



COUNCIL MEETING **MINUTES**

December 9, 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
Larry McDermott, Public Member
Gord King, R.P.F. (arrived at 9:15 a.m.)
Chris McDonnell, R.P.F., Vice-President (arrived at 9:15 a.m.)
Sally Krigstin, Public Member (left at 10:30 a.m.)
David Goldsmith, Public Member
Sarah Todgham, R.P.F.
Carol Walker, R.P.F.
Neil McLean, R.P.F. (left at 11:57 a.m.)

Invited guest-Graham Davis, R.P.F., Chair, 2021 Virtual Conference-joined only for item 2 n)
2021
Virtual Annual Conference from 10:55 a.m.-11:15 a.m.

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

Regrets: Daniela Corapi, Public Member

1. Call to Order- D. Gagnon-

- a) Opening Remarks-Denis Gagnon called the meeting to order at 9:02 a.m. and welcomed Sarah Todgham, R.P.F., the new Councillor for the Central East section. Sarah's brief biography was included in the Council materials for the meeting.
- b) Record Attendance and Confirmation of Quorum- the attendance was recorded as above. As quorum is 1/3 or 5 Council members, a quorum was confirmed.
- c) Determine if there are any other business items-there was no new business, however, the Minister of the Ministry of Natural Resources and Forestry has been invited to join the meeting and will join the meeting briefly if he can.
- d) Finalize and approve the agenda-
Motion: McDermott/Reynolds-That the agenda is accepted as circulated.
All in favour. Carried.
- e) Conflict of Interest Declaration- The President asked that if anyone had a conflict of interest with any item on the agenda, please declare it. There were none.

- f) Approve the minutes of September 17, 2020-

Motion: Street/Reynolds- That the minutes of the September 17, 2020 meeting are accepted as circulated and will be made accessible to OPFA members on the website.

All in favour. Carried.

2. Discussion Items

Chris McDonell and Gord King joined the meeting

- a) Determine how abstentions, recusals, and votes against a motion will be recorded-
- Robert's Rules of Order states that you may ask for votes for and against a motion, or you may only ask for votes against a motion.
 - If someone votes against a motion they will be asked if they wish that their name is recorded.
 - Any member of Council may also request that a vote be recorded whereby the vote of each Council member will be recorded by name.
 - Council members should be recorded when they arrive if they arrive after the start of the meeting, and when they leave, if they leave before the termination of the meeting. The person should be recorded by name at the appropriate place in the minutes of the meeting.
- b) **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. Retention of financial records was discussed with OPFA auditors and Finance Committee; all records will be retained for 7 years. The physical records related to the embezzlement case will be retained on advice from OPFA's legal counsel. Legal counsel has informed us that the OPFA is not a public agency as defined by the Archives and Recordkeeping Act, 2006. A list of paper files in the Georgetown office has been completed. Through a grant obtained from Eco-Canada, the digitalization of the paper files will begin soon. The policy gap analysis will flow from the Strategic Plan. As Douglas Reynolds has experience in this area, he offered his assistance. It was agreed that this action item will be removed from future agendas.
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. The Finance Committee has met via conference calls. The low interest rate obtained with GIC's (Guaranteed Investment Certificates), is not able to counteract the inflation rate. Fred Pinto, David Goldsmith, and Peter Street will seek advice from the TD bank to see if the OPFA can get the services of an investment advisor to manage the financial assets of the OPFA and will report back to Council in January 2021 either in the regularly scheduled January 31 meeting or an additional meeting.

c) Council Membership (an attachment was provided)- D. Gagnon, F. Pinto

- Council was provided with a list of Council and Executive Committee Members for 2020-2021 with contact information.
- Council was asked to appoint an Elected Member of Council to the Executive Committee to replace outgoing CE Councillor, Lacey Rose, R.P.F. Neil McLean expressed interest.
- **Motion: Ashiq/Reynolds-**That Neil McLean, R.P.F. is appointed to the Executive Committee as the Elected Member of Council.
All in favour. Carried.

d) Approve Statutory Committee Membership (an attachment was provided)- F. Pinto

- Council was asked to appoint the Statutory Committee Chairs and members for the 2020-2021 fiscal year;
- During the enforcement training, it was learned that members of the Complaints Committee should not also be on the Discipline Committee. Legal counsel, however, has confirmed that someone can serve on both committees, however, those who are on a Complaints Committee panel must not also serve on the Discipline Committee panel for the same complaint.

Motion: Goldsmith/Ashiq- That membership of the following statutory committees for 2020-2021 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;
Neil McLean, R.P.F.-Elected Councillor
David Goldsmith-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.
Sally Krigstin-Public Member
Ildiko Apavaloae, R.P.F.

Discipline Committee:

Ken Elliott, R.P.F., Chair
Waseem Ashiq, R.P.F., Elected Councillor
Tim Lehman, R.P.F.
Arben Pustina, R.P.F.
George Graham, R.P.F.

Daniela Corapi, Public Member
Douglas Reynolds, Public Member

Complaints Committee:

Dave Puttock, R.P.F., Chair
Jeff Barton, R.P.F.
Allan Foley, R.P.F.
Gordon King, R.P.F., Elected Councillor
Daniela Corapi, Public Member
Douglas Reynolds, Public Member
Chris McDonell, R.P.F., Vice-President-Elected Councillor
Donna Lacey, Associate R.P.F.
Peter Nitschke, R.P.F.
Brandon Williamson, Associate R.P.F.

All in favour. Carried.

e) Approve Standing Committee Membership (an attachment was provided) - F. Pinto-

- Council was asked to appoint the Chairs of the standing committees, working groups, and task teams.

Motion: Reynolds/McDonell- That the Chairs of the following Committees, Task Teams, and Working Groups be appointed for the 2020-2021 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: Peter Street, R.P.F.
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.
2021 Annual Conference Working Group: Graeme Davis, R.P.F.
Awards & Recognition Working Group: Sarah Bros, R.P.F.
Social Media Working Group: Denis Gagnon, R.P.F. (Co-Chair), Lacey Rose, R.P.F. (Co-Chair)
Equity and Inclusion Task Team: Carol Walker, R.P.F.
Regulation Amendment Task Team: Peter Street, R.P.F.

All in favour. Carried.

f) Delegation of Authority to Executive Director and Registrar-D. Gagnon

- Council was asked to delegate to Fred Pinto, the authority to carry out the powers and duties of the Executive Director and Registrar set out in the *Professional Foresters Act, 2000*, the Regulations, and the By-laws of the Association for the next fiscal year.
- It was questioned whether this is required and will be researched;

Motion: Ashiq/Reynolds– That Council delegates to Fred Pinto, R.P.F., Executive Director and Registrar, the authority to carry out the powers and duties set out in the Professional Foresters Act, 2000, the Regulations and the By-law of the Association thereunder, and to administer the approved programs and projects of the Association's fiscal year for December 1, 2020, through November 30, 2021.

All in favour. Carried.

Note: This motion was rescinded and replaced at the Council meeting on January 29, 2021

g) Investment Opportunities (an attachment was provided)- P. Street, F. Pinto

- Council was asked to review the attached investment opportunities discussion paper that was prepared by the Finance Committee as well as the 2020-2021 Budget that they may guide the Finance Committee.
- This was mostly discussed under item 2 b) Business Arising From the Minutes, Action Item 2.
- There is nothing in the Professional Foresters Act, 2000 that specifies how the reserves are to be managed.
- A question was asked during the meeting on what happens to the OPFA's reserves if the OPFA is disbanded.

Note: After the meeting, the following information was shared with Councillors: Regulators are not usually dissolved but are taken over by the Government and a Superintendent is appointed to govern the organization. This has happened with other regulators. When Regulators are dissolved through an Act of the Legislature the law describes how assets are dealt with. In the case of the College of Trades of Ontario that is in the process of being dissolved, the assets will be transferred to the Province of Ontario.

h) Work Plan (an attachment was provided)-F. Pinto

- Council was asked to review the draft of the 2020 - 2021 Work Plan. A revised version is available and will be sent to Council. It does not, however, include a cyber-security audit which is planned.
- Fred Pinto will provide Council with information on the cost to upgrade G-Suite (Google) which will ensure that all information is stored in Canada, allows documents to be traced (i.e. a copy of deleted files are retained), and has two factor authentication to log in.

Motion: Walker/Ashiq: That the 2020- 2021 Work Plan is approved as circulated.

All in favour. Carried.

Secretary's Note: After the meeting, it was determined that the version shared with Council was the most current version.

Sally Krigstin left the meeting.

i) Practice Guidance-Crown Land-F. Pinto-

- This is on hold until the proposed changes to the Professional Foresters Act, 2000 and the Regulation are finalized.

j) Update on Indigenous Knowledge Standard (an attachment was provided)- F. Pinto-

- Progress continues by Dr. Peggy Smith to write the e-textbook. The e-textbook covers all of the required competencies that have been identified;
- The e-textbook will be used to develop the test questions;
- The tool that will be used to test member's competency has been identified;
- Council will, at a later date, determine how long members will have to complete the test and who will be required to complete it.

k) Change to Professional Foresters Act (an attachment was provided)-P. Street

- The task team has been working flat out on this project; There is a lot of work that still needs to be done
- Letters must be prepared and sent by the OPFA to stakeholders for their comments and concerns which will be recorded;
- Stakeholders will be directed to an area of the website which will have the necessary information including a series of questions and answers;
- The primary goal is to help Ontario ensure the broader public interest can be protected as red tape is reduced and demands on the environment change.

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

- Carla Rhyant was contracted to facilitate the revision of the Strategic Plan;
- Council, staff, and members of the Registration Committee have completed exercises to develop the Strategic Plan;
- Meetings are scheduled to begin creating the Strategic Plan.

m) Equity and Inclusion Task Team (an attachment was provided)- C. Walker-

- At the September 17, 2020 meeting, Council established a task team to identify potential strategies that will uncover and eliminate any systemic discrimination that may be occurring within the OPFA, within the confines of being a regulatory body;
- This resulted from a question that was asked during the June 2020 virtual Annual General Meeting about how the OPFA deals with potential discrimination;
- The draft Terms of Reference for the task team were sent to Council for review before the meeting. The task team will disband once it fulfills its mandate;
- The draft Terms of Reference were reviewed during the meeting with some changes suggested. A revised version will be placed on Google Drive for Council to review and will be approved by Council at the January 31, 2021 meeting.

n) 2021 Virtual Annual Conference- (an attachment was provided)-G. Davis (invited guest)-

- Council was provided with a written update before the meeting;
- As the 2020 Annual Conference was cancelled due to COVID-19, preparations are being made for a virtual 2021 Annual Conference on April 6-8, 2021;
- Most of the 2020 Annual Conference Working Group has agreed to help with the 2021 Annual Conference Working Group;
- A draft program (which will include the Annual General Meeting) has been assembled and potential speakers and sponsors are being approached;
- A virtual tour is being planned;

- Available platforms to deliver the conference have been researched, and Pheedloop has been chosen as the most appropriate and cost-effective. The sessions will be recorded and will be accessible up to one year after the conference;
- The cost of registering for the conference is still being determined but will be significantly lower than for an in-person conference;
- Council asked that contact be made with the hotel where the conference was to be held last year to determine if the \$10,000 deposit could be used for another upcoming meeting.

Neil MacDonald left the meeting

o) Council Corner (an attachment was provided)-F. Pinto-

- Council was provided with a list of the Council Members who have submitted a Council Corner article for *The Professional Forester* newsletter. Councillors were asked to volunteer to write articles for the upcoming issues;
- The following Councillors will submit articles for the following issues of the newsletter:
 March 2021-Carol Walker
 June 2021-Scot Rubin
 September 2021- Sarah Todgham and Neil McLean
 December 2021-Gordon King

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 October 31, 2020.
- Executive Committee Minutes** (an attachment was provided)- Submitted by F. Pinto- Council was provided with the Executive Committee minutes from the October 20, 2020, meeting.
- Financial Statements as of October 31, 2020** (an attachment was provided)- Council was provided with the financial statements as of October 31, 2020.
- Next Scheduled Meeting**- (an attachment was provided)- Submitted by F. Pinto-Council was provided with the meeting dates for 2021. The next scheduled meeting is January 29, 2021
- Enforcement Summary** (an attachment was provided)- submitted by F. Pinto-Council was provided a summary of enforcement activity from 2016-2020.

4. Termination of Meeting – Denis Gagnon thanked everyone and asked for a motion to terminate the meeting at 12:02 p.m.

Motion- McDermott/Ashiq - That the Council meeting of December 9, 2020, is terminated.

All in favour. Carried.