

COUNCIL MEETING MINUTES

May 30, 2023

9:00 am – 12:00 pm (EST)

Zoom Video Conference

ATTENDANCE

Present:	Chris McDonell, R.P.F.	President
	Peter Nitschke, R.P.F.	Vice-President
	Wendy LeClair R.P. F.	NE Councillor
	Scot Rubin, R.P.F.	NW Councillor (left and returned during item 2c.)
	Ritikaa Gupta, R.P.F.	CE Councillor
	Maegan Ciurko, R.P.F.	CW Councillor
	Malcolm Cockwell, R.P.F.	SE Councillor
	David Goldsmith	Public Councillor
	Douglas Reynolds	Public Councillor
	Larry McDermott	Public Councillor
	Daniela Corapi	Public Councillor
Staff:	Fred Pinto, R.P.F.	Executive Director and Registrar
	Louise Simpson	Registration Manager
	Priscilla Doyle	Office and Registration Coordinator
Regrets:	Denis Gagnon, R.P.F.	Past-President
	Brandon Williamson, Associate. R.P.F.	SW Councillor
	Sally Krigstin	Public Councillor

1. CALL TO ORDER

- 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. A quorum was confirmed as a quorum is $\frac{1}{3}$ the membership of Council or 5 Council members.

c. Conflict of Interest Declaration

- The President asked that if anyone had a conflict of interest with any item on the agenda, please declare it.
- There was none.

d. Other Business Items

- The President asked if there was any other business.
- The Human Resources Committee Terms of Reference were added to the agenda as item 2 g. below.

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 April 17, 2023

- **Motion:** That the minutes of the April 17, 2023 meeting are accepted as circulated and will be made available to OPFA members on the website. Nitschke & Rubin.
- **All in favour.** Carried.

2. DISCUSSION ITEMS

a. Financial Update for the Current Year

- Led by Peter Nitschke and Fred Pinto.
- Council was provided with the Financial Statements as of April 30, 2023, before the meeting.
- The fiscal year is unfolding as expected with a year-end surplus of \$2000, however, there were some unexpected expenses incurred with closing the office.
- The budget item for travel is higher than expected as the in-person Registration Committee meeting was not considered during the preparation of the budget.
- All members have paid their fees, however, more follow-up is needed for those who have outstanding reporting obligations.
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b. Reserve Fund Policy Review

- Led by Peter Nitschke and Fred Pinto.
- Council was provided with the current Reserve Fund Policy and the revised policy submitted by the Finance Committee.
- Most of the revisions are editorial.

Motion – That Council approves the revised Reserve Fund Policy. Cieurko & Cockwell.

All in favour. Carried.

c. Fee Schedule

- Led by Peter Nitschke and Fred Pinto.
- Council reviewed the current Fee Schedule, a draft proposed changes to the Fee Schedule and a draft budget for 2023-2024 which were submitted by the Finance Committee for Council's consideration.
- A 5% increase in membership fees is suggested.
- It is recommended that Life Membership fees should be changed to a one-time payment of the amount of Full Membership fees. It is currently set at \$680.
- Increases in the application fees are suggested.
- Due to the restructuring of the registration process, the Limited Competency Assessment and associated fee will no longer apply and will be removed. A Scope of Practice Academic Assessment and associated fee of \$500 will be introduced. This will be an academic assessment for Associate Member applicants and the fee has been set to \$500 to equal the fee for Stage 1 of the national Credential Assessment Process, which is the academic assessment portion.
- It was suggested by Council that the wording for the readmission fee be revised to read "Readmission Fee-after more than 1 year or after 1 free admission.

Motion – That the Fee Schedule is approved effective December 1, 2023. Reynolds & LeClair.

All in favour. Carried.

d. 2023 Proposed Bylaw Changes

- Led by Fred Pinto & Louise Simpson.

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- Fred Pinto explained that some suggested revisions have been made, however, more may be required and will be brought to Council at the September meeting.

e. Work Plan Summary 2023

- Led by Louise Simpson & Fred Pinto
- Council was provided with an updated 2023 Work Plan Summary before the meeting.
- **Cybersecurity**-Cambrian College has assigned 7 post-graduate students to review our cybersecurity measures as a part of their course. Meetings with the students have begun and staff have all completed an inventory of their digital assets, both hardware and software. The students will not have access to any confidential material.
- **Communication**-Communication is needed to make forestry students and members aware that forestry is a regulated profession in Ontario. A request for proposal will be drafted for the development of informational materials aimed at high school and university students. The OPFA has won a free member engagement consultation package with Zzeem, an association consulting firm, in which the Executive Director & Registrar and Registration Manager will be participating to explore how the OPFA can meet goals around member engagement.
- **Indigenous Textbook**-the author of the textbook has obtained some help to write a couple of the chapters of the e-textbook. The progress has been slow thus far and will continue to be monitored.
- **Policy for Council and Committee members recruitment and appointment**-As the Executive Committee currently carries out some of these tasks and a new Human Resources Committee has been introduced, Council agreed that this item should be removed from the Work Plan.
- The task team has begun its work to review the membership renewal process and compliance.

f. Equity & Inclusion Task Team Policy & Procedures Review Report

- Led by Larry McDermott and Louise Simpson
- Council was provided with the Equity & Inclusion Task Team Policy & Procedures Review report before the meeting.
- The task team was established to review the OPFA business practices, identify areas for improvement and make recommendations using the diversity, equity, and inclusion lens.

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- Areas for improvement were identified and the task team has made some recommendations. Council offered some suggestions to the task team.
 - The task team will continue to work on an implementation plan.
 - Council commended the task team for its very comprehensive report and the work it has done so far.

g. Human Resources Committee Terms of Reference

- Led by Chris McDonell.
- The need for a Human Resources Committee was identified by the Executive Committee who drafted a Terms of Reference for Council to review.
- The Committee will make recommendations to the Executive Committee who, in turn, will bring its recommendations to Council.
- The Committee currently consists of Chris McDonell, Peter Nitschke and Sally Krigstin. Fred Pinto will serve as an ex-officio member. One or two more committee members are welcome.
- The Committee will work throughout the summer and recommendations will be brought to Council at the September meeting.

h. 2023 Annual Conference Update

- Led by Fred Pinto and Louise Simpson.
- Council was provided with a report from the 2023 Annual Conference Working Group before the meeting.
- The in-person tickets sold out before the early bird deadline.
- The hybrid model worked well despite some minor technical issues.

i. 2023 Annual Conference Survey Results

- Led by Fred Pinto and Louise Simpson.
- Council was provided with the results of the 2023 Annual Conference Survey before the meeting.
- 57 responded to the survey.
- Overall, the feedback was mostly positive.

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- There is strong support for the hybrid model for future conferences.

j. Annual General Meeting Minutes for the 2022 Fiscal Year

- Led by F. Pinto and Chris McDonell.
- Council was provided with a draft of the Annual General Meeting minutes for the 2022 fiscal year.
- Council is welcome to provide any suggested revisions.
- The minutes will remain as a draft until approved by the Membership at the Annual General Meeting in 2024.

k. Membership Statistics

- This item was brought into the discussion area from the information items.
- Council was provided with the membership statistics as of April 30, 2023.
- The number of members has declined since Dec. 1, 2022, due to member resignations, however, at the May 18 Registration Committee meeting, five new Full Members and 1 Associate Member were approved.
- Progress is being made on Provisional Members applying for Associate Membership which will allow them to work within a prescribed scope of practice. They can then work toward Full Membership if they so choose.
- Work continues on members who are not in compliance including calls by the Enforcement Coordinator to over 30 members.

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

a. Executive Committee Minutes

- Submitted by Fred Pinto
- Council was provided with the Executive Committee Minutes of the May 2, 2023, Executive Committee meeting.

b. Enforcement Summary 2016-2023

- Submitted by Fred Pinto.

c. Council & Executive Committee Meetings 2023

- Submitted by F. Pinto

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- Council was provided with the Council, Executive Committee and Finance Committee meetings scheduled for 2023 before the meeting.
 - The next scheduled Executive Committee meeting is Tuesday, August 15, 2023, the next Finance Committee meeting is Tuesday, September 5 and the next Council meeting will be Tuesday, September 12.
 - The meeting of the Finance Committee may be changed to an earlier date which will allow the Committee to have its material provided to Council at the same time as the other meeting materials.

4. TERMINATION OF MEETING

Chris McDonell thanked everyone for attending. He asked for a motion to terminate the meeting at 11:44 a.m.

Motion – That the Council meeting of May 30, 2023, was terminated.
Nitschke & Rubin.

All in favour. Carried.

5. PROVIDED DOCUMENTS

- a. Agenda
- b. April 17, 2023, Council Meeting Minutes
- c. Financial Statements as of April 30, 2023
- d. Reserve Fund Policy
- e. Current Fee Schedule
- f. Proposed Fee Schedule changes
- g. 2023-2024 draft budget
- h. 2023 Proposed Bylaw Changes
- i. 2023 Work Plan Summary
- j. Equity & Inclusion Task Team Policy & Procedures Review Report
- k. Human Resources Committee Terms of Reference
- l. 2023 Annual Conference Update
- m. 2023 Annual Conference Survey Results
- n. Annual General Meeting Minutes for the 2022 Fiscal Year
- o. Executive Committee Minutes
- p. Enforcement Summary 2016-2023
- q. Membership Statistics
- r. Council & Executive Committee Meeting 2023 Schedule