



**Ontario Invasive Plant Council
DRAFT Board of Directors Meeting Minutes
September 20, 2018
10-11:15 am**

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| <p><u>Present</u> Iola Price, President & Director at Large Mike Farrell, Hydro One, Vice-President Owen Williams, Secretary & Director-at-Large Ken Towle, Conservation Ontario John Foster, Director-at-Large Jeanine West, Landscape Ontario Jon Peter, Royal Botanical Gardens Diana Mooij, CFIA Francine MacDonald, OMNRF Mhairi McFarlane, Nature Conservancy of Canada Prabir Roy, Parks Canada Tanya Pulfer, Ontario Nature Chris Craig, Plenty Canada Karen McDonald, TRCA & Director-at-Large Shelley McKenzie,</p> | <p><u>Regrets by Pre-arrangement</u> Stephanie Burns, Forests Ontario Cara Webster, City of Toronto Kristen Obeid, OMAFRA (MAY CALL IN AT 10:30) Sandy Smith, University of Toronto Michael Irvine, OMNRF John Urquhart, OIPC Treasurer & Director at Large</p> <p><u>Absent – no notification</u> John Benham, Ontario Soil and Crop Improvement Association Paula Berketo, Ministry of Transportation</p> <p><u>Staff</u> Belinda Junkin, Executive Director Gabby Nichols, Project Liaison Vicki Simkovic, Coordinator</p> |
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1. Approval of Agenda

At Tanya Pulfer’s request, Agenda Item 7.5 Protected Places Declaration (17% target) was added under item 7. Moved by Iola Price and seconded by John Foster that the Agenda be adopted with the addition of item 7.5. Carried

2. Approval of August 2018 meeting minutes

Due to the absence of Owen Williams during the August meeting, Iola Price moved the adoption of the Minutes. The following correction was made: add Shelley McKenzie as being present. Carried.

3. Review of last meeting’s action items and unfinished business

John Foster and Karen McDonald noted that they will attend the Ravine Symposium. OIPC owns the copyright for our documents. Seconded by John Foster. August Actions are mostly done except that Iola has not been able to reach John Benham.

ACTION: Iola to contact Mike Cowbrough from OMAFRA to see if he has recent coordinates for John B before we remove him from the Board list.

4. OIPC Finances – No report (not expected at this time of the fiscal year)

5. Staff and OIPC Activities

5.1 Report No 32 – Belinda Junkin

In response to a question about our summer student, Belinda explained that Allie Hjort has finished her internship and returned to school. She will work part time for us on the AGM if her schedule permits. Belinda welcomed Vicki Simkovic as our Coordinator and noted that her experience in the invasive plant field will be of great value. Vicki will be focused on the AGM/conference and sponsorship.

5.2 OIPC Event List – Gabby Nichols

Mike Farrell and John Foster suggested items that could be added to the Event List. Mike was at the International Plowing Match and in conversation with attendees, mentioned the importance of Phragmites management. John has been photographing invasive plants for posting on the OIPC website.

5.3 AGM Board Timetable and Hotel List – Belinda Junkin

Further explanation of the document 5.3 circulated with the agenda item was provided. The board meeting will be held in the board room at the OIPC office building on 380 Armour Road, Unit 210. From 9:30 am – 11:30 am.

The bus for the field tours will be parked in the lower parking lot and will leave at 12:00. A box lunch will be provided to those who sign up for it. Further details on the meeting and the field tours will be available on the website and sent to all who register. We will be touring the Hazel Bird Nature Reserve (NCC) instead of Ganaraska Conservation Area.

The evening social will start in the Time Square Board Room at 5:00 pm and move to the office at 6:00 pm for the official opening and ribbon cutting. The posters and sponsors information will be displayed in the open area next to the Board Room. We are inviting local dignitaries including a representative from the local First Nations band on whose traditional territory the Time Square building is located. Dan Longboat of Trent University was suggested as someone who could advise of who to invite to represent First Nations – possibly from Curve Lake.

ACTION: Belinda to contact Dr. Dan Longboat at Trent University, who could assist in finding a member of First Nations to address the evening social and the opening of the conference the next day.

ACTION: Iola to call Larry McDermott of Plenty Canada and invite him to attend and also provide names of First Nations people from the local area to attend.

Item 5.3 also provides names of hotels in the vicinity of the Canoe Museum. Owen Williams suggested that board members also investigate the many good B&Bs in the area.

Belinda noted that someone had enquired about room sharing to cut costs.

In regard to sponsorships, Mike Farrell noted that Hydro One is prepared to be a sponsor again. Minister Yurek (OMNRF) has been invited to speak, either in person or by video link but no reply has been received yet other than an acknowledgement that the invitation has been received. The abstracts are ready to go on line.

ACTION: Iola asked that any questions or suggestions that board members have be communicated, in case any elements were missing.

6. Committee Updates

6.1 AGM Committee and progress for Oct 15-16 meeting — Belinda Junkin and Lola Price

The AGM Committee members did not respond in time to held a teleconference so decisions have been made by staff in consultation with lola. Most of the issues were dealt with under item 5.3.

7. New Business

7.1 & 7.2 Big Picture Collaborative – status and strategy – Owen Williams

Owen gave an overview of the BPC, used the example of the Protected Areas component and explained the strong base and many opportunities for OIPC. See the document circulated with the agenda – item 7.1.

Owen's advice is that for the balance of this fiscal and into next year, the OIPC focus on providing the services and products that we have already delivered – that is – webinars, workshops, and materials, plus encouragement of the Phragmites Working Group. OIPC already has the funding for webinars and workshops via OMRF transfer payment. The work will be to find the money to cover the cost for reprinting and doing any additional effort in the region.

Owen is confident that there are revenue opportunities associated with the service and products we provide as well as potential interest from funders and sponsors. Perhaps the Directors with an interest in this ecoregion could assist in the development of the business plan and help find the investors.

The OIPC should take a minimal risk approach by adjusting our webinars and workshops to address the needs of the municipalities and stewardship service sector of this ecoregion. We should develop the business case for additional opportunities including reprinting of materials, materials for stewardship services relating to invasive plants etc that landscapers and property managers are beginning to realize they need. We should do that to the level that we obtain funders or investors.

Owen Williams Moved, Seconded by Lola Price that the OIPC continue with the partnership. Further, that the OIPC develop the low risk options such as making our webinars and workshops attractive to the stewardship services sector and municipalities in this ecoregion. The OIPC also should prepare a business case that identifies how to cover the cost of additional initiatives that may arise. Motion carried.

ACTION: Find a board member to begin preparation of business case including the need for a dedicated person to work on the project.

7.3 Report on CABI meeting 12 September 2018 – Etc. Price

See the written report of this meeting. In addition, lola reported that during a separate conversation with Kelly Tork of the Canadian Wildlife Service/ECCC, she raised the idea of seeking support from the CWS for translation of the BMP's into French. These translations and the English versions would be useful in other provinces. lola noted that although each BMP is up



to 20 pages long, pictures and template sections make the actual number of works to be translated much smaller.

ACTION: Iola to write Kelly Tork to explore options (resources etc.) for French translations of the BMPs

7.4 OIPC to join the Canadian Council On Invasive Species (CCIS)

Iola referred to document 7.4 sent out with the agenda. Board members noted that the CCIS is a great organization and that there would be many beneficial opportunities from becoming part of this national council. Francine MacDonald noted that she is the Ontario (OMNRF) representative on the CCIS. As part of the written material there were two motions Moved by Iola Price and seconded by Chris Craig that the OIPC join the CCIS as a Chapter. Carried.

Moved by Iola Price and seconded by John Foster that the OIPC propose Belinda Junkin, OIPC Executive Director for membership on the CCIS Board. Carried.

ACTION: Iola and Belinda to complete the CCIS forms and send to the CCIS Executive Director. It was noted that the agenda items were not properly numbered. It was moved by Iola and seconded by John Foster that the agenda be corrected.

ACTION: Iola to update the Agenda

7.5 Protected Places Declaration—Tanya Pulfer

Tanya circulated information about the Declaration at the beginning of this item. There is an international agreement to conserve 17% of a country's landmass as protected spaces. Canada signed the agreement in Aichi, Japan but has not yet reached its target. Ontario Nature and Carolinian Canada have partnered and have presented a declaration that we are committed and would like to see policy commitment to see 17% of Ontario's land protected. This would also be in the spirit of Reconciliation and achieve target of high biodiversity. Ontario has not signed, likely due to the recognition of the difficulty to achieve the target. Board members were in agreement that OIPC should join the list of organizations signing to urge Ontario to sign the Declaration.

ACTION: Iola Price to contact Ontario Nature to indicate our willingness to sign a petition to urge the Ontario government sign the Declaration and when the form arrives, to sign on behalf of OIPC and send our logo so it can be added to the petition page.

Next board meeting: October 15, 2018 9:30 am in Peterborough

| September 2018 | | | |
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| Agenda item No. | Details of Action to be taken | Who - Lead/Assisting | Due |
| 3 | Contact Mike Cowbrough from OMAFRA to see if he has recent coordinates for John B before we remove him from the Board list. | Iola Price | Before October meeting ✓ |
| 5.3 | Any questions or suggestions that board members have be communicated, in case any elements were missing. Contact Dr. Dan Longboat at Trent University who could assist in locating a First Nations person to address the evening social and the opening of the conference the next day. Call Larry McDermott of Plenty Canada and invite him to attend and also provide names of First Nations people from the local area to attend | All board members Belinda Junkin Iola Price | ASAP ASAP – before the October meeting ✓ ASAP – before the October meeting ✓ |
| 7.1 & 7.2 | Continue to partner with Big Picture Collaborative with low-risk (webinars, workshops, materials) activities, develop a business case. Find a board member to begin preparation of the business case including the need for a dedicated person to work on the project. | Owen Williams | Ongoing |
| 7.3 | Write Kelly Tork to explore options (resources etc.) for French translations of the BMPs | Iola Price | October 10 ✓ |
| 7.4 | Complete the CCIS forms and send to the CCIS Executive Director. It was noted that the agenda items were not properly numbered. It was moved by Iola and seconded by John Foster that the agenda be corrected. Update the Agenda | Iola Price and Belinda Junkin Iola Price | ASAP ✓ Immediately ✓ |
| 7.5 | Contact Ontario Nature to indicate our willingness to sign a petition to urge the Ontario government sign the Declaration and when the form arrives, to sign on behalf of OIPC and send our logo so it can be added to the petition page. | Iola Price | ASAP ✓ |
| August 2018 | | | |
| 3 | Contact John Benham regarding his absence from past board meetings. Send Iola Hayley Anderson's coordinates. | Iola Francine McDonald | ASAP ✓ ✓ |
| 4.1 & 4.2 | Make changes noted to the Financial Report. | Iola, Belinda, John | Prior to next board meeting ✓ |
| 4.3 | Decide where the debt and payment to OFAH is best to be placed in the Q2 Financial Statement. | Belinda and John Urquhart | For Q2 |

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| 4.3 | Ask Grant Thornton LLP to make editorial changes to Draft Audit. | Belinda, John Urquhart | ASAP ✓ |
| 5.2 | List their invasive species events or events that they attend to Gabby for placement on our event list. | Board members | Ongoing |
| 6.1 | Discuss the prospect of using the Ganaraska Conservation Area as a tour location for the 2018 OIPC AGM and Conference. Talk to Ken about contacts at burn restoration sites noted above. Share the Save the Date and Call for Abstracts with networks and contacts. | Belinda and Ken Towle Belinda Board members | ASAP ✓ |
| 7.1 | Send details of the Toronto Ravine Symposium event to lola. | John Foster | ASAP ✓ |
| 7.2 | Send photos to Belinda when Belinda announces that the OIPC has the technology in place to receive them. Put the concept of a website photo gallery on hold due to uncertainties regarding staff time and other costs. John Foster to continue to champion the concept. | John Foster | Ongoing |
| 7.3 | Ask Natural Lands department staff at the Royal Botanical Garden if they are interested in submitting an abstract for a presentation at the OIPC AGM and Conference. | Jon Peter | ASAP ✓ |
| July 2018 | | | |
| 3 | Send Hayley Anderson's coordinates to lola | Francine MacDonald | ASAP ✓ |
| 4 | Prepare the quarterly financial update for the August meeting | John Urquhart | By Aug 9 (1 week in advance of next board meeting) ✓ |
| 5.2 | Search the Trillium Fund website for possible funding assistance | lola | ASAP ✓ |
| 5.2 | Ask the Canadian Council on Invasive Species for their advice on funding sources. | lola | ASAP |
| 5.2 | Send contact for Quebec Invasive Plant Council to lola and Belinda. | Francine MacDonald | ASAP |
| 5.3 | Send Gabby invasive species events that BODs attend for placement on our event list | All board members | Ongoing |
| 6.1 | Send the activity plan for the OPWG's social media campaign to Prabir. | Belinda | July 26 |
| 6.2 | Send Horticulture Outreach Collaborative event notice to all board members. | Belinda | ASAP |
| 7.1 | Create a report that identifies the type of plants, the type of information and the cost of making an invasive plant guide for the OIPC website. | John Foster | 9 July 9 (1 week in advance of next board meeting) ✓ |
| 7.2 | Send Hayley Anderson's contact information to lola. lola to reach out to Hayley to inform her of future changes to the BMP and potential for translation | Francine and lola | ASAP ✓ |

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| 7.3 | Survey board members to select their date preference for the OIPC AGM. | Belinda | ASAP√ |
| 7.4 | Send OIPC website errors to Gabby | John Foster | ASAP√ |
| June 2018 | | | |
| 7.1 | Add Ms. McDonald's name to the board list and email list and inform her of her accession to the board. | Colin Cassin | June 25 2018 √ |
| 7.2 | Volunteer for OIPC bylaw review by email to lola (cc Belinda). | All board members | ASAP |
| 7.3 | Email lola (cc Belinda) with interest in joining the 2018 AGM Committee | All board members | ASAP √ |
| 7.4 | Forward Evergreen Request to OIPC Board members who can then circulate to appropriate contacts | Colin Cassin & all board members | June 29 2018 √ |
| 7.5 | Reach out to BMP author & funders regarding French translation approval | Colin Cassin | June 29 2018 |
| 7.7 | Circulate a Word copy of the article as it appeared in the Globe and Mail. | lola Price | June 21 2018 √ |
| May 2018 | | | |
| 7.2 | Email lola (cc Belinda) with interest in joining OIPC Bylaws Working Group | All board members | ASAP |
| 7.3 | Email lola (cc Belinda) with interest in joining OIPC AGM Planning Committee | All board members | ASAP √ |
| March 2018 | | | |
| 3.1 | Continue to work on the membership database for renewal updates and updating the 600-person contact list for use in sending out call for D-a-L | Belinda Junkin, Colin Cassin | Ongoing/ASAP√ May 23, 2018 |
| 3.2 | Contact Indigenous colleagues and draft something that the Board can review in regard to SAR and biodiversity offsetting etc. and consider ways to adapt it and subsequently making a statement. | Chris Craig | April |
| 5.1 | Consider developing a way to put this on our website and ensure that Directors keep it up to date | Belinda Junkin, Colin Cassin | May |
| 7.1 | Owen and Sandy to continue providing updates on the biocontrol projects in London and the social enterprise funding initiative | Owen Williams, Sandy Smith | Ongoing |