



COUNCIL MEETING

Minutes

Face-to-Face Meeting-Thunder Bay, Ontario
May 6, 2019 10:00 a.m.- 4:00 p.m.

Lakehead University
955 Oliver Road, Thunder Bay, Ontario
Building: Advanced Technology & Academic Centre (ATAC)
Meeting Room: 5035

A teleconference phone was available in the room which was provided by Lakehead University.

Present:

Peter Street, R.P.F., President	Gord King, R.P.F.
Waseem Ashiq, R.P.F.	Neil McLean, R.P.F.
Tim Payne, R.P.F.	Tom Ratz, R.P.F.
Denis Gagnon, R.P.F., Vice-President	Greg Pawson, Past-President
Lacey Rose, R.P.F. (via teleconference)	Mark Kuhlberg, Public Member
Paul Wallis, Public Member (via teleconference)	

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

Regrets:

Larry McDermott, Public Member	Susan Gesner, Public Member
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1. Call to Order- P. Street

- a) Opening- Peter Street called the meeting to order.
- b) Record Attendance-attendance was recorded.
- c) Is there any other business? There was no new business.
- d) Acceptance of the agenda-
Motion: Kuhlberg/Pawson- That the agenda is accepted.
Carried.
- e) Approval of minutes (an attachment was provided)-
Motion: Pawson/Kuhlberg- That the minutes of the March 19 & 20 meeting are accepted as circulated and will be made accessible to members on the website.
Carried.

2. Discussion Items:

a) Business Arising From the Minutes

a) **Action Item:** The Crown Land Forestry Committee to prepare summaries for Council on herbicide use in professional forestry within the context of professional forestry.

Person/people responsible: Tom Ratz

Date Actioned: March 22, 2017

Status: On-going. Dec. 5/18-Council removed Issue # 1-forest management direction

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

Person/people responsible: Council

Date actioned: December 6, 2018

Status: Photos of all Council Members have been received. Some have not yet submitted an autobiographical sketch.

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

Person/people responsible: Louise Simpson

Date actioned: December 6, 2018

Status: In development

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

Person/people responsible: Fred Pinto

Date Actioned: December 6, 2018

Status: Progress is being made.

e) **Action Item:** Fred Pinto and David Payne, Enforcement Coordinator, together with Gord King will, with the advice from legal counsel, begin to draft Practice Guidance Documents for Crown Land Forestry and if resources are available, start developing Urban Forestry, and Provisional Members Practice Guidance Documents for Council's consideration. They will also identify which of the Practice Bulletins are no longer required during this process to avoid duplication of information.

Person/people responsible: Fred Pinto/David Payne/Gord King

Date Actioned: March 19, 2019

Status: Ongoing- 1 meeting has taken place

f) **Action Item:** The draft Standard 9-Indigenous Peoples, Lands, and Resources Certification Standards for the Profession of Forestry will be distributed to all OPFA members and Registrars of

professional foresters in Canada and Deans of CFAB accredited forestry programs. It will be presented to the membership at the May 2019 Annual General Meeting in Thunder Bay.

Person/people responsible: Indigenous Jurisdiction Team

Date actioned: March 19, 2019

Status: Complete-was on the agenda of the 2019 Annual Conference

g) **Action Item:** Fred Pinto will contact the Ministry of Natural Resources and Forestry to discuss the need for some positions, that fall within the scope of practice of professional forestry, to be filled by practicing members of the OPFA

Person/people responsible: Fred Pinto

Date actioned: March 19, 2019

Status:Ongoing

h) **Action Item:** Priscilla Doyle will circulate the draft Terms of Reference to each Committee and Working Group for their review, which will then be sent to Council for final approval

Person/people responsible: Priscilla Doyle

Date actioned: March 19, 2019

Status:-Complete-Council will review the Terms of Reference later in this meeting agenda.

i) **Action Item:** The Regulations Amendment Task Team will complete an information package for the Minister of Natural Resources and Forestry regarding changes to The Professional Foresters Act and Regulation. This will be reviewed by legal counsel and sent to Council for their review.

Person/people responsible: Regulations Amendment Task Team

Date actioned: March 19, 2019

Status: Ongoing

j) **Action Item:** Fred Pinto will ask the lawyer to renew the writ and will ask that it be served as many times as possible over the next 6 years provided OPFA costs are kept low.

Person/people responsible: Fred Pinto

Date actioned: March 20, 2019, lawyer engaged to re-issue writ

Status: Complete-Writ has been reissued for the next 6 years and has been formally served.

Further Action: Fred Pinto will send out a copy of the renewed writ.

Status: Complete-Writ was sent to Council on May 14, 2019.

k) **Action Item:**

Fred Pinto will request quotes on group insurance from Hub International, TD Canada Trust, Robertson Hall, and find out if the OPFA members can get preferred Canadian Automobile Association membership.

Person/people responsible: Fred Pinto

Date actioned: March 20, 2019

Status:-On-going

b) Audit Services-

Discussion: The financial audit for the 2018 fiscal year went well. The auditors were very thorough and were pleasant to work with.

Motion: Payne/Ratz- That Council appoints KPMG as Auditor for the Association for the year ending November 30, 2019.

Carried.

c) Financial Projections (an attachment was provided)-F. Pinto/P. Street-
Discussion:

- A more comprehensive version will be done which will include the fees for all categories of membership including Inactive and Non-Resident membership plus the addition for cost of living or inflation.
- Peter Street, Fred Pinto, and Paul Wallis will update the financial projections.

Action Item: That Peter Street, Fred Pinto, and Paul Wallis will update the financial projections for further review by Council.

d) Enforcement Summary (an attachment was provided)-F. Pinto-
Discussion:

- Most enforcement issues so far in 2019 have been in Southern Ontario.
- Both concerns and complaints have increased.
- A panel made up of Complaints Committee members reviews each complaint.
- If it is discovered that a member has been charged with an offense within the court system, the Registrar must make a decision on how to proceed in regard to the member's public record on our website.
- An employer is not obligated to disclose that a member has had a complaint against them that is not related to their practice of professional forestry.
- Without identifying the members against whom the complaints were filed, more information on the nature of the complaint should be made available to members in order that they may improve their practice.

e) Practice Guidance Documents (an attachment was provided)- P.Street/F.Pinto-
Discussion:

- Fred Pinto, Executive Director and Registrar and David Payne, Enforcement Coordinator will collaborate with the various Working Groups to complete needed revisions to the Practice Guidance documents. Some changes will be required if the changes to the 2019 Bylaws are confirmed by the membership at the Annual General Meeting in Thunder Bay on May 8, 2019.
- Council agreed that the Fred Pinto should proceed in working with others to make the necessary revisions to the Practice Guidance documents.
- In regard to the annual competency reporting, members should be required to answer positively to each question online before they are able to proceed to the next question. For example, they will have to click "yes" to each question such as "Have reviewed the

Practice Guidance and Practice Bulletins". Office Bureau will have to be asked if this is possible. If this isn't possible these fields will have to be checked for completion and if they are not complete, the member will be notified just as they currently are if they have not completed a Personal Practice Focus, Learning Plan and reported their continuing education hours.

Action Item: Priscilla Doyle will contact Office Bureau to determine if the online competency reporting screen can be configured to require a member to answer "yes" to all fields requiring a Yes or No answer, before continuing to the next question.

f) Modernize the CFAB (Canadian Forestry Accreditation Board) and the CFPFA (Canadian Federation of Professional Forestry Associations)

(attachments were provided)- **F. Pinto**

Discussion:

- As the current Executive Director of the CFAB will be retiring later this year, this provides the OPFA with an opportunity to evaluate the role of the CFAB (which accredits university forestry programs) and CFPFA (which is made up of Canadian Forestry Associations across Canada which coordinates the development and use of common professional standards).
- Council is asked to approve via a motion that the Registrars of the forestry associations across Canada should work on developing a strategic plan to determine a modernized committee/s structure and function that clearly identifies the primacy of the Associations' respective Councils in its/their governance.
- The Registrars in Alberta and BC will be requesting a similar motion from their Councils. The Registrars meet in person in October just before the CIF/IFC conference in Pembroke.

Motion: Street/McLean- That a review of CFAB and the CFPFA, and the development of a strategic plan that serves forest regulators and forestry educational institutions is approved.

Carried.

g) Terms of Reference Committees/Working Groups- **F. Pinto**

Discussion: The Private Land, Crown Land, and Urban Forestry Working Group Terms of Reference require more revisions. These Terms of Reference will be made available to Council and the Working Group members on Google Drive for review and revisions. Tom Ratz will revise the 2019 Annual Conference Terms of Reference. These will be reviewed and approved by Council at a future meeting. Some revisions were done to the Terms of Reference during the meeting.

Motion: Kuhlberg/Pawson: That the Terms of Reference of all Committees/Working Groups except the Crown Land, Private Land, and Urban Forest Working Groups, are approved as amended.

Carried.

Action Item: Louise Simpson will place the Private Land, Crown Land, and Urban Forestry Working Group Terms of Reference on Google Drive for revisions by Council. These Terms of Reference will be approved by Council at a later

date.

Action Item: Tom Ratz will revise the 2019 Annual Conference Working Group Terms of Reference for Council approval.

h) Changes to *The Professional Foresters Act, 2000* and Regulation 145/01- T. Ratz/P. Street-

- No progress has been made since the last Council meeting.
- Council reviewed the Scope of Practice in the Act and made some suggested changes during the meeting.
- Council Members are asked to send any suggested changes to Tom Ratz or Peter Street by the end of the day on Friday, May 24. Louise Simpson has sent links to the BC Foresters Act and the Alberta Regulated Forestry Profession Act, on Google Drive as a resource to Council.
- Proposed revisions to the Act will be sent to legal counsel for review with the hope that the final proposed revisions will be completed by the end of June.

i) Update on 2019 Conference- T. Ratz

- Despite losing a major sponsor for the conference, to date, a record \$36,000 has been raised in sponsorship and trade booths.
- To date, 50 people have registered for the field tour and there are 157 paid and unpaid registrants for the conference. 90 participants were the break-even point.
- Registration for the conference opens at 7:30 a.m. on Tuesday, May 7.

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

- Membership Statistics** (an attachment was provided) -Submitted by F. Pinto- Membership Statistics as of March 31, 2019, were provided to Council.
- Executive Committee Minutes**-Submitted by F. Pinto- The Executive Committee minutes from the April 9, 2019 meeting, were provided to Council.
- Financial statements as of March 31, 2019**-Submitted by F. Pinto- Financial Statements as of January 31 was provided to Council.

4. Termination of Meeting – P. Street

Motion: Ratz/Payne- That the President, on behalf of Council, will send a thank you to Ulf Runesson, Dean, Faculty of Natural Resource Management at Lakehead University, for hosting the meeting.

Carried.

Action Item: That the President, on behalf of Council, will send a thank you to Ulf Runesson, Dean, Faculty of Natural Resource Management at Lakehead University, for hosting the May 6, 2019 meeting.

Motion: Kuhlberg/Pawson- That the Council meeting of May 6, 2019, is terminated.

Carried.