



COUNCIL MEETING **MINUTES**

Conference Call **January 31, 2020**

Present: Denis Gagnon, R.P.F., President
Peter Street, R.P.F., Past-President
Waseem Ashiq, R.P.F.
Neil McLean, R.P.F.
Susan Gesner, Public Member

Chris McDonell, Vice-President
Lacey Rose, R.P.F.
Carol Walker, R.P.F.
Scot Rubin, R.P.F.
Larry McDermott, Public Member

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

Regrets: Mark Kuhlberg, Public Member

Absent: Gord King, R.P.F. Paul Wallis, Public Member

1. **Call to Order-** P. Street-

- a) Denis Gagnon called the meeting to order at 10:02 a.m.
- b) Record of Attendance- the attendance was recorded as above.
- c) Determine if there are any other business-the following items were added to the agenda:
 - Enforcement Training January 29, 2020, in London, Ontario.
 - Financial audit update
 - June Council meeting information
 - Funds for OPFA Section meetings

d) Finalize and approve the agenda-

Motion: Street/Gesner-That the agenda is accepted as amended.

Carried.

e) Approve the minutes of December 4 & 5, 2019-

Motion: McLean/Ashiq-That the minutes of the December 4 & 5, 2019 meeting is accepted as circulated and will be made accessible to members on the website.

Carried.

2. Discussion Items

a) Business Arising From the Minutes- D. Gagnon

1. **Action Item:** Council Members are asked to provide a photo of themselves and a brief autobiography for inclusion on social media. This is additional to the info that Councillors have submitted for the OPFA website.
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. Some information from other organizations has been gathered for reference.
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-No progress to date.
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. The Minister has indicated that he would consider changes if it can be shown that the broader public interest will be served and that there is support for the changes. OPFA members have been asked to send any comments to the EBR (Environmental Bill of Rights registry) posting.
5. **Action Item:** Fred Pinto will ask Richard Raper to create a 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 will finalize the ToR after the 2020 Annual Conference.
6. **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, Executive Committee and Council reviewing months old info)

7. **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. This is a complicated item that may be best considered when the financial projections are complete and done in conjunction with the strategic plan revision in June. **It was agreed that this item will be removed.**
8. **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, however, progress cannot continue until any changes are confirmed.

b) Insurance Partnership with TD (an attachment was provided)- F. Pinto

- Council was informed of an opportunity for home and auto insurance for members through TD Meloche Insurance. Council was asked to determine who should be the provider of home and auto insurance for members.
- As reminded by legal counsel, the OPFA's main focus should be regulation. For example, the OPFA may wish to reconsider its awards process as it could be misleading and confusing to the public to award a member and later have to potentially take enforcement action against them. The Awards and Recognition Work Group are looking into this.
- TD Meloche Insurance has indicated that the quotes that a few Councilors and staff were recently given were based on general population data; that is they were developed using the individual's specific data and the rates from generic data. Many members of the OPFA have insurance from their alumni associations through TD Meloche Insurance so using the generic data would not have resulted in a saving to the individual.
- There has been no recent contact with the current home and automobile insurance provider.
- Council agreed that this is a business decision that should be decided by the Executive Director and Registrar, and is not a Council decision.

c) Letter of Standing and Information Requests (an attachment was provided)- F. Pinto

- Council was updated on the information in the member directory, the information requests from the public, and the need to improve transparency. No decision is required at this point as it will be dealt with at the strategic planning session in June.
- Council was asked to approve a revision to the Fee Schedule that was approved by Council at the December 4 & 5 meeting. The only change is to rename the Letter of Standing to Public Register Information Letter. Council will need to determine what will be included on the Register (section 23 of the *Professional Foresters Act, 2000*)

when it is revising the Strategic Plan in June. Legal counsel advises that the Public Register Information Letter include any information recorded in the Register. A certificate of standing is a more complete summary of the member's history with the OPFA. What will be made available through a certificate of standing and communication with members of the change will need to be discussed in more detail.

Motion: McDermott/McDonell- That the Fee Schedule is revised to change the name of the "Letter of Standing" to the "Public Register Information Letter".

Carried.

- d) **Preparing For the Strategic Planning Session** (an attachment was included)- F. Pinto- Council was provided with SWOT (Strengths, Weaknesses, Opportunities, and Threats) and PEST (Political, Economic, Socio-Cultural, Technological) Analyses worksheets. Fred Pinto, with the help of Susan Gesner, will send further instructions to Councillors asking that these be completed by May 1 so that the results can be compiled in advance of the June Council meeting.
- e) **Enforcement Training-** F. Pinto
- Enforcement training was conducted by Fred Pinto, R.P.F., Executive Director and Registrar, Dave Payne, Enforcement Coordinator, and Louise Simpson, Registration Manager in London, Ontario on January 29. We also had members and local lawyers make presentations and participate in a question and answer session.
 - 34 people registered for the course at a cost of \$92/person.
 - There were members and non-members present. Three lawyers presented.
 - There was a good discussion including situations faced by By-law Officers.
 - Participants were asked to complete a survey at the end of the session. The results are being compiled by Dave Payne. Positive feedback was received after the session.
 - The presentations without any audio may be made available on OPFA's website. including court cases and relevant rulings that were presented by the lawyers. The court cases and relevant rulings that were presented by the lawyers will be made available on in *The Professional Forester* newsletter.
 - More sessions may be planned. Fred Pinto will speak to members at the annual conference about what it means to be a registrant of a regulatory body. Video conferencing is also being investigated through which regular information sessions can be conducted on various subjects.
- f) **Regional Session Budgets-**
- Members and Council have identified the need to have regular informal information sessions.
 - At the December 2019 meeting, section Councillors agreed to hold information sessions in their section one or two times per year.
 - A budget of \$500/section will be allotted.
 - Some sections intend to hold a meeting in May to update those who were not able to attend the annual conference in April.
 - Consideration will be given to taping some of the sessions at the conference and having them available on the website.
- Motion: McDonell/McNeil-** That a budget of \$500 is designated to each section for the 2019-2020 fiscal year, to hold information sessions.

Carried.

g) **Financial Audit**-F. Pinto-

- The financial audit is currently underway
- There are approximately 83 members who have outstanding membership fees or late fees representing \$29, 500. These members have been notified and asked to pay their fees within 30 days after which they will receive a Letter of Pending Suspension. Sixty (60) days from the date of the Letter of Pending Suspension, the member is suspended and cannot practice. Upon payment of any outstanding fees, the suspension is lifted. If the subject of the suspension is not resolved within six (6) months the members' certificate (membership) is cancelled. This process is outlined in the OPFA By-laws.

h) **June Council Meeting**- F. Pinto-

- Julie Maciura, our legal counsel, is available to help conduct enforcement training for staff, and the Discipline and Complaints Committees on June 2. The Council meeting will be moved to June 3 & 4 which will include the revision of the Strategic Plan.

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

a. **Membership Statistics** (an attachment is provided)- submitted by F. Pinto- Council was provided with membership statistics as of December 31, 2019.

b. **Executive Committee Minutes** (an attachment was provided)- -Submitted by F. Pinto- The Executive Committee minutes from the January 7, 2020 meeting, were provided to Council.

c. **2020 Annual Conference Update**(an attachment was provided)- submitted by F. Pinto- An update on the 2020 Annual Conference was provided to Council.

4. **Termination of Meeting** – Denis Gagnon thanked everyone and asked for a motion to terminate the meeting at 11:29 a.m.

Motion- Walker/Rose- That the Council meeting of January 31, is terminated.

Carried.