



## **COUNCIL MEETING**

### **Minutes**

**Face-to-Face Meeting-Toronto, Ontario**

**December 4, 2019 8:30 a.m.- 4:30 p.m.**

**December 5, 2019 8:30 a.m.- 4:00 p.m.**

**Best Western Premier Toronto Airport Hotel  
135 Carlingview Drive, Toronto, Ontario  
Meeting Room: Windsor**

**Day 1-December 4**

**Present:**

Denis Gagnon, R.P.F., President  
Chris McDonell, R.P.F., Vice-President  
Peter Street, R.P.F., Past President  
Gord King, R.P.F., Northeast Councillor  
Waseem Ashiq, R.P.F., Southeast Councillor  
Neil McLean, R.P.F., Central West Councillor  
Carol Walker, R.P.F., Southwest Councillor  
Scot Rubin, R.P.F., Northwest Councillor  
Lacey Rose, R.P.F., Central East Councillor  
Larry McDermott, Public Member  
Mark Kuhlberg, Public Member  
Susan Gesner, Public Member

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

**Regrets:** Paul Wallis, Public Member

**1. Call to Order- D. Gagnon**

- a) Opening Remarks- Denis Gagnon called the meeting to order and welcomed the new Council Members Carol Walker, R.P.F., Scot Rubin, R.P.F., and Chris McDonell, R.P.F. to the meeting. There was a round of introductions.
- b) Record Attendance-attendance was recorded as above.

- c) Determine if there is any other business – There may be an available update to the requested changes to the Professional Foresters Act, 2000 and Ontario Regulation 145/01.
- d) Acceptance of the agenda- Some items would be moved and added as needed.  
**Motion: Gesner/Kuhlberg-** That the agenda is accepted as amended.  
**Carried.**
- e) Approval of minutes (an attachment was provided)-  
**Motion: Street/Ashiq-**That the minutes of the October 10, 2019 meeting is accepted as amended and will be made accessible to members on the website.  
**Carried.**

## 2. Discussion Items:

### a) **Business Arising From the Minutes-**The action items were reviewed and updated:

1. **Action Item:** Council Members are asked to provide a photo of themselves and a brief autobiography for inclusion on social media.  
**Person/people responsible:** Council  
**Date actioned:** December 6, 2018  
**Status:** On-going
2. **Action Item:** Peter Street, Greg Pawson, Denis Gagnon, and Richard Raper will continue the work on the policy gap analysis and policy development, including for record retention and document management.  
**Person/people responsible:** Peter Street, Greg Pawson, Denis Gagnon, and Richard Raper  
**Date Actioned:** October 10, 2019  
**Status:** On-going.
3. **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.
4. **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 that need to be filled by practicing members of the OPFA.  
**Person/people responsible:** Fred Pinto and members of Council  
**Date actioned:** October 10, 2019  
**Status:** On-going

5. **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-** Complete-Some quotes were received with no substantial benefit.
6. **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 the Terms of Reference.  
**Person/people responsible:** Fred Pinto  
**Date actioned:** October 10, 2019  
**Status:** Richard Raper is developing the ToR
7. **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. Fred Pinto and the OPFA President will work together to update the financial projection information quarterly.  
**Person/people responsible:** Peter Street, Fred Pinto, Denis Gagnon, and Paul Wallis  
**Date actioned:** October 10, 2019  
**Status:** On-going. Need discussion on the utility of redundant oversight (Finance, EC and Council reviewing months old info)
8. **Action Item:** Staff will develop regular short email updates for members with important information.  
**Person/people responsible:** Staff  
**Date actioned:** October 10, 2019  
**Status:** Complete-information to members is sent out as the need arises.
9. **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 by Council.  
**Person/people responsible:** Fred Pinto, Denis Gagnon, Lacey Rose, and Waseem  
**Date actioned:** October 10, 2019  
**Status:** Ongoing.
10. **Action Item:** Tom Ratz will summarize the comments he has on the revised Indigenous Jurisdiction Standard and provide it to the task team.  
**Person/people responsible:** Tom Ratz  
**Date actioned:** October 10, 2019  
**Status:** Removed

11. **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 are passed, and what resources may be required. when the wording of the Act and Regulation can be shared with staff.

**Person/people responsible:** Fred Pinto, Louise Simpson, and Priscilla Doyle

**Date actioned:** October 10, 2019

**Status:** Information is being gathered.

12. **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.

**Person/people responsible:** Peter Street

**Date actioned:** October 10, 2019

**Status:** Complete-this is discussed later in the agenda.

**b) Council Survey** (an attachment was provided)- L. Simpson- The results of the survey was reviewed and some discussed ensued:

- 12 responses were received;
- The number of years on Council varied from 1-8;
- Some regulatory bodies use a selection process to obtain needed skill sets. A matrix listing the skill sets of all Council members would be useful when recruiting new Council members. Members diverse in age and stages of their career would be beneficial. This can be incorporated into the Terms of Reference of the Nominating Committee which will be discussed later on in the meeting;
- A list of members in each section will be compiled and shared with each section Councillor;
- Council meetings are often operational, but some items discussed are strategic.
- Council members asked that on future agendas, specific directions be given to Council on what they are expected to do with the information provided (eg. review and provide comment). The Executive Committee will provide this when they review the agenda;
- Google Drive should be used more to review documents.
- In the “About Us” section of the website, there is no mention that the OPFA is a regulatory body;
- There should be more face-to-face meetings with members to keep them informed of the work of the OPFA. Given the time constraints of the Executive Director and Registrar, section Councillors are encouraged to engage the members in their section. This will be discussed later in the meeting;
- The next survey will be conducted in the fall of 2021.

**c) Council Membership** (an attachment was provided)- D. Gagnon/F.Pinto- Council was provided with a contact list of all Council members. Council was asked to;

- Appoint an Elected Member of Council to the Discipline Committee to replace Tom Ratz, R.P.F. and;
- Appoint an Elected Member to the Executive Committee to replace Tim Payne, R.P.F.
- Lacey Rose, R.P.F. agreed to serve on the Executive Committee, however, in so doing she would need to step down from the Complaints Committee. A replacement for Lacey Rose on the Complaints will be discussed later on in the meeting.
- Waseem Ashiq, R.P.F., agreed to serve on the Discipline Committee.

**Motion: Kuhlberg/Street-**That Waseem Ashiq, R.P.F. is appointed to the Discipline Committee as the Elected Member of Council.

**Carried.**

**Motion: Street/Gesner-**That Lacey Rose, R.P.F. is appointed to the Executive Committee as the Elected Member of Council.

**Carried.**

- d) Standing Committees** (an attachment was provided)-F. Pinto- Council was provided with the current list of members and Chairs of all committees, working groups and task teams. They were asked to approve the Chairs of the standing committees, task teams, and working groups.

**Motion: Kuhlberg/Ashiq-** That the Chairs of the following Committees, Task Teams, and Working Groups be appointed for the 2019-2020 fiscal year and are authorized to confirm and/or recruit membership in accordance with membership criteria in their respective approved Terms of Reference:

Nominating Committee: Peter Street, R.P.F.

Registration Appeal Committee: Denis Gagnon, R.P.F.

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

Competency Support Working Group: Bob Elliott, R.P.F. (Non-Practising)

Urban Forestry Working Group: Ben Kuttner, R.P.F.

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

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

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

2020 Annual Conference Working Group: Graeme Davis, R.P.F.

Awards & Recognition Working Group: Sarah Bros, R.P.F.

Regulation Amendment Task Team: Susan Gesner, Public Member

Social Media Working Group- Co-Chairs-Lacey Rose, R.P.F. and Denis Gagnon, R.P.F.

**Carried.**

- e) Bylaw Changes** (an attachment was provided)- **F. Pinto-** The proposed By-law changes for 2020 were reviewed and approved by Council.

**Motion: Street/Kuhlberg-**That the 2020 By-laws are approved.

**Carried.**

- f) **Council Corner** (an attachment was provided)- Council was provided with a list of authors of the Council Corner article in past issues of *The Professional Forester* newsletter- D. Gagnon

**Discussion:**

- The previous authors were reviewed, and volunteers were requested for the quarterly issues for 2020. They are as follows:

March 2020-	Neil McLean, R.P.F.
June 2020-	Susan Gesner
September 2020-	Chris McDonell, R.P.F.
December 2020-	Waseem Ashiq, R.P.F.

- g) **Section Meetings** (adding at the meeting)-F. Pinto

**Discussion:**

- Section Councillors agreed that they will endeavor to conduct at least one information session in their section beginning in the fall of 2020;
- A small budget for refreshments would be reasonable.

- h) **Council Orientation** (an attachment was provided)-F. Pinto/P.Street/D. Gagnon/L. Simpson- Council given an overview of topics including a history of the OPFA, the registration process, and the role of Council the Executive Committee and staff.

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**End of Day 1**

**Day 2-December 5**

**Present:**

Denis Gagnon, R.P.F., President  
Chris McDonell, R.P.F., Vice-President  
Peter Street, R.P.F., Past President  
Gord King, R.P.F., Northeast Councillor  
Waseem Ashiq, R.P.F., Southeast Councillor  
Neil McLean, R.P.F., Central West Councillor  
Carol Walker, R.P.F., Southwest Councillor  
Scot Rubin, R.P.F., Northwest Councillor  
Lacey Rose, R.P.F., Central East Councillor  
Larry McDermott, Public Member  
Mark Kuhlberg, Public Member  
Susan Gesner, Public Member

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

**Regrets:** Paul Wallis, Public Member

i) **In-Camera Session-** An in-camera session was held to discuss staff performance reviews. The staff was not present.

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

Council asked for volunteers for serving on the Complaints Committee as a replacement for Lacey Rose, R.P.F. Chris McDonell agreed to serve.

**Motion: Street/Gesner-**That Chris McDonell, R.P.F. is appointed to the Complaints Committee as the Elected Member of Council.

**Carried.**

Council was asked to appoint the Committee Chairs and members of the Statutory Committees for the 2019-2020 fiscal year.

**Motion: Rose/Kuhlberg-**That membership of the following statutory committees for 2019-2020 be confirmed as:

Executive Committee:

Denis Gagnon, R.P.F., President  
Chris McDonell, R.P.F., Vice President  
Peter Street, R.P.F., Past President;  
Lacey Rose, 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.  
Neil McLean, R.P.F., Elected Councillor  
Andrée Morneault, R.P.F.  
Krish Homagain, R.P.F.  
Mark Kuhlberg-Public Member  
Ildiko Apavaloae, R.P.F.

Discipline Committee:

Ed Tear, R.P.F., Chair  
Rob Tomchick, R.P.F.  
Waseem Ashiq- 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  
Chris McDonnell R.P.F.-Elected Councillor  
Mark Kuhlberg, Public Member

**Carried.**

**Discussion:**

- As the Chair of the Competency Support Working Group has agreed that the working group has completed its mandate, Council agreed that the working group will be disbanded. Letters of thank you should be sent to the Chair and each committee member, explaining Council's decision. Certificate of Appreciation will also be presented at the awards banquet during the 2020 Annual Conference in Alliston.

- k) Update on Forest Strategy** (added at the meeting)- S. Rubin- The Ontario Government announced its [Forest Sector Strategy](#) today, December 4. Four pillars of action were identified. Council of the OPFA will not be providing comment, however, any individual member can.
- l) Fee Schedule Changes** (an attachment was provided)- D. Gagnon, L. Rose, W. Ashiq, F. Pinto-
- A task team consisting of Denis Gagnon, Waseem Ashiq, Lacey Rose, and Fred Pinto were asked to review the existing fee schedule and consider changes effective December 1, 2020. Consideration was given to a cost of living increase to all fees, an increase in membership fees for Provisional Members with a scope of practice, Life Membership fee structure, and the introduction of a new fee for a Letter of Standing;
  - The task team presented its recommendations. They do not recommend a different fee for Provisional Members with a scope of practice at this time, and did present some options for Life Membership on which Council provided comment;
  - Council approved the Letter of Standing fee but asked the task team to continue their review of the Life Membership fee structure. They were also asked to conduct further financial projections and analysis, in collaboration with the Finance Committee to help understand the financial implications of changes in expenses and revenues.
  - There was some concern about the amount that should be maintained in reserves and whether the auditor should be consulted. The Finance Committee does have representation from the financial community who continues to provide advice and guidance;
- Motion: Street/Kuhlberg-** That the Fee Schedule is approved as amended.
- Carried.**
- m) Strategic Plan** (an attachment was provided)- F. Pinto/D. Gagnon- Further financial projections over the next five years will be required in order to review and revise the current Strategic Plan. The Finance Committee will be asked to do



a five-year projection. The auditors, when conducting their financial audit in January, can also be asked for advice. A review of the Strategic Plan will be conducted at the June 2 and 3 face-to-face Council meeting. The Council meeting dates for 2020 were reviewed and changes were made. The revised meeting dates will be shared with Council via Google Calendar.

**n) Changes to the *Professional Foresters Act, 2000* and *Ontario Regulation***

**145/01-** P. Street/ S. Gesner- A letter was sent to the Minister of Natural Resources and Forestry to request a change to the *Professional Foresters Act, 2000* and *Ontario Regulation 145/01*. There have been no further developments.

**o) OPFA Standard-Indigenous Peoples, Land, and Resources –P. Street L. McDermott/G. King/F. Pinto-**

- Further revisions have been made to the background and authority section of the standards;
- There were four demonstrable competencies; now there are three;
- The Chiefs of Ontario have been consulted and are in agreement;
- This standard will apply to new and existing practising members. Practising members will be given 2-3 years to demonstrate their competency;
- Implementation will follow. An e-textbook is being developed and is hoped to be completed in the spring of 2020. An online test will be used to determine if the competency is met. Any existing member who feels that already have the competency can complete the test;
- Potential funding is being sought in order to minimize the cost to members.
- Council commended the task team on their work.

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

**Carried.**

**p) Terms of Reference-Nominating Committee** (an attachment was provided)- P. Street- The Terms of Reference for the Nominating Committee was reviewed by Peter Street and the suggested changes were reviewed by Council. The Nominating Committee is charged with ensuring that the nominees understand the responsibilities of the position they are seeking and considering any potential conflicts of interest. Council made further revisions.

**Motion: Kuhlberg/McDonell\_-** That the Terms of Reference for the Nominating Committee is approved as amended.

**Carried.**

**q) Practice Guidance Documents-** P. Street/F.Pinto/G. King- Gordon King has begun a review of the Crown Land Practice Guidance document. The Crown Land Working Group will be asked for their input. Scot Rubin, Peter Street and Gordon King will continue to revise the document with input from others. Legal counsel will also be asked to review.

**r) Policy Gap Analysis** (an attachment was provided)- F. Pinto- The Executive Director and the Enforcement Coordinator have identified a list of policy gaps.

They will continue to evaluate the list and will work on writing the necessary policies as time and resources allow.

**s) Additional Business (Information Items brought into the discussion):**

- **Membership Statistics as of October 31, 2019** (an attachment was provided)- There has been an increase of 2% of practising members since November 30, 2018. Students and Provisional Members continue to rise substantially.
- **2020 Annual Conference** (an attachment was provided)- The 2020 Annual Conference Working Group has developed a theme and statement for the conference. They are continuing to secure sponsorship in order to keep the cost of the conference reasonable.

**t) Request to Use OPFA Logo** (an attachment was provided)- **F. Pinto-**

- Lacey Rose and Carol Walker recused themselves from the discussion citing a conflict of interest;
- A Full Member has requested to use the OPFA logo on their business website only to identify themselves as a member;
- Regulatory bodies do not usually allow the use of their logo; Members are asked to use their membership designation.
- Other members have requested the use of the logo but were denied;
- The request to use the logo was denied. Article 11.26 of the Bylaws may need to be revised.

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

- a. **Executive Committee Minutes** (an attachment was provided)- -Submitted by F. Pinto- The Executive Committee minutes from the November 8, 2019 meeting, were provided to Council.
- b. **Financial statements as of October 31, 2019**(an attachment was provided)- - Submitted by F. Pinto- Financial Statements as of October 31 was provided to Council.

**4. Termination of Meeting – D. Gagnon**

**Motion: Street/Ashiq-** That the Council meeting of December 4-5, 2019, is terminated.

**Carried.**