

Ontario Invasive Plant Council
 October 13, 2015
Face-to-face (Burlington)
5:30-6:30 pm

Meeting Minutes

<p><u>Board Members present:</u> Iola Price, President & Director at Large Ken Towle, Vice-President & Conservation Ontario John Urquhart, OIPC Secretary/Treasurer & Director at Large Kellie Sherman, OIPC Staff Colin Cassin, OIPC Staff Amanda Warne, OIPC Staff Jeanine West, Landscape Ontario Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture Stephanie Burns, Forests Ontario Lindsay Barr, Royal Botanical Gardens Mhairi McFarlane, Nature Conservancy of Canada Suzanne Hanna, Ontario Horticultural Association Prabir Roy, Parks Canada David Copplestone, MNRF</p>	<p><u>Board Members not present</u> Larry McDermott, Plenty Canada Diana Mooij, Canadian Food Inspection Agency Dawn Sucee, Ontario Federation of Anglers and Hunters (pre-arranged) Mike Farrell, Hydro One Paula Berketo, Ministry of Transportation Improvement Association/ Wellington County Karen Hartley, OMNRF – Conservation Policy Branch- Protected Areas Jennifer Gibb, City of Toronto Sandy Smith, University of Toronto John Benham, Ontario Soil and Crop Owen Williams, Past President & Director at Large Kristen Obeid, OMAFRA</p>
--	--

Agenda Items

1.	<i>Round table Introductions</i>	2
2.	<i>Approval of agenda</i>	2
3.	<i>Approval of minutes from August meeting</i>	2
4.	<i>Business arising from previous minutes – Iola</i>	2
	4.1 Action items completed:	2
	4.2 Action items deferred:	3
5.	<i>Budget status</i>	3
6.	<i>Staff Report (August-September)</i>	3
	6.1 Kellie	3
	6.2 Colin	4
	6.3 Amanda	4

7. Committee Reports	4
7.1 AGM Planning	4
7.2 Communications	4
7.3 Fundraising	5
7.4 Horticultural Outreach Collaborative	5
7.5 Policy	5
7.6 Ontario <i>Phragmites</i> Working Group	5
7.7 Research and Control	5
8. Board member activities	5
9. Other Business	6
9.1 Invasive Species Act	6
9.2 Logo contest	6
9.3 Status of MOU with OFAH.	6
9.4 Status of the OIPC audit.	6
9.4 Status of OIPC annual report.	6
10. Other items:	6
11. Next OIPC Board meeting	6

1. Round table Introductions

2. Approval of agenda

Iola moved approval, seconded by....
Carried.

3. Approval of minutes from September meeting

Iola moved approval, seconded by Jeanine.
Carried.

4. Business arising from previous minutes – Iola

4.1 Action items completed:

ACTION: Kellie to call hotel to see if deadline for discounted cost can be extended. Complete.

ACTION: Kellie to post draft agenda ASAP. Complete.

ACTION: Kellie to promote registration again and to the EDRR workshop participants. Complete.

ACTION: All board members to promote AGM registration again. Complete.

ACTION: Kellie to ask communications committee to promote AGM. Complete.

ACTION: Iola to send board ISA information for review. Please send Iola and Kellie any comments you have about improving the act, what changes to it we would like to see and if you can help with preparation of the presentation by sending bullet points. Complete.

ACTION: Kellie to send the logo contest logos again with our current logo to compare. Complete.

ACTION: Iola to send a Nature Canada logo from one of its fundraising campaigns to compare to our logo because they looked similar. Complete.

ACTION: Kellie to send Mhairi and Owen annual report for quick review. Complete.

ACTION: ADD Morel Magazine contact in the next communication meeting - Kellie. Complete.

ACTION: REVIEW the previous annual report and send Kellie any activities you think should be included. If you have any suggestions as to how it could be improved, let Kellie and Iola know – All. Complete.

4.2 Action items deferred:

ACTION: SEND Iola and Francine login for new website – Kellie. Not complete. Waiting to hear back from web designer to get further website details.

ACTION: Kellie to see if OFAH graphic designer can tweak logo. Not complete.

ACTION: Board members let Owen know of contact info for people that have used the Clean Equipment Protocol. Ongoing.

ACTION: Owen to talk with the City of London about their tree removal permitting process and what feedback they can provide about this in regards to invasive tree species removal.

ACTION: Board members to look at tree removal bylaws in their municipalities and see what options there are for allowing invasive species removal. Ongoing.

ACTION: SEND Kellie updates on activities for each board meeting. This will help with the annual report – All. Ongoing.

ACTION: SEND any comments as to how the meetings are being run to Iola – All. Ongoing.

ACTION: SEND the board a list of everyone on all committees - Kellie. Have started this; will send when complete.

Update on website: Kellie has been in contact with the web developer and has previewed the website. There is still a lot of work to be done. Kellie is going to determine what still needs to be done for the website and determine the best course of action for completing it i.e. have the board review sections etc.

5. Budget status

John and Kellie are going to work together to provide the board quarterly budget updates. This meeting would have been the second quarter update, but unfortunately, they did not have time to complete it. The next meeting they will provide the second quarter update and then the next quarterly update will be on time. At the beginning of the year, John and Kellie will provide a budget status, providing an overview of the year prior and a proposed budget for the year ahead that the board will approve. The audits have been completed.

ACTION: Kellie to send the board the electronic version of the audits.

6. Staff Report (August-September)

6.1 Kellie

- Continuing to work with the OPWG to complete transfer agreements projects
- Submitted transfer agreement first progress report Oct 1
- Finalized annual report for AGM
- Finalized all details for AGM
- Assisted with EDRR Georgetown training workshops
- Finalized all ISC project proposals and started working on projects including planning framework workshops (First one November 6 with CLOCA at Ganaraska Forest Centre)

- Participated in communications committee meeting and assisted with fall invasive plant arrangement campaign
- Coordinating printing of activity books from funding through York Region
- Coordinated final details of audit with Sue from OFAH
- Participated in the Invasive Plant Workshop in Ottawa October 1, 2015

6.2 Colin

- Held 2 EDRR Training workshops in Georgetown, ON (Environmental professionals & general public).
- Travelled to Sault Ste. Marie to host an EDRR training workshop.
- Travelled to Thunder Bay to host an EDRR training workshop.
- Delivered GMI talk for Oakville Horticulture Society.
- Hosted a booth at the 2015 Northern Ontario First Nations Environment Conference (NOFNEC) in Thunder Bay on behalf of EDRR, OIPC, & Invasive Species Centre.
- Continued to assist with final 2015 AGM planning and execution.
- Incorporated stakeholder comments in Phragmites Road BMP. Sent to reviewers for final comments.

6.3 Amanda

- Took over public engagement via OIPC social media (FB and Twitter) from Colin
- Took over membership processing from Kellie
- Aided in EDRR Workshop planning and execution, including agenda, nametags, printed materials, packages etc.
- Re-designed and put together boot brushes to be used for EDRR
- Prepared AGM agenda, program, payment processing, nametags, packages, printed materials etc.
- Edited 5 existing Webinars to be used for 2016
- Created a new Webinar for 2016
- Participated in the Invasive Plant Workshop in Ottawa October 1, 2015
- Participated in the Woodlands & Wildlife Forest Festival in Huntsville October 2, 2015
- Wrote article for MIPN newsletter

There was a question in regards to the webinars and if the board can review them before they are held. The board and other committee members will be asked to review the webinars for updates to the content prior to being held in January 2016.

7. Committee Reports

7.1 AGM Planning

Complete.

7.2 Communications

Communications committee meeting held on September 23rd. Group has decided to do a fall invasive plant campaign, to promote species of invasive plants that should not be used in fall flower arrangements.

There was a suggestion for next time to include information about cautioning the public about collecting plants without landowner's permission. It was also suggested that this type of campaign be repeated at Christmas. It was also suggested to pass along these types of campaigns to the board for their review prior to promotion.

ACTION: Kellie to send Suzanne Hanna thanksgiving flower arrangement photo.

7.3 Fundraising

No report at this time.

7.4 Horticultural Outreach Collaborative

The HOC has completed the bookmarks and the seed packet design is currently being reviewed by the communications committee. A new HOC chair call for nominations notice has been sent. The HOC has formed a sub-committee to work on creating a certified OIPC non-invasive plant program.

ACTION: Kellie to mail bookmarks to Suzanne.

7.5 Policy

Recently, there has been a lot of opportunities to comment on changing policies in ON i.e. Invasive Species Act, Wetlands review. These items are good projects for the policy committee to work on, however this committee is mostly inactive. Kellie will be working with the board to recruit new members to this committee.

ACTION: If you're interested in joining this committee, please email Kellie.

ACTION: Comments are due Monday October 19th on the CA discussion paper. Please send Kellie any comments you have on this no later than 9 am on Monday.

7.6 Ontario *Phragmites* Working Group

A group of interested individuals are working on the items listed in the transfer payment from MNRF with the direction of Kellie, as all were *Phragmites* related.

7.7 Research and Control

ACTION: Continue to send comments to Lola in regards to her and Sandy's control information matrix table.

8. Board member activities

ACTION: Please remember to send a brief sentence or two to Kellie for each meeting when you can. It doesn't have to be every month.

Michael's Update: An agreement between the landowner and MNRF/CFIA has been reached to control the kudzu site. A water soldier control project is taking place on Seymour Lake (near Havelock). This past summer, there was a push to control *phragmites* in SW ON by air. The project has received support from the herbicide registrant, but they have yet to apply for an emergency use registration for the overwater herbicide. This will continue into next year.

Jeanine's Update: Jeanine and Landscape Ontario are working on a project for the nursery sector to assess the economic impacts on this sector if regulations on common invasive ornamental are put into place once the act is passed. This will help prepare this sector on these impacts if certain species become prohibited/regulated.

Lindsay's Update: Lindsay worked with the RBG herbarium and RBG summer students to create a list of priority invasive plants in the RBG by using invasive plant lists from surrounding organizations. RBG plans to compare this list to potential plants being purchased in the future.

Prabir's Update: Parks Canada has a nation-wide Invasive Alien Species (IAS) Steering Committee. The committee has developed a draft of IAS directive. This document is placed for consultation at the site or field level. The expectation of consultation is to make relevant of this document in field level ensuring that assets, resource conservation and visitor experience team perspective is integrated. The steering committee also has developed "share point" data base of IAS to share experience of protocol, knowledge and challenges face at the field level.

9. Other Business

9.1 Invasive Species Act

Iola went to Toronto to participate in the committee hearings for the Act. The MPPs in attendance were very interested in hearing from all representatives there. Eleanor McMahon, Parliamentary Secretary to Bill Mauro, was in attendance and asked to participate on our AGM.

9.2 Logo contest

Based on feedback from the last meeting, everyone seems happy with the old logo. However, it was suggested that we pay the OFAH graphic artist to slightly tweak our current logo. The idea is to keep the old logo for the most part, but have the designer edit it slightly to make it "pop".

John moved approval of this decision, Lindsay seconded.

Carried.

ACTION: Kellie to follow-up with OFAH graphic artist to complete this.

9.3 Status of MOU with OFAH.

The OFAH will provide us comments by the week of October 19th.

9.4 Status of the OIPC audit.

Complete

9.4 Status of OIPC annual report.

Complete

10. Other items:

None.

11. Next OIPC Board meeting

- November – 19th – via conference call
- December 17th – 10 am via conference call.