



COUNCIL MEETING **MINUTES**

September 15, 2021
9:00 a.m.- 12:00 p.m. (EST)
Zoom Video Conference

Present: Denis Gagnon, R.P.F., President
David Goldsmith, Public Councillor
Sally Krigstin, Public Councillor
Peter Street, R.P.F., Past-President
Carol Walker, R.P.F.
Scot Rubin, R.P.F.
Larry McDermott, Public Councillor-joined at item 2a.
Gordon King, R.P.F.
Douglas Reynolds, Public Councillor

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

Regrets: Waseem Ashiq, R.P.F.
Chris McDonell, R.P.F., Vice-President
Daniela Corapi, Public Councillor
Neil McLean, R.P.F.
Sarah Todgham, R.P.F.

1. Call to Order- D. Gagnon-

- a) Opening Remarks-Denis Gagnon called the meeting to order at 9:01 a.m. and reminded everyone that this will be his last meeting as President and Chair as he will move into the Past President role and Chris McDonell will be the President and Chair effective December 1 and will chair the December meeting.
- 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. Council members are asked to use the Chat function to record when they leave or join the meeting.
- c) 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.

d) Determine if there are any other business items. The President asked if there was any other business. Two items were added to the agenda:

- An update on the 2022 Annual Conference;
- An update on the nominations to fill upcoming Council vacancies.

e) Finalize and approve the agenda (an attachment was provided)

Motion: Reynolds/Walker -That the agenda is accepted as amended.

All in favour. Carried.

f) Approve the minutes of June 1, 2021 (an attachment was provided)-

Motion: Street/Reynolds- That the minutes of the June 1, 2021, meeting is accepted as amended and will be made available to OPFA members on the website.

1 abstention. Carried.

2. Discussion Items

a) **Business Arising from the Minutes-** (an attachment was provided)-D. Gagnon

Action Item: Peter Street, Fred Pinto, and 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:

- 1) At the April 6, 2021, meeting, Council approved the Investment Policy Statement that was recommended by the Finance Committee. Council was provided with another revised Reserve Fund Policy which addressed the questions and concerns made by Council at the April 6 meeting.

Motion: Street/Reynolds-That the Target Value for the OPFA Reserve Fund is set as the total revenue for the previous fiscal year as shown in the audited financial statements rounded up to the next \$25,000.

All in favour. Carried.

Motion: Street/Reynolds- That the Reserve Fund Policy is approved as circulated.

All in favour. Carried.

- 2) An alternate format for financial information continues to be developed. David Goldsmith will meet with the Bookkeeper later this month to discuss what options are available.

Action Item: Evaluation of Professionalism and Ethics standard for Ontario CAP candidates-This is standard 3 under the current FPR Certification Standards (formerly, Standard 7 of 2008 CFPFA, now the FPRC, Certification Standards). The Executive Director was to report back his findings of practices from B.C. and Alberta.

Person/people responsible: Fred Pinto

Status:

As British Columbia and Alberta have local training and tests for the Professionalism and Ethics standard for their candidates, the Registrars of Regulators of foresters agreed that CAP evaluators will not assess the competency of candidates for this standard. It will be the responsibility of each regulator to complete a separate evaluation from the CAP assessment. In Ontario's case, the competency will be evaluated by OPFA's Registration Committee as specified by the Professional Foresters Act.

b) Fee Schedule Changes (attachments were provided)- F.Pinto/P.Street-

- Council was provided with the current Fee Schedule, recommendations by the Finance Committee, and information and statistics on past outstanding membership fees and competency reporting;
- Neil McLean and Chris McDonell, at a previous meeting, agreed to bring their recommendations to the Finance Committee, which they have done. The Finance Committee, has, in turn, provided recommendations to Council and staff has commented on those recommendations;
- It was agreed that a proposed revised Fee Schedule will be provided to Council at the December meeting. When the revised Fee Schedule is approved it will be effective on December 1, 2022, for the 2022-2023 fiscal year.

c) Update on the 2022 Annual Conference-L.Simpson/F. Pinto-

- Plans for the 2022 Annual Conference are progressing well for the conference which will be held at the Holiday Inn in Sudbury if in-person meetings are allowed and a sufficient number of registrants indicate they would attend;
- The Committee is currently planning a hybrid event, with a combined in-person and virtual event. A survey of members will be conducted to determine the level of interest in attending in-person or virtually; Participation at the 2021 virtual conference was high;
- Quotes for the cost of live streaming and recording of a hybrid event have been obtained;
- Venues of the 2023 and 2024 conferences are being investigated.

d) Update on the nominations to fill upcoming Council vacancies- P. Street-

- The deadline for nomination is today. Provided that no nominations are received today, the Nominating Committee has filled the upcoming Council vacancies as follows:

Peter Nitschke-Vice President-Mr. Nitschke has previously served on Council;

Brandon Williamson-Southwest Councillor-Mr. Williamson currently serves on the Complaints Committee and;

Wendy LeClair-Northeast Councillor-Ms. LeClair currently serves on the Finance Committee;

- This meeting will be the last Council meeting for Gordon King (Northeast Councillor), Carol Walker (Southwest Councillor), and Peter Street, Past President. Council thanked all three for their work over the years;
- Fred Pinto thanked the Nominating Committee, Peter Street and Gord Cumming, for their work in filing the Council vacancies;
- Gordon King can remain on the Complaints Committee if he wishes, however, Brandon Williamson, currently on the Complaints Committee, will step into the role as the Elected Councillor;
- A replacement for Carol Walker as Chair of the Equity and Inclusion Task Team will be appointed by Council soon;
- Peter Street will continue as Chair of the Finance Committee. Wendy LeClair will be Council's representative on the committee. The Bylaw allows for the appointment of a Treasurer who does not have to be a Council Member. The Treasurer and/or a Council Member can be the Chair of the Finance Committee.

e) **2021-2026 Strategic Plan Implementation & Integration into Work Plan-** (an attachment was provided)- F. Pinto

- The Executive Committee was tasked with beginning the implementation process. They are suggesting, however, that a Task Team, overseen and led by the Executive Committee, should be tasked with developing the implementation plan. The Task Team would report to Council and can include others who are not on Council;
- The task team will be overseen by the Executive Committee. Sally Krigston, Douglas Reynolds, and Gordon King have agreed to participate; members of the Executive Committee may also join the Task Team
- Council members not present at the meeting today and the incoming new Council Members will also be given the opportunity to participate;
- The Task Team will require a Terms of Reference;
- An Expression of Interest (EOI), similar to that used by the Equity and Inclusion Task Team, could be used to identify those who wish to participate but would potentially slow the process down. It is important to start work on this activity. Members who have the skills needed (i.e. financial or strategic plan implementation experience) can be invited to participate on an individual basis to begin.

f) **Budget 2021-2022** (an attachment was provided)- P. Street/F. Pinto

- Council was provided with a draft budget for the 2021-2022 fiscal year which has been approved by the Finance Committee on August 31;
- The budget was reviewed briefly and some minor editorial revisions were suggested.

Motion: Peter Street/David Goldsmith: That the 2021-2022 budget is approved as amended.

All in favour. Carried.

g) **Resolution 2020-1** (attachments were provided)-F. Pinto

- Resolution 2020-1 was moved by Michael Rosen, R.P.F., and seconded by Joel McCracken, R.P.F. and was accepted by the Membership at the Annual General Meeting (AGM) on April 7, 2021;
- The resolution asked that "Council give consideration to finding the mechanism to continue to award outstanding professional foresters and friends of the Association in Ontario for 2021 and beyond";

- The Awards and Recognition Working Group have provided a report and will be doing a full review to ensure the awards fit into the mandate of the OPFA;
- They will provide an updated report to Council at its January 2022 meeting;
- The working group will be asked to consider equity and inclusion when conducting its review.

h) **2022 Council and Executive Committee Meeting Dates** (an attachment was provided)- F. Pinto

- Council was provided with the proposed meeting dates for 2022;
- It is unknown if in-person meetings will be possible in 2022, therefore, for the time being, the meetings will be virtual.

i) **Council Survey** (an attachment was provided)- F. Pinto

- Council was provided with the survey results of the 2019 Council survey;
- The Council member survey will be conducted in October to include the outgoing Council members;
- A short survey will be conducted at the end of each Council meeting to determine if any changes are required.

j) **Changes to the Professional Foresters Act**-(verbal update) F. Pinto

- The Ontario government has done their analysis of the results of the stakeholder engagement that was provided to them by the OPFA task team;
- The Ministry of Northern Development, Mines, Natural Resources, and Forestry's legal counsel has reviewed it. If the changes move forward they will be written by the Legislative Council and then introduced to the Legislature where it would follow the legislative process.

k) **Bylaw Revision**-(an attachment was provided)-F.Pinto

- A previous version of Bylaw was reviewed by Council via Zoom on September 1, 2021, and a revised version was provided to Council for review;
- There was some discussion;
- A cleaned-up version that compares the current articles of the bylaw with the revised articles will be provided to Council for approval at the December meeting which must be confirmed by the Membership at the April 2022 Annual General Meeting.

l) **Anti-Discrimination Declaration** (attachments were provided)-C. Walker

- The Anti-Discrimination Declaration was developed by the Equity and Inclusion Task Team and is provided to Council for their review;
- The OPFA's Harassment Policy is provided as additional information. It was written by OPFA's lawyers to comply with Ontario's laws on harassment in the workplace;
- The Executive Director and Registrar expressed some concern about the use of "declaration" in the title as well as some of the content;
- After some debate, minor changes were made to the declaration and it was agreed that OPFA legal counsel will be asked to review it.

m) **Meeting Evaluation Survey**-L. Simpson

- When Council members leave the meeting they will be prompted to complete a short Zoom poll to evaluate the effectiveness of the meeting.

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 August 31, 2021.
- b) **Financial Statements as of July 31, 2021** (an attachment was provided)-submitted by F. Pinto-Council was provided with the financial statements as of July 31, 2021.
- c) **Fair Registration Practices Report** (an attachment was provided)- submitted by F. Pinto- Council was provided with the 2020 Fair Registration Practices Report which must be submitted to the Office of the Fairness Commissioner (OFC) and it has been posted on the OPFA website.
- d) **Ontario Fairness Commissioner's (OFC) Report on OPFA's Registration Practices** (attachments were provided)-submitted by F. Pinto- Council was provided with the report.
- e) **Executive Committee Minutes** (an attachment was provided)- submitted by F. Pinto- Council was provided with the Executive Committee Minutes of the August 17, 2021, Executive Committee meeting.
- f) **COVID-19 Protocol for In-person Meetings** (an attachment was provided)-submitted by F. Pinto- a COVID-19 protocol for in-person meetings was provided to Council.
- g) **Enforcement Summary** (an attachment was provided)-submitted by F. Pinto- Council was provided with a summary of the enforcement activity.
- h) **Call for Nominations for Council** (an attachment is provided)-submitted by F. Pinto- Council was provided with the Call for Nominations that was circulated to the Membership. All vacancies have been filled.
- i) **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 October 19. The next Council meeting is scheduled for December 16.

4. **Termination of Meeting** – Denis Gagnon thanked everyone and encouraged everyone to review the information provided in the Information Items above in section 3. He asked for a motion to terminate the meeting at 11: 52 a.m.

Motion- Reynolds/McDermott - That the Council meeting of September 15, 2021, is terminated.
All in favour. Carried.