



COUNCIL MEETING **MINUTES**

May 31, 2022
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
David Goldsmith, Public Councillor
Sally Krigstin, Public Councillor
Brandon Williamson, Associate R.P.F., Southwest Councillor
Scot Rubin, R.P.F., Northwest Councillor
Larry McDermott, Public Councillor
Douglas Reynolds, Public Councillor
Neil McLean, R.P.F., Central West Councillor-joined at item 2d.
Wendy LeClair, R.P. F., Northeast Councillor- joined at item 2b.
Waseem Ashiq, R.P.F., Southeast Councillor
Daniela Corapi, Public Councillor

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

Guest: Maram Khalif, Compliance Analyst, Office of the Fairness Commissioner-for part of the meeting

Absent: Larry McDermott, Public Councillor

1. Call to Order- C. McDonell-

- a) Opening Remarks-Chris McDonell called the meeting to order at 9:02 a.m. and welcomed Council Members and guest Maram Khalif, Compliance Analyst, Office of the Fairness Commissioner. Ms. Khalif explained that she was only there to observe.
- 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/Waseem-That the agenda is accepted as amended.

All in favour. Carried.

- f) Approve the minutes of April 5, 2022 (an attachment was provided)-

Motion: Williamson/Nitschke- That the minutes of the April 5, 2022 meeting are accepted as circulated and will be made available to OPFA members on the website.

All in favour. Carried.

2. Discussion Items

- a) **Summary Budget Update to End of April 2022-**P. Nitschke (an attachment was provided)-

- Materials prepared by the Finance Committee were circulated to Council before the meeting;
- The overall budget is on track for the year;
- The Reserve Fund Policy requires an annual review of investments which was completed by the Finance Committee. In accordance with the policy, no action is needed this year;
- RBC Dominion Securities has provided a commentary on the investments which Fred Pinto will distribute to Council;
- The digitizing of the paper files in the office is complete, however, the funds to do so were not included in the budget;
- Funds were received from various webinars that were held;
- Council thanked the Committee for the report. There were no questions.

- b) **New Finance Committee Members-** (attachments were provided)-P. Nitschke

- The Finance Committee has identified the need for additional members as, at times, there is only a small group present at meetings to make decisions. One new member is desired from Council and one from the membership in general;
- Scot Rubin was asked to leave the meeting while Council discussed this item;
- Scot Rubin, R.P.F. and Annonciade Murat, R.P.F. both have financial experience and have expressed an interest to serve on the committee. Their résumés were provided to Council. The Finance Committee have reviewed the résumés and passed a motion requesting that they be appointed by Council to the Finance Committee;
- After the motion below Scot Rubin rejoined the meeting.

Motion: Gagnon/Krigstin-That Annonciade Murat and Scot Rubin are hereby appointed to the Finance Committee.

All in favour. Carried.

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

- The 2022 Annual Conference Working Group's report was circulated to Council before the meeting;
- The Working Group had hoped for a hybrid conference (virtual and in-person) but decided to hold only a virtual conference again this year;
- Despite a small number of sponsors retracting or reducing their sponsorship of the conference due to the conference only being virtual, over \$20,000 was received from sponsors;
- There were 252 paid participant tickets sold, with 357 attendees in total. 71 annual conference participants completed the post-conference survey. Of those, 90% agreed that the overall conference was excellent. Over 80% indicated that a hybrid conference would be the best approach for future conferences, so more members could participate;
- The 2023 Annual Conference Working Group is planning for a hybrid conference in Peterborough;
- There will be additional costs to run a hybrid conference as hiring a company to live stream it which can be costly;
- Council thanked the 2022 Annual Conference Working Group for a successful annual conference.

d) **2020 Resolution** (attachments were provided)-F. Pinto/C. McDonell-

- 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 2020 Annual General Meeting.
- The Awards and Recognition Working Group provided a verbal report of their review of the awards at the April 5, 2022, Council meeting. They have now submitted a written report on their findings;
- The resolution called for Council to resume giving awards to members after they were temporarily suspended, pending a review, upon the advice of legal counsel;
- When the awards began, the OPFA only had a right to title and may have been able to advocate; however, in 2000, it became a full regulatory body administering the right to practice with the primary objective of protecting the public interest;
- The Awards and Recognition Working Group looked at what was being done elsewhere and has proposed the following options:

Option 1: A new Ontario Advocacy and Award Association is established separately from the OPFA which is responsible for the awards program; or

Option 2: The OPFA partners with the CIF(Canadian Institute of Forestry) to deliver an awards and recognition program; or

Option 3: The OPFA maintains a recognition program but limits the awards to fellowships upon graduation and/or scholarships consistent with the objective to promote the knowledge, skill, and proficiency of its new members.

There was extensive discussion and comments:

- The participants of the 2022 Annual General Meeting in April were informed that the report will be shared with the membership and Council will decide how to proceed;
- The decision regarding the future of the awards must reflect that the OPFA is a regulatory body;
- After an extensive review of its activities The Professional Engineers Ontario transferred its awards to an engineering advocacy group known as the Ontario Professional Society of Engineers;
- The Ontario College of Teachers has discontinued its awards program altogether;
- When the report is shared with the Membership, they could be asked to complete a survey indicating their support for a separate advocacy organization, the development of an Ontario professional forester awards program by an existing advocacy organization, and support for a fellowship program for new members;
- Initial consultation with the Canadian Institute of Forestry on awards was positive and needs to be followed up by OPFA staff.

Motion: Nitschke/Reynolds- That the OPFA will discontinue issuing awards to registrants but will continue to issue certificates of appreciation to volunteers and the 25 and 50 Year pins.

All in favour. Carried.

- e) **Annual General Meeting Minutes for the 2021 Fiscal Year** (an attachment was provided)- F. Pinto/C.McDonell

- Council was provided with a draft of the Annual General Meeting minutes for the 2021 fiscal year. The minutes will remain as a draft until approved by the Membership at the Annual General Meeting for the 2022 fiscal year.

Motion: Gagnon/LeClair- That the draft minutes of the Annual General Meeting for the 2021 fiscal year on April 13, 2022, have been reviewed for errors and omissions and will be made available to all members on the OPFA website.

All in favour. Carried.

- f) **2022 Work Plan Update** - (an attachment was provided)-F.Pinto

- Council was provided with an update on the 2022 Work Plan;
- The Work Plan reflects the direction and priorities of the Strategic Plan;
- Progress is being made on the e-textbook related to the Indigenous Knowledge Standard;
- A draft Communication Plan to deal with the many directions on communications to OPFA members and external stakeholders is provided to Council in the Information Items section of the agenda. This work will need resources. The 2023 budget will include recommendations on communications activities that the OPFA may want to undertake and can afford;

- The digitizing of the office paper files is now complete. The next steps are to have the confidential files shredded by an outside source and to discard any unneeded furniture and equipment etc.
- g) **Membership Statistics** (an attachment was provided) - F. Pinto- This item was moved into the Discussions Items from the Information Items:
- There has been a 2% increase in the number of practising members since November 30, 2021. This is largely due to the follow-up and assistance of Provisional Members in the registration process. It is hoped that the increase in Provisional Members' membership fees after 6 years will encourage them to move more efficiently through the registration process toward practising membership;
 - Fred Pinto and Louise Simpson also meet virtually with new Provisional Members to explain and answer questions and concerns about the registration process. They also meet with newly approved Full and Associate Members to ensure they understand their responsibilities as a practising member.
- h) **FARPACTA Regulations Technical Briefing**-(an attachment was provided)-F. Pinto- This item was moved into the Discussions Items from the Information Items:
- The known changes to FARPACTA (Fair Access to Regulated Professions and Trades Act) will increase the OPFA's expenses as the membership database will need to be changed to ensure that required reports can be generated and the additional work in the annual admin of the database will also increase annual expenses;
 - The changes to the legislation were made to remove barriers for applicants to become members of a regulatory body;
 - We will have a better idea of additional expenses or impact on members once we get more information on the finalized operational reporting details from the Office of the Fairness Commissioner which is promised this summer.
- i) **Enforcement Summary** (an attachment was provided)-F. Pinto- This item was moved into the Discussions Items from the Information Items:
- There have been fewer concerns and complaints which is most likely due to the social impacts of COVID-19;
 - Dave Payne continues in his role as Enforcement Coordinator and is currently looking into improving the good character requirements for applicants.

3. **Information Items** (not for discussion unless elevated to 2. Discussion Items)

- a) **Executive Committee Minutes** (an attachment was provided)- submitted by F. Pinto- Council was provided with the Executive Committee Minutes of the May 3, 2022, Executive Committee meeting.
- b) **Communications Plan** (an attachment was provided)-submitted by F. Pinto- Council was provided with a draft Communications Strategy Proposal & Implementation Plan.

- c) **Next Scheduled Meeting** (an attachment was provided)-submitted by F. Pinto- The next scheduled Executive Committee meeting is Tuesday, August 16 and the next Council meeting is on Tuesday, September 13. Council was provided with the 2022 Council and Executive Committee meeting schedule. The Executive Committee has discussed the possibility of a face-to-face Council meeting in December.
4. **Termination of Meeting** – Chris McDonell thanked everyone for attending. He asked for a motion to terminate the meeting at 11:50 a.m.

Motion- Reynolds/Ashiq - That the Council meeting of May 31, 2022, is terminated.
All in favour. Carried.