



COUNCIL MEETING **MINUTES**

September 13, 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
Brandon Williamson, Associate R.P.F., Southwest Councillor-left at item 2 i)
Larry McDermott, Public Councillor- arrived at item 2 i)
Douglas Reynolds, Public Councillor
Neil McLean, R.P.F., Central West Councillor-arrived at item 2 b)
Wendy LeClair, R.P. F., Northeast Councillor-left at item 2 i)
Daniela Corapi, Public Councillor

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

Regrets: Sally Krigstin, Public Councillor
Waseem Ashiq, R.P.F., Southeast Councillor

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

1. Call to Order- C. McDonell-

- a) Opening Remarks-Chris McDonell called the meeting to order at 9:03 a.m. and welcomed Council Members and staff.
- b) Record Attendance and Confirmation of Quorum- the attendance was recorded as above. As a 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/Nitschke-That the agenda is accepted as amended.
All in favour. Carried.

- f) Approve the minutes of May 31, 2022 (an attachment was provided)-

Motion: Gagnon/Williamson- That the minutes of the May 31, 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) **Work Plan 2021-2022** (an attachment and link were provided)- F. Pinto

- Council was provided with a link to the Work Plan 2021-2022 on Google Drive and a PDF file of the Work Plan 2021-2022 Summary. Some questions and comments were made:
 - **Cyber-security**- This has been investigated. The Executive Director reported that there had been no follow-up from one company that was approached, however, he has been provided with the name of another company that he will contact. There is an available Data and Cybersecurity Practices for Associations Guide and self-assessment spreadsheet. The registrant database and the OPFA electronic files are protected, staff files are backed up and cybersecurity software is used;
 - **Revised Professional Foresters Act, 2000**- It is hoped that a meeting with the new minister can be arranged. The same minister is also responsible for administering the Association of Ontario Land Surveyors who are currently seeking to change their legislation. . ;
 - **Registration**-The introductory video for the Credential Assessment Process (CAP) Web Portal has been delayed while awaiting revisions to the portal. New Provisional Members are currently invited to attend a virtual Provisional Member Orientation Session conducted by the Registrar and the Registration Manager and are given a walk-through of the CAP Web Portal either at that session or one-on-one;
 - **Membership Survey**-A draft membership survey will be shared with Council at the December meeting;
 - **Closing of the Georgetown office**-The digitization of the files is completed, however, the work to close the office continues.

- b) **Financial Update-Current Year** (attachments were provided)-F. Pinto/P. Nitschke

- Council was provided with the following documents: Performance Financial Statement as of July 2022, Statement of Cash Flows, Income Statement, Budget vs. Actual, Summary Portfolio Note, and a Balance Sheet. These were prepared by the Executive Director and the Finance Committee;

- Overall there is a projected surplus of \$40,000 at the end of the 2021-2022 fiscal year.

c) **Budget 2022-2023** (a link was provided)- F. Pinto-

- Council was provided with a link to the draft Budget 2022-2023 on Google Drive which includes a 5-year projection;
- \$20,000 has been allocated to communications, however, this figure is very low compared to other Ontario forestry NGOs;
- Enforcement costs are difficult to forecast as they are unpredictable;
- There is an expected deficit of \$66,000 for 2022-2023 which assumes no changes in membership fees as the OPFA tries to meet the objectives and activities described in the approved strategic plan. The Minister requires us to charge membership fees that will allow the OPFA to fulfill its legal mandate;
- The Strategic Plan may have to be revisited to ensure that we remain within the budget.

d) **Council Members 2022-2023** (an attachment was provided)- F. Pinto

- Council was provided with the Call for Nominations that were sent to Registrants on August 2. They have until September 15 to submit their nominations;
- Some members have expressed interest in serving on Council to fill the vacancies.

e) **Statutory Committee Membership** - (attachments were provided)-F.Pinto

- Council was provided with a list of the Statutory Committee members for the 2022-2023 fiscal year for approval effective December 1. They were also provided with a resumé of Christine Leduc who has agreed to replace Malcolm Cockwell as Chair of the Registration Committee effective November 30, 2022;
- The committee members marked with XXXX below will be determined at the December 13, 2022 meeting. Neil McLean wishes to remain on the Registration Committee, however, a member of Council must be appointed which will be done in December.

Motion: Reynolds/Gagnon- That membership of the following statutory committees for 2022-2023 is confirmed as:

Registration Committee:

Christine Leduc, 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.
 XXXXXX,., 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
XXXXXX, 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
Donna Lacey, Associate R.P.F.
Peter Nitschke, R.P.F., Vice President
Brandon Williamson, Associate R.P.F., Elected Councillor

All in favour, Carried.

- f) **Working Group, Committee, and Task Team Chairs 2022-2023** (an attachment was provided) - F. Pinto

- Council was provided with a list of the Chairs of the working groups, committee, and task teams for the 2022-2023 fiscal year for approval effective December 1.

Motion: Corapi/Nitschke- That the Chairs of the following Committees, Task Teams, and Working Groups are appointed for the 2022-2023 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., Past President
Registration Appeal Committee: Chris McDonell, R.P.F., President
Finance Committee: Peter Nitschke, R.P.F.
Editorial Board Working Group: Betty van Kerkhof, R.P.F.
2023 Annual Conference Working Group: Ken Elliott, R.P.F. (Chair)
Recognition Working Group: Sarah Bros, R.P.F.
Social Media Working Group: Denis Gagnon, R.P.F.
Regulation Amendment Task Team: Betty van Kerkhof, R.P.F.
Equity and Inclusion Task Team: Waseem Ashiq, R.P.F. (Co-Chair), Larry McDermott, Public Councillor
Strategic Plan Implementation Task Team: Chris McDonell, R.P.F.
Professional Networking Task Team: Francisco Murphy, R.P.F.

All in favour. Carried.

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

- Council was provided with the 2020-1 Resolution, the Awards and Recognition Working Group Report, and the result of the survey of registrants regarding the future of the awards;
- 41 members (4% of members) participated in the survey and while there was some (42%) support for an alternative to the awards, the majority of respondents (55%) were unwilling to volunteer their time or pay an additional fee to support any of the alternative initiatives;
- The Canadian Institute of Forestry and Forests Ontario have been approached to see if they have any interest in awards for professional foresters.

h) **Fee Schedule Changes Proposed** (an attachment was provided)-F. Pinto

- Council was provided with further Fee Schedule changes that are proposed by the Finance Committee;
- At the December 16, 2021 meeting, the Late Payment Fee was increased from \$50 to \$100 for practising members and to \$75 for Provisional Members, along with other changes. There is a need to harmonize the Late Reporting Fee to the same amount, i.e. \$100 for practising members and to \$75 for Provisional Members. After all notices and warnings for not reporting are ignored, the registrant who has not reported is suspended and their registration ultimately cancelled;
- The Finance Committee evaluated many different scenarios to balance the budget for the next three fiscal years as well as membership numbers, staff complement, and fees charged by other forestry regulators in Canada and other regulators in Ontario. Membership fee increases of 5% each year over the next three years or a one-time increase of 12% resulted in a balanced budget. These results were also shared and discussed by the Executive Committee;
- There was extensive discussion on the fiscal projections and options. A 5% increase for this year will result in a deficit next year which can be offset by an unspent surplus from the current fiscal year. The Fee Schedule was revised by the Executive Director while the meeting progressed to show, among other changes, a 5% increase in membership fees effective December 1, 2022, with projected increases of 5% effective December 1, 2023, and December 1, 2024;
- The rationale for the changes in the Fee Schedule which include inflation and strategic direction will be communicated to members. A webinar for members is planned to communicate this to members;
- The Executive Director will revise the budget showing the surplus and will provide a balanced budget.

Motion: LeClair/Williamson- That the Fee Schedule is approved as amended effective December 1, 2022.

All in favour. Carried.

i) **Self-Identification Survey** (an attachment was provided)-L. McDermott-

- Council was provided with a draft of the Self-Identification Survey of OPFA registrants that has been developed by the Equity & Inclusion Task Team

using similar surveys developed by other organizations and customized for the OPFA;

- A minor change to the survey was suggested and accepted;
- The survey will be conducted in the fall. Only one member of staff will have access to the submissions and all gathered information will be confidential.

Motion: Gagnon/McDermott- That the Self-Identification Survey is approved as amended.

All in favour. Carried.

j) **Good Character Declaration** (an attachment was provided)-F. Pinto

- Council was provided with the rationale for changes by which the OPFA ensures its registrants are of good character as required in Article 11.4(1) of the Bylaw;
- The information provided included what good character information has been collected in the past and what other regulators require;
- The “Declaration of Good Character by Applicant for Licensing” will be added to current membership application forms;
- The four questions listed under “Recommended Amendment to Annual Renewal Template to Assist in Ongoing Good Character Assessment” will be added to the annual membership renewal information which Full, Associate, Non-Resident, and Provisional members must complete each year. The questions are consistent with other regulators;
- These changes will be communicated to members in the same webinar in which the Fee Schedule changes will be explained;
- Council felt that non-practising members should be required to answer the same questions in future years and the Executive Director agreed to look into it.

Motion: Reynolds/Gagnon: That the Good Character Declaration is approved as circulated.

All in favour. Carried.

k) **Mutual Recognition Agreement (MRA) between the Forest Professional Regulators of Canada-** F. Pinto

- Council was provided with the Mutual Recognition Agreement between the Forest Professional Regulators of Canada which will ensure forest professionals can transfer from one province to another in accordance with federal labour mobility law where forest professionals are regulated;
- This has been in place for some time and has been revised.

Motion: Nitschke/Goldsmith: That the Mutual Recognition Agreement between the Forest Professional Regulators of Canada is approved and the Executive Director is authorized to sign it for the OPFA.

All in favour. Carried.

l) **OPFA Indigenous Peoples Lands & Resources Standard Implementation Strategy** (an attachment was provided)- F. Pinto

- Council was provided with an implementation strategy for the OPFA Indigenous Peoples Lands & Resources Standard for approval. Council was provided access to the document on Google Drive for their review on August 18 and were asked to complete their review by September 1;
- Peggy Smith, R.P.F. (Ret.) has completed 6 of the 18 chapters of the e-book;
- There will be no cost to members to study using the e-book and to take the test which will determine if they have the required competency. It is proposed that members be given 2 years to complete the competency;
- The software that will do the testing has been chosen;
- A motion to approve the implementation strategy was carried out and then withdrawn. Council will review and vote on the implementation strategy once the e-book and the test questions are complete.

m) **Membership Statistics** (an attachment was provided)- F. Pinto- This item was moved from the Information Items section into Discussion Items.

- There has been a 3% net increase in practising members as of the end of August 2022 which may decrease during the membership renewal period;
- Student Membership has declined as there has been no in-person contact with students;
- Provisional Membership has increased, however, moving them through the registration process toward practising membership continues to be challenging.

n) **Communication Plan** (an attachment was provided)- F. Pinto- This item was moved from the Information Items section into Discussion Items.

- The Chair asked Council members to review the Communication Plan which will be discussed at the December 13 meeting.

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 August 16, 2022, Executive Committee meeting.

b) **Next Scheduled Meeting** (an attachment was provided)-submitted by F. Pinto- The next scheduled Executive Committee meeting is Tuesday, October 18 and the next Council meeting is on Tuesday, December 13. 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 11:34 a.m.

Motion- Corapi/Goldsmith - That the Council meeting of September 13, 2022, is terminated.

All in favour. Carried.