



COUNCIL MEETING **MINUTES**

September 17, 2020
9:00 a.m.- 12:00 p.m. (EDT)
Zoom Video Conferencing

Present: Denis Gagnon, R.P.F., President
Peter Street, R.P.F., Past-President
Waseem Ashiq, R.P.F.
Scot Rubin, R.P.F.
Douglas Reynolds, Public Member
Gord King, R.P.F.
Sally Krigstin, Public Member

David Goldsmith, Public Member
Lacey Rose, R.P.F.
Carol Walker, R.P.F.
Daniela Corapi, Public Member
Larry McDermott, Public Member

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

Regrets: Chris McDonell, R.P.F., Vice-President Neil McLean, R.P.F.

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

- a) Denis Gagnon called the meeting to order at 9:10 a.m. and thanked everyone for attending. There was a round of introductions for the new Public Members.
- b) Record of Attendance- the attendance was recorded as above.
- c) Determine if there are any other business items-there was no new business, however, the title of item 2g. was revised.
- d) Finalize and approve the agenda-
Motion: Street/Ashiq-That the agenda is accepted as amended.
Carried.
- e) Conflict of Interest Declaration- The President asked that if anyone had a conflict of interest with any item on the agenda, to please declare it. There were none.
- f) Approve the minutes of June 3, 2020-
Motion: McDermott/Rose- That the minutes of the June 3, 2020 meeting are accepted as circulated and will be made accessible to OPFA members on the website.
Carried. 1 abstention-David Goldsmith.

The President noted that an additional hour was added to the original meeting time. He asked if extending the meeting to noon would pose a problem for anyone. It did not.

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. Copies of all the current policies have been compiled. A list of paper files in the Georgetown office has been started. Funding is being sought for someone to come into the Georgetown office to scan the paper copies of the various retained documents.
2. **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. There has been some discussion, however, no further progress has been made.

b) Budget 2020-2021 (an attachment was provided)- P. Street, F. Pinto

- The 2020-2021 budget has been reviewed by the Finance Committee.
- A 5-year projection could not be developed due to the proposed changes to the *Professional Foresters Act, 2000*, the impact of COVID-19, and the delay of a new Strategic Plan.
- The Travel and Meetings expense was reduced as less travel is expected due to COVID-19.
- Revenue from Annual Membership Fees was reduced to \$350,000 from the actual revenue of \$375,023 this year. The reduction was proposed in anticipation of possible membership loss as a result of job losses due to COVID-19. As membership has been on the rise, however, the budget amount for 2021 will be set at \$375,000. This is an increase of \$25,000. \$10,000 will be allocated to the Strategic Plan to enable the hiring of a consultant to facilitate the development of the plan. The remaining \$15,000 will be added in the reserve fund.
- The Event Revenue remains the same as last year. There is an expense line for the same amount.
- The Audit expense was lowered slightly based on last years' expenditure.
- Other Membership Income includes late fees, stamp replacement etc. Some will be offset by an equal expense.
- Banking Charges are reduced slightly anticipating that the use of e-transfers, which will be introduced this year, may reduce the costs of credit card fees.
- Existing Info. Tech and website updates item includes the cost to maintain and improve OPFA website on regular basis under an agreement with Office Bureau.

The website complies with the AODA (Accessibility for Ontarians with Disabilities Act).

- **Discussion: Motion: Street/Goldsmith-** That the budget for 2020-2021 is accepted as amended.

Carried.

c) 2020 Annual General Meeting Minutes (an attachment was provided)-D. Gagnon, F. Pinto

- Council was provided with a draft of the 2020 Annual General Meeting minutes held on June 17, 2020, via Zoom. These had already been reviewed by Council via Google Drive. The minutes will remain as a draft until approved by the Membership at the 2021 Annual General Meeting.
- Council was asked to determine whether the draft minutes of the 2020 AGM and the 2019 AGM (approved by members at the June 17, 2020, Annual General Meeting) should be made accessible to members on the website. Members don't usually see the draft minutes of the meeting until they are distributed 30 days before the next Annual General Meeting.

Motion: Street/Reynolds: That the draft minutes of the 2020 Annual General Meeting on June 17, 2020, are approved as circulated and will be made available to all members on the OPFA website.

Carried. 1 abstention-David Goldsmith.

Motion: Ashiq/King: That the 2019 Annual General Meeting minutes approved by the Membership on June 17, 2020, will be made available to all members on the OPFA website.

Carried. 1 abstention-David Goldsmith.

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

- Council was provided with the draft Terms of Reference prepared and reviewed by the respective Registration, Executive, Complaints and Discipline Committees. Council had already reviewed them via Google Drive. Additional changes were made, to accomodate comments/edits by new public council members, to the versions sent out with the meeting materials. Council was asked to formally approve the latest drafts currently on Google Drive.
- **Motion: King/Ashiq-** That the Terms of Reference of the Registration, Executive, Complaints, and Discipline Committees are accepted as documented on September 17 2020 on Google Drive.

Carried.

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

- Council was provided with the draft Terms of Reference for the Annual Conference Working Group. Council had already reviewed via Google Drive. Council was asked to formally approve them.
- Motion: Walker/Reynolds-** That the Annual Conference Terms of Reference are accepted as circulated.

Carried.

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

- Council was provided with the final draft scope of Practice Guidance -Private Land Forestry which Council had reviewed via Google Drive. It has also been reviewed by legal counsel.
- Some additional changes were made to the document just before the meeting by recently appointed public Councillors.
- The membership will be informed that the revised final document is available for their use.

Motion: Walker/Street- That the revised Practice Guidance-Private Land Forestry is accepted as amended.

Carried.

g) Call for Nominations for Council (an attachment was provided)-F. Pinto

- Council was provided with the Call for Nominations for Council that was sent to Members on July 6. The deadline for nominations was September 15.
- Sarah Todgham, R.P.F., will replace Lacey Rose, R.P.F as the Southeast Section Councillor effective December 1, 2020. Lacey will complete her 2nd, 2-Year terms on November 30, 2020. Council thanked Lacey for her hard work on Council.
- All other Councillors will continue to serve for another term.

h) Replace Outgoing Public Members on the Statutory & Finance Committees-F. Pinto

Vacancies for outgoing Public Members on the Executive, Registration, Complaints, Discipline must be filled as a Public Member is required on each Statutory Committee. Having a Public Member on the Finance Committee is also preferred.

Motion: Ashiq/Reynolds- That David Goldsmith is appointed to the Executive Committee.

Carried. 1 abstention-David Goldsmith.

Motion: Walker/Goldsmith- That Sally Krigstin is appointed to the Registration Committee.

Carried.

Motion: King/Street- That Daniela Corapi and Douglas Reynolds are appointed to the Complaints Committee.

Carried.

Motion: Goldsmith/Ashiq- That Daniela Corapi and Douglas Reynolds are appointed to the Discipline Committee.

Carried.

Motion: Street/Ashiq- That David Goldsmith is appointed to the Finance Committee.

Carried.

i) Competency Reporting Deficiencies and Collection of Overdue Fees (an attachment was provided)- F. Pinto

- Council was provided with the message that was sent to members who had deficiencies with their competency reporting. A review of the competency reporting deficiencies was also provided to Council.
- There has been some push back from members who feel that this message was too harsh, however, at least five reminders had been sent out beforehand with no response. Council suggested that future correspondence with such members should point out that compliance for competency reporting is required under the *Professional Foresters Act, 2000*, and non-compliant members cannot practise professional forestry.
- A series of webinars are being held this month on what it means to be a member of a regulated profession as some members don't seem to understand that a suspension or cancellation of their registration remains on their permanent public record. Other regulators face similar challenges.

j) Work to Treat All People Fairly (an attachment was provided)-F. Pinto

- Council was provided with a spreadsheet of how the OPFA works to treat all people fairly.
- The Office of the Fairness Commissioner assesses the OPFA's registration practices annually to ensure that they are fair, transparent, objective, and impartial. They do not require that race information be collected, however, they do ask for information on gender, if it is attained.
- The OPFA does need to look at ways it can be more inclusive, including reaching out to students in secondary schools. Though students and their parents may self limit their interest in forestry as there are negative perceptions of forestry held by the public in Canada. Also this is a role for CFAB accredited universities, all have seen reductions in enrollment and have renamed their faculties or departments to rebrand themselves and match public perceptions.
- The OPFA may need to gather demographic information of its membership. Though the collection of this information must be consistent with the Human Rights Code and other legislation.
- Council also discussed the issue that there are limits on OPFA advocacy because it is the regulator of the profession and cannot be seen to favour (or disfavour) any group. Even the perception of bias is a problem.
- A task team was struck to look at this issue. The initial task team will consist of Carol Walker (Lead), Larry McDermott, Denis Gagnon, Waseem Ashiq, Lacey Rose, Sally Krigstin, and Peter Street. Carol Walker also agreed to contact Mike Rosen R.P.F. to determine his interest in participating on the task team. Their first task is to develop a Terms of Reference.

k) Changes to the *Professional Foresters Act, 2000*- T. Ratz

- Tom Ratz, R.P.F., former elected Council Member for the Northwest section joined the meeting for this item to give an update on the proposed changes to the *Professional Foresters Act, 2000*.
- The request to the Minister of Natural Resources and Forestry, John Yakabuski, and the Minister's response, was provided to Council.
- The Minister has committed to making changes to the Act, however, legislation related to COVID-19 has slowed its progress. However, the revision of the Professional Foresters Act remains a priority of the provincial government.

- Tom Ratz received an update today from the Policy Division of the Ministry of Natural Resources and Forestry. A briefing note is being prepared for next week. A draft of the changes to the Act should be obtained very soon which Tom Ratz will share with Denis Gagnon and Fred Pinto.
- Council must have a communication plan and an implementation policy to prepare for these changes.
- A task team of Scot Rubin, Fred Pinto, Peter Street, Denis Gagnon, Chris McDonell (if he agrees), and Tom Ratz, will begin work on this.

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

- A request for proposal (RFP) will be sent to targeted service providers who have experience in this area.
- Council was given the opportunity to review the Strategic Plan Proposal document on Google Drive.
- A task team of Fred Pinto, Waseem Ashiq, and Scot Rubin will review the proposals. The Executive Committee will choose the successful candidate. Council, however, will be involved in developing the strategic plan itself. The changes to membership and the *Professional Foresters Act, 2000* will affect the strategic plan.

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 August 31, 2020.
- Executive Committee Minutes** (an attachment was provided)- Submitted by F. Pinto- Council was provided with the Executive Committee minutes from the July 29, 2020, and August 20, 2020 meetings.
- Financial Statements as of July 31, 2020** (an attachment was provided)- Council was provided with the financial statements as of July 31, 2020.
- Indigenous Knowledge Survey Results-** (an attachment was provided)- Council was provided with a summary of the result of the member survey as to their current level of Indigenous knowledge.
- Next Scheduled Meeting** (an attachment was provided)- Council was provided with the meeting dates for the remainder of this fiscal year. The next scheduled meeting is December 9, 2020, via Zoom.

4. Termination of Meeting – Denis Gagnon thanked everyone and asked for a motion to terminate the meeting at 11:57 a.m.

Motion- Reynolds/Ashiq - That the Council meeting of September 17, 2020, is terminated.

Carried.