

Ontario Invasive Plant Council

June 18th 2015

Conference call

10:00am-11:22am

Summary Notes

Board Members present:

Iola Price, President & Director at Large
Owen Williams, Past President & Director at Large
Mhairi McFarlane, Nature Conservancy of Canada
John Benham, Ontario Soil and Crop
Suzanne Hanna, Ontario Horticultural Association
Ken Towle, Vice-President & Conservation Ontario
Jeanine West, Landscape Ontario
Kristen Obeid, OMAFRA
John Urquhart, OIPC Secretary/Treasurer & Director at Large
Paula Berketo, Ministry of Transportation Improvement Association/ Wellington County
Karen Hartley, OMNRF – Conservation Policy Branch- Protected Areas
Dawn Sucee, Ontario Federation of Anglers and Hunters
Lindsay Barr, Royal Botanical Gardens
Rachel Gagnon – OIPC Staff

Board Members not present

Larry McDermott, Plenty Canada
Diana Mooij, Canadian Food Inspection Agency
Andrew Pitek, Forests Ontario
Mary Gordon, Hydro One
Prabir Roy – Parks Canada
Sandy Smith, University of Toronto (*pre-arranged*)
Jennifer Gibb, City of Toronto (*pre-arranged*)
Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture
Kellie Sherman – OIPC Staff

Agenda items

Agenda items June 18

1. *Approval of agenda*
2. *Approval of minutes from last meeting*
3. *Business arising from previous minutes*
 - 3.1 Action items completed
 - 3.2 Action items deferred
4. *Budget status (included in agenda) and new format- is this a useful change for Board members?*
5. *Staff Report (included in agenda and open for comment and questions)*
 - 5.1 Rachel
 - 5.2 Kellie
6. *Committee Reports (included in agenda)*
 - 6.1 AGM Planning
 - 6.2 Communications
 - 6.3 Fundraising

- 6.4 Horticultural Outreach Collaborative
- 6.5 Policy
- 6.6 Ontario Phragmites Working Group
- 6.7 Research and Control
- 7. Board member activities
 - 7.1 Giant Hogweed Removal at GRCA - Ken
 - 7.2 Yellow Archangel removal questions -lola
- 8. Other Business
 - 8.1 Discussion and possible approval of MOU with OFAH
 - 8.2 Status and discussion of Transfer Payment from OMNRF
 - 8.3 Support for the Emergency Use Registration application that MNRF is submitting (text to be approved included in the agenda)
 - 8.4 Japanese Knotweed article
 - 8.5 Wild Chervil
- 9. Other Items
 - 9.1 Engaging Board members between conference call and during conference calls
 - 9.2 ERCA Phragmites strategy
- 10. Next OIPC Board meeting

Background Information/Update on Previous Board Issues/Items

Topic	Current status	Follow-up
Website	Moving along with website	
ACTION: Rachel to get 3 quotes from auditors.	Rachel has contacted auditors and is waiting for their quotes.	
Status of OIPC audit	Still waiting for past audits. The company has just begun the 2014-2015 audit.	Will provide reports once they are received.

1. Approval of agenda

Add an item: Essex Region Conservation Authority (ERCA) – development of a *Phragmites* control strategy to the agenda.

Lindsay Barr has not been receiving Board emails. **ACTION: Rachel to add Lindsay to the list.** June agenda approved with added agenda item.

2. Approve minutes from last meeting

Approval of minutes moved by lola, Seconded by Owen. Minutes approved.

3. Business arising from previous minutes

3.1 Action items completed

ACTION: Rachel to update the budget to include the 2014/2015 actuals beside the 2015/2016 projections. Budget has been updated.

ACTION: lola to send Rachel a budget example for formatting purposes. Complete

3.2 Action items deferred

ACTION: Kellie will work with Janice to refine the strategies and have the OPWG review them.

4. Budget status

Ontario Invasive Plant Council YEAR: 2015/2016	Update June 15 2015 11:30 am					
	length of time and estimated expenses and revenue			Balance as of March 31 2015	Actuals 2014/2015	
				\$141,874.26		
	April 1 2015- March 31 2016					
	Expense	Revenue	Balance	notes		Expense
Human Resource Expenses(2staff)						Salary
Coordinator	(\$45,000.00)			Salary	(\$15,222.52)	Salary and Wages
Liaison	(\$37,710.00)			Salary	\$0.00	Other employee costs
Meetings and Board Member	(\$600.00)			Expenses for Board meetings(lunch, rentals)		
OIPC AGM	(\$6,000.00)	\$6,000.00		estimate for registration, & Donations		Subcontract
Administration fees (10%)	(\$13,468.00)			paid to OFAH	(\$4,522.50)	Subcontractor
Administrative services billed to OIPC						
Telephone (long distance, \$0.05/min)	(\$960.00)					Project expenses
Cubicles/Office space and furniture (166.67/month)	(\$2,000.00)				(\$9,843.30)	projects
Office Supplies (Business Cards/Agendas)	(\$100.00)			100/year	(\$6,646.05)	workshops
Cellular Telephone	(\$98.10)			phone cancelled as of March 2015		
Fleet vehicle mileage (\$0.50/km)	(\$3,000.00)			average \$250/month		Office and Administrative
Mailing services	(\$200.00)			approximate yearly cost	(\$494.01)	Bank Charges
Printing/photocopying	(\$600.00)			approximate yearly cost	(\$92,706.96)	Administrative costs
Teleconference line	(\$2,400.00)			average \$200/month	(\$9,862.98)	Sundry expenses
Legal advice	(\$204.00)					

Insurance	(\$1,296.00)					
Audit fee	(\$4,665.00)					
Travel and Field Expenses						Travel & expense
Travel expenses, shows and workshops	(\$4,800.00)			average 440/month	(\$1,562.11)	Travel & meetings
Printing and Production: brochures, postcards,	\$0.00			depends on project funding	(\$1,225.62)	Travel & meetings vehicles
Communications: factsheets and information	\$0.00			depends on project funding		
website: host	(\$240.00)			20/month		
professional development	(\$1,200.00)					
Revenue						Revenue
Memberships/ donations/ AGM		\$5,000.00		memberships	\$1,210.00	Donations
MNR transfer payment		\$50,000.00		TBC	\$56,797.80	Other revenue
Trillium		\$47,500.00		confirmed		
TD Friends of the Environment		\$4,680.00		project for HOC bookmarks and seed packages		
ISC		\$80,000.00				
TOTAL EXPENDITURES	(\$124,541.10)	\$193,180.00	\$68,638.90		(\$84,078.25)	

The above budget display was a bit confusing to people, Jeanine has provide Rachel with another template. Rachel will send that around to the Board members.

Budget approval discussion:

OIPC will follow a budget process similar to other organizations;

- The budget projection will be drawn up early in the fiscal year and be approved by the Board.
- Rachel will provide monthly updates on the expenses and revenues to the OIPC Treasurer and the Executive with a brief text report on how we are doing each month as part of the agenda..
- Rachel and the OIPC treasurer will provide a quarterly update to the Board. Any major variances from the original proposed budget should be discussed and taken into account in future budgets.

The Board moved to approve the current Budget projection (section of the table highlighted in blue)

Move to approve the budget by John Benham

Seconded by Owen Williams

No objections

The budget was approved.

5. Staff Reports (included with the agenda)

Staff updates for April - May

Rachel:

- Presented at the Coldwater Master Gardeners meeting on invasive horticultural plants and their non-invasive alternatives. Discussed the Grow Me Instead Program and the Nursery Recognition Program. Great meeting, many questions and interest.
- Attended the Natural Heritage Education Program Conference to discuss and deliver the Invader Raiders' activity book. 3000 copies were delivered to parks across Ontario through their Natural Heritage Educators and the Learn to Camp Program.

Region of Ontario	Provincial Park name
Northern Ontario	Quetico, Aaron, Lake Superior, Killarney, Marten River, Restoule, Blue Lake, Algonquin, Six Mile Lake, Killbear, Marten River, Finlayson
South western	Pinery, Rock Point, Rondeau, Inverhuron
Central	Awenda, Emily, Arrowhead, Petroglyphs, Bronte Creek, Wasaga Beach, Fontenac
Eastern	Presqu'ile, Murphy's Point, Charleston Lake, Mississippi Valley, Samuel de Champlain

- Worked on the OIPC Budget
- Worked on the annual report which is almost complete
- Finished the report for the OIPC's contract with MNRF from last fiscal.
- Summarized the results from the letter of Opinion Survey which was sent out last month. Fifteen people have participated in the survey. If you know someone who you think would like to respond to the survey there is still time.
- Finished the logo contest notice. To be reviewed by the Board prior to sending out.
- Website 'refresh' is very close to being completed.
- Working on call for nominations for the Communications committee.
- Meeting regularly with Kelly Withers from ISC to discuss the EDRR project budget.
- Presenting on the Clean Equipment Protocol to the OFAH's Invading Species Hit Squad Students (June 11)
- Presented at the Landowners workshop in Scanlon Creek Conservation Area (June 13).
- Working on the Invasive Species Centre proposals: it was suggested that OIPC work with Essex Region Conservation Authority (ERCA) as they are developing a Phragmites control strategy.
- Writing proposal rationales and deliverable descriptions for \$80,000 that the ISC is providing to the OIPC for work on terrestrial BMPs, webinars, municipality workshops, and the development of the Phragmites management prioritization tool.

Kellie's Updates

- Presented the municipalities' framework at the Happy Valley Forest event.
- Attended *phragmites* meeting in Port Rowan.
- Presented at the OFAH's heritage centre on invasive plants
- Attended the City of Toronto's High Park tour on invasive plants and presented on the OIPC
- Presentation on the Clean Equipment Protocol at the Nature Conservancy's Invasive Species Symposium at Selkirk Shores State Park in NY.

EDRR Network Ontario Project

- Kellie met with the Southern Ontario Partners to discuss plans for the EDRR project.
- Kellie is attending the Northern Ontario Open houses in Sault Ste. Marie and Thunder Bay. (southern Ontario open house is on June 25th Kellie and Rachel will be attending the event).

6. Committee Reports

6.1 AGM Planning

The Save the Date notice and call for abstracts have been sent out. The committee has received one abstract. The Call for Abstracts notice will be sent out as a reminder a few times over the coming weeks. Deadline for abstracts is July 19th.

6.2 Communications

The communications committee met at the beginning of June to discuss the status of projects from the past, and future projects. They will be nominating a new Chair over the coming weeks. The committee discussed the importance of getting invasive plants back into the media and on peoples' radars.

6.3 Fundraising

No report at this time

6.4 Horticultural Outreach Collaborative

The HOC recently secured funding from the TD Friends of the Environment to cover the cost of creating a GMI postcard and seed packets.

6.5 Policy

No report at this time

6.6 Ontario Phragmites Working Group

Updating the 6 strategies for province wide management of phragmites.

6.7 Research and Control

No report at this time

7. Board member activities

7.1 Giant Hogweed Removal at Ganaraska Region Conservation Authority (GRCA)

Ken Towle was involved in a giant hogweed removal effort for GRCA. One of the staff noticed several hogweed plants in the Thurne Parks Conservation Area, and Ken, along with George Elgear, the property superintendent, put on coveralls, rubber boots and gloves, masks, goggles etc. and removed the plants

with shears and shovel. Soap and water were brought to wash down in. Ken is now writing a hogweed removal protocol for GRCA and a press release about the control effort was circulated.

GRCA also has an OFAH "Hit Squad" student at GRCA under his supervision. The person will collect data on plant distribution, work on an invasive species strategy for GRCA and participate in public outreach events.



7.2 Yellow archangel

Iola is working to control an area of yellow archangel, if anyone has information on how to do this effectively please email Iola.

8. Other Business

8.1 Discussion and possible approval of MOU with OFAH

As per the last meeting the steps for approval of the MOU are:

1. All to provide any other changes to Rachel
2. Rachel to make the changes and send to John
3. John to look it over and make a final draft of the document
4. OFAH to review the final draft document and provide any changes they have.
5. Have Ian Attridge review the final document

6. Once Ian has looked it over both the OIPC and OFAH will look it over one last time.
7. Approve the MOU at the next Board meeting.

8.2 *Status and discussion of Transfer Payment from OMNRF*

The OMNRF transfer payment agreement with OIPC includes work for the developemtn

- **Ontario Phragmites Working Group:** In order to enable staff and material costs relating to: webinars on phragmites and workshops as well as responding to public requests.
- **Invasive Phragmites Roadside Best Management Practices:** Draft a provincial best management practices (BMP) document for preventing the spread of Phragmites on roadsides into natural areas.
- **Invasive Phragmites – Provincial Education and Outreach Plan:** Coordinate the development of a provincial education and outreach plan on Phragmites
- **Invasive Phragmites – Website and Social Media**

The Board agreed that the OMNRF's willingness to initiate a TP with us was good news in regard to their confidence in OIPC. Ken Towle had sent the draft TP to our lawyer Ian Attridge for his review and comments. He found no major problems but did highlight clauses of which we should be aware to ensure we can fulfill the agreement. Iola has signed three copies of the signature page so that when the Board approves the TP, it can be taken to MNRF right away. Although it will mean more work in this fiscal year, Rachel is confident it can be accomplished. The Board has agreed that the transfer payment agreement should be signed and Rachel will send the detailed agreement to the Board for their information

ACTION: Rachel to send the transfer payment agreement to the Board

ACTION: Rachel will deliver the signed agreement to the MNRF

8.3 *Support for the Emergency Use Registration application that MNRF is submitting*

The OMNRF is submitting an Emergency Use Registration (EUR) application to PMRA for the use of Roundup Custom to control *Phragmites* over water in Long Point and Rondeau Provincial Parks. They have asked the OIPC for a paragraph showing our support for the application. The following words are to be approved by the OIPC Board before it is sent to OMNRF:

"Being aware of the extent of invasion in Long Point and Rondeau Provincial Parks, the OIPC is supportive of the OMNRF's request for an Emergency Use Registration for Roundup Custom to control Phragmites over water. Depending on the circumstances the OIPC is supportive of the use of herbicide as a tool to control invasive plants when combined with other methods through an Integrated Pest Management approach."

ACTION: Rachel to send the background information to the Board and will also look to include any research they looked at on the effects of the pesticide on aquatic ecosystems.

****The information that Rachel is sending is not to be shared beyond the Board members.**

8.4 *Japanese Knotweed article*

FYI Maclean's magazine has published an article on Japanese Knotweed.

Action: Rachel will send it to the Board.

8.5 Wild Chervil

John Benham has run into a huge problem with Wild Chervil and this is a weed that the OIPC may want to look at more carefully and be aware of.

9. Other items

9.1 Engaging Board members between conference calls and during conference calls

Largely the OIPC Board members are working on things which benefit the OIPC, however to what degree is the work the OIPC doing benefiting the Board organizations?

Board members should think about this and send any comments or suggestions to the group or to Ken.

Suzanne would like to see the OHA more involved and would like information she can announce at the July 3-5 OHA AGM

ACTION: Rachel to connect Diana and Suzanne, so they can discuss HOC.

Jeanine would like to be added to the HOC.

Dawn would like to be added to the AGM planning committee.

9.2 ERCA Phragmites strategy

The Essex Region Conservation Authority(ERCA) is calling for a province-wide strategy to control the spread of *Phragmites*.

<http://www.cbc.ca/news/canada/windsor/provincial-strategy-needed-to-control-invasive-phragmites-erca-1.3118239>

OIPC should connect with this group, when working on the upcoming *Phragmites* projects.

10. 10. Next OIPC Board meeting

July 16th 10am via conference call.

Next OIPC Board meetings

- July 16th - 10 am via conference call
- August 20th – 10 am via conference call
- September 17th – 10 am via conference call
- October- 14th - face to face with AGM at the RBG in Burlington
- November – 19th – via conference call
- December 17th – 10 am via conference call.