



COUNCIL MEETING **MINUTES**

Face-to-Face Meeting-Toronto, Ontario

December 5, 2018 8:30 a.m.- 4:00 p.m.

December 6, 2018 8:30 a.m.- 3:45 p.m.

**Best Western Premier Hotel
Windsor Room
135 Carlingview Drive, Toronto**

Day 1-December 5

Present: Peter Street, R.P.F., President
Denis Gagnon, R.P.F., Vice-President
Greg Pawson, Past-President
Tim Payne, R.P.F.
Larry McDermott, Public Member
Lacey Rose, R.P.F.
Gord King, R.P.F.
Mark Kuhlberg, Public Member
Neil McLean, R.P.F.

Fred Pinto, R.P.F., Executive Director and Registrar
Louise Simpson, Registration Manager
Priscilla Doyle, Registration Coordinator

Regrets: Paul Wallis, Public Member
Waseem Ashiq, R.P.F.
Tom Ratz, R.P.F.
Susan Gesner, Public Member

Guests: Malcolm Cockwell, R.P.F., Chair, Registration Committee-Item 2a. only via teleconference.
Rob Keen, R.P.F., C.E.O., Forests Ontario-Item 2g. only

1. Call to Order- P. Street

a) Opening-

- Peter Street called the meeting to order and welcomed Neil McLean, R.P.F., Central West Councillor. Waseem Ashiq, R.P.F. South East Councillor will join the meeting tomorrow. There was a round of introductions.
- Paul Wallis had offered his resignation due to his conflicting schedule with other responsibilities. As he is an asset for financial advice, he agreed to remain on Council until he can be replaced. He is a member of the Finance Committee.
- Council is asked to send in a photo and brief autobiography of themselves for inclusion in social media and the website.

- A letter of thanks will be sent to Jim Parker, R.P.F. (Hon.) by the Executive Director and Registrar on behalf of Council and Staff for his service as Enforcement Coordinator over the last several years. Jim resigned as Enforcement Coordinator on October 31 and was replaced by David Payne.

Action Item: Council Members are asked to provide a photo of themselves a brief autobiography for inclusion in social media and the website.

Action Item: A letter of thanks will be sent to Jim Parker, R.P.F. (Hon.) by the Executive Director and Registrar on behalf of Council and Staff for his service as Enforcement Coordinator over the last several years.

- b) Record Attendance-attendance was recorded.
- c) Is there any other business? There was no new business.
- d) Acceptance of the agenda-

Motion: Payne/Kuhlberg- That the agenda is accepted.

Carried.

- e) Approval of minutes (an attachment was provided)-

Discussion: The minutes of the September 11, 2018 meeting were revised to reflect that Council had discussed making a summary of the minutes available to members on the website, however, a decision had not been reached and will be discussed later in this meeting's agenda.

Motion: King/Pawson- That the minutes of September 11, 2018 meeting are accepted as amended.

Carried.

2. Discussion Items:

- a) **Changes to Registration Process** (attachments were provided)-Malcolm Cockwell, R.P.F., Registration Committee Chair via teleconference.

- Malcolm Cockwell is the Managing Director of Haliburton Forest Wildlife Reserve. He is a graduate of the Master of Forest Conservation Program at the University of Toronto, at a time when the program was not accredited by the Canadian Forestry Accreditation Board (CFAB) and was required to undergo the Credential Assessment Process (CAP). In 2015 he was accepted as a Full Member. He joined the Registration Committee one year ago as Chair.

- The Committee meets approximately every 2 months. Materials, which average 250 pages are distributed to the Committee one week in advance of the meeting. It takes several days of staff time to prepare and takes a committee member approximately 8 hours to review the meeting materials. The meetings are approximately 2 hours in length and the Committee usually reaches consensus. At times a sub-committee of the Registration Committee is struck to review an applicant's materials. The sub-committee then reports back to the Committee as a whole which usually accepts the sub-committee's recommendations. Candidates are informed of the Committee's decision within 2 weeks of the meeting date.

- There were some concerns that were conveyed on behalf of the Committee:

1. There are many membership issues, while student and provisional membership have quadrupled over the past few years practicing members have kept declining. With a large number of members planning to retire the OPFA needs to prepare for this change. The Registration Committee is a gatekeeper, not a marketing agency, however, marketing must be done to attract new members. The registration processes may need to be changed. Council is aware of the situation and has struggled with how to grow the association and streamline the registration processes. There was agreement that Council needs to determine how OPFA's functions would be affected

under different revenue scenarios. Efforts have been made by staff to inform employers of the need to employ forestry professionals and to visit students of forestry programs.

2. Parts of the existing registration process need to change. In particular, the Credential Assessment Process (CAP) is very time-consuming. Candidates going through the CAP log 50 hours or more, making the process very difficult for someone working full time. The Registrar has begun to make some changes to the process which will make the process more streamlined. Council confirmed that they understand the process but at a higher level. They do not understand the details of the process. Some candidates have resigned because CAP was too time-consuming.
3. Some initiatives have begun which will make the registration process more attainable:
 - Certain competencies will be provided when evidence is submitted for those who graduate from an unaccredited Master or Ph.D. program but took the same course(s) as those who graduated from an accredited program;
 - Those who graduated from the Master of Forest Conservation program from 2011 to December 2014 when it became accredited, have been pre-approved for certain competencies if they also have a Bachelor of Science or equivalent;
 - An equivalency table for a Bachelor of Science degree has been created. This will not give candidates pre-approved competencies but will allow them to enter into the CAP, whereby prior to that candidates were not able to enter the process;
 - An alternative to the sponsorship process is being developed whereby a candidate who does not have a Full (R.P.F.) or Associate (Associate R.P.F.) Member who has been practicing for 2 years who can serve as a sponsor, can obtain appropriate sponsorship;
 - Provisional members are being asked to maintain a work log signed off by their supervisor to reduce the time sponsors spend writing up their documents for a candidate and provide documentation.
 - A new process for Associate Membership is being developed. Some standard scopes of practice will be developed with corresponding required competencies that the candidate must demonstrate before being approved for that scope of practice.

In closing, Malcolm Cockwell reported that the Registration Committee is dedicated to upholding the standard and for taking people through the registration process in as timely a manner as is reasonable. They are grateful to the staff for their support. Council thanked the Registration Committee for reviewing the registration process for Associate Membership and thanked Malcolm for his time.

If some of the occupations which are currently excluded in the Ontario Regulation 145/01 from requiring membership in the OPFA are no longer excluded, these people will be able to attain Associate Membership.

There was some concern regarding the number of changes that are planned in regard to the sponsorship process and Associate Membership and whether they should be made at once or on a gradual basis. Given the nature of the proposed changes, they will likely have to be made in stages, but the membership will be kept informed via the newsletter.

Council determined that a motion to accept the changes to the Associate Membership and sponsorship process was not necessary at this point but encouraged the Registration Committee to continue developing the processes and to keep Council apprised of their progress.

Motion: King/Pawson- That the Registration Committee should continue to develop the process changes for Sponsorship and Associate Membership and keep Council informed as to its progress.

Carried.

- b) **Council Membership** (an attachment was provided)- **P.Street/F.Pinto-**

Motion: Kuhlberg/Rose: That Tim Payne, R.P.F. is appointed to the Executive Committee

Carried.

- c) **Statutory Committee Membership-** (an attachment was provided (-F. Pinto

Motion: Payne/Kuhlberg- That membership of the following statutory committees for 2018-2019 be confirmed as:

Executive Committee:

Peter Street, R.P.F., President
Denis Gagnon, R.P.F., Vice President
Greg Pawson, R.P.F., Past President;
Tim Payne, R.P.F.-Elected Councillor
Susan Gesner-Public Member

Registration Committee:

Malcolm Cockwell, R.P.F., Chair;
Sarah Sullivan, R.P.F., Vice Chair
Jim McCready, R.P.F.
Ulf Runesson, R.P.F.
Frank Knaapen, R.P.F.
Denis Gagnon, R.P.F., Elected Councillor
Dean Assinewe, R.P.F.
Andrée Morneault, R.P.F.
Krish Homagain, R.P.F.
Mark Kuhlberg-Public Member

Discipline Committee:

Tear, R.P.F., Chair
Rob Tomchick, R.P.F.
Tom Ratz, R.P.F.-Elected Councillor
Ken Elliott, R.P.F.
Chad Anderson, R.P.F.
Susan Gesner, Public Member
Mark Kuhlberg, Public Member

Complaints Committee:

Dave Puttock, R.P.F., Chair
Brian Barkley, R.P.F.

Jeff Barton, R.P.F.
Allan Foley, R.P.F.
Bill Hubbert, R.P.F.
Gord King, R.P.F., Elected Councillor
Susan Gesner, Public Member
Lacey Rose, R.P.F.-Elected Councillor
Mark Kuhlberg, Public Member

Carried.

d) **Delegation of Authority to Executive Director and Registrar-** P. Street

Motion: Gagnon/Kuhlberg– That Council delegates to Fred Pinto, R.P.F., Executive Director and Registrar, the authority to carry out the powers and duties set out in the Professional Foresters Act, 2000, the Regulations and the By-laws of the Association thereunder, and to administer the approved programs and projects of the Association for December 1, 2018 through November 30, 2019.

Carried.

e) **2017-2018 Work Plan and 2018-2019 Work Plan-** (attachments were provided)- F. Pinto

Discussion: Updated work plans will be provided to Council at each meeting as an Information Item or if need be, a Discussion Item. Item 1.1 was revised to read that "Work in conjunction with the Canadian Federation of Professional Foresters Associations Working Group to finalize the implementation of the national Certification Standards for professional foresters."

Motion: Payne/Rose- That the 2018-2019 Work Plan is approved as amended.

Carried.

Action Item: A list of committees who need Terms of Reference will be reviewed at the March 19, 2019 Council meeting.

Action Item: At the March 19, 2019 meeting Council will determine if additional Practice Guidance documents are needed.

f) **Summary of Comments from 2018 Membership Survey to be Addressed by Council-** (an attachment was provided)-L. Simpson, F. Pinto-

Summary of Remainder of Comments from 2018 Membership Survey-L. Simpson & F. Pinto-

- Step 1-Comments were compiled, organized and sent to Council in full in September. This contained all of the comments from all sections of the survey, in full and in the members' own words.
- Step 2- Comments were summarized and sorted in an Excel spreadsheet.
- Step 3- Create summaries for the appropriate groups. Summary tables will contain columns to record who will respond, the type of response and the timeline of the response.
- Step 4-Distribution of summarized comments. Council has received the summary of questions, suggestions, and issues that were to be raised with Council. The Editorial Board Working Group has received the comments and suggestions related

to the newsletter. Staff is putting together documents for the other appropriate Committees and Working Groups.

- Other actions that have been taken: 1) e-lecture was conducted by the Registrar and Registration Manager on November 15, and 2) a list of volunteers has been compiled and shared with the various working groups.
- Continuing work-A “Did you Know” article could be posted on social media that will answer a question(s) received in the survey.

Action Item: Louise Simpson will send Lacey Rose a question and answer from the 2018 Membership Survey which will be posted on social media.

Action Item: Louise Simpson and Fred Pinto will draft a response to the issues from the 2018 Membership Survey that were to be brought to Council. These will be shared with Council via Google Suite prior to January 24, 2019. Council will then discuss this at their January 24, 2019 meeting.

g) **Ontario Professional Foresters Fund background and update-** Rob Keen, R.P.F., CEO, Forests Ontario-

- The Ontario Forestry Association (OFA) and Forests Ontario merged a number of years ago.
- In the past, the Ontario Professional Foresters Foundation (OPFF) gave funds to the CIF, OFA and the Lakehead Scholarship fund. The OPFF operated independently of the OPFA but the treasurer was historically the Executive Director of the OPFA.
- In 2001 the OPFF lost its charitable status due to failure to submit the proper forms to the Canadian Revenue Agency (CRA). The funds, therefore, should have either been returned to the CRA or given to a charitable organization.
- In 2017 the OPFF was dissolved and the remaining funds (approximately \$16,000) were transferred to Forests Ontario as they have charitable status. These funds were put into the Ontario Professional Foresters Fund and have been distributed as follows:
 - \$10,000-Workshops for teachers
 - \$3000-Lakehead Scholarships
 - \$3000-Collateral to develop a fundraising program.

Mr. Keen invited Council to use the Forests Ontario's boardroom in Toronto whenever they wished and invited everyone to attend the Forest Ontario Annual Conference on February 8, 2019, in Alliston, Ontario. Council thanked Mr. Keen for his time.

h) **Update on Digital Services-F. Pinto**

- Some adjustments are ongoing, however, everything is in place including the online member's payment area and G-Suite.
- All outstanding fees have been paid and the project has remained with the budget.
- A Provisional Member who has knowledge of Wordpress has volunteered to help make changes to the website that staff is unable to do.
- The G-Suite Hang Out may be used for the January 24 Council meeting. The only item on the agenda is the questions received in the 2018 Membership Survey that was directed at Council.
 - A policy needs to be in place on record retention and document management. Fred Pinto will contact other forestry associations and NGO's for insight on their process.

Action Item: Fred Pinto will contact NGO's and other forestry associations for their policy on record retention and document management.

- i) **Enforcement Summary** (an attachment was provided)- F. Pinto
- Fred Pinto reviewed the summary that was circulated to Council prior to the meeting.
 - This summary will be submitted in the December 2018 issue of *The Professional Forester* newsletter. Some suggested changes were made including a brief description of the enforcement process.
 - Every inquiry, concern, and complaint is now being documented.
 - Enforcement activity has grown each year due to more public awareness and will continue to increase as the membership grows.
 - All inquiries, concerns, and complaints are dealt with in a timely manner.
 - The College of Teachers and the Association of British Columbia Forestry Professionals (ABCFP) publish all disciplinary actions. The process used by ABCFP should be further researched.
 - Council can make a Bylaw change that will allow more transparency. Council will consider this at a later meeting with the assistance of legal counsel.

End of Day 1

Day 2-December 6

Present:

Peter Street, R.P.F., President	Lacey Rose, R.P.F.
Denis Gagnon, R.P.F., Vice-President	Gord King, R.P.F.
Greg Pawson, Past-President	Mark Kuhlberg, Public Member
Tim Payne, R.P.F.	Neil McLean, R.P.F.
Larry McDermott, Public Member	Waseem Ashiq, R.P.F.
Tom Ratz, R.P.F.	Susan Gesner, Public Member

Fred Pinto, R.P.F., Executive Director and Registrar
Louise Simpson, Registration Manager
Priscilla Doyle, Registration Coordinator

Regrets: Paul Wallis, Public Member

- j) **In-Camera Session**-P.Street- Staff left the room during this discussion by Council.
- k) **Standing Committee**- (an attachment was provided)-F. Pinto
Motion: Payne/Rose- That the following Committee, Task Team and Working Group Chairs be appointed for the 2018-2019 fiscal year and authorized to confirm and/or recruit membership in accordance with membership criteria in their respective approved Terms of Reference:

Nominations Committee: Greg Pawson, R.P.F.

Registration Appeal Committee: Peter Street, R.P.F.

Finance Committee: David Milton, R.P.F. (Ret.)

Competency Support Working Group: Bob Elliott, R.P.F. (Ret.)

Urban Forestry Working Group: Mike Rosen, R.P.F.

Private Lands Forestry Working Group: James Rogers, Associate R.P.F., Interim Chair

Crown Land Forestry Working Group: Robert Partridge, R.P.F.

Editorial Board Working Group: Betty Vankerhof, R.P.F.

2019 Annual Conference Working Group: Glen Swant, R.P.F./Tom Ratz, R.P.F.
Awards & Recognition Working Group: Sarah Bros, R.P.F.
Regulation Amendment Task Team: Susan Gesner, Public Member

Carried.

Discussion: Should the Career Awareness Working Group, which was disbanded in 2014, be reformed? The focus could be on schools, universities, and workplaces. The Executive Committee will discuss further and report back to Council.

Action Item: That the Executive Committee will discuss and report back to Council on whether the Career Awareness Working Group should be formed again.

Motion: King/Pawson- That a Social Media Working Group be formed.

Carried.

l) Action Item Report- (an attachment was provided)-F. Pinto

- The Action Item Report was reviewed and revised. Most items have been completed or are no longer relevant.
- The remaining action items on the Action Item Report will be compiled with the action items from this meeting.
- Action items will be reviewed at each Council meeting.

m) Council Minutes Published On Our Website- F. Pinto

- There are two options: 1) published full minutes or 2) published a summary of the minutes.
- The full minutes would not contain any sensitive information nor names of Council Members other than mentioning them as part of an action item or a member of a committee or task team.
- A summary of the minutes could include the motion and decision, however, that may not be enough. Members have asked Council to share more information and to be more transparent. Publishing a summary of the minutes could give the impression that Council is withholding information.
- Council will post the full minutes on the website beginning with September 11, 2018, after Council has reviewed them once again to ensure any sensitive information is omitted

Motion: Gagnon/Kuhlberg- That the full version of the approved Council minutes will be made available to members only on the OPFA website.

Carried.

Action Item- Council will review the September 11, 2018 minutes before publishing them on the OPFA website.

n) 2019 Annual Conference-T.Ratz-

- The theme of the conference is "The Realities of Foresters Managing Competing Objectives".
- The date of the conference is May 7-9, 2019
- The location is scheduled to be the Delta Hotel which is currently under construction and is to open in February 2019.
- The budget for the conference is being developed. Negotiations with the hotel are ongoing. Obtaining sponsorship of the conference is on-going. The goal is to keep the costs of the conference at a level that encourages attendance.
- 50% of the booths are booked.

- Speakers and moderators are being recruited. Suggestions for a Key Note speaker are welcome.
 - Field Trip (tours) are being developed.
 - It was suggested that the Committee make a list of 5 top things to do in Thunder Bay that can be used on Social Media and other modes of communication, such as the newsletter, to promote the event.
- o) **2020 Annual Conference-D. Gagnon-**
- Future locations of the annual conference have been considered
 - The 2020 conference is scheduled to be in the south. Barrie has indicated interest. Other options are London, Toronto, Huntsville, Pembroke.
 - The 2021 conference would be back in the north. It has been some time since Sault Ste. Marie has hosted, however, they have put in a bid to host the 2020 CIF conference which is held in the fall of 2020. Sudbury may be a good option
 - In 2022, the conference will be held in the south. Ottawa or Pembroke may be options.
 - Council will review the conference locations at a future meeting. Denis Gagnon will contact members in Barrie to see if they will host the 2020 conference.
- Action Item: Denis Gagnon will contact members in Barrie to see if they will host the 2020 Annual Conference.**
- p) **2019 Council and Executive Committee Meeting Dates** (an attachment was provided)-
- Council reviewed the proposed meeting dates for 2019. Some changes were made.
 - The October 2019 Council meeting will be held in Pembroke and hosted by the County of Renfrew.
 - The revised meeting dates will be circulated to Council with the minutes of this meeting.
- q) **Plan Long-Term Finances- P. Street & F. Pinto-**
- The Finance Committee would like direction from Council on developing a 5-year financial projection of membership revenue, reserve allocations, services to members and inflationary cost increases. This will be used to determine how the reserves of \$460,000 will be attained.
 - Consideration should be given to 1) the number of our members expected to resign, 2) inflation, 3) needed business processes (e.g. further website development) 4) resources for members to conduct professional forestry, 5) can membership fees be decreased, 6) the minimum number of members before the OPFA is no longer viable, 7) how many new members can be expected.
 - A face-to-face meeting of the Finance Committee will be required. Peter Street and Fred Pinto will contact Paul Wallis, Public Member for his expertise.
- r) **Meeting with the Minister-** (an attachment was provided)- P.Street/F.Pinto-
- The letter that was sent to the Chief of Staff, Ministry of Natural Resources and Forestry (MNRF) was circulated to Council prior to the meeting. The letter listed a number of items of information and concern.
 - Fred Pinto (face-to-face) and Peter Street (via teleconference) met with 3 members of the Minister's staff. Information was provided on the mandate of the OPFA and why a meeting with the Minister is necessary.
 - Due to Staff changes in the Minister's office, another attempt to meet with the new Minister will be made by Fred & Peter (preferably at his constituency office in Pembroke).

- s) **Provincial Round Table Opportunity-Provincial Forest Strategy** (an attachment was provided)-P. Street-
- The staff of MNRF asked a number of questions including if the OPFA would be interested in speaking at a Round Table of the Provincial Forestry Strategy. This would take place in Pembroke.
 - This will provide the Minister of Natural Resources and Forestry with suggestions on how forest management can be improved.
 - A document from the Crown Land Working Group was circulated to Council prior to the meeting. The issues raised can be brought to the Round Table if the document is edited.
 - Fred will send the document back to the Working Group for editing. He will work with the Chair and a few members of the Working Group. The document should include solutions and how they would benefit the government and people of Ontario.
- Action Item:** Fred Pinto will work with the Chair and member of the Crown Land Working Group to revise their document, for direction to Council ,for use at an upcoming Round Table of the Provincial Forestry Strategy.
- t) **Changes to Professional Foresters Act Regulations**-P. Street/T. Ratz/S. Gesner-
- A meeting is planned with the Minister of Natural Resources and Forestry in January.
 - The Minister's office will entertain changing the Regulation.
 - Changing the regulation will: 1) bring Ontario in step with what is happening in the other Canadian provinces, 2) require some of the currently excluded professions to be regulated by the OPFA, and 2) will protect the public interest.
- u) **OPFA's Indigenous Initiative**- P. Street/L.McDermott/F. Pinto-
- A meeting of those working on this initiative was held in North Bay, via teleconference. The group continues to work on this initiative.
 - The group is working on revising the 2017 Certification Standards to include indigenous forest knowledge.
 - The required competencies to meet the standard must be revised. Training to meet the competencies must also be developed or sourced.
 - The Canadian Federation of Professional Forestry Associations (CFPFA) have been informed that the OPFA is moving ahead with this initiative.

3. Information Items (not for discussion unless elevated to 2. Discussion Items)

- Membership Statistics**-submitted by F. Pinto- Membership Statistics as of October 31, 2018 were provided to Council.
- Executive Committee Minutes**-submitted by F. Pinto- The Executive Committee minutes of November 13, 2018 were provided to Council.
- List of 2018-2019 Standing Committees, Working Groups, and Task Teams**- submitted by F. Pinto. A list of the 2018-2019 Standing Committees, Working Groups, and Task Teams was provided to Council
- Budget 2018-2019**-submitted by Finance Committee- A budget that was approved by Council at their last meeting was submitted to Council with requested formatting changes.
- Financial statements as of October 31, 2018**-Submitted by F. Pinto- Financial Statements statements as of October 31 was provided.

- f. **Grey Areas Publication-Nov/Dec 2018-Are Professional Regulators Really Ready for the World that Lies Ahead?**- submitted by F. Pinto- A publication on legal issues affecting professional regulation was provided.
- g. **Guidance for Credential Assessment Process-Evaluation of Credential Degree Credentials**- submitted by F. Pinto-Guidance for the evaluation of graduate degree credentials for CAP was provided to Council.

4.Termination of Meeting – P. Street

Motion: Kuhlberg/Ratz- That the meeting is terminated.

Carried.