



COUNCIL MEETING **MINUTES**

December 16, 2021
9:00 a.m.- 12:00 p.m. (EST)
Zoom Video Conference

Present: Chris McDonell, R.P.F., President
Peter Nitschke, R.P.F., Vice-President
Denis Gagnon, R.P.F., Past-President-joined at item 2e.
David Goldsmith, Public Councillor
Sally Krigstin, Public Councillor
Wendy LeClair, R.P. F., Northeast Councillor-joined at item 2a.
Brandon Williamson, Associate R.P.F., Southwest Councillor
Scot Rubin, R.P.F., Northwest Councillor
Larry McDermott, Public Councillor-joined at item 2d.
Douglas Reynolds, Public Councillor
Waseem Ashiq, R.P.F., Southeast Councillor
Daniela Corapi, Public Councillor
Neil McLean, R.P.F., Central West Councillor

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

Absent: Sarah Todgham, R.P.F., Central East Councillor

1. Call to Order- C. McDonell-

- a) Opening Remarks-Chris McDonell called the meeting to order at 9:01 a.m. and welcomed new Council Members Wendy LeClair, R.P.F., Brandon Williamson, Associate R.P.F., and Peter Nitschke, R.P.F. They each introduced themselves to Council.
- 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 and discussed by the Registrar:

- **Update on the changes to the Professional Foresters Act, 2000-** All OPFA correspondence with the NDMNRF ministry related to changes to the PFA was requested under the *Freedom of Information and Protection of Privacy Act (FIPA)*.
- **Update on enforcement-** it was brought to the attention of the Registrar about an individual claiming to be a Registered Professional Forester, but who is not. The individual ignored the Registrar's written requests to stop using the title, hence OPFA applied for a notice of an injunction that has been issued to the individual.

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

Motion: Goldsmith/Williams -That the agenda is accepted as amended.

All in favour. Carried.

f) Approve the minutes of September 15, 2021 (an attachment was provided)-

Motion: Rubin/Reynolds- That the minutes of the September 15, 2021 meeting is accepted as circulated and will be made available to OPFA members on the website.

All in favour. Carried.

2. Discussion Items

a) **Business Arising from the Minutes-** (attachments were provided)-C. McDonell

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:

- Council was provided with a template Balance Sheet, Income Statement and Statement of Cash Flows for their review. As the intent for this meeting was to show the format, some of the amounts are not accurate and will require adjustment as some transactions were not being recorded in Quickbooks, the accounting software used by the OPFA;
- These statements were obtained from Quickbooks which has limitations and more work is required to include the budgeted amounts;
- In the Income Statement, the amount for wages and payroll will be separated;
- The balance forward amount for the different periods will be shown on the Statement of Cash Flows;
- Council is asked to direct any questions or comments to David Goldsmith or Fred Pinto.
- This action item is now complete.

b) Write off of Uncollectible Fees-F. Pinto-

- Council was asked to approve the write-off of six members' fees for 2020-2021 totalling \$2,190.00. These members have not responded to 5 emails, one paper letter, and 3 registered letters that were sent to each of them. Their memberships have been cancelled.

Motion: Ashiq/Williamson- That \$2,190 in uncollectible membership fees for 2020-2021 is approved for write-off.

All in favour. Carried.

c) 2021-2022 Budget Revision- (an attachment was provided)-F. Pinto-

- Council was provided with a revised budget for 2021-2022;
- The 2021-2022 Budget was approved at the September meeting, however, new information has resulted in a need to update three items:
 - 1) It is estimated that the current year, i.e. 2020-2021 will result in a surplus of \$22,000; this value will change when the audit of OPFA's finances is done.
 - 2) Wages have been recalculated by the Bookkeeper and include CPP and EI increases for 2022. Wages and associated remittances are now estimated to be \$219,000 instead of \$204,000;
 - 3) Insurance expenses approved in September did not include the Director's E&O and Commercial Liability Insurance of \$6800. OPFA has been informed that these expenses are to increase in 2022 by 10%. So the cost of Director's E&O and Commercial Liability Insurance for 2022 = \$7500. Insurance expense also includes life insurance, injury and health for staff costing \$8500. The total revised insurance cost is \$16,000 instead of \$10,000;
 - 4) This is estimated to leave a buffer (surplus) of \$13,900 instead of \$12,000 in the original budget.
- While plans are in place to close the Georgetown office, photocopying and printing costs will be done commercially, the cost of storage is quite high compared to OPFA's rental costs and there will be one time costs related to shredding and disposal of files and other items plus moving costs.

Motion: Ashiq/LeClair- That the revised 2021-2022 Budget is approved as circulated.

All in favour. Carried.

d) Anti-Discrimination Statement, Harassment Policy, and Appointment of Chair of the Equity and Inclusion (E&I) Task Team- (attachments were provided)-F. Pinto & guest and current Chair of the E & I Task Team, Carol Walker.

Discussion:

- Carol Walker was welcomed to the meeting for this item only and she introduced herself to the new Council members;

- At the September 2020 meeting, Council established a Task Team which developed a Terms of Reference that included developing an Anti-Discrimination Statement which would express to the public that the OPFA is acting fairly and is anti-discriminatory;
- Council was provided with a revised Anti- Discrimination statement that was developed by the Equity and Inclusion Task Team, reviewed by OPFA legal counsel at the request of the Executive Director and supported by Council at the September 15, 2021 meeting;
- There was concern that a statement such as this does not clearly recognize the role of the Regulator as an administrative tribunal. That is the OPFA's regulatory functions and standards must be fair to all.

Motion: Corapi/Krigstin- That the Anti-Discrimination Statement is approved as circulated.

All in favour. Carried.

- Council was provided with revisions to the Harassment Policy that were suggested by legal counsel. The suggested changes to the document were shown in red;
- This policy was circulated in September 2021 and has been in place for some time, however, some edits were made including those recommended by legal counsel;
- Other edits may be forthcoming but in the meantime, this version will be approved with the revision that "principle" will be changed to "policy" in the second paragraph of the document;
- Doug Reynolds continues to review all OPFA policies and will collaborate with the Equity and Inclusion Task Team in his review.

Motion: McLean/Ashiq- That the Harassment Policy is approved as amended.

All in favour. Carried.

- Council was provided with the following recommendations by the Equity & Inclusion Task Team:
 - 1) to appoint Waseem Ashiq and Larry McDermott as Co-Chairs of the task team to replace Carol Walker. The motion to appoint the Co-Chairs is recorded in the item "Working Group, Committee, and Task Team Chairs" in item 2 f) below;
 - 2) as the Terms of Reference states that there should be 2 Elected Councillors serving on the Task Team and currently there is only one elected councillor, Council is asked to appoint one more elected Councillor.

Discussion: This was deferred to the task team to review who should be on the task team. As the Task Team is not statutory the Terms of Reference can be revised including the makeup of its members.

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

- Council was provided with a list of the statutory committee members for approval for the 2021-2022 fiscal year. Most committee members have confirmed that they are willing to continue to serve. Some changes to the current list of members are required.

Motion: Nitschke/Ashiq- That membership of the following statutory committees for 2021-2022 is confirmed as:

Executive Committee:

Chris McDonell, R.P.F., President
Peter Nitschke, R.P.F., Vice President
Denis Gagnon, R.P.F., Past President;
Neil McLean, R.P.F.-Elected Councillor
David Goldsmith-Public Councillor

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 Councillor
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 Councillor
Douglas Reynolds, Public Councillor

Complaints Committee:

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

All in favour. Carried.

f) **Working Group, Committee, and Task Team Chairs** (an attachment was provided)- F. Pinto

- Council was provided with a list of the Chairs of the working groups, committees, and task teams for approval for the 2021-2022 fiscal year. Some changes are required;

- The Executive Director & Registrar has disbanded the Urban Forestry Working Group, Crown Land Forestry Working Group, and the Private Lands Forestry Working Group. They have been thanked for their service and will be presented with a certificate of appreciation at the 2022 Annual General Meeting;
- Peter Street will stay on the Finance Committee but will step down as Chair. Peter Nitschke has agreed to chair the committee.

Motion: LeClair/Goldsmith - That the Chairs of the following committees, task teams, and working groups are appointed for the 2021-2022 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: Denis Gagnon, R.P.F.
 Registration Appeal Committee: Chris McDonell R.P.F.
 Finance Committee: Peter Nitschke, R.P.F.
 Editorial Board Working Group: Betty van Kerkhof, R.P.F.
 2022 Annual Conference Working Group: Mark Lockhart, R.P.F. (Co-Chair) and Tim Lehman, R.P.F. (Co-Chair)
 Awards & Recognition Working Group: Sarah Bros, R.P.F.
 Social Media Working Group: Denis Gagnon, R.P.F.
 Regulation Amendment Task Team: Peter Street, R.P.F.
 Equity and Inclusion Task Team: Co-Chairs-Waseem Ashiq, R.P.F., Larry McDermott, Public Council
 Strategic Plan Implementation Task Team: Chris McDonell, R.P.F.

O Opposed. 5 Abstentions due to a potential conflict of interest as these Councillors are listed as Chairs. Carried.

g) Fee Schedule Changes (an attachment was provided)-F. Pinto

- Council was provided with a proposed revised Fee Schedule which incorporates recommendations by the Finance Committee and the OPFA staff. The revisions show the current fees and the proposed changes;
- The proposed changes were reviewed and accepted by Council;

Motion: Ashiq/Gagnon-That the Fee Schedule is approved and will be effective on December 1, 2022.

All in favour. Carried.

h) 2021-2026 Strategic Plan Implementation Task Team Verbal Update & Task Team Terms of Reference-F. Pinto (attachments were provided)- F. Pinto

- Council was provided with a verbal update on the implementation of the strategic plan, a draft Terms of Reference for the Strategic Plan Implementation Task Team and a list of the task team members;
- The task team has been working on developing a work plan. A draft of the Work Plan is provided in Item 3 d) of the Information Items. A further draft is expected to be ready for the January 2022 Council meeting.

Motion: Reynolds/Ashiq -That the Strategic Plan Implementation Task Team Terms of Reference is approved.

All in favour. Carried.

i) **Update on the 2022 Annual Conference** (an attachment was provided)- L. Simpson/F. Pinto

- Council was provided with the survey results of the Membership for the 2022 Annual Conference. 196 responded who are split evenly regarding whether they plan to attend virtually, in-person or are currently undecided how they will choose to attend;
- Work on the conference is progressing well. This is the first time planning a hybrid conference. More information on registering for the conference should be available in January;
- The conference will take place on April 12-14, 2022.

j) **2021 Council Survey Results**-(verbal update) F. Pinto

- Council was provided with the result of the 2021 Council survey and a summary of the results. The survey is done every two years;
- It is suggested that the results be reviewed in a separate meeting or a task team be asked to review the results and make suggestions to Council;
- Chris McDonnell will share his thoughts with Council on the next steps that should be taken.

k) **Changes to the Professional Foresters Act**- F.Pinto

- The changes were passed in the Ontario Legislature on December 2 but they are not yet available on e-laws. Members have been notified of the status of the revised PFA in the Dec 2021 issue of the newsletter. Members will be informed when the revised PFA is posted on e-laws;
- The changes refine the scope of practice of professional forestry and include new definitions and better title protection. The exclusions have not been changed;
- The task team was thanked for their hard work on this initiative.

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

- Council was provided with the current revised proposed Bylaw changes for approval. They will go into effect after they are confirmed by the Membership at the 2022 Annual General Meeting;
- The document provided to Council included the current Bylaw, the proposed changes, and the rationale for the changes. The changes were reviewed;
- The Bylaw, once approved by Council, will be confirmed by the Membership at the April 2022 Annual General Meeting along with the changes to the Fee Schedule.

Motion: Williamson/Rubin- That the 2022 Proposed Bylaw Changes are approved as circulated.

All in favour. Carried.

m) **Council Corner Article**-F. Pinto

- Council was provided with a list of Council members who have written articles for the Council Corner article of *The Professional Forester* newsletter and Council members

were asked to volunteer for upcoming articles. Some Council members did volunteer; more volunteers are required;

- The authors of the articles for 2022 are:

March 2022-

June 2022-

September 2022- Neil McLean

December 2022- Waseem Ashiq

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 November 30, 2021.
 - b) **Financial Statements as of October 31, 2021** (an attachment was provided)-submitted by F. Pinto-Council was provided with the financial statements as of October 31, 2021.
 - c) **Executive Committee Minutes** (an attachment was provided)- submitted by F. Pinto- Council was provided with the Executive Committee Minutes of the October 19, 2021, Executive Committee meeting.
 - d) **Work Plan 2021-2022** (an attachment was provided)-submitted by F.Pinto- the current draft of the 2021-2022 Work Plan was provided to Council.
 - e) **Next Scheduled Meeting** (an attachment was provided)-submitted by F. Pinto- The next scheduled Executive Committee meeting is Tuesday, January 4, 2022. Council was provided with the 2022 Council and Executive Committee meeting schedule. T
4. **Termination of Meeting** – Chris McDonell thanked everyone for attending and asked that, even though participation for daytime meetings is good, Council should also consider 6:00 p.m.-9:00 p.m. for future meetings. He asked for a motion to terminate the meeting at 11: 55 a.m.

Motion- Reynolds/Ashiq - That the Council meeting of December 16, 2021, is terminated.

All in favour. Carried.