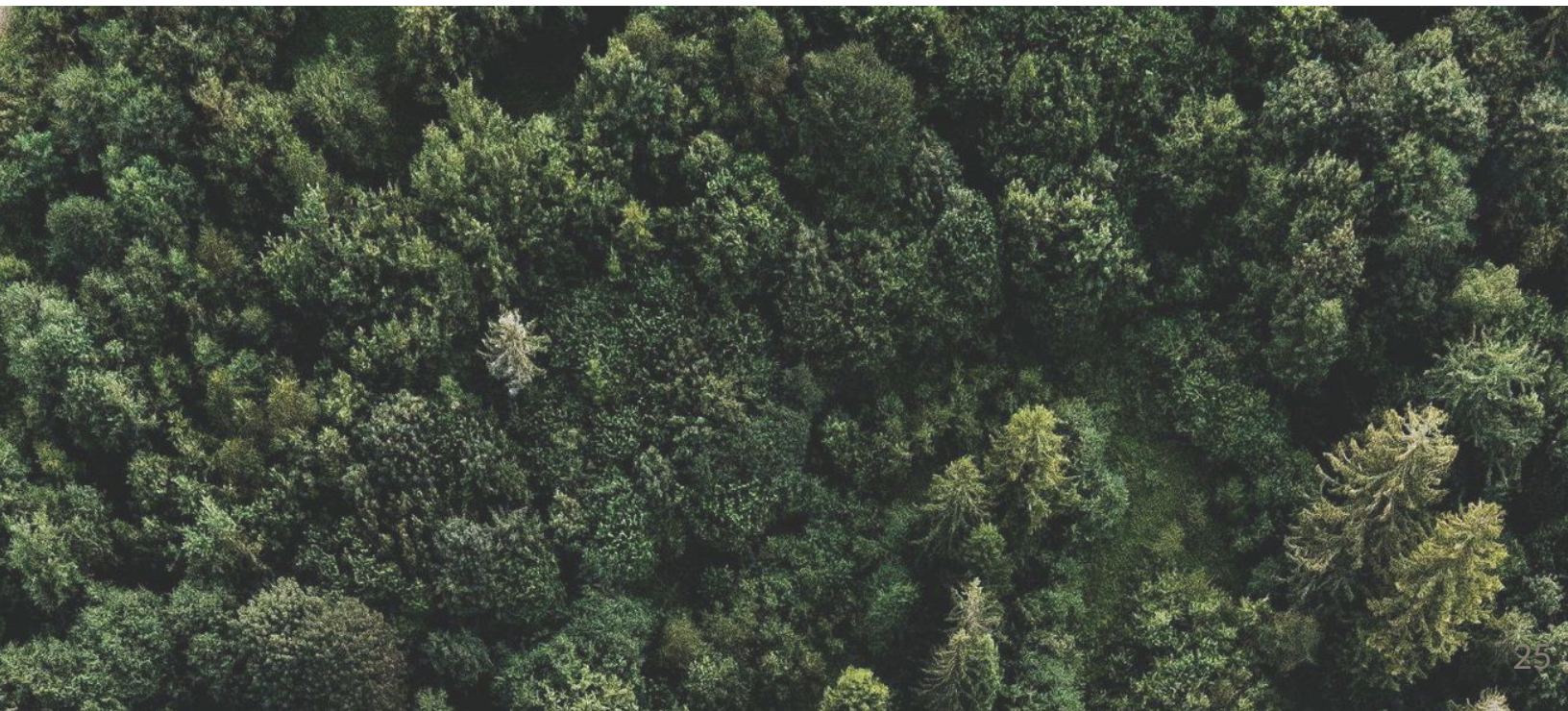
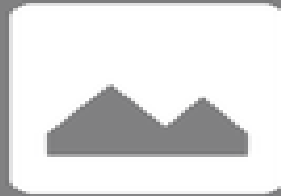
# INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

IMAGE NOT FOUND



# FINANCIAL STATEMENTS

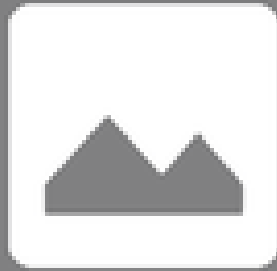
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# FINANCIAL STATEMENTS

IMAGE NOT FOUND



# 2022-2023 BUDGET

Fiscal year is July 1- June 30

## REVENUES

Dues & Fees	
Regulated dues	586,644
Non-regulated dues	2,926
Other registration fees	26,355
Other income	
Investments	12,500
Advertising	18,000
Programs	9,000
Reserve funds*	60,000
Total Revenue	715,425

\* funds allocated for special projects

## EXPENSES

General & administrative expenses	102,003
Employee expenses	398,889
Professional fees	137,000
Programs	15,000
Governance	6,300
Student awards & volunteer recognition	5,000
Total Expenses	664,192

**NET** 51,233





# ACKNOWLEDGEMENTS

AAFMP would like to recognize and thank the volunteers, staff, and contractors that contribute to the success of the organization.

Association of Alberta Forest Management Professionals

#120 17008 90 Avenue NW  
Edmonton, AB T5T 16L  
Phone: AAFMP (780) 761-8733 (TREE)  
E-mail: [info@aafmp.ca](mailto:info@aafmp.ca)  
[www.aafmp.ca](http://www.aafmp.ca)



**Association of Alberta  
Forest Management Professionals**

