



COUNCIL MEETING **Minutes**

Face-to-Face Meeting-Pembroke, Ontario
October 10, 2019 8:30 a.m.- 4:00 p.m.

County of Renfrew
9 International Drive, Pembroke, Ontario
Meeting Room: Pine Boardrooms

A teleconference phone was available in the room which was provided by the County of Renfrew.

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.	
Larry McDermott, Public Member	
Mark Kuhlberg, Public Member (via teleconference until 12:00)	
Paul Wallis, Public Member (via teleconference)	
Fred Pinto, R.P.F., Executive Director and Registrar (via teleconference)	
Louise Simpson, Registration Manager	

Regrets: Susan Gesner, Public Member

1. Call to Order- P. Street

- a) Opening- Peter Street called the meeting to order.
- b) Record Attendance-attendance was recorded as above.
- c) Is there any other business? - An update on the Canadian Federation of Professional Forestry Associations meeting that occurred on October 5th and 6th was requested and added to the agenda.
- d) Acceptance of the agenda-
Motion: Pawson/Rose- That the agenda is accepted as amended.
Carried.
- e) Approval of minutes (an attachment was provided)-
Motion: Payne/King- That the minutes of the May 6, 2019 meeting are accepted as amended and will be made accessible to members on the website.
Carried.

Discussion: Page 6, section h, last bullet point to be reworded to: "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."

2. Discussion Items:

a) Business Arising From the Minutes

1. **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: Council agreed to remove this action item. It is not required in the OPFA's role as a regulatory body, and other groups such as FPAC are more suitable to work on this issue.
2. **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: Council agreed to remove the social media portion of this action item. In December the website information will need to be updated to include the new Council members.
3. **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: Council agreed to remove this item as an action item and move it into the project plan.
Discussion: A record retention and document management policy is required. This should be part of the policy gap analysis that was previously undertaken.
New Action Item: Peter Street, Greg Pawson, Denis Gagnon, and Richard Raper will continue the work on policy gap analysis and policy development, including for record retention and document management.
4. **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-will be discussed later in the meeting.

5. **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: Council agreed to remove this as an action item.
New Action Item: If proposed changes to the Act are passed, Fred Pinto and members of Council will meet with the Minister's staff and ADM's to discuss positions that fall within the scope of professional forestry and that need to be filled by practicing members of the OPFA.
6. **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: Complete
7. **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, policies were submitted and received by TD, no quotes have been provided yet.
8. **Action Item:** That Peter Street, Fred Pinto, and Paul Wallis will update the financial projections for further review by Council.
Person/people responsible: Peter Street, Fred Pinto, and Paul Wallis
Date actioned: May 6, 2019
Status: Complete
9. **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.
Person/people responsible: Louise Simpson
Date actioned: May 6, 2019
Status: Complete
10. **Action Item:** Tom Ratz will revise the 2019 Annual Conference Working Group Terms of Reference for Council approval.
Person/people responsible: Tom Ratz
Date actioned: May 6, 2019

Status: Council agreed to remove this action item as it is no longer required.

New Action Item: Fred Pinto will ask Richard Raper to create a generic Terms of Reference for the Annual Conference Working Group. Names of members will not be included in Terms of Reference.

b) Financial Projections (an attachment was provided)- -F. Pinto/P.Street

Discussion:

- If proposed changes to the Act are implemented there may be a need to hire another part-time staff member; this would need to be budgeted for.
- Financials reflect a snapshot in time and are prepared in advance, therefore the provided projections for this meeting do not reflect the year-end reality.
- Councillors requested an alternative format to present the information.
- Council was informed that the projections are also reviewed by the Finance Committee and the Executive Committee which meet 1-2 months before Council meets.

Action Item: Peter Street, Fred Pinto, and Paul Wallis will develop an alternate format in which to display the financial information, in order to provide Council with accurate and up- to-date information for their consideration.

Action Item: Fred Pinto and the OPFA President will work together to update the financial projection information quarterly.

c) 2020 Budget (an attachment was provided)-F. Pinto-

Discussion:

- Advertising revenue, event expenses, and event revenues were revised.
- Council requested that advertising revenue from event revenues such as the conference not be separated out in the future.
- The high cost to the association from members using credit cards to pay their fees was discussed. E-transfers were investigated but were not a feasible option due to security concerns. The association is unable to charge more to pay by credit card but can include a note on the payment page and in the membership renewal information to inform members of the cost to the association and encourage them to use cheques.
- Travel expenses for the Executive Director and other staff and volunteers may increase if changes to the *Professional Foresters Act, 2000* are passed. The Executive Director will be required to meet with members and employers more often to educate and answer questions regarding the legislative changes and enforcement.
- Council suggested that staff sent short emails to members once a month regarding items that members need to know and follow up with social media. These messages should be a maximum of 2 paragraphs and contain no attachments or links as people often delay reading these and

then forget. The message can direct members to the website or links etc. for more information but as an optional extra. The newsletter is a good resource, but items can become buried in there.

Motion: Payne/Gagnon- That the 2020 Budget is approved as amended.
Carried.

Action Item: Staff will add a note on the payment page and the membership renewal page on the website informing members of the cost to the association of accepting payments of their fees via credit card.

Action Item: Staff will develop regular short email updates for members with important information.

Action Item: A Task Team consisting of Fred Pinto, Denis Gagnon, Lacey Rose, and Waseem Ashiq will determine specific recommendations (build in inflation increases and revision of Life Membership fee) for changes to the Fee Schedule which will be reviewed at the December 2019 Council meeting.

Motion: Ratz/Ashiq- That the write off of \$15,670 in uncollectible fees recorded in accounts receivables for 35 members who have resigned or have been cancelled, is approved.

Carried.

d) 2020 Work Plan (an attachment was provided)-F. Pinto/P.Street-
Discussion:

- Add in row 1.17- Updating members and relevant authorities and organizations regarding changes to legislation.
- Adjust wording in 3.1 to include gap analysis for policies and updating as required.
- There was discussion regarding 4.3- Training of mentors thus far has included updating and improving the Mentorship Instructions and instituting guidelines regarding the structure of mentorship, as requested by mentors during the 2018 Membership Survey. Provisional Members are now required to complete a Personal Practice Focus and a Learning Plan at the beginning of their work experience period, keep it updated, and review progress with their mentors approximately monthly. Training for mentors also includes individual advice provided by the Registration Manager, which will be an ongoing item. No changes are required to the work plan regarding this.

Motion: Ashiq/Pawson- That the 2020 Work Plan is approved as amended.
Carried.

e) Indigenous Jurisdiction Standards (an attachment was provided)-
P.Street/F.Pinto/L.McDermott-

Discussion:

- The draft standard was revised by the task team according to comments received by the OPFA membership and provided to Council for review.

Some members of Council had further comments that were not provided prior to the meeting, and so Council chose to defer the decision regarding the approval of the standard until these new comments have been considered by the task team.

- The Canadian Federation of Professional Forestry Associations (CFPFA) voiced concerns about the title of the standard, suggesting it may cause confusion regarding the current certification standards used for accreditation. Fred Pinto explained that the standard has been designed with the intent of future implementation into the national certification standards, which will be discussed at their next review in 2021. The task team will rename the standard to clarify that it is currently an OPFA standard, until the 2021 review.
- It was suggested that the introduction accompanying the standard needs revision. Council agreed that the focus of the task team should be upon revising the standard itself for the December Council meeting as their priority. Work on revising the introduction can follow.
- A summary of suggested implementation ideas for the standard were provided and discussed with Council. This included a suggested 2-year time allowance to allow current members to meet the standard provided the necessary training resources are available.
- It was suggested that the task team evaluate if the standard should go for legal review. Fred Pinto explained that this is inconsistent with the process for developing professional standards, as these are academic standards that the OPFA has the legal authority to develop. OPFA did not have lawyers review the Policy and Legislation standard. It may place the OPFA in a legal challenge.

Motion: ____/____ - That the Indigenous jurisdiction standards are approved as circulated. Council will give further consideration to develop an implementation schedule. **Motion was deferred**

Action Item: Tom Ratz will summarize the comments he has on the revised Indigenous Jurisdiction Standard and provide it to the task team.

Action Item: The Indigenous Jurisdiction Task Team will review comments from Council and the CFPFA and will revise the wording of the standard accordingly for review at the December Council meeting.

f) Enforcement Summary (an attachment was provided)-F. Pinto

Discussion:

- Time is being allocated in the December Council meeting for Council orientation. It was suggested that enforcement be included. Council was informed that the Complaints and Discipline Committees also need to receive training. It was suggested that a mock session using a fake case would be beneficial for Council.
- Fred Pinto provided an update on the 2019 enforcement activity.
- Progress on the file management and policy gap analysis was discussed.

- All complaints have been dealt with; there are currently no outstanding complaints. Council was informed that enforcement activity is dynamic and will not reflect enforcement actions received since Executive Committee met and reviewed this information one month ago.
- Council suggested it would be beneficial to continue to post the latest enforcement summaries to the OPFA website, as well as continue to share the information through the newsletter and e-lectures.

Action Item: Staff will continue to post the most recent Enforcement Summary to the OPFA website.

g) Practice Guidance Documents- P.Street/F. Pinto/ G. King-

Discussion:

- Gord King provided an update on the development of a Crown Land Forestry Practice Guidance Document. Enquiries have been made with the Association of British Columbia Forest Professionals (ABCFP) regarding the guidelines that they have in place, and their template, but this has been of limited use. Such a large subject matter is challenging to define.
- A request was made for other members to collaborate in the effort. Council suggested that this work be deferred for the moment due to the possible upcoming legislative changes. At that point, Peter Street, Fred Pinto and possibly Gord Kayahara will work with Gord King on the development of a Crown Land Forestry Practice Guidance Document (an ongoing action item is already in place). Tom Ratz agreed to be available for consultation on this matter.
- It was noted that the majority of complaints are currently occurring on private land rather than Crown land, though complaints have been related to people issues and not silviculture.

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

Discussion:

- Tom Ratz provided an update regarding the progress to the proposed changes to the Act.
- Council has seen and approved the proposed changes; they now need to go through the Minister's office.
- The OPFA needs to be prepared for what these changes would mean to the association. This includes reassessing the available registration pathways and processes. It may also include hiring an additional part-time staff member; funding opportunities for this should be investigated.
- Need to produce "What does this mean?" sheets/messages for different roles that are affected and distribute them. This would likely also require input from other individuals outside of the OPFA staff. Current information sheets would need to be updated.
- The Executive Director would be required to increase travel and investigate other ways to explain the changes to members and relevant authorities/ organizations.

- Susan Gesner, Mark Kuhlberg, Tim Payne and Tom Ratz have all expressed their willingness to see this through past their term on Council if required.
- There will be readings of the legislation and a commentary period allowing the public to make suggestions if they wish.

Action Item: The final wording of the proposed revised Act and Regulation as well as the cover letter that will be sent to the Minister's office will be provided to the Executive Director and Registrar.

Action Item: Fred Pinto, Louise Simpson, and Priscilla Doyle will create a list of what will need to be done if the proposed changes to the Act and Regulation are passed, and what resources may be required, when the final wording of the Act and Regulation can be shared with staff.

i) Terms of Reference-Urban Forestry, Private Land, and Crown Land Working Groups (an attachment was provided)-F. Pinto/L. Simpson-

Discussion:

- The usefulness of the current working groups was discussed. They are a good resource for when a task arises and allow members to be involved and provide suggestions. Currently, the Urban Forestry and Private Land Forestry working groups are working on developing standard scopes of practice for Associate Membership. They may also be useful for helping to communicate legislative changes.
- The Terms of Reference for the 3 working groups were revised to standardize the wording and structure of the groups. Council provided some final revisions regarding wording. Names of members will no longer be included in the Terms of Reference.
- It was agreed that the turnover of members should be encouraged to allow for other members who wish to serve to do so.
- Greg Pawson volunteered to join the Crown Land Forestry Working Group.

Motion: Payne/King-That the Terms of Reference for the Urban Forestry Working Group, Private Land Working Group, and the Crown Land Working Group, are approved as amended.

Carried.

j) Appointment of Neil McLean to Registration Committee-F. Pinto

Discussion:

- As Denis Gagnon will be leaving the Registration Committee to take on his role as OPFA President and Chair of the Registration Appeal Committee on December 1, a replacement Elected Councillor is required. Neil McLean has agreed to serve on the Committee.

Motion: Pawson/Ashiq- That Neil McLean, R.P.F., is appointed to the Registration Committee as the Elected Councillor.

Carried.

Abstained: Neil McLean

k) Call for Nominations-G. Pawson

Discussion:

- An update on the recent nominations process used by the Nominations Committee was provided. It was noted that challenges occur when no official nominations are received, and that the timing of the process causes difficulties. Council agreed that the process needs to be described clearly in the Terms of Reference and should be reviewed.
- 3 new Councillors that will be joining in December:
 - Chris McDonell will be joining as Vice President.
 - Carol Walker will be joining as Councillor for the Southwest.
 - Scott Rubin will be joining as Councillor for the Northwest.
 - All have excellent skill sets and experience that will be an asset to the OPFA Council.
 - Greg Pawson requested that it be recorded in the minutes that he is formally nominating them.

Action Item: Peter Street will review the Terms of Reference for the Nominating Committee and write up the current nominating process for review by Council at the December Council meeting.

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

Motion: Pawson/Gagnon– 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, 2019 through November 30, 2020.

Carried.

m) 2019 Annual General Meeting Minutes (an attachment was provided)- P. Street

Motion: Ashiq/Pawson- That the minutes of May 8, 2019, the Annual General Meeting are approved as circulated.

Carried.

n) Policy on Certificates of Standing (an attachment was provided) - F. Pinto

Discussion:

- This is still in progress in relation to legal advice and a wider enforcement policy gap review is being conducted by Fred Pinto and Dave Payne.
- Letters of standing have the official OPFA seal on them and can be used in a court of law.
- Other regulators charge a fee for these letters; the OPFA does not currently, however a fee could be introduced as the letters do cost money to produce and send.

o) Strategic Plan Revision (an attachment was provided)- F. Pinto

Discussion:

- The current Strategic Plan is dated from December 1, 2016- November 30, 2019. It is suggested that the last sentence on Page 2 of the Strategic Plan be revised to read: "Provide entry-level guidance and registration support to **Provisional Members pursuing Full or Associate Membership.**"
- Council will discuss extending and revising the strategic plan further at the December Council meeting.

Motion: Payne/Ashiq-That the proposed revision to the Strategic Plan is approved.

Carried.

p) Prioritizing the Issues Raised with Council from 2018 Member Survey (an attachment was provided)- L. Simpson

Discussion:

- A description of the document was provided by Louise Simpson.
- Councillors were invited to contact Louise with any suggestions regarding the items listed.
- Council suggested the membership should be updated to inform them that Council and staff are discussing and acting on their suggestions. Some items from the prioritization document could be posted on the website as an update. Some could also be mentioned by Councillors in the Council Corner section of the newsletter.

Action Item: Louise Simpson will add a section to the website to inform members of action being taken in response to suggestions from the 2018 Member Survey.

q) Council and Executive Committee Meeting Dates for 2020 (an attachment was provided)- P. Street

Discussion:

- The next Council meeting is December 4th and 5th in Toronto.

r) Additional Business- Canadian Federation of Professional Foresters Associations (CFPFA) meeting update- L. Simpson

Discussion:

- The CFPFA met on Saturday, October 5th and Sunday October 6th in Pembroke. Ontario was the host province this year. Louise Simpson attended the meeting as the representative from the OPFA, as Fred Pinto was unable to attend. On Sunday afternoon the CFPFA also met with the Association of University Forestry Schools of Canada (AUSFC)
- An update on the items discussed at the meetings was provided to Council. This included:
 - A strategic planning session for the CFPFA.

- The Canadian Forestry Accreditation Board (CFAB) is in the process of hiring a new Executive Director.
- The need to raise awareness of professional forestry and forestry as a regulated profession.
- The 2017 Certification Standards are now being used for the accreditation of programs, but work is still ongoing to revise the Credential Assessment Process (CAP) to adjust to the new standards.
- The Canadian Forest Technologists Standard Coalition (CFTSC) has been created to draft a common set of competencies and standards for Forest Technologists in the Western provinces (BC, AB, SK), where Forest Technologists are regulated by the associations. All provinces are invited to attend the meetings and be involved.
- The CFPFA is discussing changing its name to something more inclusive, as 3 of the associations also regulate Forest Technologists.
- It was recommended by the insurance representative from HUB International that the associations should look into cyber insurance coverage and cyber training as it is a growing issue.
- Gender diversity in the forestry sector, and the need for associations and schools to monitor gender trends within the profession.
- Members of the AUFSC requested a copy of the revised OPFA Indigenous standard when it is approved by Council, so that they can assess their own program content and see how they align. Draft standards have been shared with them. They have been asked twice over the past 12 months for a description of the academic training they provide on this subject. However, only 3 universities have provided this info.

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

- a. **Membership Statistics** (an attachment was provided) -Submitted by F. Pinto- Membership Statistics as of August 31, 2019, were provided to Council.
- b. **Executive Committee Minutes** (an attachment was provided)- -Submitted by F. Pinto- The Executive Committee minutes from the August 29, 2019 meeting, were provided to Council.
- c. **Financial statements as of August 31, 2019**(an attachment was provided)- - Submitted by F. Pinto- Financial Statements as of January 31 was provided to Council.
- d. **Council Survey**- L.Rose/L. Simpson- To inform Council that the 2019 Council Survey was sent to Council on September 3, 2019, with a deadline to complete of October 31.

4. Termination of Meeting – P. Street

Motion: Payne/Pawson- That the Council meeting of October 10, 2019, is terminated.