



COUNCIL MEETING MINUTES

December 12, 2023
9:00 am – 12:00 pm (EST)
Zoom Video Conference

ATTENDANCE

Present:	Peter Nitschke, R.P.F.	President
	Lacey Rose, R.P.F.	Vice-President
	Chris McDonell, R.P.F.	Past-President-arrived at 2 a)
	Ritikaa Gupta, R.P.F.	CE Councillor-arrived at 2 i)
	Maegan Ciurko, R.P.F.	CW Councillor
	Wendy LeClair R.P. F.	NE Councillor
	Dayna Griffiths, R.P.F.	NW Councillor
	Malcolm Cockwell, R.P.F.	SE Councillor
	Brandon Williamson, Associate. R.P.F.	SW Councillor-left at 1d.
	Douglas Reynolds	Public Councillor
	Larry McDermott	Public Councillor-arrived at 2a)
	David Goldsmith	Public Councillor
Staff:	Fred Pinto, R.P.F.	Executive Director and Registrar
	Louise Simpson	Registration Manager
	Priscilla Doyle	Office and Registration
		Coordinator
	Brittany Tartaglia	Assistant Registration Manager
Regrets:	Sally Krigstin	Public Councillor

1. CALL TO ORDER

a. Opening Remarks

- Peter Nitschke called the meeting to order at 9:00 a.m. and welcomed everyone including new Council members Lacey Rose, Vice President and Dayna Griffiths, Councillor for the Northwest section. Brittany Tartaglia was the successful candidate to fill in for

Louise Simpson while on maternity leave. There was a round of introductions.

- **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.

- b. 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.

- c. Other Business Items**

- The President asked if there was any other business or if anyone wished to bring an information item into the discussion items.
- There was none.

- d. Finalize and Approve the Agenda**

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

- e. Approve the minutes of September 12, 2023**

- **Motion:** That the minutes of the September 12, 2023, meeting are accepted as circulated and will be made available to OPFA members on the website. Ciurko and Williamson.
- **1 abstention.** Carried.

2. DISCUSSION ITEMS

- a. Financial Update for the Current Year**

- Led by Peter Nitschke and Fred Pinto.
- Council was provided with the October 31, 2023, Financial Statements and a market update from Menard Kinkaid, RBC Dominion Securities before the meeting.
- The Finance Committee has reviewed the financial statements.
- RBC Dominion Securities manages the Reserve Fund based on Council's Investment Policy Statement and Reserve Fund Policy. The goal of the Reserve Fund is to have the funds equivalent to the amount of one year's revenue. As OPFA receives its revenue at the beginning of the fiscal year and because bank accounts and

GICs pay very little, a Treasury Fund managed by RBC Dominion Securities has been set up to take advantage of better returns. Money is transferred from the Treasury Fund to OPFA's chequing bank account as needed to manage cash flow.

b. Work Plan 2023 and 2024

- Led by Fred Pinto and Louise Simpson.
- The Work Plan consists of items that arose from the 2021-2026 Strategic Plan.
- Council was provided with a summary of the 2023 and 2024 Work Plans and a link to the full 2024 Work Plan approved at the September 12 meeting.
- Students from Cambrian College conducted a review of the OPFA's security measures and submitted the IT Policy that was shared in item 3 g) of the Information items. As the IT Policy is relatively general, Fred Pinto has contacted a cybersecurity consultant (Intega based out of Ottawa) to conduct an assessment and assist with the implementation.
- Office Bureau was chosen from several open bid proposals to develop communication materials aimed at students, as our first target audience with which to engage. They have begun their work which is expected to be completed in the spring of 2024.

c. Proposed Bylaw Changes 2024

- Led by Louise Simpson and Fred Pinto.
- Council was provided with the current proposed Bylaw changes for approval.
- Draft revisions to the Bylaw were tabled, reviewed and discussed at the September 12, 2023 meeting of Council. The rationale for the changes was discussed at the same meeting. Following the meeting, Councillors had 2 weeks to review, comment and make any edits to the draft bylaw revisions they saw necessary. The draft bylaw revisions were then sent to OPFA's legal counsel for her advice. The advice was incorporated into the revisions now before Council.
- The Bylaw changes will go into effect after they are confirmed by the Membership at the 2024 Annual General Meeting held in April 2024.
- **Motion:** That the proposed Bylaw changes are approved as circulated. Williamson and Reynolds.

All in favour. Carried.

d. Equity & Inclusion Implementation Plan

- Led by Larry McDermott.
- Council was provided with a draft Equity and Inclusion Implementation Plan which was reviewed.
- One of the recommendations is for a member of staff or Council to act as a DEI (Diversity, Equity, and Inclusion) Officer who will handle any complaints.
- It was suggested that the OPFA may need a whistleblower policy which could designate the same point of contact as for DEI complaints.
- The task team is looking for direction as they have completed their mandate and asked if they should be disbanded.
- Council commended the task team for their work and agreed that Chris McDonell would take the lead with the Human Resources and Executive Committee to assess the implementation plan. Until then, the task team will remain in place.
- This item will be brought to Council at their February 6 meeting.

e. Revision of Good Character Declaration for Registration and Annual Renewal

- Led by Fred Pinto and Chris McDonell.
- A member has challenged the question on the Good Character Declaration which asks members to declare if a civil action has been filed against them citing that the question is too broad. Staff has worked with OPFA's legal counsel to evaluate the issue and determine options.
- Council was provided with a document that described the issue raised, options and the recommended course of action.
- Council would like more clarity as to whether a "finding" is for civil or criminal offences that could include more serious offences such as sexual assault.
- Legal counsel will be sought, and the document will be brought back to Council at the February 6 meeting.

f. Human Resources Committee Recommendations

- Led by Chris McDonell.
- The Human Resources Committee was recently established by Council and is continuing to work on such things as succession planning and salary review.

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- Chris McDonell thanked Sally Krigstin, Brandon Williamson, Fred Pinto and Louise Simpson for their help in selecting an Assistant Registration Manager who will fill in for Louise during her parental leave.

g. Indigenous Peoples, Lands & Resources Standard Implementation Plan Update

- Led by Chris McDonell and Louise Simpson.
- While the standard was approved by Council in 2019, the progress to implement it including developing the necessary training resources, has been slow.
- While Dr. Peggy Smith continues to work on creating the e-textbook, work is continuing with developing online modules using existing resources and tests. The software that will be used is the same as that used for the Council on-board training.
- It is hoped that an online training module for at least the first competency within the standard will be launched and tested by members at the 2024 Annual Conference in April 2024.

h. Review of Task Teams, Working Groups & Committees Terms of Reference

- Led by Fred Pinto.
- Council was provided with the Terms of Reference for the Finance Committee, Human Resources Committee, Registration Appeal Committee, Nominating Committee, Editorial Board Working Group, Social Media Working Group, Equity & Inclusion Task Team, Annual Conference Working Group and the Professional Networking Task Team.
- Council will continue to review the various Terms of Reference annually after the Chairs of the groups have completed their review.
- **Motion:** That the Terms of Reference of the Finance Committee, Registration Appeal Committee, Human Resources Committee, Nominating Committee, Editorial Board Working Group, Social Media Working Group, Equity & Inclusion Task Team, Annual Conference Working Group, and the Professional Networking Task Team are approved as circulated. Rose and LeClair.

All in favour. Carried.

i. Statutory Committee Membership

- Led by Fred Pinto.
- Council was provided with a list of the Statutory Committee members for the 2023-2024 fiscal year for approval effective December 1, 2023.
- Some minor changes were made. Larry McDermott agreed to serve on the Complaints and Discipline Committees until he is replaced by the Ontario Minister of Natural Resources and Forestry.
- **Motion:** That membership of the following statutory committees for the 2023-2024 (December 1, 2023, to November 30, 2024) fiscal year 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.
Andrée Morneault, R.P.F.
Krish Homagain, R.P.F.
Sally Krigstin, Public Councillor
Donna Lacey, Associate R.P.F.
Wendy LeClair, R.P.F., Elected Councillor

Discipline Committee:

Ken Elliott, R.P.F., Chair
Malcolm Cockwell, R.P.F., Elected Councillor
Tim Lehman, R.P.F.
Arben Pustina, R.P.F.
George Graham, R.P.F.
Larry McDermott, 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.
Larry McDermott, Public Councillor
Douglas Reynolds, Public Councillor

Chris McDonell, R.P.F., Past-President
Donna Lacey, Associate R.P.F.
Peter Nitschke, R.P.F., President
Brandon Williamson, Associate R.P.F., Elected Councillor

Executive Committee:

Peter Nitschke, R.P.F., President
Lacey Rose, R.P.F., Vice President
Chris McDonell, R.P.F., Past President
David Goldsmith, Public Councillor
Malcolm Cockwell, R.P.F., Elected Councillor

Reynolds and Cieurko.

All in favour. Carried.

j. Working Group, Committee, and Task Team Chairs 2023-2024

- Led by Fred Pinto.
- Council was provided with a list of the Chairs of the working groups, committees, and task teams for approval for the 2023-2024 fiscal year.
- Some revisions were made including the agreement that the Strategic Plan Implementation Task Team has completed its mandate and should be disbanded.
- **Motion:** That the Strategic Plan Implementation Task Team has completed its mandate and will be disbanded. LeClair and Goldsmith.
- **Motion:** That the Chairs of the following committees, task teams, and working groups are appointed for the 2023-2024 fiscal year (December 1, 2023, to November 30, 2024) and are authorized to confirm and/or recruit membership in accordance with membership criteria in their respective approved Terms of Reference:

Nominating Committee (Past President): Chris McDonell
Registration Appeal Committee (President): Peter Nitschke, R.P.F.
Finance Committee: Peter Nitschke, R.P.F.
Editorial Board Working Group: Betty van Kerkhof, R.P.F.
2024 Annual Conference Working Group: Neil McLean, R.P.F. (Co-Chair) and Heather Barns, R.P.F. (Co-Chair)
Social Media Working Group: Ritikaa Gupta, 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 Councilor (Co-Chair)
Human Resources Committee (Past-President): Chris McDonell, R.P.F.

Professional Networking Task Team: Francisco Murphy, R.P.F.

Reynolds and Ciurko.

All in favour. Carried.

- Council was also asked to approve the appointment of Lacey Rose to the Finance Committee.
- **Motion:** That Lacey Rose is appointed to the Finance Committee as Council representative. McDonell and Goldsmith.
All in favour. Carried.

k. 2024 Annual Conference

- Led by Fred Pinto and Louise Simpson.
- The conference working group has finalized the venue, date and theme of the conference.
- The conference will be hybrid (virtual and in-person) again this year. The hybrid aspect is progressing well.
- Ritikaa Gupta will be engaging with the youth during the conference.

l. 2023 Council Survey Results

- Led by Fred Pinto and Louise Simpson.
- Council was provided with the results of the 2023 Council Survey. 8 of 13 Council Members completed the survey.
- The Executive Committee will review the results to determine if any further action is required.

m. Council Corner Article-*The Professional Forester* newsletter

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- Led by Fred Pinto and Peter Nitschke.
 - Council was asked to volunteer to write *Council Corner* articles for the March, June, September and December 2024 issues of *The Professional Forester* newsletter.
 - The authors of the 2024 *Council Corner* articles are as follows:
March-Ritikaa Gupta
June-Lacey Rose
September-Peter Nitschke
December-Wendy LeClair

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

a. 2022 Fair Registration Practices Report

- Submitted by Fred Pinto.
- Council was provided with the 2022 Fair Registration Practices Report which was submitted to the Ontario Office of the Fairness Commissioner.

b. Executive Committee Minutes

- Submitted by Fred Pinto.
- Council was provided with the Executive Committee Minutes of the November 14, 2023, Executive Committee meeting.

c. Membership Statistics

- Submitted by Fred Pinto.
- Council was provided with the membership statistics as of November 30, 2023.

d. Readmission Policy For Provisional Members

- Submitted by Fred Pinto.
- Council was provided with the Readmission Policy for Provisional Members that was approved by the Registration Committee on November 2.

e. Member Resignation Survey

- Submitted by Fred Pinto.
- Council was provided with the resignation survey and asked to send in any comments or suggested revisions.

f. Provisional Membership Expiration of Certificates Policy & Procedures

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- Submitted by Fred Pinto.
 - Council was provided with the Provisional Membership Expiration of Certificates Policy & Procedures that was approved by the Registration Committee on November 2.
 - The report is comprehensive and has many recommendations. All OPFA staff will be involved in implementing the recommendations after they have discussed them to determine the best way forward.
 - The Executive Director is looking into hiring a cyber-security consultant.

g. Cybersecurity Audit

- Submitted by Fred Pinto.
- Council was provided with the draft IT Policy created by the Cambrian College students who conducted an audit of the OPFA's cybersecurity practices.

h. Member Engagement Review Report

- Submitted by Fred Pinto and Louise Simpson.
- Council was provided with a report on the review and recommendations from Zzeem on the OPFA's member engagement.
- Recommendations will be integrated into the planned activities.

i. Council & Executive Committee Meetings 2024

- Submitted by F. Pinto
- Council was provided with the Council, Executive Committee and Finance Committee meetings scheduled for 2024.
- The next scheduled Executive Committee meeting is Tuesday, January 9, 2024, the next Finance Committee meeting is Tuesday, January 9, 2024, and the next Council meeting will be Tuesday, February 6, 2024.

4. TERMINATION OF MEETING

Peter Nitschke thanked everyone for attending and wished everyone happy holidays. He asked for a motion to terminate the meeting at 11:59 a.m.

Motion: That the Council meeting of December 12, 2023, was terminated. Reynolds and LeClair.

All in favour. Carried.

5. PROVIDED DOCUMENTS

a. Agenda

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- b.** September 12, 2023, Council Meeting Minutes
 - c.** Financial Statements
 - d.** Market Update-Menard Kinkaid, RBC Dominion Securities
 - e.** 2023 Work Plan Summary
 - f.** 2024 Work Plan Summary
 - g.** Communications Proposal
 - h.** Proposed Bylaw Changes 2024
 - i.** Equity & Inclusion Implementation Plan
 - j.** Good Character Options
 - k.** Indigenous Peoples, Lands & Resources Standard Implementation Plan
 - l.** Finance Committee Terms of Reference
 - m.** Human Resources Committee Terms of Reference
 - n.** Registration Appeal Committee Terms of Reference
 - o.** Nomination Committee Terms of Reference
 - p.** Editorial Board Working Group Terms of Reference
 - q.** Social Media Working Group Terms of Reference
 - r.** Equity & Inclusion Task Team Terms of Reference
 - s.** Annual Conference Working Group Terms of Reference
 - t.** Professional Networking Task Team Terms of Reference
 - u.** Motion to approve Statutory Committee Members for 2023-2024
 - v.** Resume for Donna Lacey, Candidate for the Registration Committee
 - w.** Motion to approve Chairs of the working groups, committees, and task teams for 2023-2024
 - x.** 2023 Council Survey Results
 - y.** List of Council Corner Previous Authors
 - z.** 2022 Fair Registration Practices Report
 - aa.** Executive Committee Meeting Minutes November 14, 2023
 - bb.** Membership Statistics as of November 30, 2023
 - cc.** Readmission Policy Provisional Members
 - dd.** Member Resignation Survey
 - ee.** Provisional Membership Expiration of Certificates Policy & Procedures
 - ff.** IT Policy
 - gg.** Member Engagement Review and Recommendations
 - hh.** 2024 Council, Executive & Finance Committee Meeting Dates