



**Ontario Invasive Plant Council
Board of Directors Face to Face Meeting Minutes
July 20, 2017 – 10 to 11 am**

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

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

2. Approval of last meeting minutes (June 2017)

Motion: Moved by Owen Williams that the minutes be approved. Seconded by John Foster. [All in favour.] Carried.

- **Comments:** John Foster is working on the job description for an executive director, as well as potential questions for an interview. He is waiting to hear from the executive director of Carolinian Canada, Ontario Nature and Durham Sustainability about their past job postings for an executive director.
ACTION: Tanya to provide John Foster with some information from their executive director. Everyone still has the ability to comment on the SWOT analysis.
ACTION: Kellie to re-send the SWOT analysis to the board.

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

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

4. Financial Update

- Kellie provided the 1st quarter financial update on behalf of John Urquhart.

A few notes:

- Slightly over budget for the intern. Didn't include funding for this position in the approved budget, possibly because we accidentally put it in the 4th quarter, however, we are planning on spending this if we get another intern through the Clean Tech funding program. John and Kellie to sort out by next call.
- Slightly over in the mileage and travel expense categories, however, we received confirmation of additional Phase 1 EDRR funding after the approved budget. So, we are slightly over in mileage, but we've received additional revenue to cover this.
- Similar with travel expenses.
- Our admin fees have been reduced slightly, from confirmation of not receiving some funding and also due to changes in the MOU, stating we now receive 1% of any admin fees from a confirmed grant, while OFAH takes 9% (in the past, 10% went to OFAH).
- Kellie still having some troubles tracking some project budget items, such as EDRR. Kellie and John are going to meet to further discuss this.
- Owen and John Foster commented on the great layout. Mention of thanking Kellie and John for this.
Motion: Moved by Iola Price to approve the 1st quarter financial update. Seconded by Jeanine West. [All in favour.] Carried.

5. Staff Reports

- See staff report #20.
- Question to Kellie about the Brockville Council presentation: Kellie explained that since the start of the municipal workshops on creating Invasive Plant Management Plans, we've been getting requests to present information to municipal councils. So far, one has been given to Brockville, City of Thunder Bay and Cavan Monaghan. Brockville focused on Phragmites. Lots of good questions and it was a packed house!
- Suggestion that we should be tracking the outcomes of the municipal workshops and council meetings. Perhaps create a discussion forum on our website. We need to develop an action plan, as this is a requirement through the TP.
- Owen gave an update about the City of London Strategy. It is ready to go to the environmental committee, and then to council soon after August. He is also inquiring into the City of Mississauga's plan and when it will be ready. [UPDATE July 26: City of Mississauga's plan, focused on 19 species including insects, is also scheduled to go to City Council by the end of September. ...a race to be first!]
- Iola mentioned that sometimes our influence on plans i.e. city of Ottawa isn't always public. Let's post ones we've helped with.

6. Committee Updates

- **ACTION:** Kellie to email Francine re: emergency use of herbicide to control Phragmites to discuss posting information on the OPWG website.

6.1 Communications

- Kellie meeting with Kate Powell from ISAP to discuss potential initiatives moving forward.

6.2 Fundraising Committee

- Still looking for interested directors to sit on the fundraising committee.
- Corporate fundraising document complete; having it desktop published.

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.

6.4 Ontario Phragmites Working Group (OPWG)

- OPWG website update complete! www.opwg.ca . Please share!

6.5 Horticulture

- Since the HOC meeting on April 5th, the nursery/invasive plant tour and workshop has been changed to just a facilitated workshop. Kellie has had discussions with the HOC chairs, Jeanine West and the MNRF about this. The workshop is going to be hosted in September.

6.6 Research and Control

- The selected Call for Proposals project has gained increased attention by partner organizations. The original \$1,200 that the OIPC has put forth to start the project has been increased considerably. OMNRF has contributed \$5,000 and York Region has confirmed their contribution of \$3,000. 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.
- lola asked when a buckthorn berry becomes fertile/viable, if the green berry drops on the ground, will it actually germinate and sprout.
- This depends on if it's eaten by a bird; it needs to go through the bird's digestive tract and land on suitable soil.

7 Business Items

7.1 MOU Update

- John, lola and Ken met in June with the OFAH and it went well. Final details being worked out.

7.2 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.
- Registration is now live. Please share: <http://www.ontarioinvasiveplants.ca/what-we-do/agm-and-meetings/>
- This year, there will be two field tours, consisting of the same site visits. For both tours, participants will all start at the same location. The group will then split and head to separate locations. Once finished at those locations, the groups will alternate. Therefore, both groups will experience the same tour, just at different times, in smaller groups.
- This first stop on this tour is to Macoun Marsh, a unique urban wetland located in the southeast section of Beachwood Cemetery and named after John Macoun, a pioneering Canadian naturalist. The marsh has received provincial, national, and international attention and has been used as a unique teaching tool about natural wonders, but now, invasives have begun to creep in and disrupt its teaching value. The second (or third, depending on tour) stop on the tour is the Leitrim Wetland, located near the Findlay Creek Community within the urban

boundary of the City of Ottawa. South Nation Conservation, in collaboration with other community partners, helps to monitor and manage resources within this Provincially Significant Wetland. SNC has been completing glossy buckthorn removal within fen habitat in the wetland for several years in an effort to maintain this important feature. Although a full eradication of glossy buckthorn is unlikely, progress has been made, and fen indicator species are once again flowering. The third (or second, depending on tour) stop on this tour will be to Mud Lake, which is one of the most ecologically important natural habitats in the urban part of Canada's Capital Region. It is identified as a provincially significant wetland and an Area of Natural and Scientific Interest, as well as a protected area by the International Union for Conservation of Nature. However, invasive plants threaten the biodiversity of the Mud Lake habitat. Learn more about what the National Capital Commission (NCC) is doing to control invasive plants and preserve the ecological integrity of the natural environment.

- Many abstracts received. AGM planning committee finalizing agenda.
 - **Keynote speaker:** David Phillips from Environment Canada and Climate Change!
 - **AGM Sponsorships:** Hydro One, Univar, Colvoy Equipment, DOW, Beau's Beer, Star Motors of Ottawa. Letters and applications have been sent to: Green Stream Vegetation Management, Conservation Ontario, BASF, Steam Whistle, RBC, OLG, ISAP, ISC, Ottawa Field-Naturalist' Club
- ACTION:** All board members to ask for sponsorship from their respective organizations, if possible, by August 4th.

ACTION: Kellie to send out the sponsorship package to the board.

ACTION: Kellie to update the sponsorship table and send to the board.

7.3 Board Governance Training at AGM

- 66% of the board said they could attend based on the survey. Kellie is pursuing costs and experts who can assist with this. Some possible organizations to ask: Volunteer Ottawa.
- ACTION:** Kellie to follow-up with those who can't attend as to why.

7 New Business and Board Member Activities

8.1 New board representative for Indigenous Peoples/First Nations (Iola)

- Potential new representative: Chris Craig,
- Our bylaws state that people on the board, unless they are a Director at Large, they must represent an organization. For Chris to be a Director, he would have to represent an organization. He was recommended by Larry McDermott, who was our Director from Plenty Canada.
- Is it possible for Chris to represent Plenty Canada, or we might need to create a special position?
- Discussion over who others represent i.e. Sandy Smith represents the academic perspective, but works for the University of Toronto.
- Any of his time would be all volunteer except during his working hours.
- Further discussion on that indigenous people are rights holders, not stakeholders, therefore its not very different than having a government director.
- If he cannot represent Plenty Canada, perhaps he can represent South Nation CA?
- Francine suggested that we revise our bylaws to allow for this, and recognize this will always be a challenge unless we amend them.

ACTION: Ken and Francine to draft something for the bylaws.

ACTION: John Foster will send executive director information to John U and Iola by August 1.

- Reminder: lola leaves August 2 for Iceland.
- lola is helping Nature Conservancy of Canada in Aylmer Quebec, removing buckthorn. They will be making a decision later on how they will deal with removing buckthorn from a sensitive alvar. They were not happy with the results of a weed wrench (too much wet and soggy soil came away with the roots). lola to look into some Paul Catling research, talk to the NCC who manages alvars in Cardin and Nappanee and talk to the Couchiching Conservancy.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
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
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			
3	Send lola new bylaw wording in new word doc	Kellie	ASAP
3	Review tool Tanya sent	All	ASAP
7.6	Kellie and John to review financials for the ED	Kellie and John	July
July 2017			
2	Send John F ED information	Tanya	Complete
2	Re-send SWOT analysis	Kellie	Complete
6	Email Francine re: emergency use	Kellie	Complete
7.1	Try to get sponsors!	ALL	By August 4
7.1	Re-send sponsor package	Kellie	Complete
7.1	Send updated sponsor table	Kellie	Complete
7.1	Follow up with board members who can't attend governance training	Kellie	August
8.1	Ken and Francine to draft new working for bylaws	Ken and Francine	August
8.1	Send lola ED information by August 1	John F	August 1

Time adjourned: 11:05 am.

Next meeting: August 18 2017.