



COUNCIL MEETING **MINUTES**

January 29, 2021
9:00 a.m.- 12:00 p.m. (EST)
Zoom Video Conference

Present: David Goldsmith, Public Member
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
Gordon King, R.P.F.

Sally Krigstin, Public Member
Sarah Todgham, R.P.F.
Carol Walker, R.P.F.
Neil McLean, R.P.F.
Chris McDonell, R.P.F., Vice-President

Invited guest-Peggy Smith, R.P.F. (Ret.), Indigenous Knowledge Task Team-item 2d.

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

Regrets: Daniela Corapi, Public Member
Denis Gagnon, R.P.F., President

1. **Call to Order-** C. McDonell-

- a) Opening Remarks-Chris McDonell called the meeting to order at 9:06 a.m.
- b) Record Attendance and Confirmation of Quorum- the attendance was recorded as above.
As quorum is $\frac{1}{3}$ the membership of Council or 5 Council members, a quorum was confirmed.
- c) Determine if there are any other business items-an update on the Strategic Plan was added to the agenda.
- d) Finalize and approve the agenda-
Motion: Reynolds/Ashiq-That the agenda is accepted as amended.
All in favour. Carried.
- e) Conflict of Interest Declaration- The Vice-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 December 9, 2020-
Motion: McLean/Reynolds- That the minutes of the December 9, 2020 meeting is accepted as circulated and will be made accessible to OPFA members on the website.
All in favour. Carried.

2. Discussion Items

- a) Determine How Council Members' Attendance Will Be Recorded After the Meeting Commences-
- It was agreed that if a Council member joins and/or leaves the meeting early, they are asked to use the Chat function on Zoom to say that they are arriving or leaving and the item number of the agenda that is being discussed at the time so that it can be recorded in the minutes.

b) **Business Arising From the Minutes-** C. McDonell

It was determined that the person holding the position of Executive Director and Registrar does not need to be reappointed annually by Council, but rather continues in the role from the date of his or her appointment until the appointment ceases as defined in the by-law.

Motion: Rubin/Street-That the motion passed under item 2 f of the Council meeting of 2020-12-09 be withdrawn and replaced in its entirety by the following:

WHEREAS Fred Pinto was appointed to the positions of Executive Director and Registrar of the Association by the Council of the Association in August 2017, and

WHEREAS Fred Pinto has occupied those positions continuously since the initial appointments,

THEREFORE, BE IT RESOLVED that the initial appointments are confirmed and shall remain in effect until terminated in accordance with the By-laws of the Association.

All in favour. Carried.

Action Item: Peter Street, Fred Pinto, and Paul Wallis (now replaced by David Goldsmith) will develop an alternate format in which to display the financial information and investment policy.

Person/people responsible: Peter Street, Fred Pinto, Denis Gagnon, and David Goldsmith

Date actioned: October 10, 2019

Status: Financial format on-going. Meetings have been scheduled with TD and Scotia Bank to discuss investing the reserve funds; it is hoped that a recommendation will be ready for the next Council meeting.

c) **Digital Storage of OPFA records on the internet** (an attachment was provided)- F.Pinto

- Council was provided with information on the workspace options through Google;
- The current subscription is for 10 users in which each email address is a user for \$7.80/user/month. This included email, video meetings, 30GB storage per user (for a total of 300GB in the organization), standard support, security and management controls such as strong passwords, 2 Factor Authentication, and an administrator user that can remotely remove accounts and force password resets. The estimated annual cost \$1,058/year. This does not limit the storage of data to Canada which Council has voiced concern about.

- There is no legal requirement to the OPFA to limit data storage to Canada. It is, however, a concern because of foreign government access to data stored outside Canada;
- Fred Pinto has begun to look for cyber-security audit services. Follow-up has not been possible due to the current workload. The need for a cyber-security audit has been identified by several people in the new strategic plan and will be followed up based on future work priorities.;
- There are other business options through Google though none of them limit the storage of data in Canada.
- There is also Enterprise Plus for \$39 / user/month, which includes everything from Business Starter + unlimited stored, 250 participant video meetings with recording, attendance tracking, live streaming, moderation, breakout rooms, enhanced support; advanced security management compliance controls, including a Vault which keeps all iterations of all files indefinitely, Data Loss Prevention tracking and reporting, the ability to specify the region of origin for your data (including limiting storage to Canada). The estimated annual cost for 10 users is \$5288.
- There may be other platforms that could be used such as Microsoft or Amazon, however, to move to a new platform would involve additional costs and may be best done when a revision to the website and membership database is warranted;
- Staff recommends option 3 which is the service provided by Enterprise Plus for \$39 / user/month;
- It will be determined if 10 users are a requirement or if it can be reduced.

Motion: Rubin/Reynolds- To accept the staff recommendation to move to the Enterprise Plus feature through Google.

All in favour. Carried.

d) Change to Professional Foresters Act (an attachment was provided)- P. Street/F. Pinto

- Between January 4 and 8, 2021, letters were emailed to different stakeholders listed in a stakeholder engagement plan to obtain comments including SFL managers and environmental groups. The deadline to respond was January 28;
- Some stakeholders thought the deadline was too short and misunderstood this initiative as government consultation. This initiative was a pre-consultation.;
- There was a lot of response in opposition from the arborists who are opposed to having their trade dropped from the list of excluded occupations. They are concerned that they will not be able to continue to do their work or that they will be required to report to a professional forester. Most feedback from the arborists is being copied to the Minister and other politicians. Similar responses were received from other non-regulated occupations listed as excluded in the Regulation.;
- We plan to try and resolve the issue by working with the ISA, Ontario (International Society of Arboriculture, Ontario Chapter) reps to define what professional foresters do in urban forests;
- Positive responses have also been received from other stakeholders;
- While a general response was sent to everyone who provided feedback, a further email with an attached information sheet will be sent to all arborists who provided feedback. The timelines and some facts are included;
- Information sheets to municipalities and students aspiring to be foresters will be considered.;
- Some advice from OPFA legal counsel has been acquired;
- A meeting with the Ministry of Natural Resources and Forestry (MNRF) is scheduled for early next week;
- Meetings have been held and others are planned with the ISA (Ontario);

- The next steps are to summarize the feedback and provide it to the MNRF. It will be determined how to best proceed;
- Funds have not been specifically allocated to this project, however, non-enforcement legal costs are in the budget.

e) Update on Indigenous Knowledge Standard - F. Pinto, Peggy Smith, R.P.F. (Ret.), invited guest

- Progress is being made on the e-book which will consist of 12-15 chapters, for which outlines have been completed. This e-book is a tool that will allow members to gain the required competency for the indigenous knowledge standard;
- Councillors will assist Peggy Smith in determining which chapters should take priority as a chapter could be posted online one at a time;
- All OPFA members will need to complete the competency test to determine if they have acquired the knowledge for this standard;
- The test questions will be multiple choice and/or true/false. Essay questions will not be used;
- Peter Street, Neil McLean, Gordon King, Scot Rubin, Larry McDermott, and Waseem Ashiq agreed to assist Peggy with writing the test questions from the chapters and in prioritizing chapters to be written;
- It is hoped that the book will be complete by the end of March 2021.

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

- The task team provided Council with a revised Terms of Reference;
- There was concern that the task team should not get involved in advocacy; however, the task team understands that its main task is to ensure that there is no unconscious bias in the way that the OPFA operates;
- A review will be conducted into what is being done in other jurisdictions;
- The work plan was devised based on the terms of reference;
- Other task team members may be added;
- If a mission and vision statement is used it should be incorporated into the OPFA's main vision and mission statement, and not be a separate one.

Motion: Walker/Krigstin: That the Terms of Reference for the Equity and Inclusion Task Team is approved as circulated.

All in favour. Carried.

g) Digitalization of OPFA Paper Records (an attachment was provided)- F. Pinto

- The digitalization of the paper records is progressing well;
- A list of the content of the records was provided to Council, however, not all records listed will be digitized;
- Funds for the digitization process have been obtained from Eco-Canada.

h) Strategic Plan-F. Pinto

- The deadline for Council to review the first draft of the Strategic Plan was January 21;
- A presentation of the Strategic Plan by Carla Rhyant with Council is scheduled for February 15.

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 December 31, 2020.
 - b. **Executive Committee Minutes** (an attachment was provided)- Submitted by F. Pinto- Council was provided with the Executive Committee minutes from the January 5, 2021, meeting.
 - c. **Next Scheduled Meeting**- (an attachment was provided)- Submitted by F. Pinto-Council was provided with the meeting dates for 2021. The next scheduled Executive Committee is March 2. The next Council meeting is on April 6.
4. **Termination of Meeting** – Chris McDonell thanked everyone and asked for a motion to terminate the meeting.
Motion- Reynolds/Ashiq - That the Council meeting of January 29, 2021, is terminated.
All in favour. Carried.