



COUNCIL MEETING **MINUTES**

January 25, 2022
9:00 a.m.- 11:30 p.m. (EST)
Zoom Video Conference

Present: Chris McDonell, R.P.F., President
Denis Gagnon, R.P.F., Past-President
David Goldsmith, Public Councillor
Sally Krigstin, Public Councillor-left at Item 2b) and rejoined at Item 2c)
Wendy LeClair, R.P. F., Northeast Councillor
Brandon Williamson, Associate R.P.F., Southwest Councillor
Scot Rubin, R.P.F., Northwest Councillor
Larry McDermott, Public Councillor
Douglas Reynolds, Public Councillor-left at item 2e)
Waseem Ashiq, R.P.F., Southeast Councillor
Daniela Corapi, Public Councillor
Neil McLean, R.P.F., Central West Councillor
Sarah Todgham, R.P.F., Central East Councillor

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

Regrets: Peter Nitschke, R.P.F., Vice-President

1. Call to Order- C. McDonell-

- a) Opening Remarks-Chris McDonell called the meeting to order at 9:01 a.m. and welcomed everyone.
- 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 was none.

d) Determine if there are any other business items. The President asked if there was any other business. There was none.

e) Finalize and approve the agenda (an attachment was provided)
Motion: Reynolds/Ashiq- That the agenda is accepted as circulated.
All in favour. Carried.

f) Approve the minutes of December 16, 2021 (an attachment was provided)-

Motion: Corapi/McLean- That the minutes of the December 16, 2021 meeting are accepted as circulated and will be made available to OPFA members on the website.
All in favour. Carried.

2. Discussion Items

a) **Financial Update-**D. Goldsmith-

- Peter Nitschke is Chair of the Finance Committee and asked David to provide Council with a summary in his absence;
- There are three areas to report on and which are works in progress:
 1. Financial Report- A financial report will be given to Council at each meeting. Some expenses have not been allocated to the correct area in QuickBooks; however, this is being rectified. The format of the Budget that was approved by Council was not done in the same format as QuickBooks. This will also be rectified. The Association is performing as planned financially;
 2. Fiscal Year-End- KPMG has begun the financial audit, will file the necessary tax forms with the Canada Revenue Agency, and is preparing the staff T-4 slips for 2021. KPMG is also working with the OPFA Bookkeeper to ensure that expenses are allocated to the proper areas;
 3. Investments- RBC Dominion Securities (RBCDS) will be making a presentation to the Finance Committee in February on how the investments have done since funds were transferred to RBCDS. They will present annually to the Finance Committee and Councillors who wish to join the Committee in subsequent years. Currently, the statements received are only transactional but it is hoped they will be more analytical in the future. In the future, a summary report will begin to show the current return, return since inception, and overall performance. Some basic numbers will be reflected in the audited financial statements when they become available. In accordance with the Financial Reserve Policy approved by Council last year, the Finance Committee will review the amount in the reserve fund as compared to the target amount and will report the results to Council once the audited financial statements are available;
- The President thanked David for the financial update and thanked him and the Committee for their work.

b) **2021-2022 Work Plan** (an attachment was provided)-F. Pinto-

- The Work Plan helps implement the approved Strategic Plan and is quite detailed;

- The Strategic Plan Implementation Task Team assisted in developing the Work Plan and prioritizing the activities;
- The items highlighted in grey are allocated to years beyond the current fiscal year. More work will be done to the Work Plan spreadsheet, including more colour coding and a summary page of projects;
- The general sense is that there is a lot of work listed and both finances and staff time are limited. The Strategic Plan Implementation Task Team did consider the urgency and importance of the various activities;
- Many items relate to communications for which the OPFA does not currently have many resources; however, some members of the task team do have some background in this area and will be asked to help;
- The communications plan should include helping members understand what it means to be a member of a regulated profession as well as informing employers of the benefits of hiring a forestry professional and collaborating with the external stakeholders. It is hoped that the OPFA can work collaboratively with other forestry advocacy groups in developing common messages, although past attempts to collaborate have not been very successful;
- The OPFA policies are up-to-date. They change when staff becomes aware of changes through issues the OPFA deals with regarding the law, public policy, and changes being addressed by other regulators. The Bylaw is reviewed annually and so is kept up-to-date. Current proposed changes to the Bylaw will be reviewed/confirmed by the Membership in April at the Annual General Meeting.

Motion: Williamson/LeClair- That the 2021-2022 Work Plan is approved as circulated.
All in favour. Carried.

c) **2021 Resolution** - (an attachment was provided)-F. Pinto/-C.McDonell-

- Council was provided with the resolution that was received at the Annual General Meeting in April 2021;
- The Awards & Recognition Working Group have not yet submitted a report; however, they have met and plan to send a report in the next 2-3 weeks which will be shared with Council at its meeting in April;
- Other regulatory bodies have moved their awards programs to advocacy groups which the Awards & Recognition Working Group is considering. They have also been asked to evaluate current and potential awards against the objectives of the *Professional Foresters Act* when they complete their review;
- Council was asked to consider whether the OPFA should be accepting resolutions from the membership as legal counsel, in the past, has advised against;
- There is no requirement in the Bylaw to accept resolutions;
- Members may submit questions or comments to Council at any time;
- Some felt that Council should not accept resolutions effective immediately; however, Council agreed to continue to address the 2021 Resolution and not to accept resolutions effective in 2023. The rationale will be explained to the Membership.

Motion: Williamson/Reynolds- Recognizing that the OPFA is a regulator, the practice of accepting member's resolutions tabled to be voted at the AGM will be discontinued in 2023. Communications related to this motion will be forthcoming.
1 opposed. Carried.

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

- The working group continues to work on planning the conference. In mid-February, they will determine if the conference will be a hybrid conference with an in-person event or a fully virtual conference; therefore, registration for the conference is not yet open;
- The audio-visual company that was selected to live-stream the conference is being considered for providing a good quality virtual field trip if the conference is moved to being fully virtual.

e) **Council Survey Results-C. McDonell**

- The President asked that the Strategic Plan be recirculated to Council and that Council reflect on the first nine pages;
- Council was asked what their expectations are regarding connecting with members:
 - We are aware that while Councillors are elected by members in a specific geographic region they do not represent that section, like constituents of a government office, Councillors must represent the public interest. The *Professional Foresters Act* specifies that the OPFA's primary objective is protecting the public interest. Secondly, it has other objectives, including promoting the profession. As Councillors are elected by the Membership, it is reasonable to interact with members as long as the regional interest is not put above the interest of the public;
- Council was asked how they saw the effectiveness of the working groups and committees:
 - The Committees and working groups are functioning well;
 - Terms of Reference and accountability are important;
 - The Terms of Reference will be revised to include areas of expertise that would be considered an asset for a member of the committee or working group.

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, 2021.
- b) **Executive Committee Minutes** (an attachment was provided)- submitted by F. Pinto- Council was provided with the Executive Committee Minutes of the January 4, 2022, Executive Committee meeting.
- c) **Next Scheduled Meeting** (an attachment was provided)-submitted by F. Pinto- The next scheduled Executive Committee meeting is Tuesday, March 1 and the next Council meeting is on April 5. Council was provided with the 2022 Council and Executive Committee meeting schedule.

4. **Termination of Meeting** – Chris McDonell thanked everyone for attending. He asked for a motion to terminate the meeting at 11: 29 a.m.

Motion- McDermott/Ashiq - That the Council meeting of January 25, 2022, is terminated.
All in favour. Carried.