

Ontario Invasive Plant Council

May 21st 2015

Conference call

10:00am-11:20am

Summary Notes

Board Members present:

Iola Price, President & Director at Large
Owen Williams, Past President & Director at Large
Dawn Sucee, Ontario Federation of Anglers and Hunters
Ken Towle, Vice-President & Conservation Ontario
Jeanine West, Landscape Ontario
Jennifer Gibb, City of Toronto
Lindsay Barr, Royal Botanical Gardens
Suzanne Hanna, Ontario Horticultural Association
Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture
Kellie Sherman – OIPC Staff
Rachel Gagnon – OIPC Staff

Board Members not present

Larry McDermott, Plenty Canada
Hugh Berges, Ontario Ministry of Agriculture, Food and Rural Affairs
Diana Mooij, Canadian Food Inspection Agency
Andrew Pitek, Forests Ontario
Mary Gordon, Hydro One
John Benham, Ontario Soil and Crop
David Coplestone, OMNRF – Conservation Policy Branch – Protected Areas (*pre-arranged*)
John Urquhart, OIPC Secretary/Treasurer & Director at Large (*pre-arranged*)
Karen Hartley, OMNRF – Conservation Policy Branch- Protected Areas (*pre-arranged*)
Prabir Roy – Parks Canada
Sandy Smith, University of Toronto (*pre-arranged*)
Paula Berketo, Ministry of Transportation Improvement Association/ Wellington County
Mhairi McFarlane, Nature Conservancy of Canada (*pre-arranged*)

Agenda items

1. *Approval of agenda*
2. *Approval of minutes from last meeting.*
3. *Business arising from previous minutes –Iola*
 - 3.1 Action items completed
 - 3.2 Action items deferred
 - 3.3 Kudzu discussion
4. *Budget status (included in agenda)*
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 Committee
- 7. Board member activities – All, please send a brief paragraph to Rachel for inclusion with final agenda
 - 7.1 Update from the Invasive Species Council of BC’s AGM – Michael Irvine
 - 7.2 Great Lakes Protection Act comments – Iola Price (Submitted Comments on behalf of the OIPC, letter attached.)
 - 7.3 Update from the National Capital Commission event - Iola
 - 7.4 Others (Iola’s report attached to agenda)
- 8. Other Business
 - 8.1 Approval of MOU with OFAH
- 9. Other Items
- 10. Next OIPC Board meeting

Background Information/Update on Previous Board Issues/Items

Topic	Current status	Follow-up
Envirothon update – OIPC involvement – Andrew Pitek		
MOU with OFAH – comments from board members - Rachel	Rachel has updated the insurance information	Vote to approve the signing of the MOU
Website	We have a company working on the redesign of the website.	Wait for website to be finished.
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*
May agenda approved.
2. *Approve minutes from last meeting*
Approved with corrections to be made.
3. *Business arising from previous minutes*
 - 3.1 **Action items completed**
Budget: All were to send comments on the Budget. This was done.
MOU: Rachel was to send out final version for approval. MOU was sent out.
Great Lakes Protection Act: All were to send comments to Iola, this was done and Iola submitted the comments on time.
 - 3.2 **Action items deferred**
 - 3.3 **Kudzu discussion**
Michael gave an update on the kudzu in Ontario.

4. Budget status

The budget (below) was sent prior to the meeting.

Within the budget is a line item in which the HOC has received funding to develop book marks and seed packages.

Questions were raised regarding the seed packages; where would the seeds come from? Would they grow in both northern and southern Ontario? All were in agreement that the OIPC cannot send out seeds that can become invasive, and that they should be sourced locally.

Seed sourcing could come from local areas taking into consideration the different regions or zones of Ontario. Packages could be labeled for the North, south-eastern, south-western, and central etc. parts of Ontario. Seed cleaning is an important issue to ensure.

As far as seed sourcing, it is suggested we touch base with Seeds of Diversity and SERO, as well as connect with local native plant producers in the various locations.

The auditor's fee was flagged as a high and it was suggested that we look at why this is the case although it was noted that this was our first-ever audit and was for two years of financial records.

At this year's AGM we should present the OIPC auditor and have it approved by the Board and members and so in the meantime it is suggested that we get three quotes to determine whether we would like to continue with the current auditors.

ACTION: Rachel to get 3 quotes for auditors

The 10% OFAH administration fee: There was a mistake in the budget and Rachel has corrected it below.

Suggestion for the budget: separate out the legal fee and insurance. Rachel has separated out the actual cost of insurance and what is left for legal advice. (Updated below)

Put the 2014/2015 actuals beside it.

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

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

Also Rachel will look at the accounting report that Owen sent from the Nature Conservancy.

The Board has decided to table the budget until John has had a chance to review it and will look to approve it at the next meeting.

ACTION: All to send comments on the budget to Rachel

BUDGET

Ontario Invasive Plant Council YEAR: 2015/2016				
	length of time and estimated expenses and revenue			Balance as of March 31 2015
				\$141,874.26
	April 1 2015- March 31 2016			

	Expense	Revenue	Balance	notes
Human Resource Expenses(2staff)				
coordinator	(\$45,000.00)			Salary
Liaison	(\$37,710.00)			Salary
meetings and Board Member	(\$600.00)			Expenses for Board meetings(lunch, rentals)
OIPC AGM	(\$6,000.00)	\$6,000.00		estimate for registration, & Donations
Administration fees (10%)	(\$10,218.00)			paid to OFAH
Administrative services billed to OIPC				
Telephone (long distance, \$0.05/min)	(\$960.00)			
Cubicles/Office space and furniture (166.67/month)	(\$2,000.00)			
Office Supplies (Business Cards/Agendas)	(\$100.00)			100/year
Cellular Telephone	(\$98.10)			phone cancelled as of March 2015
Fleet vehicle mileage (\$0.50/km)	(\$3,000.00)			average \$250/month
mailing services	(\$200.00)			approximate yearly cost
Printing/photocopying	(\$600.00)			approximate yearly cost
Teleconference line	(\$2,400.00)			average \$200/month
Legal advice	(\$204.00)			
Insurance	(\$1296.00)			
Audit fee	(\$4,665.00)			
Travel and Field Expenses				
travel expenses, shows and workshops	(\$4,800.00)			average 440/month
Printing and Production: brochures, postcards,	\$0.00			depends on project funding
Communications: factsheets and information	\$0.00			depends on project funding
website: host	(\$240.00)			20/month
professional development	(\$300.00)			
memberships		\$5,000.00		memberships
MNR transfer payment		\$50,000.00		TBC

Trillium		\$47,500.00		confirmed
TD Friends of the environment		\$4,680.00		project for HOC bookmarks and seedpackages
TOTAL EXPENDITURES	(\$120,391.10)	\$113,180.00	(\$7,211.10)	

5. Staff Reports (included with the agenda)

Staff updates for April - May

5.1 Rachel:

- OIPC in partnership with OMNRF hosted a *Phragmites* workshop in Toronto to discuss priorities for the control of *Phragmites* within the province. Guest speakers included Janice Gilbert, Elaine Ferrier, Nancy Vidler, Ken Vegh (Town of Kingsville), Kevin Walters (Michigan department of Environmental Quality), Robert Bouchier (Agriculture and Agri-Food Canada).
- Attended the Go Wild Grow Wild event in London. Very busy and we made a lot of new connections in the area. All the material brought was given away.
- Great Lakes Guardian Community Fund GLGCF was approved. (after much back and forth) This is a project that had originally been submitted by Hayley when I was on Mat leave; the MOECC had asked that we postpone it for 1 year. It has since been approved and we have posted a job ad online for a summer student to work on water chestnut control of the infestations around Voyageur Provincial Park, in the Ottawa River. The Job has been posted on numerous job boards including: OIPC's website, Facebook and Twitter, Job Bank, Carleton University, Algonquin University, Ontario Out of Doors Facebook and Twitter, OFAH all staff email, website, Facebook, Twitter. We received 6 applications.
- Worked on our Annual report (2014-2015 fiscal).
- Did a radio interview with Thunder Bay radio station about invasive garden plants.
- Guest speaker of a webinar on invasive forest plants for the ISC. Seventy-five people registered from various locations across Canada, including Nova Scotia and BC as well as a few locations in the states such as Chicago, and Wisconsin. The group of registrants were different from our usual newsletter group
- Meeting with Gord Gallagher from the OVMA's to discuss possibly making the OIPC training modules part of the CEC accreditation program.
- Presenting to the Coldwater Horticultural Association on May 21st in the evening on invasive horticultural plants.

Additions: Rachel met with Gord Gallagher to discuss the possibility of OIPC running the coordination duties within the OVMA. This would include maintaining their membership database, managing the credit program, writing and sending out their e-newsletter, planning their annual AGM, and maintaining their budget.

Rachel will provide the Board with a recap of the meeting along with comments that Ken and Lola had. All Board members can then provide their thoughts on this proposal.

5.2 Kellie's Updates

- Hosted *Phragmites* workshop on April 29th in Toronto – very successful, 45 people in attendance, a lot of great feedback on presentations and discussions had. A summary report is being produced by the facilitator which we will email to the board and participants.

- Aquatic BMP is now in final stages of edits which are being completed by our designer. Once the edits are made, MNRF are responsible for conducting internal review and posting on EBR.
- GH/DSV updates made; have been sent to Scott Olan for one final review of the pesticide regulations.
- Phragmites BMP currently in third draft.
- The Biodiversity Education Awareness Network Funding Application for a small garlic mustard/DSV pull at the Peterborough Zoo was not approved; however we are partnering to host the GM pull with the ISAP at Ken Reid Conservation Area in Lindsay (it is the 7th annual pull at Ken Reid).
- Trent Community Based Education project completed; Kellie to email the final project report to the board and the HOC/GMI NRP Local Coordinators.

EDRR Network Ontario Project

- Have been working closely with Taylor from ISC to organize open house events: SSM Open House Mon June 15th, Thunder Bay Open House Tues June 17th, Georgetown Open House Thurs June 25th – decided to only have one open house event in southern Ontario since pilot areas are directly adjacent to one another; hoping to use other open house resources during summer to conduct visits to some of the volunteer groups (I will be in SSM/TB from June 15th to June 18th) – if anyone hasn't received the email with the registration links for this event, please let me know and if you have, please distribute to your contacts.
- Have connected with Protect Our Water and Environmental Resource (POWER)'s vectorIAS program who also received Trillium funding to do a local invasive plant outreach and education project in same pilot areas – we are going to work extensively with them to avoid duplication, but will also support their initiatives, while they assist us with reaching local volunteers groups.
- Have also connected extensively with many of the collaborators for the southern portion of this project, especially CVC. A face to face meeting is being arranged for the week of June 8th at CVC to further discuss project and identify priority areas and species for monitoring and control.
- Have decided to create a WordPress website for this project. This website will be a standalone website and will provide visitors with information about the project and links to all relevant resources. Using WordPress will mean a one-time fee to pay a developer to create it, but will allow us to edit it anytime we want. A "button" will be created to be displayed on the OIPC/ISC websites to link visitors to those sites, to this site. We are going to be using a tender process for this.
- This project also included conducting a baseline survey. Questions are being developed for this and a company is going to be hired to distribute the survey.

6. Committee Reports

6.1 AGM Planning Committee

The OIPC AGM planning committee met on May 4th to discuss plans for the upcoming AGM. Discussion included speakers and types of presentations, possible keynotes, field tours, the evening social, speaker gifts, and the save the date and call for abstracts announcements. The save the date and Call for abstracts are in draft form and will be sent out the week of May 18th.

6.2 Communications Committee

The members of the committee have been discussing holding a meeting in the near future; they are currently filling out a doodle poll to determine the best date. The meeting looks like it will most likely be held in early June. The Committee will pick up where it left off last year.

6.3 Fundraising Committee

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 Committee

No report at this time

Discussion from the Board meeting: Approve the absenteeism policy

Proposal moved by Owen, seconded by Suzanne.

Any objections?

The Board discussed that the absenteeism policy does not specify what is a satisfactory vs. unsatisfactory reason for missing meetings. However it does state that reasons would be reviewed by the Board.

The Board moved to approve the document and to have the policy committee create guidelines that can be approved at a later date which would touch on the specifics.

All agreed and the policy was approved as is.

6.6 Ontario *Phragmites* Working Group

Developed a smart practices guide with the Ontario Good Roads Association. If there is funding in the future they would like to have the document go through formal review by the OMNRF.

Janice has also developed the 6 strategies for province wide management of *Phragmites* (attached and up for discussion by the Board)

The Board felt that the strategies needed to be refined as they did seem a bit broad in scope and unattainable.

An opposition MPP press conference at Queen's Park on *Phragmites* was cancelled but could happen in the future.

Ken and Lola did comment earlier and those have been sent to Janice.

ACTION: Kellie will work with Janice to refine the strategies and have the OPWG review them; once they have been approved by the working group the Board will look at them again and provide their suggestions or approve them to be adopted by the OPWG.

6.7 Research and Control Committee

Co-chairs Smith and Price talked on April 23 about activities the RCC might undertake, past documentation and the need to update existing documents including

- A spreadsheet/list, possibly from 2010, of research projects underway or finished. We will ask Rachel to contact the people on the spreadsheet to determine the status of these projects
- A draft list of projects that the RCC could distribute to professors for uptake by honours or MSc students looking for projects. This list is based on common questions that OIPC is asked – such as what is the compost temperature required to kill seeds of [insert plant name], Sandy will review and add questions/topics to the list. It will then be sent to members of the RCC.
- We determined that the Outreach Committee should take on some of these projects when the list is updated and distributed for further review.

A question for the OIPC board – would it be possible to allocate some money in the 2016 budget for support to students undertaking these projects? The amount each grant might not be large, but would be a token of OIPC interest in seeing these questions answered.

7. Board member activities

7.1 update from the invasive species council of BC's AGM – Michael Irvine

Update was given at the last meeting.

7.2 Great Lakes Protection Act Comments – lola

lola submitted comments on time.

7.3 Update from the National Capital Commission event. – lola

OIPC was invited to present two talks on invasive plants and OIPC – one to the general public on April 28th and the other to the National Capital Commission staff on April 29th. lola discussed the rationale for how and why to control invasive plants, biology and disposal for five species of concern in the National Capital region, plus Phragmites, Wild Parsnip, the GMI and EDDMapS Ontario.

7.4 Other

- Regional Forest Health Network

The OIPC has been invited to join this committee whose membership comprises forestry staff from eastern Ontario Conservation Authorities, federal and provincial departments, city staff from both sides of the ON-QC border and from Renfrew to the west, Cornwall to the east and Gananoque to the south and west, Montreal and First Nations (Akwesasne). I was asked to inform members about OIPC, its mandate, activities, publications etc. and especially to highlight OIPC activities in regard to invasive species training for forestry, our webinars and opportunities for forestry staff to use OIPC outreach for Continuing Education Credits for International Society of Arboriculturists certification.

I attended their meeting on 6 May in Kemptville. The Committee would like OIPC to put on a plant identification workshop that would also include information on control options and, if possible, a case study. Jim McCready (Network chair), Rachel and I will further discuss timing (September?), content and costs.

Update by lola price

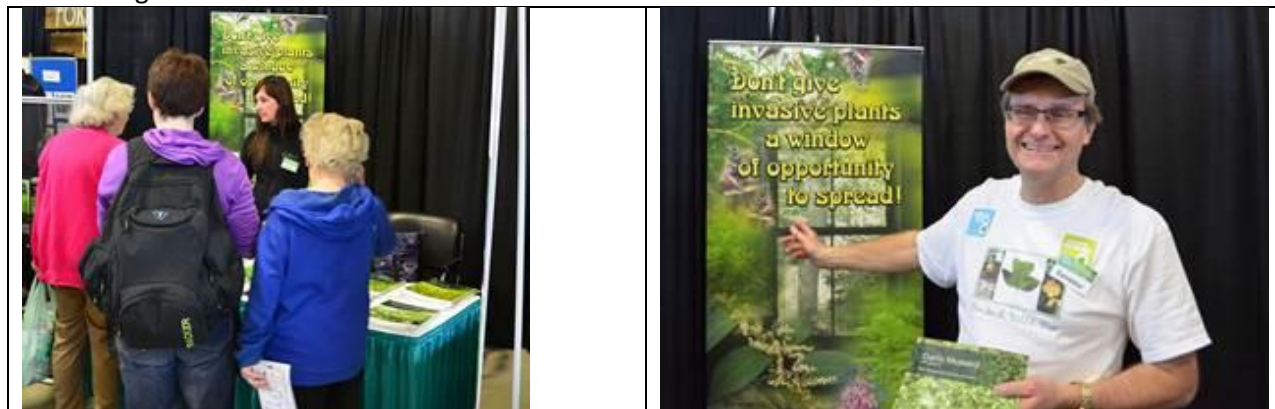
- OIPC Experience at Go Wild, Grow Wild

This event, hosted by the Carolinian Canada Coalition was the region's first trade show that combined Outdoor and Adventure Travel and Native Plant Gardening. It was also the first time that Carolinian Canada held such an event...and it was a success! It was the first really warm and sunny weekend of the spring which presented our target audience with a dilemma – go to the show or spend time outdoors! Nearly 2,000 people chose the show, much to the delight of our more than 80 vendors. The demographics were very interesting...much more diverse in age than one might have expected. Virtually every age category was well represented. Lots of children came and took advantage of the many activities that were designed for them (as evidenced by the stamped "activity passports" that were turned in for a chance to win prizes). Young parents and single 20 and 30-somethings tended to focus on the outdoor tourism service providers that ranged from low cost activities to higher-end guided adventures. Seniors were well represented and spent equal time at the tourism booths and the gardening and naturalist-oriented booths. Gardeners of all ages enjoyed the high density of "natural" focused vendors...and the vendors needed to have staff fully occupied bringing product in the back door as customers carted plants out to their waiting cars. London's general population of culturally diverse sectors was reflected in the attendance as well. For many new Canadians this was a unique introduction to Ontario's ecosystems supported by invitations to continue exploring.

All of the vendors were satisfied with the contacts they made, as well as the exposure and sales. Carolinian Canada conducted a survey of the vendors and presenters from the 3 stages, and did

an operational analysis. All indications are that this was a very good start. A committee is already planning the 2016 event.

The OIPC booth was set up and supplied by Rachel. Owen took the morning shift and Rachel took the afternoon and also took the booth down. There was a lot of interest in our materials. Rachel did not have to take much back to Peterborough! Many of the attendees wanted to talk about their experience with particular plants and get advice on how to control them on properties that ranged from backyards and cottages to farms and hundred acre woodlots.



8. Other Business

8.1 Approval of MOU with OFAH

There were a few changes within the MOU made.

ACTION: Steps for changes to the document include:

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.

9. Other items

10. 10. Next OIPC Board meeting

June 18th 10am via conference call

Next OIPC Board meetings

- June 18th - 10 am via conference call
- 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.