



**Ontario Invasive Plant Council
Board of Directors Face to Face Meeting Minutes
June 15, 2017 – 10 to 4:00 pm
Ontario Nature Office, Toronto**

<p><u>Present</u> Iola Price, President & Director at Large Ken Towle, Vice-President & Conservation Ontario John Foster, Director at Large John Urquhart, OIPC Treasurer & Director at Large Owen Williams, Past President/Secretary & Director at Large Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture Dawn Sucee, Ontario Federation of Anglers and Hunters Francine MacDonald, Biodiversity - OMNRF Sandy Smith, University of Toronto Tanya Pulfer, Ontario Nature Stephanie Burns, Forests Ontario Cara Webster, City of Toronto Paula Berketo, Ministry of Transportation Kristin Obeid, OMAFRA (call-in) Jon Peter, Royal Botanical Gardens (call-in) Kristina Pauk, Canadian Food Inspection Agency (call-in) Kellie Sherman, OIPC Staff Colin Cassin, OIPC Staff Rachel Brown, OIPC Staff</p>	<p><u>Regrets</u> Mike Farrell, Hydro One Prabir Roy, Parks Canada Karen Hartley, OMNRF – Conservation Policy Branch - Protected Areas (pre-arranged) Suzanne Hanna, Ontario Horticultural Association (pre-arranged) John Benham, Ontario Soil and Crop Improvement Association Mhairi McFarlane, Nature Conservancy of Canada Jeanine West, Landscape Ontario</p>
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1. Approval of Agenda

Motion: Moved by Iola Price that the agenda be approved. Seconded by John Foster. [All in favour.] Carried.

2. Approval of last meeting minutes (May 2017)

- **ACTION:** Kellie to change NCC to TNC, in reference to Tanya’s question about the IS management tool.

Motion: Moved by John Urquhart that the minutes be approved. Seconded by Sandy Smith. [All in favour.] Carried.

3. Review of last meeting’s action items (see background document)

- **ACTION:** Kellie to send to Iola the new bylaw wording document to send to all of the board members and eventually, the members.
- Iola noted that there are still outstanding action items from September 2016 onwards.

- Tanya reminded everyone of the management tool and to provide feedback on the value of tool, and not to focus on the species.
- **ACTION:** Everyone to look at the tool and send comments to the board.
- **ACTION:** Kellie to change the action item of deciding on the budget deadline to July, not June.
- **ACTION:** Tanya to send Kellie Stewardship Network funding resources.
- **ACTION:** Remove the baby picture action item.

Motion: Moved by Owen Williams to approve review of last meetings action items. Seconded by John Urquhart. [All in favour.] Carried.

4. Financial Update

- Kellie confirmed the MNRF Transfer Payment (TP) funding of \$150,000.00.
- Based on changes between the MNRF and other organizations they have transfer payments with, there now is a lower certainty of funding from the ISC. Through their TP, ISC has been directed not to fund organizations with existing TPs.
- This year's TP has less specific deliverables so we are able to use some funding for an Executive Director (ED), to assist in working towards the goal of preventing the spread of invasive plants in Ontario.
- The Q1 Financial update is scheduled for July.

5. Staff Reports

- See update #19.
- Kellie welcomed Rachel Brown, our summer inter and said goodbye to Kate Powell, who moved into a new position with the invading Species Awareness Program.
- Cara Webster asked Kellie about the York Region municipal workshop. Kellie suggested that OIPC could do something similar for the City of Toronto.

6. Committee Updates

6.1 Communications

- Social media graphics are being finalized. We will send a package to everyone on the board who would like to use them.
- The development of a "Canada's Top 150 Invasive Plants" list was mentioned.
- Rachel is working on the July newsletter.
- Kellie and Kate Powell are going to sit down together to discuss this committee as Kate is now the new chair.

6.2 Fundraising Committee

- There have been no new members or interest.
- Kellie updated the board on the OTF Grow Grant and the Clean Tech Internship grants. Kellie has been working on the second application for the Grow Grant due June 28th and it was-circulated to the executive. If any board members want to see it, please let her know. We have also applied for more Clean Tech intern funding.
- There may be a new Trillium Fund stream that might be provincial in scope and better suited to OIPC for that reason.

6.3 Policy

- Kellie is going to ask the committee to start developing more internal OIPC policies i.e. ethics policy required in the TP.
- **ACTION:** Stephanie Burns and Christine Ambre from Ontario Nature, are to send their code of ethics for review to Kellie.
- The ethics policy will be for the board and organization staff.
- **ACTION:** Kellie will circulate the Environmental Bill of Rights Conservation Authorities (EBR CA) Act document for comments.

6.4 Ontario Phragmites Working Group (OPWG)

- For the benefit of new Board members, Kellie provided an explanation of who and what the OPWG is and how it came to be a committee of the OIPC.
- Work is ongoing to update the OPWG website. It need to link to and be linked from the OIPC website.
- Media release to raise awareness about Phragmites on local level was written and distributed by Eco Strategy in May. Lots of interest sparked from this and a number of local papers picked it up and asked for interviews.
- There was some discussion about the status of the OPWG and the challenges the group still faces. Kellie mentioned Janice Gilbert's new Phragmites Control Centre and will send more information when she gets it.
- There was also some discussion about the status of Phragmites and invasives in the US. Francine mentioned that the US committees she sits on, are holding off on important meetings until a decision is made on funding to the Great Lakes Restoration Initiative (GLRI).
- Francine reported that the 2nd round of the emergency use application for Phragmites in Long Point and Rondeau has been approved.
- The results from last year are looking very good.

6.5 Horticulture

- The HOC met on April 5th and are focusing on two main initiatives—~~moving forward~~: a tour connecting growers with conservation based organizations and connecting with horticulture academic programs.
- A strong focus of the TP is to continue engaging the horticulture industry. Therefore, we will want to utilize the board's expertise in this area to work with the HOC to strategically think about how to engage the horticulture industry to limit the sale of invasive horticulture plants.
- The nursery tour will also include a facilitated, sit-down discussion between the conservation organizations and the growers or nurseries who participate.
- **ACTION:** If anyone on the board wants to participate in planning the nursery tour, please email Kellie and join the HOC.
- **ACTION:** Kellie to send the meeting invite for the HOC tour planning meeting.
- The board discussed a main topic of concern that should be discussed during the tour and that is the idea of proper labelling of native plants. Many plants in nurseries are labelled as native when they are not and many are also not from their growing area, which can impact the genetics of already-existing native plants and their long-term viability.

- The HOC is looking for a location for the tour
- **ACTION:** Kellie to add John Foster to HOC.

6.6 Research and Control

- The selected Call for Proposals project has gained increased attention by partner organizations. The original \$1200 that the OIPC has put forth to start the project has been increased considerably. OMNRF has contributed \$5000 and York Region has confirmed their contribution of \$3000. Other ministries and municipalities will also be making in kind contributions (e.g. access to municipal landfills, etc.).
- Through this collaboration all partners hope to receive a greater understanding on the viability of invasive plant reproductive material (e.g. seeds and rhizomes) exposed to standard yard waste treatment conditions (e.g. windrows). Results are anticipated by fall 2017.

6.7 AGM in Ottawa

- AGM committee met May 29th.
- The theme has been set and the call for abstracts flyer has been distributed. Please share widely.
- The hotel room block has also been booked. Kellie plans to have registration posted by the beginning of July. We are hoping we will have some abstracts and speakers confirmed by then.
- We are still looking for a key note speaker. Ideas so far were: Bob MacDonald of CBC's Quirks and Quarks, David Phillips, Environment Canada and Climate Change's Senior Climatologist and Basile van Havre of ECCC's Canadian Wildlife Service. Bob MacDonald is not available. Kellie is using a speaker's bureau for assistance. Ideas are welcome.
- The field tours planning also in the works. So far we have two sites confirmed where buckthorn removal has taken place
- More ideas: a section on biocontrol, invite Rob Bouchier of Agriculture and Agri-Food Canada in Lethbridge.

7 Business Items

7.1 Brief overview of OIPC's strategic plan.

- Past President Owen Williams led this portion of the meeting.
- He summarized the background to the review of the OIPC's Strategic Plan – in its current form it amalgamates our strategic plan and our business sustainability plan of 2012.
- Prior to the meeting, Owen distributed, by email, a SWOT (Strengths, Weaknesses, Opportunities and Trends) table using the headings: Lead; Legislation, Regulation & Policy; Risk Analysis & Tracking; Science; Management Measures; Communication & Outreach.
- The fundamentals of our strategic plan, including vision, guiding principles and values haven't changed.
- Owen review our four key objectives and how our plan follows the province's plan.
- The board discussed adding more lobbying to the plan, to address needed regulatory changes.
- Francine mentioned that some funders don't support lobbying groups, all agreed to change to 'advocate' instead.

- Owen suggested inserting “and earned revenue” to guiding principles and values, however, was left as “seek and accept funding from multiple sources”. NGOs can earn money as long as it goes back into the organization.
- Michael Irvine recalled that 10 years ago, the idea was that OIPC would coordinate and represent others doing invasive plant control work.
- Idea to broaden the scope of what we’re advocating for, beyond policy and regulation, i.e. advocate for the horticulture industry to change their practices i.e. better plant labelling.
- The board also agreed that we need to promote ourselves more and better – for instance, our website doesn’t show up first on web searches for Ontario invasive plants.

7.2 Review of OIPCs mandate, are we meeting it?

- Owen reviewed our mandate and generally, we are meeting it.

7.3 Discussion of what we see for OIPCs future.

- Discussed during the SWOT analysis.

7.4 Discussion of OIPC’s strengths, weaknesses and challenges facing the organization (SWOT)

- See SWOT review and priorities chart.
- We need to focus on OIPC’s weaknesses, not those of the public.
- Geography – Ontario is big
- We rely on annual funding and we need to develop sustainable, multi-year funding (in this a lot of not-for-profits do the same).
- Out committees are lagging – they need revitalization.
- We don’t promote ourselves enough; searches on Google don’t turn us up.
- We need job descriptions for volunteers.
- We need an MOU with the Invasive Species Centre.
- We should focus on membership attraction and retention.
- Could we do something like Forest Stewardship Council certification for plants? We do one for nurseries but the program is lagging due to lack of funds
- We need to be a clearing house for scientific information on invasive plants

7.5 Top Three Priorities for 2017-2018

- **ACTION:** Kellie to review and formalize the SWOT analysis discussion and re-send to entire board, for a vote on our top three priorities. Kellie will have the graphic artist desktop publish updated plan when it is finalised.

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7.6 Discussion about hiring an Executive Director

Reasons for hiring an Executive Director:

1. An ED can work at finding more funding, which means less dependence on government funding.
2. An ED can assist in developing more policy for staff and the board.
3. The president is working on a lot of tasks and is working full-time, as a volunteer and some of those tasks are not for a president to take on.

4. Staff are at their capacity and an ED can assist with changing workload and work structure, resulting in more capacity.
5. This puts OIPC in a better position for the future.

There are a few options available for hiring an ED:

1. We can use some of the TP funds.
2. We can also use some of our reserve funds.
3. We can post the job as being part-time, so we wouldn't be spending money on a full salary and it would be made clear that part of their role is find funds to continue to support their position.

The role of the ED would include, but not limited to:

- To find more funding and assist with financial stability
- To lead on the top priority actions decided by the board
- Kellie explained the new ED's role of the CCIS. Barry Gibbs, who was the ED of the AISC, is now the ED of the CCIS and this is a good example of what we might consider. He works three days a week and has been leading on the top priorities of the council, has met and fostered many new partnerships in a short amount of time.

Some reasons for not hiring one:

- Insufficient funding
- The possibility that an ED would not be able to find funds to support their position, this would be made clear to all applicants

Other details:

- It would be a year-long contract with possible extensions, based on secured funding.
- An ED will change the tone and dynamics of the board
- We are not required hire someone after interviews if we don't find the right person
- Owen mentioned he has discussed this with prospective people before and it's of interest
- Posting should include that they can work from a satellite location
- Look into salary through Interchange Canada

John Foster moved a motion to hire an executive director pending budget approval by the board. John Urquhart seconded. 8 in favour. 1 abstention. Approved.

ACTION: Directors (Dawn, Tanya and John F) to send the executive committee some ED job description examples to draft a posting.

ACTION: Kellie and John U to look at financials for this position. Financials will be made available for the July board meeting. Hope that ED description can be available for same July meeting.

Other misc. items:

- OIPC should approach the Fleming Audio Visual program to produce free videos for us

- How can we create financial stability through more BMP work? Can we write more that don't exist already?
- Look to the ISC BC industry specific BMPs
- What we choose to do a BMP on is something we will use to build a relationship i.e. utilities

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
September 2016			
5.1	Send out the prioritized list of granting resources	Kellie	ASAP
October 2016			
4	Send risk assessments to OIPC	Jeremy	ASAP
November 2016			
3	Write a summary of the biofuel working group and send to Kellie to send to OPWG	Owen	By next meeting
5.2	Send strategic plan comments to lola	All	ASAP
7.2	If you want to assist with funding strategy email Kellie	All	ASAP
February 2017			
March 2017			
3	Move forward on past action items	All	By next meeting
4	Prepare a pro/con table for consideration of moving fiscal year end	John	July
June 2017			
2	Change NCC to TNC	Kellie	Complete
3	Send lola new bylaw wording in new word doc	Kellie	ASAP
3	Review tool Tanya sent	All	ASAP
3	Change action deadline for budget deadline to July	Kellie	Complete
3`	Send Kellie funding sources	Tanya	Complete
3	Remove baby picture item	Kellie	Complete

6.3	Circulate CA EBR posting	Kellie	Complete
6.3	Stephanie and Christine to send Kellie ethics policy	Stephanie and Christine	Complete
6.5	Email Kellie if you want to participate in HOC and nursery tour	All	ASAP
6.6	Send meeting invite for nursery tour meeting	Kellie	Didn't complete
7.5	Review and formalize SWOT discussion to send to the board to vote on priorities	Kellie	Completed by lola
7.6	Send ED job posting examples	Dawn, Tanya	Complete
7.6	Kellie and John to review financials for the ED	Kellie and John	July

Time adjourned: 3:30 pm

Next meeting: July 20 2017