

## COUNCIL MEETING MINUTES

January 24, 2023

9:00 am – 12:00 pm (EST)

Zoom Video Conference

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### ATTENDANCE

<b>Present:</b>	Chris McDonell, R.P.F.	President
	Peter Nitschke, R.P.F.	Vice-President
	Denis Gagnon, R.P.F.	Past-President
	Wendy LeClair R.P. F.	NE Councillor
	Scot Rubin, R.P.F.	NW Councillor (left at item 2c. and returned at item 2f).
	Ritikaa Gupta, R.P.F.	CE Councillor (joined at item 1f).
	Maegan Ciurko, R.P.F.	CW Councillor
	Malcolm Cockwell, R.P.F.	SE Councillor
	Brandon Williamson, Associate. R.P.F.	SW Councillor
	Sally Krigstin	Public Councillor
	David Goldsmith	Public Councillor
	Douglas Reynolds	Public Councillor
	Larry McDermott	Public Councillor (joined at item 1f).
<b>Guests:</b>	Samuel Carrière, Assoc. Advisor,	RBC Dominion Securities (item 1-2a only).
	Roger Heard, Chief Financial Officer	RBC Dominion Securities (item 1-2a only).
	Maram Khalif, Compliance Analyst	Ontario Office of the Fairness Commissioner (for a portion of the meeting)
<b>Staff:</b>	Fred Pinto, R.P.F.	Executive Director and Registrar
	Louise Simpson	Registration Manager
	Priscilla Doyle	Office and Registration Coordinator
<b>Regrets:</b>	Daniela Corapi	Public Councillor

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### 1. CALL TO ORDER

- a. **Opening Remarks** – Chris McDonell called the meeting to order at 9:00 a.m. and welcomed Council members and staff. He also welcomed guests Samuel Carrière, Associate Advisor, and Roger Heard, Chief Financial Officer of RBC Dominion Securities.

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**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 rejoin 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. Other Business Items**

- The President asked if there was any other business.
- There was none.

**e. Finalize and Approve the Agenda**

- **Motion:** That the agenda is accepted as circulated. Reynolds & LeClair
- **All in favour.** Carried.

**f. Approve the minutes of December 13, 2022**

- **Motion:** That the minutes of the December 13, 2022 meeting are accepted as circulated and will be made available to OPFA members on the website. Williamson & Reynolds.
- **All in favour.** Carried.

**2. DISCUSSION ITEMS**

**a. RBC Dominion Securities Investment Update**

- Lead by Samuel Carrière, Associate Advisor, and Roger Heard, Chief Financial Officer, RBC Dominion Securities Inc.
- Council was provided with the RBC Dominion Securities Portfolio Review as of November 30, 2022, prior to the meeting.
- Samuel Carrière and Roger Heard from RBC Dominion Securities presented Council with an update on the reserve portfolio performance for the fiscal year ending November 30, 2022:
  - The investments are in alignment with the OPFA's Investment Policy. It is RBC's responsibility to act in accordance with those instructions.
  - 2022 was a volatile year that resulted in higher inflation resulting in interest rates being raised, however, the employment rate improved.

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- Some prices came down, but consumers slowed their spending which slowed the economy;
  - A mild recession is expected, and unemployment rates will likely increase in 2023.
  - The portfolio will be adjusted in accordance with the IPS to offset any changes.
- The President thanked Mr. Carrière and Mr. Heard for their presentation and they left the meeting.

### **Discussion**

- Once the financial audit is complete the Finance Committee will look at the amount in the reserve fund.
- Council will discuss the Investment Policy Statement and the Reserve Fund Policy at the April meeting. Both will be sent to Council after the meeting.

### **Secretary Notes**

- Both documents were emailed to Council on January 24.

### **b. Confidentiality Agreement for Councillors and Members of Legislated Committees**

- Lead by Fred Pinto
- Council was provided with the Confidentiality Agreement which is intended to ensure those signing it are aware of their obligations under the PF, and was reviewed by Legal Counsel.
- The submission of the Agreement will be required from members of Council, Registration Committee, Complaints Committee, and Discipline Committee.
- Council Members are asked to sign and submit the Agreement at their earliest convenience.
- Council asked that the Confidentiality Agreement be emailed again to Council members.
- Council asked if we have the right and obligation to publish the minutes of the Council meetings. Fred Pinto agreed to ask legal counsel and report back.

### **Secretary Notes**

- The Confidentiality Agreement was emailed to Council on January 24.
- On January 25, Fred Pinto emailed Legal Counsel's response to the question explaining that it is appropriate for Council to let the

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- membership and the public know what the outcomes of its meetings are and what business is conducted there.
  - When it does share that information, that information then becomes “available to the public”.
  - Once it is available to the public, that is an exception to the obligation to maintain secrecy in section 56.

**c. Annual Conference update**

- Lead by Fred Pinto & Louise Simpson
- The plans for the conference are going well and the level of sponsorship is good.
- It will be a hybrid (virtual and face-to-face) conference in Peterborough on April 18-20.
- The theme is Professional Foresters Adapting Through Collaboration and Innovation.
- The guest speakers or the prices of registering for the conference have not yet been determined;
- The Minister of Natural Resources and Forestry has been invited to attend but his attendance has not been confirmed.

**d. Equity & Inclusion Task Team Report**

- Lead by Louise Simpson & Larry McDermott
- The Equity & Inclusion Task Team meets monthly.
- A subgroup of the task team is reviewing existing OPFA policies using the equity and inclusion lens. It is hoped that their findings will be available to Council at April’s meeting.
- The Count Me In survey was sent out to members and 165 responses (17% of the total) have been received so far; the deadline to complete the survey is February 6.
- The President encouraged members of Council to complete the survey if they haven’t already done so.

**e. Council Meeting April 2023**

- Lead by Fred Pinto & Chris McDonell
- The Council meeting will be a hybrid meeting (virtual and face-to-face) in Peterborough on Monday, April 17 during the annual conference which takes place from April 18 to April 20.
- The meeting will be approximately 12:00 p.m.- 5:00 p.m. with lunch provided.

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- The Registration Committee will meet on the evening of April 17 and Council members will be invited to join. The meeting will include dinner.
  - Council will be provided with more details including how to book a guest room as soon as the details are confirmed.

**f. Membership Renewal Update**

- Lead by Fred Pinto
- Council was provided with a summary of overdue payment of membership fees, competency report, and good character reporting.
- The revised Fee Schedule includes increases to the annual membership fee for most membership categories.
- The Good Character Declaration is a new requirement this year.
- The due date for reporting (competency reporting and the Good Character Declaration) was changed this year from January 15 to December 1, the same date that membership fees are due.
- The Late Payment Fee and Late Reporting Fee were also increased to encourage members to complete their responsibilities on time.
- There was concern that some members are not taking their responsibilities seriously; Council will discuss this issue more at its April meeting.

**g. Financial Statement as of December 31, 2022**

- This item was brought out of the information item section below for discussion.
- Council was provided with the financial statements as of December 31, 2022, from QuickBooks.
- The fiscal year is unfolding as it has in other years.
- A question was asked as to why the OPFA's reserve fund shown in the QuickBooks balance sheet summary for the end of December 2023 does not match the value of the funds in the Annual report from RBC Dominion Securities as of November 30, 2022. Fred Pinto agreed to get back to Council with the answer.

**Secretary Notes**

- Fred Pinto informed Council via email that the bookkeeper informed him that the value of the reserve fund is entered annually by the financial auditors, currently KPMG, and is not changed by the bookkeeper or OPFA staff throughout the year.

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The new value from the annual report from RBC as of November 30, 2022, will be entered by the auditors in the next few weeks as they complete the 2022 financial audit. Fred will ask the auditors if this is the correct way to display the value of the reserve fund in the monthly summaries.

### **3. INFORMATION ITEMS** (not for discussion unless elevated to 2. Discussion Items)

#### **a. Executive Committee Minutes**

- Submitted by F. Pinto
- Council was provided with the Executive Committee Minutes of the January 10, 2023, Executive Committee meeting.

#### **b. Membership Statistics**

- Submitted by F. Pinto
- Council was provided with the membership statistics as of December 31, 2022.

#### **c. Council & Executive Committee Meetings 2023**

- Submitted by F. Pinto
- The next scheduled Executive Committee meeting is Tuesday, February 28, 2023, and the next Council meeting will be hybrid (face-to-face and virtual) in Peterborough on Monday, April 17, 2023. Council will be provided with a revised 2023 Council and Executive Committee meeting schedule once details of the April meeting is finalized. Finance Committee meetings will be added to this schedule.

### **4. TERMINATION OF MEETING**

Chris McDonell thanked everyone for attending. He asked for a motion to terminate the meeting at 11:31 a.m.

- **Motion** – That the Council meeting of January 24, 2023, was terminated. Ciurko & Cockwell
- **All in favour.** Carried.

### **5. PROVIDED DOCUMENTS**

- a. Agenda
- b. December 13 Council Meeting Minutes
- c. November 30 RBC Dominion Securities Portfolio Review
- d. OPFA Confidentiality Agreement

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- e. Summary of Overdue Payment of Membership Fees, Competency Reports, and Good Character Reporting.
  - f. December 31 OPFA Financial Statement
  - g. Executive Committee Minutes
  - h. Membership Statistics
  - i. Council & Executive Committee Meeting 2023 Schedule