



blending
Professional Foresters
& **Forest Technologists**
into one association

Council & Staff

The Association of British Columbia Forest Professionals is responsible for regulating the forestry profession in British Columbia. The association's mandate is derived from the *Foresters Act*.

Council

The duty to fulfill this mandate and to govern the association rests with the council comprised of nine elected members and two lay members appointed by the provincial government. The association's 56th council (2003-2004) included:

Peter L. Marshall, PhD, RPF
President & Director, External Relations

William J. Warner, RPF
Past President & Director, Policy & Legislation

Richard B. Sommer, RPF
Vice-President & Director, Discipline & Act Enforcement

Peter K. Love, RPF
Director, Professional Practice

Philip R. Blanchard, RPF
Director, Professional Development

Candace E.B. Parsons, RPF
Director, Communications & Member Relations

Randal P. Trerise, RPF
Director, Admissions

Robert B. Craven, RPF
Director, Stewardship

J.M. (Greg) Taylor, RPF
Director, Finance

Michael R. Nash
Lay Councillor

Joanne M. Kineshanko
Lay Councillor

Staff

A staff of eleven supports and carries out the day-to-day activities of the association:

E.V. (Van) Scoffield, RPF
Executive Director

Jerome M. Marburg, LLB
Registrar & Manager, Professional Standards

Dwight R. Yochim, RPF
Manager, Forestry & Communications

Lance K.H. Nose
Manager, Finance & Administration

Conrad V. Malilay
Deputy Registrar

Karen Ung
Registration Coordinator

Melissa D. Pulsifer
Registration Clerk

Sandra L. Sauer
Communications Coordinator & Editor, Forum

Denise M. Doucett
Communications Assistant

Verceles G. Laron
Bookkeeper & Administrative Assistant

Dawna L. Read
Receptionist & Executive Secretary

Contents

Council & Staff	2
Council Report	3
Membership Statistics	10
Lay Councillors' Reports	11
Auditors' Report	13
Financial Statements	14
Committees, Boards & Task Forces	16
Other Volunteers	18
2003 Award Recipients	19

Council Report

The groundwork set in place by the Association of British Columbia Professional Foresters between 2001 and 2002 paved the way for significant accomplishments for the forestry profession in 2003. The most significant of these was the passage of a new *Foresters Act*, the subsequent adoption of new association bylaws and the blending of professional foresters and forest technologists into one association.

The new *Foresters Act* also reinforces government's commitment to increase reliance on the judgment and accountability of forest professionals to manage British Columbia's forests, forest lands and forest resources. For the past few years, the association has been working with the provincial government to make professional reliance one of the key underpinnings of the new results-based *Forest and Range Practices Act*.

Along with the new *Foresters Act* came a change in the association's name to the Association of British Columbia Forest Professionals (ABCFP). This more inclusive name was adopted to recognize that the association's membership had broadened beyond professional foresters to include forest technologists and may one day include additional members of the forestry team.

Although the name change occurred at the end of the year, we refer to the association by its new name throughout this report.

Policy & Legislation

After much work, the provincial government brought the revised *Foresters Act* into force on June 20, 2003. In several respects, these changes were groundbreaking.

The definition of the practice of professional forestry was strengthened and fewer exemptions remain. These changes should enable the association to be more successful in its efforts to enforce the *Foresters Act*. New duties and objects of the association were spelled out, including explicit recognition of a limited advocacy mandate. A new category of membership was created for registered forest technologists (RFTs) providing right to title and enabling the association to define the rights of practice. The act also provides authority for the association to establish voluntary certification for technical forestry specialties.

In the complaints and discipline realm, alternate dispute resolution mechanisms were given equal standing with other complaints resolution mechanisms and the association was given increased investigative powers. The introduction of a "whistle-blower" clause is another groundbreaking aspect of the legislative changes to the *Foresters Act*. It is now an offence to take punitive action against a member who exercises his or her professional obligations of independent practice or against a person who, in good faith, makes a complaint against a member.

Government demonstrated its confidence in this profession in three important ways. First, a number of items previously spelled out in the *Foresters Act* were delegated to the bylaws effectively giving the association more control. Second, the threshold for the approval of fee increases was lowered from two-thirds support to a simple majority. Third, government removed their power to disallow bylaws once they have been ratified by the membership.

To make the new *Foresters Act* a reality, the association's bylaws had to be completely rewritten to bring them in line with the new legislation. Following a period of consultation with members, the proposed bylaws were ratified with an 83.8 per cent approval rating and went into effect immediately.

During the time these changes were underway, government made it clear to professional regulatory bodies that protection of the public's interest—and thus maintenance of the public's confidence—should be at the forefront of every self-regulating profession. This was never far from council's mind as the professional moved forward.

Forest Technologists

The environment in which the forestry team works is changing. Bringing forest technologists into the association alongside professional foresters has strengthened the team. Now both professional foresters and forest technologists are governed by one act and one set of bylaws, which include the standards of professional practice and the code of ethics. All members of the team can now be held to the same high standards and level of accountability.

Life Members

Grant L. Ainscough, RPF(Ret), Life Member
James T. Arnott, RPF(Ret), Life Member
Robert E. Breadon, RPF(Ret), Life Member
A. Neil Brett-Davies, RPF(Ret), Life Member
John R.D. Cuthbert, RPF(Ret), Life Member
Philip L. Cottell, RPF(Ret), Life Member
Douglas G. Flintoft, RPF(Ret), Life Member
W. Denis Goddard, RPF(Ret), Life Member
Norman J. Godfrey, RPF(Ret), Life Member
Hugh J. Goodman, RPF(Ret), Life Member
E. John Hammons, RPF(Ret), Life Member
David L. Handley, RPF(Ret), Life Member
John W. Harris, RPF(Ret), Life Member
Terence G. Honer, RPF(Ret), Life Member
Robert C. Howard, RPF(Ret), Life Member
Trevor G. Jeanes, RPF(Ret), Life Member
Charles M. Johnson, RPF(Ret), Life Member
Wayne D. Johnstone, RPF(Ret), Life Member
L. Gary Kenwood, RPF(Ret), Life Member
Karel Klinka, RPF(Ret), Life Member
Jengi Konishi, RPF(Ret), Life Member
Donald E. McMullan, RPF(Ret), Life Member
John A. Marlow, RPF(Ret), Life Member
John G.Y. Murray, RPF(Ret), Life Member
George S. Nagle, RPF(Ret), Life Member
Anthony A. Rotherham, RPF(Ret), Life Member
R. Anthony Shebbeare, RPF(Ret), Life Member
Imre Spandi, RPF(Ret), Life Member
Verne M. Strain, RPF(Ret), Life Member
Roy M. Strang, RPF(Ret), Life Member
Sigmond Techy, RPF(Ret), Life Member
Michael H. Wyeth, RPF(Ret), Life Member

Following much work and consultation with members, council approved the initial practice guidelines for forest technologists late in 2003. At the same time, a two-year marketing plan designed to reach potential technologist members was approved. The goal of the plan is to get most forest technologists to join the association by November 30, 2005 when RFT practice rights become enforceable.

The joint task force with the Applied Science Technologists and Technicians of BC (ASTTBC), which has guided the transfer of technologists to the association from the outset, continued its work to prepare for the first technology members. The stage was set for the transfer of forest technologists from the ASTTBC to the association on December 1, 2003.

With the preparatory phase complete, the task force was disbanded. In its place, council established a forest technologist oversight group to periodically review efforts to effectively and equitably integrate forest technologists into the association and carry out reviews of the practice rights guidelines for registered forest technologists.

Admissions

In the latter part of the year, the board of examiners and the registration department were faced with the challenge of preparing to integrate forest technologists who agreed to transfer from the ASTTBC. The process of updating the association's membership policies got underway and the files of more than 330 individuals were evaluated.

The registration department is experiencing a significant learning curve as it takes on the task of accreditation for technology members. During the year, the association was engaged with the Canadian Technology Accreditation Board. Members of the board of examiners and staff also participated in a recent visit to look at accrediting three technology programs offered by Selkirk College.

On the professional foresters' side, the association is working closely with the Canadian Forestry Accreditation Board and fellow professional forestry regulators to better define the national accreditation criteria for forestry programs in Canada. The goal is to define a set of criteria

that allows the association to capture the full spectrum of potential members.

Three significant changes were made to the association's membership policies during the past year. Council approved an amendment to the retirement policy allowing the use of discretion in applying the minimum age requirement. Changes to the life membership criteria allow members and the board of examiners to nominate retired members for life membership. Council also approved the introduction of a non-practice declaration that practising members must complete before changing to a non-practising status.

During the last five years, the association's membership grew at a much slower rate than it did in the mid-1990s. By the end of 2003, the association's membership was 4,047—a drop of 0.7 per cent. This is the first decline in many years. The main reasons appear to be the combined effect of a decline in the number of enrolments and an increase in the number of resignations. In addition, the number of members taking leaves of absence also reached unprecedented levels. All other membership fluctuations appear to be within normal parameters.

In October, 152 candidates wrote the registration exam. Of these, 104 passed resulting in a pass rate of 68.4 per cent. This is slightly higher than the average pass rate of 68.0 per cent in the previous five years. Ian Brown, RPF of Burns Lake scored the highest mark with 86.5 per cent.

The association awarded its first two special permits in 2003. Alan G. Newbert of Campbell River received a special permit in the area of valuation of coastal forests and forest lands. Stephen M. Drosdovech of Powell River received a special permit in the area of silviculture prescriptions and timber cruising. Each candidate had to undergo a thorough and lengthy evaluation by the board of examiners to ensure a high degree of professional competence. The evaluation process involves interviews, reference checks, site visits, project reviews and an examination. Under the new bylaws, these special permits are now called limited licenses.

As a result of changes to the life membership policy, 33 members were granted life membership status in recognition of their long-standing membership and exemplary contributions to the forestry profession (see sidebar).

Finally, the association is sad to report that during 2003 the profession lost the following members: Herschel H. Boydston, RPF; James Dobie, RPF(Ret); Jack L. Hamey, RPF; Edward Hlady, RPF(Ret), Life Member; Henry N. Marshall, RPF(Ret), Life Member; Leonard L. Mercer, RPF(Ret), Life Member; John C. Payne, RPF(Ret), Life Member; and Terry D. Walgren, RPF.

Discipline & Enforcement

In the discipline area, 2003 was a relatively quiet year. No new formal discipline cases were initiated with all potential cases resolved by alternative dispute resolution at or before the registrar's formal screening process. Of the five cases carried over from previous years, two were resolved by alternative dispute resolution and one concluded with a hearing. The two other cases remain under investigation. Case results and summaries can be found on the association's web site.

In 2003, the way was finally clear to make changes to the discipline process endorsed by council almost two years ago. The authorization to proceed was contingent on passage of the new *Foresters Act* and adoption of new association bylaws.

To signal upfront that discipline is not the only way to deal with complaints against members, the process was renamed "complaints resolution." The process now formally recognizes alternative dispute resolution—already used throughout the process—and allows for its additional use. Late in 2003, the association began restructuring the discipline committees to reflect the changes authorized under the new *Foresters Act* and bylaws. The discipline committee 'a' panel was renamed the complaints resolution committee and given an oversight and management role for discipline-related complaints. The discipline committee 'b' panel was renamed the discipline committee. However, its role—to conduct formal discipline hearings—remains unchanged. The standing investigations committee continues but many of the alternative dispute resolution functions it formerly carried out

were transferred to the complaints resolution committee.

In ongoing efforts to improve the overall effectiveness of the complaints resolution process, the standing investigations committee has completed annual training focused on forensic interviewing.

In the enforcement area, the association's efforts to enforce the *Foresters Act* have generally been quite limited. Various changes in the new act—the stronger, clearer definition of the practice of professional forestry and fewer exemptions—laid the foundation for increased enforcement activity. In anticipation of movement in this direction, council began work on a new enforcement policy.

Professional Practice & Professional Development

The association continued and expanded its efforts in 2003 to provide members with guidance and clarification on professional issues.

The provincial government agreed to add an additional module to the new *Forest and Range Practices Act* training program. The association received funding to coordinate development of a professional reliance training module to help those in the forest sector understand how changes to the legislation relating to the various resource professions interact with the *Forest and Range Practices Act*. The association is coordinating the development of this module in consultation with the Association of Professional Engineers and Geoscientists of BC, the College of Applied Biology of BC and the BC Institute of Agrologists.

The foundation of a new continuing competency program was laid in 2003. In the first half of the year, sessions were held at 27 locations around the province to consult members on a discussion paper released late in 2002. Following the consultation period, council adopted the professional practice committee's proposed three-phase program. The first phase—self assessments—will be developed in 2004 and implemented the following year. The remaining phases will be implemented over several years.

After a busy start to the year, things eventually settled down for the practice advisory service. Thirteen formal requests for guidance and

Discipline: Focused on holding association members accountable for breaches of the *Foresters Act*, association bylaws—including the standards of professional practice and code of ethics—and council policies and guidelines. Discipline is just one way of dealing with a complaint made against a member.

Enforcement: Focused on making sure non-members comply with the *Foresters Act*, in particular that persons not qualified to engage in the practice of professional forestry—as defined in the *Foresters Act*—do not undertake professional forestry work.

numerous informal queries were handled. These covered a broad range of issues, from relatively simple questions of protocol and procedure to more complex issues of professional practice and public interest. Where themes or common issues arise, the professional practice committee—which provides the practice advisory service—wrote articles for *Forum* so all members could learn from their analysis and advice. Those members who have used the service appear to have found it useful in addressing professional issues.

The association's annual policy review seminars were held in four locations around the province and were attended by 187 participants. While many enrolled members found these seminars helpful in their preparation to write the registration exam, the sessions also helped registered members keep up with constant changes in legislation, regulations and rules governing British Columbia forests. The sessions also presented members with an opportunity to discuss how these changes will affect them professionally.

Once again, as in 2002, the association's fall series of professional development workshops were a resounding success. In all, 662 individuals participated in 21 sessions held throughout the province. These sessions helped members understand the new *Foresters Act* and bylaws, and answered questions about the integration of forest technologists into the association. The workshops also touched on the issue of professionalism and the requirements regarding signing and sealing of work.

The year 2003 was a busy one for the joint practice board between the ABCFP and the Association of Professional Engineers and Geoscientists of BC (APEGBC). The board continued to address issues of practice overlap between the professions. The transition regulations of the *Forest Practices Code* did not spell out which professionals have responsibility for bridge design. This triggered the need to develop a guideline to assist professionals who practice in this area. In the summer, a draft discussion paper was released to members of both associations. The board also commented on the terrain stability guidelines produced by APEGBC.

As part of the association's ongoing efforts to lend support to organizations offering continuing

education opportunities for members, letters of support were written to government on behalf of the Forest Management Institute of BC and the Forestry Continuing Studies Network. The network was also invited to move into the association office until the economic situation of the forest sector shows improvement. Due to concerns about the well being of these and other organizations, council established a working group to consider how well the continuing education needs of members are being met and to bring forward recommendations for action by the association.

Forest Stewardship

The forest stewardship portfolio dealt with three issues in 2003.

After almost a year of work and consultation, the association released a guidance paper on the complex issue of managing for species at risk. The decision to provide such guidance was prompted by a need to apprise members of their professional responsibilities under the recently adopted federal *Species at Risk Act* and pending provincial legislation. It is anticipated that this paper will be revisited once the federal and provincial legislative frameworks are fully implemented.

The fifth National Forest Strategy (2003-2008) was unveiled in September at the XII World Forestry Conference in Quebec City. The association was a signatory to the accord thereby indicating its commitment to fulfill the strategy. The association also became a member of the BC coalition that is working to achieve full implementation of the strategy within the province. The coalition will concentrate on making all those involved in forestry aware of the accord and ensure full reporting of the relevant activities.

During the year, council also responded to the Ministry of Sustainable Resource Management's working forest discussion paper. Although generally supportive of the concept, the association cautioned government not to disregard the work already done in the development of higher-level plans that involved input from many parties.

Communications & Member Relations

Effective communication is essential to help the association achieve its mandate. Early in the year, some members voiced concerns about the state of communications between council and the membership. To investigate the matter, council formed a communications task force to determine what the problem was and make recommendations for improvement. As a first step, a survey was completed by members of the professional foresters' networks. Results of the survey will be tallied early in 2004.

Perhaps the biggest undertaking in communications occurred near the end of the year. It involved implementing the association's new name and corporate identity. It was necessary to move away from the stylized "RPF" logo to one that was more inclusive of all membership classes and more representative of the association as a whole. Following a survey of ABCFP members and ASTTBC forest technologists, the new blue and green logo was approved in November. A big challenge in the coming year will be to successfully integrate the new name and logo into all aspects of the association's affairs.

The professional foresters' networks (PFNs) also vied once again to win the Battle of the PFNs. During this annual event—held in early May to coincide with National Forest Week—PFNs competed against each other to see which group could do the most to raise community awareness about the profession. After being involved in every battle since its inception, the Cranbrook/Elk Valley PFN successfully captured the title for 2003.

The association continues to increase its use of online tools and resources to cost-effectively disseminate information to members and gather feedback. This year was the first time a bylaw vote was conducted online. Slightly more than half of the eligible members who voted (51.8 per cent) elected to use the online system. Online voting was also used to select the association's new logo design. The association's survey of members' compensation and benefits was conducted via an online survey service and resulted in 1,139 responses. This resulted in a 41 per cent increase in the number of responses compared to the last survey conducted by mail in 1999. The survey results are expected to be available early in 2004.

The association's online payment system was overhauled this year. While users will notice little change, the system now automatically processes credit card payments and provides enhanced security. At the same time, the online membership directory was improved to allow members to update their contact information and choose their own passwords.

After some unsavoury discussions on the association's listserv, council adopted a policy governing conditions of use. At the same time, council also adopted a policy on use of the online membership directory. These policies make it clear how these services are to be used and what will happen if they are misused.

Forum magazine continued to be published six times during the year and covered topics touching on forest health, continuing competence, species at risk, the forestry team, professional reliance, ecosystem management and reduced enrolment in forestry schools. The association was challenged by declining advertising revenue, which dropped from \$53,781 in 2002 to \$48,754 in 2003. Despite this decline, the actual cost to members remains low at \$9.03 for six issues.

External Relations

In 2003, the association continued its efforts to foster positive relationships with government, the forest resource professions, post-secondary education institutions, the forest sector, local communities, the media and the public.

After being narrowly focused for two years on the advancement of the new *Foresters Act* and the concept of professional reliance, the council executive resumed more broadly-based government relations activities late in the year. Council met with senior officials in the Ministry of Forests, the Ministry of Water, Land and Air Protection, the Ministry of Sustainable Resource Management and the Forest Practices Board. These meetings help the association maintain important relationships with various government agencies.

The association played a catalytic role in getting the resource professions—engineers, geoscientists, biologists and agrologists—together to discuss issues of mutual interest. The association also worked with these same professions on the

development of a professionalism module for the training related to the new *Forest and Range Practices Act*. Association representatives attended the annual meetings of the Association of Professional Engineers and Geoscientists of BC, the Association of Professional Biologists of BC, the BC Institute of Agrologists and the Applied Science Technologists and Technicians of BC.

Association representatives also made a number of presentations and conducted training sessions about changes to the *Foresters Act* and professional foresters' responsibilities under the *Forest and Range Practices Act*. Meetings were held with a wide range of employers, including: BC Timber Sales, the Coast Forest and Lumber Association, the Consulting Foresters of BC, the Forest Practices Board, International Forest Products and Tolko Industries. More sessions are planned for 2004.

The association continued to stay in touch with the academic community by sitting on the advisory councils of the faculty of forestry at the University of British Columbia and the forestry program at the British Columbia Institute of Technology. Association staff also hold a seat on the first nations' council of advisors at the UBC faculty of forestry, chairs the Forestry Continuing Studies Network and has agreed to sit on the newly-formed advisory committee to the forestry curriculum committee at the University of Northern British Columbia.

Two representatives from the association were among the more than 4,000 people from more than 140 countries who attended the XII World Forestry Congress in Quebec City in September. The Canadian Federation of Professional Foresters Associations—of which the ABCFP is a member—set up an exhibit at the trade show to raise awareness. In conjunction with the congress, ABCFP representatives also attended meetings of the Canadian Institute of Forestry, the Canadian Federation of Professional Foresters Associations and the National Forest Strategy Coalition and made a presentation to the board of l'Ordre des Ingénieurs Forestiers du Québec.

The Forest Capital of BC program was taken on by the association in 2003. This program, originally initiated by the BC Forestry Association in the 1980s, encourages communities to celebrate

their forest resources and history. Early in the year, the association named the District of Houston as the 2003 forest capital. Beginning in the late spring, communities were invited to apply to be named the 2004 forest capital. Ten communities submitted applications and the City of Williams Lake was unanimously selected to be the 2004 forest capital.

In recent years, the association has maintained a low level of media relations activity and this year was no exception. A total of 16 news releases were issued with the majority covering the annual meeting, council election, award recipients and the forest capital program.

Since 1999, the association has tracked public perceptions of forest management in the province with particular emphasis on awareness of and opinions about registered professional foresters. This was the first year questions about forest technologists were added. British Columbians continued to place the greatest trust in resource professionals and awareness of professional foresters has remained fairly stable since 2000 (81 per cent). Awareness of forest technologists was not quite as high (69 per cent). The full results are available on the association's web site.

Finance

Council adopted a modified budgeting policy in 2003. The revised policy requires the adoption of a "primary budget" which must first deal with the ongoing, core business of the association and may not exceed budgeted revenues. If the primary budget is not able to fund shorter-term, non-core activities and surplus funds exist from prior years, a "secondary budget" may be developed to fund those activities by drawing on those surpluses. The reserve fund is unaffected. The 2003 budget was developed on this basis.

The 2003 fiscal year ended with a surplus of \$23,025, well above the planned deficit of \$23,304 for the primary and secondary budgets combined. Key financial statements are included in this report. More complete financial statements are available on the association's web site.

In July, council approved an increase to the annual fee for leaves of absence from \$41 to \$80 to recognize the administration costs associated

with the process. Fees were also established for the new technology membership categories. All other fees were unchanged.

The reserve fund protects the association from extraordinary expenses that cannot readily be met by the operating fund. In 2003, the reserve fund increased in value by \$38,581. While the rate of return on its investments was 3.78 per cent, the reserve fund benefited from a transfer of \$27,342 from the operating fund. This was the amount by which discipline expenses were under budget. The discipline expense stabilization policy also stipulates that the reserve fund will cover over-expenditures in the discipline area in years when that occurs.

The association's 55th annual meeting in Penticton generated a \$21,246 operating surplus. In keeping with established policy, upon recommendation of the host committee, council allocated \$9,061 of this amount to several groups in the Okanagan area—the Silver Lake Forestry Centre, the Forest Education Society, the Chief Scouts, the Land Conservancy of British Columbia and the En'owkwin Cultural Centre. The money will be used for projects that benefit the profession or raise its profile. The balance of the surplus was used to offset the association's corporate costs related to the meeting.

In 2003, two new member affinity programs were initiated with Bell Mobility and FORREX. To better understand the needs of members, a survey on services, benefits and liability insurance was undertaken simultaneously with the compensation and benefits survey. The response level indicated that no additional programs were warranted at this time. Another program provider, Meloche Monnex Inc., agreed to donate \$500 annually for two continuing education awards. The first awards will be granted at the annual meeting in early 2004.

Endowments established at BC post-secondary institutions by ForesTrust—the association's registered charity—generated twelve scholarships and bursaries totalling \$12,074. This year, however, no new endowments were created. On May 9, 2003, a tribute to Julius Juhasz, RPE, PEng was unveiled in the memorial garden adjacent to the forest sciences building at the University of British Columbia. Julius' friends contributed \$13,750 to the memorial through ForesTrust.

Governance

In 2003, the association's council was comprised of nine elected members, two lay members appointed by the provincial government and one non-voting forest technologist representative.

Early in the year, council welcomed Joanne Kineshanko from Lumby as a lay member. She was appointed to a one-year term. Returning lay member, Mike Nash from Prince George, was reappointed for an additional two years. Their reports can be found on page 11.

Norm Shaw, ASCT, ATE (now an RFT), was invited to attend and participate in council meetings in a non-voting capacity to represent forest technologists. At the same time, a representative of the association was invited to attend ASTTBC's board meetings. By closely working together, the two associations were able to prepare for a smooth transfer of forest technologists.

The first step towards the official integration of forest technologists into council was taken in late 2003. Pursuant to the new *Foresters Act*, the size of the 2004 council will increase by one to a total of twelve. The nominating committee put forward the names of three forest technologist candidates for two vacancies. Plans were also made to integrate forest technologists into the association's various committees in 2004.

In mid year, council retained a consultant to lead it through a year-long exploration of "policy governance." The goal is to enhance the effectiveness of the association by increasing council's focus on the establishment of an overarching governance policy framework, leaving committees and staff freer to deal with operational matters within that policy framework.

Volunteers & Staff

Near the end of 2003, three new staff members started with the association bringing the staff complement to eleven. See page two for the complete list. Denise Doucett joined the communications department as a communications assistant and Melissa Pulsifer joined the admissions department as a registration clerk. The primary justification for both positions was the increased workload arising from the inclusion of forest

technologists as members. Dawna Read also started at the same time, succeeding Maria Luces as receptionist and executive secretary.

The effectiveness of the association continues to be supported by the many volunteers who contribute so generously to council and various committees, boards and task forces. The association and its members are indebted to these individuals for their efforts. The list of volunteers is published on page 16.

The work done in the past three years has set the foundation for the forestry profession to build upon in subsequent years. The 56th council considers it both an honour and a privilege to have been able to serve the members of the Association of BC Forest Professionals during this exciting time of change and blending of the forestry team into one association.

Membership Statistics

Membership Category	1999	2000	2001	2002	2003
Registered Members					
RPFs (active)	2,939	2,990	3,053	3,109	3,127
Retired Members	126	128	138	141	132
Life Members	182	179	177	168	198
Enrolled Members					
Foresters-in-Training	491	489	500	473	410
Forestry Pupils	198	198	186	171	166
Temporary Permits	0	0	0	0	0
Special Permits	0	0	0	0	2
Honorary Members	12	12	12	12	12
Total Membership	3,948	3,996	4,066	4,074	4,047
Leaves of Absence*	87	108	113	140	149

*Leaves of absence do not affect yearly totals

Membership Changes	2003
New Members	
RPFs	100
Retired Members	29
Life Members	33
FITs	84
FPs	22
Honorary Members	0
Reinstatements	
RPFs	3
FITs	2
FPs	1
Resignations	
RPFs	28
Retired Members	6
FITs	33
FPs	11

Lay Councillors' Reports

Mike Nash

It is government's prerogative to appoint lay members to the boards of self-governing right-to-practice organizations such as the Association of BC Forest Professionals. Recent provincial legislation provides for increased public oversight of professions. For its part, the association appears to have achieved good relations with successive governments over the years, helped no doubt by its efforts to keep its eye on the "public interest" ball. During my tenure with the association, it has been my experience that council, executive and staff recognize that their first duty is to the public interest.

The challenge, of course, is to interpret what the public interest really means. The BC Ombudsman published a report in May 2003 called "Acting in the Public Interest? Self-governance in the Health Professions" (Special Report No. 24). It helps the reader to understand the concepts and merits of all self-regulatory professions in BC. In the report, the Ombudsman states that in some cases "...the professions do not appear to have fully accepted or understood what it means to act in the public interest. They still believe, perhaps because it is the members who elect the governors and pay for the colleges' operations, that the colleges are primarily there to protect the interests of [their] members."

Except for portfolio responsibilities, there isn't much distinction between government appointed lay members and elected registered members of the governing council. We must all represent the public interest first; it is not simply a matter of lay councillors representing the public interest and elected councillors representing members' interests. Yet each person brings their own unique set of experiences, skills and convictions to the table, supplying a diversity of opinion and vitality to a process that operates under a sound and flexible governance system, one that we are in the process of improving further.

My role differs from that of elected councillors. I provide a broad and informed perspective from outside the profession. From time to time, I bring attention to what I may feel is the public interest in a debate, as do other councillors. As a councillor without a professional forestry interest, I may address a viewpoint simply because it seems to be underrepresented at the table, trying

to balance environmental, social, economic and regional considerations. At the end of the day, after what is usually a vigorous debate and following a democratic process, we try to adhere to the principle that council speaks with one voice.

This means that whether or not I like a particular decision, I have had the opportunity to participate fully in the debate and I agree to support the direction council as a whole has chosen. As full voting members of council, lay members can both influence other councillors through the merit of their arguments, and when it comes to a vote, affect the outcome directly.

For most matters that come before us, it isn't hard to discern whether the public good is being served. An example might be the association's initiative to ensure the continuing competency of its members in a time of increasing reliance on professionals; or consideration of the new *Foresters Act* enabling the integration of forest technologists into the association. Where it might get more interesting, for example, is in drafting guidelines to members on managing for species at risk, or in interpreting members' responsibility to the public to sustain the ability of forestland "to provide those values that have been assigned by society." Who is "society" and what, on balance, are its "values?"

Part of my role as a lay member is to support the actions or decisions that are clearly in the public interest and to bring attention and discussion to those that aren't so clear. Each time I am about to speak on a topic, I try to ask myself: "Regardless of what I think on such and such, what is the broad public interest here?" All councillors, not just lay members, must guide themselves by this principle; and while as individuals we may occasionally stray from that goal, the collective experience and common sense of council and association staff as a whole invariably results in a balanced course of action.

Mike Nash of Prince George was appointed as a lay member in March 2002. In 2003, Mike's term was extended by two years. Mike is a writer, columnist and avid outdoorsman.

Joanne Kineshanko

When I was approached a year ago to put my name forward for the position of lay member on the Association of BC Professional Foresters' council, I weighed very carefully the impact it would have on my life. I recognized there would be a substantial commitment of my time and energy. I could, however, also see a tremendous challenge and learning experience for me.

As I come to the end of my first year appointment and reflect, my expectations have all been met and exceeded. It was a steep learning curve and a heavy work load to prepare for council meetings and read all the material circulated, but it was well worth the commitment. The knowledge I gained and the personal growth I experienced were well beyond my expectations.

When I look at the challenges we in British Columbia face in managing our forests, I realize the importance of the lay position to help council consider the public interest in its decision making. This past year has been especially busy.

The name changed to the Association of BC Forest Professionals and we welcomed the forest technology members of the Applied Science Technologists and Technicians into the organization. I believe this is a very positive step in the management of our forest lands and resources.

I have enjoyed being part of the governance task force and the communications task force. Working with and getting to know other members and staff was very rewarding. I have gained a great deal of respect for all the individuals who work so hard on behalf of the members, and I recognize they help to make the organization the success it is.

These are indeed challenging times for forest professionals. The citizens of British Columbia will rely more heavily on forest professionals to manage our forests for fires, insects, disease and species at risk.

The *Foresters Act* spells out one duty of the association as "to serve and protect the public interest." One of the association's objects in the *Foresters Act* is "to uphold the public interest respecting the practice of professional forestry by ensuring the competence, independence, professional conduct and integrity of its members." The forest professionals I have had the pleasure to meet and work with over the past year are indeed living up to the expectations of the *Foresters Act*. They are very dedicated and committed to the work they do in managing our forests.

I appreciate the patience and understanding shown to me by the staff and my fellow council members while I was learning about the organization and how it functioned. My opinions and suggestions were always welcomed and respected. I would like to take this opportunity to thank the association for the opportunity to be involved in this organization.

Joanne Kineshanko of Lumby was first appointed as a lay member in March 2003 for a one-year term. In 2004, her term was extended for two more years. Joanne is the co-owner of Kineshanko Logging and the former mayor of Lumby.

Auditors' Report



December 19, 2003

Report to the members of the Association of British Columbia Forest Professionals:

The balance sheet and statement of operations of the Association of British Columbia Forest Professionals shown are in our opinion accurately extracted from the complete financial statements of the association for the year ended November 30, 2003 which we reported upon under our Auditors' Report dated December 19, 2003.*

D&H Group

Chartered Accountants
Vancouver, BC

*The complete financial statements and the Auditors' Report are available on the association's web site (www.abcfp.ca/annual.html).

Statement of Financial Position

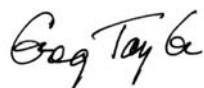
as at November 30, 2003

	2003			2002
	Operating Fund	Reserve Fund	Total	
Assets				
Current Assets				
Cash	\$519,174	\$1	\$519,175	\$600,589
Marketable Securities	–	491,315	491,315	488,912
Accounts Receivable	38,503	–	38,503	30,562
Due from Operating Fund	–	27,341	27,341	–
Interest Receivable	–	62,488	62,488	52,975
Prepaid Expenses	20,870	–	20,870	41,153
	578,547	581,145	1,159,692	1,214,191
Capital Assets				
	148,237	–	148,237	119,635
	\$726,784	\$581,145	\$1,307,929	\$1,333,826
Liabilities				
Current Liabilities				
Accounts Payable & Accrued Liabilities	\$137,545	–	\$137,545	\$136,799
Due to Reserve Fund	27,341	–	27,341	–
Deferred Revenue	283,032	–	283,032	387,107
	447,918	–	447,918	523,906
Deferred Lease Inducement	57,576	–	57,576	69,091
	505,494	–	505,494	592,997
Net Assets				
Unrestricted	130,418	581,145	711,563	690,285
Investment in Capital Assets	90,872	–	90,872	50,544
	221,290	581,145	802,435	740,829
	\$726,784	\$581,145	\$1,307,929	\$1,333,826

Approved by council:



Peter L. Marshall, RPF President



J.M. (Greg) Taylor, RPF
Director, Finance

Statement of Revenue & Expenditures

year ended November 30, 2003

	2003			2002	
	Operating Fund		Reserve Fund	Total	
	Budget	Actual	Actual	Actual	Actual
Revenue					
Annual Membership Fees (Group II)	\$1,137,474	\$1,135,705	–	\$1,135,705	\$1,127,160
Registration & Enrolment Fees (Group I)	51,310	56,730	–	56,730	63,473
Annual Meeting Income	–	21,246	–	21,246	18,997
Interest	10,000	14,343	20,162	34,505	29,269
Advertising & Mailings	54,000	53,921	–	53,921	61,745
Gain (Loss) on Sale of Marketable Securities	–	–	(8,923)	(8,923)	8,668
Other	3,500	16,669	27,342	44,011	7,804
	1,256,284	1,298,614	38,581	1,337,195	1,317,116
Expenditures					
Committee Work	407,500	403,299	–	403,299	426,176
Office	218,220	224,604	–	224,604	205,354
Staff	650,868	647,686	–	647,686	600,123
	1,276,588	1,275,589	–	1,275,589	1,231,653
Excess (Deficiency) of Revenue Over Expenditures	\$(20,304)	\$23,025	\$38,581	\$61,606	\$85,463

Committees, Boards & Task Forces

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Stephen W. Baumber, RPF
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Dan M. Jepsen, RPF
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Sandy McKellar
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ABCFP/APEGBC Joint Practice Board

Association of BC Forest Professionals

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Norm Shaw, AScT, ATE
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Ken Balaski
Brian T. Barber, RPF
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Bruce A. Blackwell, RPF
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Shannon B. Carson, RPF
Brian Churchill, RPBio
Cecil A. Coombs, RPF, PEng
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Steve DeMelt
Nancy L. Densmore, RPF

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Dustin J. Douillard, RPF
Harry W. Drage, RPF
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William J. Warner, RPF
Joan M. Westfall, RPF
Dwight R. Yochim, RPF
Jason L. Zimmermann, RPF

Returning Officers

G. Stanley Chester, RPF
James W. Rodney, RPF

2003 Award Recipients

Distinguished Forester

In 2003 this award was presented posthumously to Robert P. Willington, PhD, RPF, PGeo for his outstanding service to the profession of forestry and for furthering the principles of the Association of BC Forest Professionals.

Honorary Member

Both Ken Drushka and John Leech, ASCT were presented with this award in 2003 for their outstanding service to the profession of forestry and to the Association of BC Forest Professionals.

Forester of the Year

Brian D. Gilfillan, LLB, RPF was awarded this honour in 2003 for his recent outstanding service in the profession of forestry and the Association of BC Forest Professionals.

Forest Engineering Award of Excellence

In 2003 this award—jointly sponsored by the ABCFP and the Association of Professional Engineers & Geoscientists of BC—was presented to Ron L. Davis, PEng for exceptional dedication to excellence, cooperation and leadership in forest engineering.

Bill Young Award for Excellence in Integrated Forest Management

Ralph Archibald was presented with this award—jointly sponsored by the ABCFP and the Association of Professional Biologists of BC—in 2003 for fostering leadership in integrated resource management and promoting cooperation between forest, fish and wildlife management.

Forest Capital of BC

The district of Houston was named forest capital of BC in 2003 for planning projects and activities that demonstrate the economic, cultural, natural, and historic contributions of forests to community life.

Volunteer of the Year

In 2003, Geoffrey L. Helfrich, RPF was presented with this award for his continued outstanding volunteer service to the Association of BC Forest Professionals.

Best Forum Article Submitted by a Member

The article “Are We Really Ready for Professional Reliance?” (March/April 2003) written by Judy A. Thomas, RPF, was awarded best *Forum* article submitted by a member in 2003.

Best Forum Letter Submitted by a Member

Michael J. Romaine, RPF was awarded best *Forum* letter submitted by a member in 2003 for his letter entitled “Whistle While You Work” (March/April 2003).

Meloche Monnex Continuing Education Award

Debbie Zandbelt, RPF and Sybille Haeussler, RPF were each granted a \$250 continuing education award. The award is sponsored by Meloche Monnex Inc.



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Web Site: www.abcfp.ca

Ensuring BC's Forests Are In Good Hands.

**Association of British Columbia
Forest Professionals
FINANCIAL STATEMENTS
November 30, 2003**



AUDITORS' REPORT

To the Members of the
Association of British Columbia Forest Professionals

We have audited the statement of financial position of the Association of British Columbia Forest Professionals as at November 30, 2003 and the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at November 30, 2003 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles and, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Vancouver, B.C.
December 19, 2003

D&H Group
Chartered Accountants

D&H Group

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Association of British Columbia Forest Professionals

STATEMENT OF FINANCIAL POSITION

November 30, 2003

	2003			
	Operating Fund	Reserve Fund	Total	2002
ASSETS				
CURRENT ASSETS				
Cash	\$ 519,174	\$ 1	\$ 519,175	\$ 600,589
Marketable securities (Note 3)	–	491,315	491,315	488,912
Accounts receivable	38,503	–	38,503	30,562
Due from operating fund	–	27,341	27,341	–
Interest receivable	–	62,488	62,488	52,975
Prepaid expenses	<u>20,870</u>	<u>–</u>	<u>20,870</u>	<u>41,153</u>
	578,547	581,145	1,159,692	1,214,191
CAPITAL ASSETS (Note 4)	<u>148,237</u>	<u>–</u>	<u>148,237</u>	<u>119,635</u>
	\$ <u>726,784</u>	\$ <u>581,145</u>	\$ <u>1,307,929</u>	\$ <u>1,333,826</u>
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and accrued liabilities	\$ 137,545	\$ –	\$ 137,545	\$ 136,799
Due to reserve fund	27,341	–	27,341	–
Deferred revenue (Note 5)	<u>283,032</u>	<u>–</u>	<u>283,032</u>	<u>387,107</u>
	447,918	–	447,918	523,906
DEFERRED LEASE INDUCEMENT (Note 6)	<u>57,576</u>	<u>–</u>	<u>57,576</u>	<u>69,091</u>
	<u>505,494</u>	<u>–</u>	<u>505,494</u>	<u>592,997</u>
NET ASSETS				
UNRESTRICTED	130,418	581,145	711,563	690,285
INVESTMENT IN CAPITAL ASSETS	<u>90,872</u>	<u>–</u>	<u>90,872</u>	<u>50,544</u>
	<u>221,290</u>	<u>581,145</u>	<u>802,435</u>	<u>740,829</u>
	\$ <u>726,784</u>	\$ <u>581,145</u>	\$ <u>1,307,929</u>	\$ <u>1,333,826</u>

See accompanying summary of accounting policies and notes to financial statements

Approved by Council “Peter Marshall” President
“Greg Taylor” Director of Finance

**Association of British Columbia
Forest Professionals**
STATEMENT OF REVENUE AND EXPENDITURES
Year ended November 30, 2003

	2003				2002
	Operating Fund		Reserve Fund	Total	Actual
	Budget	Actual	Actual	Actual	
REVENUE					
Annual membership fees (Group II)	\$ 1,137,474	\$ 1,135,705	\$ -	\$ 1,135,705	\$ 1,127,160
Registration and enrolment fees (Group I)	51,310	56,730	-	56,730	63,473
Annual meeting income (Note 7)	-	21,246	-	21,246	18,997
Interest	10,000	14,343	20,162	34,505	29,269
Advertising and mailings (Note 8)	54,000	53,921	-	53,921	61,745
Gain (loss) on sale of marketable securities	-	-	(8,923)	(8,923)	8,668
Other (Note 9)	3,500	16,669	27,342	44,011	7,804
	<u>1,256,284</u>	<u>1,298,614</u>	<u>38,581</u>	<u>1,337,195</u>	<u>1,317,116</u>
EXPENDITURES					
Committee work - Schedule A	407,500	403,299	-	403,299	426,176
Office - Schedule B	218,220	224,604	-	224,604	205,354
Staff - Schedule C	650,868	647,686	-	647,686	600,123
	<u>1,276,588</u>	<u>1,275,589</u>	<u>-</u>	<u>1,275,589</u>	<u>1,231,653</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$ <u>(20,304)</u>	\$ <u>23,025</u>	\$ <u>38,581</u>	\$ <u>61,606</u>	\$ <u>85,463</u>

See accompanying summary of accounting policies and notes to financial statements

**Association of British Columbia
Forest Professionals**
STATEMENT OF CHANGES IN NET ASSETS
Year ended November 30, 2003

	2003			2002	
	Unrestricted Operating Fund	Reserve Fund	Investment in capital assets	Total	Total
Balance, beginning of year	\$ 147,721	\$ 542,564	\$ 50,544	\$ 740,829	\$ 655,366
Excess (deficiency) of revenue over expenses for the year	<u>23,025</u>	<u>38,581</u>	<u>-</u>	<u>61,606</u>	<u>85,463</u>
	<u>170,746</u>	<u>581,145</u>	<u>50,544</u>	<u>802,435</u>	<u>740,829</u>
Transfers					
Capital asset expenditures	(73,420)	-	73,420	-	-
Amortization	<u>33,092</u>	<u>-</u>	<u>(33,092)</u>	<u>-</u>	<u>-</u>
	<u>(40,328)</u>	<u>-</u>	<u>40,328</u>	<u>-</u>	<u>-</u>
Balance, end of year	\$ <u>130,418</u>	\$ <u>581,145</u>	\$ <u>90,872</u>	\$ <u>802,435</u>	\$ <u>740,829</u>

See accompanying summary of accounting policies and notes to financial statements

**Association of British Columbia
Forest Professionals
STATEMENT OF CASH FLOWS
Year ended November 30, 2003**

	<u>2003</u>	<u>2002</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 61,606	\$ 85,463
Adjustments to reconcile net cash provided by operating activities		
Amortization of capital assets	44,818	34,681
Amortization of lease inducement	(11,515)	-
Loss (gain) on sale of marketable securities	8,923	(8,668)
Decrease (increase) in		
Accounts receivable	(35,282)	7,043
Interest receivable	(9,513)	(8,171)
Prepaid expenses	20,283	(16,433)
Increase (decrease) in		
Accounts payable and accrued liabilities	28,087	7,461
Deferred revenue	(104,075)	(19,484)
	<u>3,332</u>	<u>81,892</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets	(73,420)	(7,781)
Purchase of marketable securities	(67,773)	(130,773)
Proceeds from sale of marketable securities	<u>56,447</u>	<u>119,965</u>
	<u>(84,746)</u>	<u>(18,589)</u>
INCREASE (DECREASE) IN CASH DURING THE YEAR	(81,414)	63,303
CASH, beginning of year	<u>600,589</u>	<u>537,286</u>
CASH, end of year	\$ <u><u>519,175</u></u>	\$ <u><u>600,589</u></u>

See Note 16.

See accompanying summary of accounting policies and notes to financial statements

**Association of British Columbia
Forest Professionals**
SCHEDULE OF COMMITTEE WORK EXPENDITURES
Year ended November 30, 2003

	2003		2002
	Budget	Actual	Actual
PRESIDENT			
Meetings and travel	\$ 51,000	\$ 45,786	\$ 52,783
Gen. Corp. Legal	2,000	3,229	-
AGM Corporate	22,000	18,555	23,677
Professional Relations	14,000	16,641	13,876
Strategic Planning	4,500	3,134	1,676
Council Transition	8,000	7,252	4,527
Other	5,000	9,132	13,488
	<u>106,500</u>	<u>103,729</u>	<u>110,027</u>
ADMISSIONS			
Meetings and travel	10,500	8,857	8,694
CFAB/CIF/CFPFA	27,000	19,693	15,027
Examinations	7,000	5,836	6,257
Special Permits	-	233	1,299
	<u>44,500</u>	<u>34,619</u>	<u>31,277</u>
COMMUNICATIONS AND MEMBER RELATIONS			
Meetings and travel	4,500	3,616	3,871
Forum and Annual Report	98,500	96,032	97,377
Website	8,000	8,669	7,956
Membership Survey	2,000	2,620	4,327
Advertising	3,000	3,213	2,983
Public Polling	4,500	4,900	4,500
Member Relations	10,000	7,861	9,525
Trade Shows	2,500	1,508	-
Forest Capital of BC	2,500	1,681	-
	<u>135,500</u>	<u>130,100</u>	<u>130,539</u>
FINANCE			
Meetings and travel	1,000	1,157	1,410
Audit	6,500	6,800	6,200
Forest Trust	1,000	360	170
	<u>8,500</u>	<u>8,317</u>	<u>7,780</u>
DISCIPLINE AND ENFORCEMENT			
Discipline (meetings, travel, legal)	65,000	37,658	99,946
Discipline stabilization charge (Note 10)	-	27,342	54
Training	10,000	11,250	4,952
	<u>75,000</u>	<u>76,250</u>	<u>104,952</u>
PROFESSIONAL PRACTICE			
Meetings & travel	10,000	7,566	5,593
Seminars and workshops (Note 11)	10,000	4,329	(18,500)
Continuing Competence	2,000	2,544	-
Professional Reliance	-	-	5,200
Professional Manuals	-	-	13,901
Other	-	16,002	10,249
	<u>22,000</u>	<u>30,441</u>	<u>16,443</u>
POLICY, LEGISLATION			
Act and Bylaws	6,000	11,709	7,149
Council Nominations & Election	5,000	5,170	8,677
	<u>11,000</u>	<u>16,879</u>	<u>15,826</u>
FOREST STEWARDSHIP			
Meetings and travel	2,500	891	6,982
Other	2,000	2,073	2,350
	<u>4,500</u>	<u>2,964</u>	<u>9,332</u>
TOTAL COMMITTEE EXPENSE	\$ <u>407,500</u>	\$ <u>403,299</u>	\$ <u>426,176</u>

See accompanying summary of accounting policies and notes to financial statements

**Association of British Columbia
Forest Professionals**
SCHEDULE OF OFFICE EXPENDITURES
Year ended November 30, 2003

	2003		2002
	Budget	Actual	Actual
OFFICE EXPENDITURES			
Stationery and supplies	\$ 17,000	\$ 17,820	\$ 16,511
Telecommunications			
Phone	7,500	6,545	7,590
Fax	600	516	593
E-mail/WWW	5,500	5,516	5,965
Postage	12,000	9,172	13,789
Delivery	7,000	5,204	6,031
Furniture and equipment			
Service - computers	11,000	18,317	12,149
Service - others	4,000	4,591	3,718
Minor purchases	5,000	7,481	4,757
Amortization	36,500	44,818	34,681
Office rent/tax/utilities	86,390	75,287	67,006
Insurance	4,000	3,549	4,009
Bank/Visa charges	9,500	10,897	10,360
Bad debts	30	22	13
Books and periodicals	2,700	2,628	2,733
Memberships	700	490	-
Gifts and donations	100	-	-
Foresters Act transition (Note 11)	8,000	9,873	-
Moving	-	-	13,946
Other	700	1,878	1,503
	\$ <u>218,220</u>	\$ <u>224,604</u>	\$ <u>205,354</u>

See accompanying summary of accounting policies and notes to financial statements

**Association of British Columbia
Forest Professionals**
SCHEDULE OF STAFF EXPENDITURES
Year ended November 30, 2003

	2003		2002
	Budget	Actual	Actual
STAFF EXPENDITURES			
Salaries	\$ 526,895	\$ 527,405	\$ 494,758
Benefits (Note 12)	101,773	97,418	89,800
Travel	6,000	6,811	4,674
Training and education	3,000	3,699	896
Dues and memberships	3,000	3,844	3,475
Recruitment	8,000	7,940	5,250
Other	<u>2,200</u>	<u>569</u>	<u>1,270</u>
	\$ <u>650,868</u>	\$ <u>647,686</u>	\$ <u>600,123</u>

See accompanying summary of accounting policies and notes to financial statements

Association of British Columbia Forest Professionals

NOTES TO THE FINANCIAL STATEMENTS

November 30, 2003

1. OPERATIONS

The Association of British Columbia Forest Professionals (the "Association") is incorporated under the *Foresters Act* of British Columbia.

The duties and objects of the Association are set out in Section 4 of the *Foresters Act* and principally involve protecting the public interest by ensuring the competence, independence, professional conduct and integrity of its members and ensuring that each person engaged in the practice of professional forestry is accountable to the Association.

The Association is exempt from income taxation pursuant to Section 149 of the *Income Tax Act*.

2. ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles which necessarily involves the use of estimates. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

Fund accounting

The Association maintains two funds, the Operating Fund and the Reserve Fund. Day-to-day operations are recorded in the Operating Fund. The Reserve Fund is maintained for unforeseen or unanticipated financial obligations and is administered according to the Association's reserve fund policy. Transfers between these funds are approved by Council.

Marketable securities

Marketable securities held in the Reserve Fund are valued at the lower of cost and market value. These marketable securities consist of "investment quality" rated bonds and high quality, well established mutual funds. Interest earned on these securities is included in the Reserve Fund.

Revenue recognition

Membership dues and other revenues are recognized in the year to which they relate.

Capital assets

Capital assets are carried at cost less accumulated amortization. Amortization is provided over the estimated useful life of each capital asset using the straight-line method at the following annual rates:

Computer equipment	- 3 years
Office furniture and equipment	- 10 years
Telephone equipment and fax	- 5 years
Other equipment	- 5 years
Leasehold improvements	- 6 years

Budget figures

The budget figures on the statement of revenue and expenditures and surplus are taken from the Association's budget prepared in November 2002. Certain budgeted figures have been reclassified to conform with the current year's financial statement presentation.

Deferred lease inducement

Lease inducements received are deferred and amortized over the remaining lease term on a straight-line basis. Amortization of the lease is recorded against rent expense.

Association of British Columbia Forest Professionals

NOTES TO THE FINANCIAL STATEMENTS

November 30, 2003

2. ACCOUNTING POLICIES - continued

Discipline expenses

Discipline expenses are charged to the Operating Fund using a pre-determined, budgeted amount. When actual discipline expenses exceed the budgeted amount, the difference is financed by the Reserve Fund. When actual expenses fall below the budgeted amount, the difference is transferred to the Reserve Fund.

Employee future benefits

Contributions to the staff retirement savings plan are expensed in the year to which they relate.

3. MARKETABLE SECURITIES

The market value of the marketable securities held at November 30, 2003 is \$ 67,153 (2002 - \$ 45,848).

4. CAPITAL ASSETS	2003			2002
	Cost	Accumulated amortization	Net	Net
Computer equipment	\$ 182,157	\$ 161,611	\$ 20,546	\$ 19,419
Office furniture and equipment	125,913	79,505	46,408	28,979
Telephone equipment and fax	26,848	24,690	2,158	2,032
Other equipment	27,933	7,871	20,062	114
Leasehold Improvements	<u>70,791</u>	<u>11,728</u>	<u>59,063</u>	<u>69,091</u>
	\$ <u>433,642</u>	\$ <u>285,405</u>	\$ <u>148,237</u>	\$ <u>119,635</u>

5. DEFERRED REVENUE

Revenue received in advance for membership fees and advertising is deferred and recognized in the year to which the membership and advertising relates.

	2003	2002
Membership revenue	\$ 282,221	\$ 384,780
Advertising revenue	<u>811</u>	<u>2,327</u>
	\$ <u>283,032</u>	\$ <u>387,107</u>

6. DEFERRED LEASE INDUCEMENT

During fiscal 2002 the Association entered into a lease agreement for its new office premises (see Note 13). As an inducement to enter into the lease agreement, the Association received an allowance for leasehold improvements of \$ 69,900, of which \$ 69,091 was spent and paid for directly by the landlord.

7. ANNUAL MEETING INCOME

The annual meeting income of \$ 21,246 (2002 - \$ 18,997) is the net revenue generated from the Association's 55th annual general meeting. The event had received \$ 142,354 (2002 - \$ 133,041) from various sources and incurred general expenses of \$ 121,108 (2002 - \$ 114,044).

Association of British Columbia Forest Professionals

NOTES TO THE FINANCIAL STATEMENTS November 30, 2003

8. ADVERTISING AND MAILINGS

Advertising and mailings include gross revenue of \$ 74,890 (2002 - \$ 85,757) from advertising sold in and with the Association's magazine "Forum" and web site, and commission of \$ 20,969 (2002 - \$ 24,012) paid to its advertising solicitor.

9. OTHER INCOME

During the year the Association was provided with government funding of \$ 12,000 to work in conjunction with the College of Applied Biology of BC, the Association of Professional Engineers & Geoscientists of BC, and the BC Institute of Agrology to develop a professional reliance training module that government will use as part of its Forest and Range Practices Act training initiative. The grant was not subject to repayment. The full amount of this grant has been recognized as other revenue and has been fully expended in the current year.

10. DISCIPLINE STABILIZATION CHARGE

Actual discipline expenses for the year were \$ 37,658. The amount by which this is below the budgeted amount has been transferred to the Reserve Fund.

11. SEMINARS AND WORKSHOPS

The Association held a series of Forest Policy seminars and Professional Development workshops during the year.

	<u>Forest policy</u>	<u>Professional development</u>	<u>2003</u>	<u>2002</u>
Revenue	\$ 28,200	\$ 32,700	\$ 60,900	\$ 65,745
Expenses	<u>32,251</u>	<u>32,978</u>	<u>65,229</u>	<u>47,245</u>
	\$ <u>(4,051)</u>	\$ <u>(278)</u>	\$ <u>(4,329)</u>	\$ <u>18,500</u>

In addition to the above expenses, the Association contributed considerable "in-kind" support in the form of staff time, stationery, telephone, fax, mailing and copying costs, which are classified under staff and office expenditures. Additional "in-kind" support for the Forest Policy seminars was provided by numerous volunteers and the Forestry Continuing Studies Network.

12. EMPLOYEE FUTURE BENEFITS

The Association has a Staff Retirement Savings Plan, which is compulsory for each employee. Employees are required to contribute to the plan at the following rates:

- a) 5% of their salary up to the "yearly maximum pensionable earnings" ("YMPE") as set by Canada Customs and Revenue Agency
- b) 8% of their salary above the YMPE

Under the plan the Association, will match each employee's compulsory contribution.

Included in Benefits expense for the year is \$ 31,361 (2002 - \$ 31,623) of contributions made by the Association to the Staff Retirement Savings Plan.

Association of British Columbia Forest Professionals

NOTES TO THE FINANCIAL STATEMENTS

November 30, 2003

13. COMMITMENTS UNDER OPERATING LEASE

The Association leases its office premises under an operating lease which expires December 14, 2008.

The Association is obligated to make the following minimum lease payments under its operating lease for the fiscal years ending:

2004	\$	46,211
2005		47,034
2006		47,890
2007		47,922
Thereafter		<u>52,293</u>
	\$	<u>241,350</u>

14. FORESTERS ACT TRANSITION

During the year a new Foresters Act came into force. As a result, the Association incurred expenses related to the transition to the new Act. Those expenses included preparing for the integration of Forest Technologist members, as well as the Association's name and logo change.

15. FINANCIAL INSTRUMENTS

Fair Value

The fair value of the Association's cash, marketable securities, accounts receivable, interest receivable and accounts payable and accrued liabilities are believed to be equal to their carrying amounts due to their short terms to maturity.

Credit Risk

Credit risk on financial instruments arises from the potential for counterparties to default on their contractual obligations to the Association. The Association is exposed to credit risk in the event of non-performance by any of the counterparties. The Association limits its credit risk by dealing with counterparties that the Association considers to be of high quality.

16. SUPPLEMENTAL CASH FLOW INFORMATION

The Association has conducted non-cash investing and financing activities as follows:

	<u>2003</u>	<u>2002</u>
Investing activities		
Leasehold improvements	\$ —	\$ (69,091)
Financing activities		
Lease inducement	<u>—</u>	<u>69,091</u>
	\$ <u>—</u>	\$ <u>—</u>