



ANNUAL REPORT

2020



Association of Alberta
Forest Management Professionals

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EXECUTIVE SUMMARY

This annual report is reflective of the operations of the Association of Alberta Forest Management Professionals (AAFMP) for the reporting period of 2020. The report is being submitted as a requirement of the section 4(1) of the Regulated Forest Management Profession Act (2019).

AAFMP has made considerable strides forward over the last 18 months since proclamation of the Act. This has been possible due to the effort and time contributed by Council members, staff and volunteers.

2020 was a year of change and learning. Due to the global COVID-19 pandemic, organizations were required to be flexible and agile as new issues emerged and situations evolved.

AAFMP continued through out the year to deliver on its quality assurance programs, improve processes and engage with stakeholders.

The annual meeting and conference was delivered not only through an platform, but also in collaboration with two other regulators which was a new experience for all parties involved. Exam writings were uninterrupted as delivery was enabled with remote proctors so writers were permitted to write in their respective communities when travel and gatherings were restricted.

The Association looks forward to implementing the lessons learned in 2020 to improve future operations and continue to fulfill its mandate of protecting and serving the public interest.

Respectfully submitted by
Carla Rhyant, MAL
Executive Director
Association of Alberta Forest Management Professionals

ABOUT THE ASSOCIATION



01



ABOUT THE **ASSOCIATION of ALBERTA FOREST MANAGEMENT PROFESSIONALS**

July 1, 2019, the College of Alberta Professional Foresters (CAPF) and the College of Alberta Professional Forest Technologists (CAPFT) merged to become the Association of Alberta Forest Management Professionals (AAFMP) under the the Regulated Forest Management Profession Act.

AAFMP is the provincial regulatory body for Alberta's forest management professionals. Registrants of the Association have a common scope of practice under the legislation that is a unique situation within the Canadian context. The Alberta government delegates self-governance to AAFMP to govern its regulated registrants in a manner that protects and serves the public interest, provide direction and regulate the practice of the regulated profession on behalf of all Albertans. The Association ensures compliance of approximately 1,250 regulated forest management professionals with the Act and Regulation. The Act requires mandatory registration for any person who qualifies for registration and is practicing forest management on public land within the province of Alberta.

AAFMP continues to evolve to serve public interest, work collaboratively with the province and other stakeholder groups to ensure that forest ecosystems are managed ethically and professional services are provided based on established standards of practice, registration and continuing competence.



ASSOCIATION'S ROLE

As defined in the Regulated Forest Management Profession Act:

The Association must

- carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- provide direction to and regulate the practice of the regulated profession by its regulated members,
- establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession,
- establish, maintain and enforce a code of ethics, and carry on the activities of the Association and perform other duties and functions by the exercise of the powers conferred by the Act.

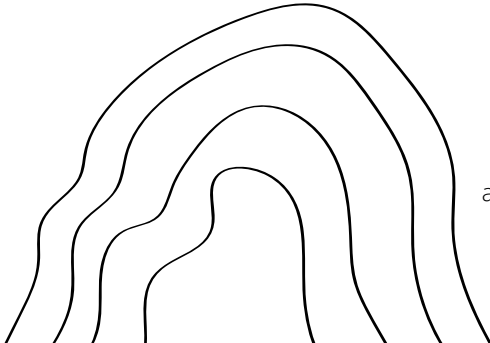
COUNCIL & STAFF

COUNCIL

NAME	POSITION
Andrew Shandro	Chair
David Strauss	Vice-Chair
Zachary Cole	Secretary-Treasurer
Ryan Hee	Councilor
Patricia Golec	Councilor
Heath Schneider	Councilor
Chris Kallal	Councilor
Joel Cornish	Councilor
Anil Nair	Public Member
Jack Jones	Public Member
Marilyn Hooper	Public Member

STAFF

NAME	POSITION
Carla Rhyant	Executive Director
Doug Krystofiak	Registrar
Saeed Al Hallak	Financial Controller
Shonelle Wilkinson	Education Outreach Lead



COUNCIL REPORTS



02




Message **FROM THE CHAIR**

Since proclamation of the Regulated Forest Management Profession Act, Council has been busy working on a number of things. The first is creating the required policies and committees to transition to the new governance method and everything that entails. The committees have been working on areas to streamline and increase efficiency. One example of this is the improvements made to the exam delivery. The exam questions have been reviewed and updated and it is no longer necessary to come to Edmonton to write the exam. The website has been upgraded to a stable platform and is more user friendly and provides more utility in running day-to-day business. Members can upload evidence of continuing competence activities, speeding up the continuing competence audit process. It is also able to generate useful reports and information that in the past could take days to generate, saving staff and committee time. The Association is no longer running deficits and that is in part due to finding efficiencies and cost reductions resulting from the amalgamation as well as the obvious dues increase. To ensure financial stability we continue to do five-year plans as part of the budgeting process. We have also been busy preparing for the upcoming elections by developing election procedures and timelines. The governance committee is set up to review existing policies and provide input on ways to enhance process to improve Association functioning. Over the summer we were involved in labour mobility discussions with the Province and other professional organizations. The goal is to provide the ability for professionals moving to Alberta from other jurisdictions to be able to work in their respective fields. This also included aspects of red tape reduction. From this process, it was evident that we have an established process for assessing and accepting applicants from other jurisdictions that is both prudent and efficient, whereas other organizations are not so fortunate. We have also been working on finding synergies with other organizations, that can save costs and/or increase efficiency.

I would like to recognize the staff, public members, Council and committee volunteers. Without their hard work and dedication we would not be able to accomplish what we do. Thank you. I would also like to thank all the previous Councils for their hard work as they have set the Association up for success.

With financial stability, modern infrastructure and good management, the Association is set to accomplish great things. Consider letting your name stand for future Council positions, not only is it rewarding, but you also get to expand your network of peers and friends!



See you in the forest!
Andrew Shandro, RPF, RPFT

STRATEGIC PLAN

Vision: Forest stewardship is practiced by regulated professionals who endeavor to maintain the highest professional standards of practice and levels of competence.

Mission: Serving Albertans by enhancing and promoting forest stewardship by regulating professional practice.



The Association strategic plan was updated shortly after the merger and defined new goals for the Association.

Demonstrating self reliance is underway through the development of the database, improved data management, enhancements to the exam and registration processes and the ongoing development and implementation of operational policy.

The expansion of knowledge pertaining to mandatory registration has begun with increased communication with post-secondary institutions and employers. AAFMP has started to develop resources that better explain programs like registration and

the professional exam and are posting these for public access.

Efforts are underway to more actively engage with stakeholders. This has included efforts like the 2020 online conference as well as regular meetings with other like-minded regulators to work on aligning services and discuss legislation. AAFMP also participates in annual meetings with the university forestry program heads and the Canadian Institute of Forestry.

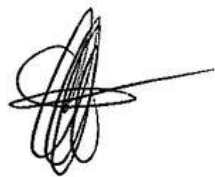
AAFMP continues to send out weekly notices to registrants to update them on Association information, training, industry news and job postings.

GOVERNANCE & STANDING COMMITTEE REPORTS



03

ANNUAL GENERAL MEETING MINUTES



Carla Rhyant
Recording Secretary

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

AAFMP 2020 Annual General Meeting

Online Conference

December 2, 2020 10:00 am to 11:15 am

Description	Motions /Action Items
Chair opening remarks	Andrew Shandro
A. Call meeting to orders	Meeting called to order at 10:01 am.
1. Recognition that quorum is met	Quorum met – 121 registrants online and minimum 5 Council members
2. Standing rules of the meeting	MOTION Donald Page/Craig Cruikshank Carried (100% in favour) TO approve the standing rules as presented.
3. Approval of the agenda	MOTION Patrick Gallup/Andrew Gesner Carried (100% in favour) TO approve the agenda as presented.
4. Minutes of the May 2019 annual general meeting - for information	Minute approval task group appointed by the Chair as: Carla Rhyant (ED, AAFMP)/Al Benson (RPF)/Derek Fisher (RPFT)
5. Appointment of the minute approval task group	Minutes of the May 2019 Annual General meeting CAPF/CAPFT provided as information.
B. Address of the Chair	Council and Committee report provided by Andrew Shandro, Chair.
1. Council report	MOTION Donald Pope/Brent Dysart Carried (100% in favour) TO receive the Chair and Committee reports as information.
2. Reports of the Committees	Annual report provided in advance of the meeting.
C. Annual report - for information	MOTION Mitch Baker/Mike Poscente Carried (100% in favour) TO receive the annual report as information.

AGM MINUTES cont.

Description	Motions / Action Items
D. Reports of the representatives of AAFMP 1. Operations & Registrar report	Operations and Registrar report delivered by Carla Rhyant, Executive Director. MOTION Donald Page/David Wall Carried (100% in favour) TO receive the operations and Registrar's report as information.
E. Financials 1. Fiscal year financial information (2019-2020) 2. Presentation of 2021/2022 budget and five-year budget projections 3. Appointment of the financial reviewing body	Financial report presented by Zachary Cole, Secretary/Treasurer. MOTION Zachary Cole/ Murray Anderson Carried (100% in favour) TO approve the 2019-2020 financial report as presented. MOTION Murray Anderson/Mitch Baker Carried (100% in favour) TO receive the budget and projections as information. Questions addressed by Executive Director. MOTION Robert Mason/Mike Poscente Carried (99% in favour, 1% against) TO appoint Metrix Group LLC as the financial reviewing body for the 2020-2021 fiscal year.
F. New business	No new business brought forward.
G. Adjournment of the meeting	MOTION Craig Cruikshank/Patrick Gallup Carried (99% in favour, 1% against) TO adjourn the meeting at 11:15 am.
H. Member recognition 1. Recognition of registrants having passed the exam, high achievements, NAIT awards and volunteer recognition 2. Remembrance of deceased	Video presentation.






EXECUTIVE DIRECTOR REPORT

Carla Rhyant, MA, Executive Director

AAFMP came into existence July 1, 2019. As detailed in the Transitional Provisions of Bill 25, the properties, assets, rights and privileges and benefits of each entity become those of the Association, as did the documents, records and other information. Operationally that meant that all the data and management had to be aligned under a unified format. This process started prior to the merger but there were still many changes that had to occur like the changing of insurance, banking and merging of accounting.

The operational budget is defined in accordance to the strategic plan with funds allocated for specific projects as well as day-to-day operational costs. Financial policy was put in place including the overarching investment policy. Investments from CAPF and CAPFT were consolidated as per Bill 25 and invested with the Canadian Western Bank, and in fact are returning higher rates than in the past. Planned large projects such as the exam modernization project, have been included in the budget. The merger, as projected, has reduced operational costs such as payroll administration, banking, credit card fees, etc. This was one of the aims of having a single organization.




New legislation put in force in 2020-the Fair Registration Practices Act. This Act supersedes the Regulated Forest Management Profession Act. This legislation is not something that AAFMP sees as being imposing on the organization, as we were in the process of redoing everything due to the merger and AAFMP is in agreement with the principles and intent of the Act.

The Act requires that all registration processes with professional regulatory bodies are transparent, objective, impartial and fair. Regulatory bodies will be required to:

- assess applications and communicate assessment decisions within specific timeframes for interim registration decisions and within reasonable timeframes for final registration decisions
- submit reports regarding fair registration practices to the Minister responsible for the Act

Operationally that means in part having clearly defined registration standards, process guides and all registration information available to the public.





EXECUTIVE DIRECTOR **REPORT** cont.

AAFMP participated in the consultation process with government pertaining to new labour mobility legislation that is being put in place. Fortunately the Association is already ahead of the curve on this as a member of the Forest Professional Regulators of Canada (FPRC) where there is already a labour mobility agreement in place between the regulated provinces.

AAFMP has a number of quality assurance programs to ensure registration standards are maintained:

- Registration & Practice Permits
- Continuing Competence Program
- Complaints
- Registrant Inquiries
- Training

All quality assurance programs are designed to fulfill the mandate of the Association, to protect the public interest and to meet other legislative requirements.

Registration & Practice Permits

New applications are now a completely online process. Applicants create a profile and upload the registration requirements so the Registrar can review applications and have decisions to the applicants in very short order. A primary focus in the design of the new online platform was making navigation as intuitive as possible. Positive feedback received from numerous registrants is that this has been achieved.

One change that has evolved over the last year is the inclusion of forest technologists into FPRC. This means there will be better continuity for the profession at a national level which is important for labour mobility of technologists. AAFMP has been working with several of the provincial regulators and post-secondary institutions to develop a new set of national standards for forest technologists. This will be completed in 2021 and the aim is to integrate the credential assessment process into the online CAP process, similar to certification standards already developed for foresters.



EXECUTIVE DIRECTOR

REPORT cont.

For graduates of non-accredited post-secondary education programs there are two different credential assessment processes (foresters and forest technologists). These are pre-registration process that all potential applicants must undertake as an assessment of their competencies prior to making an application for registration as a regulated professional. Both processes accept all relevant education and prior work experience. Application numbers through these programs are on the rise. This was in part due to an internal policy change to allow applicants to register once they have met 60% of the competency requirements with conditions applied to their practice permit. They are registered as in-training and continue to work towards filling competency gaps.

In the first quarter of 2021, the new forester registration standards will be launched with a new database to manage applications. This will make it easier for assessors and applicants to manage the information being collected and streamline the process. To assist in the CAP process there was a new manual developed by a team of volunteers.

2020 was the second renewal year with the AAFMP new database. Renewals started right after the first COVID-19 lockdown and several modifications were made to the renewal process to be able to enable some changes to the renewal process. Our gratitude is extended to Champion Automation for making this possible within a short timeframe. The revisions enabled accommodations for registrants that were unemployed and to update areas of practice so individuals could be contacted in the case of further public emergencies due to COVID. Renewals went very smoothly, especially considering the circumstances. E-transfers were also enabled this year which is helping companies and individuals to make payments in a timely manner.



EXECUTIVE DIRECTOR **REPORT** cont.

The new database has also allowed the Association to build reports on the data that is tracking so we can far better monitor the registration, provide annual reports to Council and government and make decisions relating to budgeting and program delivery.

Continual development and enhancement of competencies for professionals is one of the fundamentals of professional regulation. This year saw the implementation of the new continuing competence program. This included the alignment of the previous forester and forest technologist programs into one streamlined program. All registrant training activities are tracked within the new database and there has been an auditing system built to manage the audit so it is now trackable and reports can be created with the data collected.

There were no formal complaints filed this year but staff do continue to answer inquiries from the public and explain the complaint resolution process. The program will be further developed in 2021.

AAFMP does get inquiries from registrants on professional practice that staff advise on. For the most part, the questions tie in with the Code of Ethics and how they are applied in day-to-day work. From the Association perspective, it is good to hear that registrants are continuously considering the Code of Ethics and its application in daily practice situations.

AAFMP has continued to host the annual training event in conjunction with the annual general meeting. This event is intended for registrants to access and assist in meeting their continuing competence requirements. The focus has shifted from a tech session to a variety of topics with the primary focus being on professional practice. The conference was moved to an online platform in December 2020 and AAFMP chose to collaborate on the event with the Alberta Society of Professional Biologists and the Association of the Chemical Profession of Alberta. Nearly 500 individuals participated in the event, including 66 students who were extended free registration access. The online system has allowed the Association to provide access to registrants for over three months after the event to view all of the recorded sessions and print resources at their convenience.





PUBLIC MEMBERS' REPORT

Jack Jones, Marilyn Hooper, Anil Nair

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.

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.

On July 1, 2019, the two former forestry PROs', the College of Alberta Professional Foresters (CAPF) and the College of Alberta Professional Forest Technologists (CAPFT), amalgamated to form the Alberta Association of Forest Management Professionals (AAFMP).

This amalgamation was the culmination of significant efforts by the councils of both former organizations to consolidate and create a much more efficient, cost effective and focused organization to better serve the needs of the membership, the forest industry, and the public.

As public members, we have been excited to have been a part of the evolution of this new organization and have been pleased to see a forward-looking perspective unfold that will place the AAFMP in a strong position for many years to come. Long term strategic planning has become an important aspect of the council's focus and is incorporated into budgeting, succession planning, standards and practices and policies.

The benefit of this planning was demonstrated by the organization being in a strong position to take on the challenge of the COVID-19 pandemic and maintain a high level of service.

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 as a whole met in September 2019 and a sub-group has met on a number of occasions to conduct credential assessments for forest technologist applicants. Marc Mayhew has been invaluable in evaluating applicants' education from various Canadian and international post-secondary institutions and determining if credential assessment applicants meet the minimum criteria for registration. Doug Krystofiak and Joel Cornish then worked to assess work experience to determine applicability and eligibility for entry into the Association roster.

A big thank you goes out to the standing committee for volunteering and although we did not necessarily require everyone's assistance, we maintained the bench strength should a significant issue arise. Though this assessment process, the committee recognizes that the work that is being done to create a national forest technologist standard is valuable to ensuring fairness and transferability in the registration process.



GOVERNANCE COMMITTEE

COMMITTEE MEMBERS:

Chair - Pat Golec

Marilyn Hooper, Heath Schneider, Carla Rhyant
(non-voting member)

The Governance Committee is responsible, among other things, for monitoring compliance with the relevant Act, Regulation, bylaws and governance policy. AAFMP Council and staff had been preparing for the amalgamation of CAPF and CAPFT over the past several years. Part of the preparation included a transition from a management model where the two Councils were managing operations, to a governance model where AAFMP Council provides direction but is removed from day-to-day functions. With proclamation of the Regulated Forest Management Profession Act, the two Colleges were merged with new bylaws and policies adopted shortly afterward.

The Terms of Reference for the Governance Committee were approved by AAFMP Council in September 2020.

Composed of at least three voting members of the Association and the senior manager as a non-voting member, the Committee's purpose is to ensure a high performing Council and to continually enhance the quality of governance of the Association and oversight of the profession. Current membership includes Councillors).

The Governance Committee has started a review of the AAFMP Bylaws and the AAFMP governance policy to ensure that both documents are aligned with the Provincial statutes as well as with each other. This process will continue into 2021.

COMPLAINT INQUIRY COMMITTEE

COMMITTEE MEMBER:

Chair - Chris Kallal

The Complaint Inquiry Committee handles formal complaints & discipline process as defined in the Act.

AAFMP has not received any formal complaints since proclamation in July 2019.



NOMINATION COMMITTEE

COMMITTEE MEMBERS:

Chair - Ryan Hee

Alanda Skrzekowski, Daniel Chicoine

With the nomination aspect of the AAFMP we are in full swing for recruitment of members looking to put their name forward for Council for the spring 2021 election. The Nomination Committee has met several times throughout 2020 and more progressively lately in trying to obtain candidates for the upcoming transitional year.

The terms of reference of nomination has been approved by Council along with the elections policy to ensure we are able to have guidelines to follow in the coming years to fulfill all positions within Council for the future. Registrants interested in being a part of the committee or serving on Council, please do not hesitate to contact anyone from Council or staff of the AAFMP.

AUDIT COMMITTEE

COMMITTEE MEMBERS:

Chair - Ryan Hee

Ken Greenway, Anil Nair

In December of 2020 the Audit Committee reviewed the financial report for AAFMP operations covering the 2019-2020 fiscal year.. The review and report completed by the Metrix Group LLC. was found to be satisfactory. There were no concerns identified in the review engagement process by the accountant, Jessica Szewczuk, CPA. All questions asked by the committee of the accountant were answered adequately, leading to the recommendation to Council to approve the report.

Thank you to the AAFMP staff for making the annual financial reporting process highly transparent and easy to navigate where the numbers were justified.

REGULATORY RESPONSIBILITIES



04

Welcome

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.

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.

Forest Professional Regulators of **Canada**

Mandate

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

AAFMP continues to maintain an active membership in the Forest Professional Regulators of Canada (FPRC) (formerly known as CFPFA). There is still value for AAFMP in the collective efforts of the FPRC membership and its initiatives to create continuity across the provinces in registration requirements.

In 2020, FPRC developed a formal strategic plan, hired a new Canadian Forestry Accreditation Board executive director, launched a new website, developed a new database, created a new manual for the Credential Assessment Process (CAP) and started defining policy.

During the strategic planning session, it was determined that FPRC will now be inclusive of the technologists in addition to the foresters. With that, work has started on developing a national standard for registration as a technologist in Canada. All of the provinces were invited to participate in the process, as were a number of post-secondary institutions that run forest technologist or forest technician programs.

AAFMP has several volunteers who are actively involved and contribute considerable amounts of time to CFAB, CAP, credential assessments and the development of the forest technologists' standards.

REGISTRAR REPORT

Doug Krystofiak, RPF

With the incorporation of AAFMP on July 1st, 2019 – a single provincial regulatory body for the forestry profession replaced the old regulatory Colleges for foresters and forest technologists. Much has changed over the last year. Not only is there a new Act and Regulation, but much new policy came into play relating to everything from Codes of Ethics to Continuing Competence Program (CCP) requirements and Registration standards.

The COVID-19 pandemic certainly impacted our office operations and no doubt our registrants in terms of 'working from home' and limitations on everything from facility access to attendance at forestry events. I can safely say that forestry professionals are a sociable bunch and I personally miss the social interaction at the usual annual group gatherings. The new norms of Zoom meetings, online webinars and Google chats appear to be taking over our work and personal lives. However, I credit our online database and website access for helping to facilitate registrants in renewing their annual practice permits during these challenging times. Renewals ran smoothly with regulated registrants completing such on time with reduced prompting from admin staff on such things as annual dues payments, continuing competence program compliance and good character declarations. The ease of doing everything online via the database has certainly facilitated the renewal process and the ability to generate admin reports to pro-actively prompt registrants is now routine – allowing staff to remind registrants well ahead of annual deadlines and provide them with plenty of time to respond and resolve such. I have also heard very positive feedback from long-term registrants on the database and new registrants relating to the new application processes. The majority of reminder notices are accepted with appreciation and prompt action is taken by the registrant to remedy the situation...and that is much appreciated by office staff.






REGISTRAR **REPORT** cont.

At the time I draft this report, there are currently 1255 active regulated registrants and eight pending applications. Compared to last year, registrant numbers continue to grow marginally but with the persistent economic downturn and COVID-19 pandemic uncertainty, many are taking early retirements or resigning as they move into other occupations, fewer transfers or visiting regulated professionals from other jurisdictions, and ongoing layoffs in the provincial government and consulting sectors.

Recent graduates of the accredited/ approved degree/ diploma programs actualized fewer opportunities or delayed summer/fall contract starts. Seeing our job ads significantly reduced over the last fiscal year may be an indicator of harder times to come but hopefully 2021 is a turn around year for the forestry sector. The impacts of all these factors will be better understood come renewal time May 31st. On the bright side, first-year student enrollments at NAIT are reported to remain at the maximum intake (~50) and at the University of Alberta significantly increased from the previous year

Graduates of allied natural resource or environmental diploma/degree programs (non-accredited foreign and domestic) seeking credential assessments are also on the rise. These are individuals who practice in forestry but have a different educational background and do not meet the set educational entry standards for accredited programs.



Often, as they gain more forestry work experience (3-5 years), they are having their experience and education assessed to see if they qualify for registration on the 'in-training' registers and what, if any, competency gap filling is needed. The new registration standards allow for anyone to register on the in-training registers if they exceed a 60% threshold of competencies based on the certification standards as defined by the Forest Professional Regulators of Canada (FPRC). Those registrants having competency gaps must fulfill the gaps via mentored work experience and/or educational upgrading prior to being eligible to challenge the AAFMP professional exam. With the post-secondary institutions delivering their core forestry courses online, gap filling is easier to achieve.

In closing, I hope our 1620+ regulated and non-regulated registrants are enjoying good health and managing to cope with the stresses of the pandemic and slow economy. I am optimistically hopeful 2021 keeps us all healthy and things begin to get back to normal even if it is a 'new' normal. Hopefully, the economy takes a turn for the better, the active virus case numbers diminish and the forestry sector continues to thrive.



PROFESSIONAL EXAM REPORT

Shonelle Wilkinson, RPFT
Education Outreach Lead

The professional exam represents the Association's legislated requirement to assess an individual's knowledge and understanding of Alberta forested land policies and legislation, for the purpose of issuing registration as a professional. The exam consists of two major parts, each containing topic specific sections, where some sections are mandatory to write and others are selected by the writer.

In July 2019, the proclamation of the Regulated Forest Management Profession Act and corresponding Regulation included removal of the legislated mandatory exam writing requirement in-training registrants. The exam is still required for registrants to elevate to the RPF or RPFT registers. As such, exam results have been impacted in several ways, including:

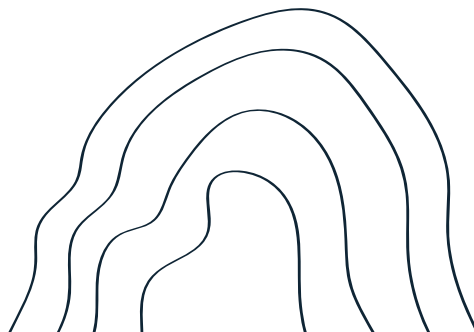
1. fewer writers at each sitting and
2. increase in writer performance.

The increase in performance results can be further attributed to several causes, including:

- writers are no longer under mandatory requirement; thus, writers are more likely self-motivated to write,
- improvements made to exam sections and questions for interpretation and clarity,
- exam preparation resources have been updated to be more directly aligned to testable material and
- provision of an exam preparation session designed to prepare writers on non-material skills, such as study methods and reading and interpreting legislation.

Changes to the exam:

The exam has undergone several distinct changes to be in accordance with fair testing principles and to encourage writer success. The exam is no longer exclusively short answer and consists of a variety of question styles, including multiple choice, alternative response and table format.



PROFESSIONAL **EXAM** cont.

The addition of a 'Land Access' section and major revisions to two existing sections, 'Land Use' and 'Range Management', have been made to ensure the exam remains relevant to the practice of forestry and the testing material reflects the practice as it is carried out by regulated professionals. These changes were made under the guidance of subject matter experts, who provided review through several stages of edits.

Further consideration was made to the level of interpretation required of individual exam questions subject to Bloom's Taxonomy; for example, aiming for more higher order thinking questions than recalling specific details.

As a result, exam questions are being restructured so writers can demonstrate understanding of broader topics, like functionality of legislation, rather than specific details that would otherwise be subject to reference in their practical application.

These edits have been conducted in a priority sequence and will continue until all questions on the exam have been reviewed and edited. That said, minimal large-scale revisions will be made during the exam modernization process and edits will focus mainly on mandatory maintenance.

Exam Statistics

The following charts (figures 1 and 2) illustrate writer proportionality and outcome averages for the past three exams; fall 2019, spring 2020, and fall 2020.



Figure 1: Writer Proportionality 2019 to 2020

This period of measurement is distinct as it evaluates exams written since proclamation of the Regulated Forest Management Profession Act and Regulation and rescinding of the mandatory writing clause, which had considerable implications for exam statistics. As shown, there are slightly more Forest Technologists in-training (FTTs) writing than Foresters in-training (FITs) and the performance averages for FTTs trail those of FITs.

Averages have improved slightly over the last several years.



Figure 2: Exam Averages 2019 to 2020



PROFESSIONAL **EXAM** cont.

In addition, Covid-19 restrictions required revisions to exam administration protocols for the health and safety of all writers, proctors and staff. This resulted in unintended benefits to both writers and exam administrators, including:

- reduced travel expenses and stress,
- reduced travel time, leaving more preparation time in the days before the exam, and
- familiarity with writing the location.

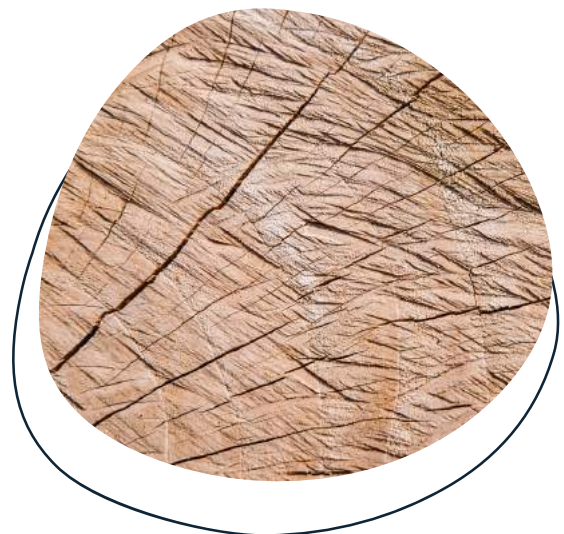
Post-exam writer surveys are conducted after each writing and information is collected regarding preparation time, frequency and methods of study, study resources used, level of mentor involvement, familiarity with writing practices and extent of employer support. Writer surveys indicate a positive correlation between overall exam success and utilization of study resources provided, greater preparation times, mentor involvement and employer support. Employer support in particular plays a significant role in writer success, a message the Association can put forward to employers in support of future exam writers. However, the surveys pose a limiting factor in that the response rate of successful writers supersedes that of non-successful writers. The Association will investigate alternative methods of data collection to encourage greater participation from non-successful writers.

Quality Control Methods

As with any testing protocol, administration procedures must follow fair testing practices and exam questions must collect reliable and valid data.

As such, the exam undergoes ongoing review to ensure it is an effective assessment tool. Individual exam questions have been reviewed for clarity, interpretation, relevance, validity, study-ability and discrimination. Study-ability refers to the reasonable effort on behalf of the exam writer to access materials needed to answer questions. Further, each section of the exam has been reviewed for reliability.

Administration procedures and exam policies are set to ensure a standardized process between all exams. Prior to each exam, the Association delivers specified training for both proctors and markers. Each exam is administered in accordance with exam delivery procedures made available to proctors and writers. Following each writing, graded exams undergo a marking audit to assess for potential marker error and bias and identify cheating by writers.





Significant work done on the professional exam in 2020:

Description	Status
Development of a content discovery process to inform the exam modernization process.	Complete
Construction of a current blueprint of the exam for a visual overview of present structure.	Complete with ongoing maintenance
Implementing a change management system for exam question revisions.	Complete with ongoing maintenance
Investigating long term exam vision and strategies.	Ongoing
Analysis of individual exam questions and writer responses with revision of flagged questions.	Ongoing
Exam modernization process.	In progress

Exam Modernization Process

The Association is currently modernizing its professional exam content and process. The main objectives of the project are to develop and deliver a professional exam that:

- builds and improves upon the existing exam ensuring that it meets best practice and legislative requirements (meaningful questions);
- Leverages technology to evolve the way in which it is delivered (manual to online) to better meet the needs of writers and employers (convenience and access);
- is conducive to different learning styles;
- can relate to different areas/scope of practice;

PROFESSIONAL **EXAM** cont.

- delivers immediate results to better assist writers in understanding areas of deficiency;
- enables the organization to better utilize both volunteer and staff capacity (better use of subject matter expert volunteers); and
- eliminates travel risk.

The exam modernization process will be carried out over several phases, beginning with an initial exam review phase. This process will include a series of interviews to collect input from registrants and interested stakeholders to:

1. Define the objectives of the future professional exam,
2. Identify what broad subject matter areas of forested public land policies and legislation are essential knowledge and understanding of a regulated forest management professional, and
3. Engage stakeholders so their valuable insight can ensure the exam is relevant for professionals and the sectors they are working in.

This phase will be carried out between December 2020 and May 2021 through open forums and targeted one-on-one interviews. As of February 2021, the initial exam review process is in progress.

Future Work

Maintenance of the professional exam is ongoing and is considered dynamic in nature. Professional expertise is sought when subject matter and provider services are outside the scope of knowledge provided by Association staff. While much work remains, the Association is sensitive to the implications on writers by making too much change too quickly. As such, exam changes are being applied in a staged approach with the main focus being on the exam modernization and bringing the exam forward to a new model that best reflects the profession while acting as a quality assessment tool.





CONTINUING COMPETENCE PROGRAM

The creation of AAFMP also meant the merger of the two existing continuing competence programs and the creation of a single new program.

The purpose of the Continuing Competence Program is to provide a framework for developing, measuring and documenting the competency of AAFMP members. The program focuses on encouraging and assisting members to be compliant in order to demonstrate the on-going competence of professional foresters to the public.

It is the intent of AAFMP to have a program that is efficient, fair and effective while promoting continuous learning and career-long professional development. It must also be publicly credible, recognizing that professional competence requirements change over time as the sector evolves and new technologies emerge.

The new program has two categories for categorizing and documenting activities:

	Ratio of hours credited
Category 1	
<i>Independent Learning</i>	1:1
Category 2	
<i>Interactive Learning</i>	1:2

Each registrant must record their individual activity within their unique registrant portal. This information is tracked and reported within the Association database and is retained in alignment with program policies.

Mandatory minimums of 75 hours are set for all registrants based on a three-year reporting period. A minimum of 15 hours per year are required to be documented. Failure to submit the annual minimum hours results in a notice of non-compliance from the registrar with a requirement for the development and submission for an action plan to address the deficiencies. For the purpose of program auditing, required hours are based on six-month intervals for anyone registered for less than three years of the reporting period

Reporting periods have remained aligned with the former Colleges to make the transition to the new program easier for registrants.



CONTINUING COMPETENCE AUDIT COMMITTEE REPORT

Chair: Joel Cornish


Barb Helm, Joel Cornish, Brian Martell,
Doug Krystofiak, Mike Hudson, Sean Ellens

I was pleasantly surprised by most of the auditees. In general, they were very responsive and there was a marked improvement on record keeping, although there is still room for improvement. As the Association and the profession is accountable to the public, it vital that all registrants have records that very plainly show evidence that proves attendance or completion of courses or tasks that contribute to continuing competence development hours. Screen captures of an email subject line that shows an invitation to a meeting, or an agenda that describes a course, just isn't good enough. Ideally there should be a certificate, or signed attendance record, or screenshots that show the registrant actually participated in an activity.

For anyone not using the new online system for recording continuing competence activity documentation, I would recommend that you consider loading the last three years of records. If everything is loaded properly and sufficient evidence exists, then It really is a 'check mark' and move on to the next auditee. This process can be super easy if all registrants take a little time to ensure they are meeting the program minimums and are recording information properly.

A shout out to the auditing team as they did a great job in a very professional manner. Many members of the audit committee have been volunteers for many seasons. We are always looking for more assistance in within the Association as Councilors or committee members. There is a benefit to helping out.





CONTINUING COMPETENCE PROGRAM AUDIT **RESULTS**

Doug Krystofiak, RPF

A committee of registrant volunteers conducted the continuing competence program audit for the period of 2016-2019 resulted in full compliance for all 62 auditees (~5% of regulated registrants). The new CCP requires 15-hours minimum activity for each 12-month reporting period and mandatory uploading of verification documentation for each activity entered. Those documents are essential for auditors to determine if the correct category is being selected and hourly claims are defensible. In a significant percentage of event entries in the 2019 audit (reflecting the 2016-2019 three-year window) hours claimed for an event did not reflect a deduction of non-learning time (lunch and coffee breaks or travel time), hence, data corrections were required. This never resulted in the registrant falling into non-compliance with the 75-hour compliance threshold. Auditors also had to formally request the auditees to upload the activity documentation and after review this led to reductions in hours,

either because of wrong category chosen or total hour claims. As always, regulated registrants are encouraged to enter CC activities and upload verification docs immediately after completion to avoid any stresses of having to recall past dates/details and searching for verification documents many months after the event has passed. When it comes to COVID19 pandemic and most training going online in format, registrants are encouraged to ensure screen shots are taken of webinars to help verify attendance at the event, especially when there is no registration fee for such things as in-house employer training. The new database portal is designed to simplify these event entries and make any future audit of activities a much more efficient verification process. The aim is that any auditees selected will have already uploaded proper verification documents, and the audit should be relatively straight forward and less time-consuming to conduct – saving both volunteer auditors and auditees time and aggravation.

REGISTRATIONS

Doug Krystofiak, RPF

Compared to 51 practice permit cancellations in July 2019 there were only two cancellations in July 2020. Those two individuals eventually resigned in good standing as their forestry practice had ended.

For the current fiscal year start on July 1st, 1222 valid practice permits were issued to regulated registrants compared to 1190 total in the previous fiscal year. Over the course of the last fiscal year, 138 applicants were processed and issued practice permits on the in-training, conditional and temporary registers.

Regulated registrants have declined four percent in 2020 and three percent over the prior reporting period. Registrations have increased for forest technologists in-training and remained consistent for foresters in-training.

REGISTRANTS *

	2018	2019	2020
Regulated:			
RPF	657	625	600
RPFT	574	577	533
RPF-C	4	1	0
RPFT-C	0	1	1
RPF-T	0	3	0
RPFT-T	0	0	0
FIT	35	34	35
FTT	67	53	72
Subtotal	1,337	1,294	1,241
Non-regulated:			
Non-practicing	54	41	12
Associate	16	17	25
Retired	194	235	227
Student	122	98	71
Honorary	3	5	5
Subtotal	389	396	340
Total	1,726	1,690	1,581

* Under the Regulated Forest Management Profession Act (2019) and AAFMP bylaws there is variation from the previous legislation. For the purpose of this report and providing a historical perspective, the registers and membership categories have been aligned with the 2019 legislation.



FINANCIAL STATEMENTS



05

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Councilors of Association of Alberta Forest Management Professionals

We have reviewed the accompanying financial statements of Association of Alberta Forest Management Professionals (the Association) that comprise the statement of financial position as at June 30, 2020, and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

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

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

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

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Association of Alberta Forest Management Professionals as at June 30, 2020, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
October 13, 2020

EDMONTON | LLOYDMINSTER | WHITECOURT | EVANSBURG

12840 ST. ALBERT TRAIL EDMONTON, AB T5L 4H6 | T: 780.489.9606 F: 780.484.9689 | METRIXGROUP.CA





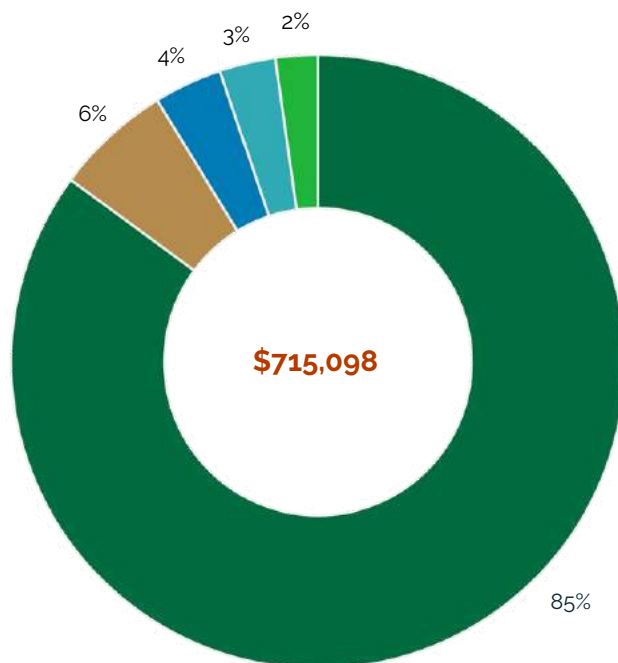
ASSOCIATION OF ALBERTA FOREST MANAGEMENT PROFESSIONALS
Statement of Financial Position
As at June 30, 2020

	2020
ASSETS	
CURRENT	
Cash and cash equivalents	\$ 704,679
Accounts receivable (Note 2)	940
Goods and services tax recoverable	1,564
Prepaid expenses	<u>11,558</u>
	718,741
TANGIBLE CAPITAL ASSETS (Note 3)	52,139
INVESTMENTS (Note 4)	<u>789,396</u>
	<u>\$ 1,560,276</u>
LIABILITIES	
CURRENT	
Accounts payable and accrued liabilities	\$ 56,048
Vacation payable	21,527
Deferred contribution (Note 5)	575,718
Due to Forest Professional Regulators Canada (Note 6)	<u>3,825</u>
	<u>657,118</u>
NET ASSETS	
Unrestricted net assets	61,623
Invested in tangible capital assets	52,139
Internally restricted investments	<u>789,396</u>
	<u>903,158</u>
	<u>\$ 1,560,276</u>

ASSOCIATION OF ALBERTA FOREST MANAGEMENT PROFESSIONALS
Statement of Revenues and Expenditures
For The Year Ended June 30, 2020

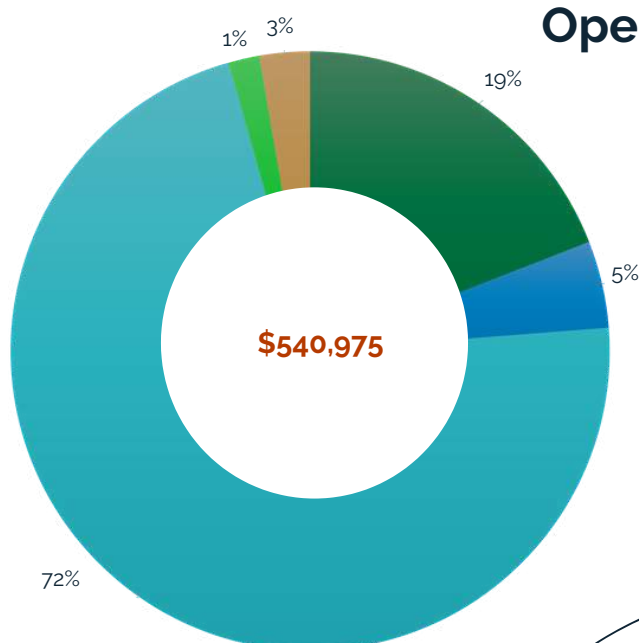
	2020
REVENUE	
Membership dues	\$ 647,485
Annual conference workshops	25,755
Other income (Note 7)	24,540
Investment income	17,318
	<u>715,098</u>
EXPENSES	
Employment expenses	388,598
Office	81,378
Professional fees	25,406
Amortization of tangible capital assets	21,808
Events and meetings	16,910
Student, awards and recognition	4,125
Councilor and committee expenses	2,750
	<u>540,975</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 174,123</u>





Revenues

- Membership Dues
- Annual Conference and Workshop
- Investment Income
- Advertising Income
- Other Income and Fees



Operating Expenses

- Office & Administrative
- Professional Fees
- Employment Expenses
- Governance
- Education Programs

2020-2021 BUDGET

REVENUES

Dues		
	Regulated dues	621,720
	Non-regulated dues	9,549
	Other registration fees	15,415
Annual conference		69,000
Other income		
	Investments	17,500
	Advertising	20,000
	Programs	7,787
Total Revenues		\$760,971

EXPENSES

Office expenses		129,982
Employee expenses		398,821
Professional fees		73,000
Events and programs		73,100
Governance expenses		
	Council	15,000
	Committees	3,500
Student awards and volunteer recognition		5,700
Total expenses		\$703,103
Net income		\$57,868



