



COUNCIL MEETING **MINUTES**

Zoom Video Conferencing

June 3, 2020

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

Present:

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.
Waseem Ashiq, R.P.F.	Carol Walker, R.P.F.
Neil McLean, R.P.F.	Scot Rubin, R.P.F.
Susan Gesner, Public Member	Larry McDermott, Public Member
Gord King, R.P.F.	Mark Kuhlberg, Public Member
Paul Wallis, Public Member	

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

1. Call to Order- D. Gagnon-

- a) Denis Gagnon called the meeting to order at 10:04 a.m. and thanked everyone for attending.
- 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: Ashiq/McDermott-That the agenda is accepted as amended.

Carried.

- e) Approve the minutes of April 6, 2020-

Motion: Gesner/Walker-That the minutes of the April 6, 2020 meeting are accepted as circulated and will be made accessible to OPFA members on the website.

Carried.

2. Discussion Items

- a) **Business Arising From the Minutes-** D. Gagnon

- 1. **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 (lead), 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 on the Record Retention Policy. There is a Health & Safety policy, however, it will be reviewed again.

2. **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-A practice guidance document for crown land will be reviewed later in the meeting. This item will now be removed from the action list and will become part of the annual work plan.
3. **Action Item:** If proposed changes to the Professional Foresters 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. This action item will be removed for the time being.
4. **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 submitted terms of reference which will be reviewed later in the meeting. This action item will be removed as it is complete.
5. **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). A formal reserves policy is needed. The Finance Committee will be asked to review the reserves policy again and, if necessary, can bring in a consultant to help.
6. **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. This action item will be removed for the time being.

b) Financial Policy/Replacement of Chair of the Finance Committee (an attachment was provided)- F. Pinto

- Some businesses have asked for electronic payment of invoices
 - In the last couple of months, cheques have been lost.
 - Council was provided with the revised financial policy that now includes electronic payments proposed by the Finance Committee. Council has already provided comments and suggested revisions on Google Drive which have been incorporated in the document.
 - **Discussion:** A change was made to the policy so that the OPFA's bookkeeper can set up or write cheques and the Executive Director can sign or authorize payments while the other two members appointed by the OPFA will have authority to sign cheques and authorize payments over \$5,000 where two signatures are required
- Motion: Street/Rose-** That the financial policy is accepted as amended.

Carried.

- David Milton, R.P.F. (Ret.) has tendered his resignation as Chair of the Finance Committee effective after the 2020 Annual General Meeting. Peter Street, R.P.F. has agreed to serve and is being suggested as his replacement. David will also be stepping down from the Finance Committee.

Motion: Kuhlberg/McDonell- That Peter Street, R.P.F. is appointed as the Chair of the Finance Committee.

Carried.

c) 2020 Annual General Meeting-D. Gagnon, F. Pinto & L. Simpson-

- An orientation session is scheduled for June 15 to allow members to test Zoom
- A practice run of the Annual General Meeting (AGM) for the members of the panel is scheduled for the morning of June 17
- The AGM itself will take place on June 17, 6:00 p.m.-8:00 p.m. 71 members have registered to date.
- A reminder to register will be emailed to members on June 10. Zoom will send a reminder to those who have registered, one hour before the meeting.

d) Terms of Reference Statutory Committees-Registration, Executive, Complaints and Discipline Committees (an attachment was provided) - F. Pinto-

- Council was provided with the terms of reference which were reviewed by the Registration, Executive, Complaints & Discipline Committees. Council has in the past indicated that they wish to review these annually.
- There were some suggested minor changes at the meeting, however, they will be reviewed by Council collaboratively via Google Drive. They will then be sent to the committee members for their comments and Council will approve the final terms of reference at their September meeting.

e) Terms of Reference-Annual Conference Working Group (an attachment was provided)- F. Pinto

- Council was provided with the proposed Terms of Reference for the Annual Conference Working Group.
- It will be reviewed by Council collaboratively via Google Drive. They will then be sent to the working group members for their comments and Council will approve the final terms of reference at their September meeting.

f) Practice Guidance-Crown Land (an attachment was provided)- F. Pinto

- Council was provided with a draft scope of Practice Guidance -Crown Land Forestry. The Practice Guidance will seek to fill the gaps that relate to crown land and is still a work in progress.
- The document will continue to be developed by staff with guidance from legal counsel. It will also be sent to members experienced in crown forestry for their input. The final draft document will then be submitted for review and approval by Council.

g) Revision of Practice Guidance-Private Land Forestry (an attachment was provided)-F. Pinto

- Revisions have been made to this practice guidance to provide clearer direction to members based on recent complaints
- Council will review this document collaboratively via Google Drive and, if necessary, will schedule a working session, with the final approval considered at the September meeting.

h) Update on Indigenous Jurisdiction Standards Testing and Learning-F. Pinto/L. Simpson

- Work continues on the textbook for the online training
- The Indigenous Standards Working Group has developed a survey that will allow members to test their knowledge. The survey can be completed anonymously but the participants are asked to provide their membership category and whether they have experience and/or training in Indigenous Knowledge.
- Software options to evaluate members' competency and provide training have been evaluated and have been shared with Council at a previous meeting.

i) Strategic Plan Preparation (an attachment was provided)- F. Pinto

- A flow chart was provided to Council outlining the tasks that must be done to revise the current Strategic Plan. The external and internal environmental reviews are required. The first step will be to have our legal counsel or other regulator inform Council of the external factors and possible outcomes. Council may then have an internal discussion with an experienced facilitator.

j) Council Meeting(s) Dates 2020-2021 (an attachment was provided)-F. Pinto

- The next Council meeting is scheduled for Thursday, September 17, 2020, in Sault Ste. Marie, the location of the CIF Annual Conference. As the CIF conference has been cancelled other arrangements must be made.
- As the meeting was running late, this item will be dealt with via email.

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

- a. **Membership Statistics** (an attachment was provided)- submitted by F. Pinto- Council was provided with membership statistics as of April 30, 2020.
 - b. **Executive Committee Minutes** (an attachment was provided)- Submitted by F. Pinto- Council was provided with the Executive Committee minutes from the May 5, 2020 meeting.
 - c. **Standard Limited Scopes of Practice for Associate Membership**-submitted by F. Pinto- Council was provided with three standard scopes of practice for Associate Membership that were approved by the Registration Committee on April 6, 2020. They are: Standard Limited Scope 1-Afforestation, Standard Limited Scope 2-Woodlot, Standard Limited Scope 3-Bylaw, and Standard Limited Scope 4-Urban.
 - d. **Financial Statements as of April 30, 2020** (an attachment was provided)- Council was provided with the financial statements as of April 30, 2020.
4. **Termination of Meeting** – Denis Gagnon thanked everyone and asked for a motion to terminate the meeting at 12:40 p.m.
Motion- Ashiq/Kuhlberg- That the Council meeting of June 3, is terminated.
Carried.