



COUNCIL MEETING **MINUTES**

Zoom Video Conferencing

April 6, 2020

10:00 a.m.- 12:00 p.m. (EDT)

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
Gord King, R.P.F.

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

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

Regrets:

Paul Wallis, Public Member

1. Call to Order- D. Gagnon-

- a) Denis Gagnon called the meeting to order at 10:08 a.m. and thanked everyone for accommodating a video conferencing call as opposed to the face-to-face meeting that was scheduled to take place during the 2020 Annual Conference in Alliston.
- b) Record of Attendance- the attendance was recorded as above.
- c) Determine if there are any other business items-there was no new business.
- d) Finalize and approve the agenda-

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

Carried.

- e) Approve the minutes of January 31, 2020-

Discussion: Some revisions were made to the minutes to clarify that \$500/- Regional Session Budget is for 2020 and is not to be considered a fixed ongoing expenditure. The notes of the March 6 and March 12 emergency meetings regarding the 2020 Annual Conference will be recirculated to Council for review and then posted in the virtual folder for members to read.

Motion: McLean/Ashiq-That the minutes of the January 31, 2020 meeting are accepted as amended 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: This item has been on-going for some time and will be removed as an action item.
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. Work will continue.
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-Efforts have been made by Gord King and Scot Rubin. Fred Pinto will work with them along with the Enforcement Coordinator, legal counsel and others to scope the document for Council's consideration.
4. **Action Item:** If proposed changes to the Act are passed, Fred Pinto and members of Council will meet with appropriate MNR staff 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. Due to the constraints from the COVID-19 virus, there has been no further progress. It could be some time before there is more progress.
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 has committed to revising this document.
6. **Action Item:** Peter Street, Fred Pinto, and Paul Wallis will develop an alternate format in which to display the financial information, 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). Work on this will continue.

7. **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 changes are confirmed.

b) Financial Audit (an attachment was provided)- F. Pinto

- Council was provided with the final audited financial statements as of November 30, 2019, and informed that:
 1. the T1044 (tax return) has been submitted to the Canadian Revenue Agency;
 2. the Audit report was distributed to all members 30 days before the now postponed Annual General Meeting (AGM) set for April 8, 2020, in compliance with bylaws;
 3. The amount in travel is higher in 2019 as Council had four face-to-face meetings in 2019 rather than three, and all travel including those for special projects such as the development of the Indigenous jurisdiction standards was combined by the auditors;
 4. The Finance Committee will determine if surplus (unspent) funds identified by the auditors can be put into OPFA's reserves;
 5. David Milton, R.P.F. (Ret.), Finance Chair, will be asked to explain the audit report at the Annual General Meeting.

c) Audit Services-F. Pinto

- The Executive Director is satisfied with the service provided by KPMG;
 - After requesting RFP's (Request for Proposal) from various audit firms, Council chose KPMG to be the auditor beginning with the 2018 fiscal year;
 - RFP's will be sent out every three years if necessary;
- Motion: Kuhlberg/Walker-** That Council appoints KPMG as Auditor for the Association for the year ending November 30, 2020.

Carried.

d) Changes to the *Professional Foresters Act, 2000*- F. Pinto-

This was dealt with in the Action Items section of the meeting. There has been no further progress due to the challenges caused by the COVID-19 virus.

e) A decision on in-person meetings for the next 6 months (an attachment was provided)- F. Pinto

- Council was provided with the notes of the March 12 emergency Council meeting regarding the 2020 Annual Conference;
- The OPFA Bylaws state: *Article 12.1 – Annual Meetings-*

The annual meeting of Members of the Association shall be held within the first seven months of each fiscal year on a date and at a time and location determined by the Council;

- This means the Annual General Meeting (AGM) must be held by the end of June 2020, however, we are in unprecedented conditions;
- Council was asked to determine when and how to hold the:
 1. 2020 AGM:
 - This will be held through a webinar via Zoom Video Conferencing in May or June;
 - 100 participants are permitted with our current subscription with the option to upgrade to 500 if necessary for one month to allow for the AGM;
 - The motions required for the meeting can be sent to the participants during the meeting as a “poll”;
 - Instructions and/or a practice session can be done beforehand;
 - Zoom has some security features which will be employed such as:
 - 1) a “waiting room” in which those wishing to join the meeting must be given permission,
 - 2) the meeting can be locked once the meeting begins which does not allow anyone else to enter, and
 - 3) all meetings are password protected.
 - 4) Members will be asked to register for the meeting so that we can verify that they are members of the OPFA and then allow them to connect to the virtual meeting.
 2. 2020 Annual Conference:
 - The 2020 Annual Conference Working Group has suggested the conference be held in April 2021;
 - The resort will allow the deposit to be used for the conference if it is held by the end of February 2021, however, as the 2020 financial audit would not be completed until that time, it would not be possible to hold the conference in February. Also, field tours could be difficult in February;
 - There was some discussion around a one-day conference, however, there was a concern as to whether it would be well attended by members and if it would be supported by sponsors and trade booths. Holding a 2-day conference and one-day field trip every two years was also discussed;
 - Surveys of conference participants in the past will be reviewed. A new survey may also be conducted;
 3. Enforcement Training Session:
 - This training session scheduled as a face-to-face session on June 2 at the Best Western Premier hotel in Toronto is now postponed;
 - The date, location and time will be determined at a later date;
 4. June Council meeting:
 - The meeting was scheduled as a face-to-face session on June 3 at the Best Western Premier hotel in Toronto;
 - This will be held via Zoom;
 5. Strategic Planning Session:

- This session scheduled as a face-to-face session on June 4 at the Best Western Premier hotel in Toronto has been postponed
- A new date is undetermined at present and is dependent on directives related to conducting meetings under the current health emergency and changes to the Professional Foresters Act and its regulations;

f) Indigenous Jurisdiction Standard: Testing and Learning Options (an attachment was provided)- F. Pinto/L.Simpson-

- Council was provided with a spreadsheet comparing the options that were considered for the Indigenous jurisdiction standard testing and learning;
- The Registrar and Registration Manager recommend using EasyLMS as it has good reviews and it has all the capabilities that are required;
- The training for members will be free to members for a still to be determined period of time after which there may be a fee. EasyLMS does not have the capability of taking a payment from a participant, however, once payment is received by staff the participant can be provided with a password.

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

- Membership Statistics** (an attachment was provided)- submitted by F. Pinto- Council was provided with membership statistics as of February 29, 2020.
- Executive Committee Minutes** (an attachment was provided)- Submitted by F. Pinto- Council was provided with the Executive Committee minutes from the March 3, 2020 meeting.
- Council Meeting Notes-March 6, 2020** (an attachment was provided)- submitted by F. Pinto- Council was provided with the March 6, 2020, Council meeting notes.
- 2020 Annual Conference-Thank you to Working Group-** Council was informed that an e-card or email will be sent to the 2020 Annual Conference Working Group on Council's behalf to thank them for their hard work on the conference.
- 2019 Fair Registration Practices Report-Office of the Fairness Commissioner** (an attachment was provided)-submitted by F. Pinto- Council was provided with the 2019 Fair Registration Practices Report which is an annual report required by the Office of the Fairness Commissioner.
- Financial Statements as of January 31, 2020** (an attachment was provided)- Council was provided with the financial statements as of January 31, 2020.

4. Termination of Meeting – Denis Gagnon thanked everyone and asked for a motion to terminate the meeting at 11:55 a.m.

Motion- Kuhlberg/McDermott- That the Council meeting of April 6, is terminated.

Carried.