

**Ontario Invasive Plant Council**

November 19, 2015

**Conference Call**

**10:00 am to 11:10 am**

**Meeting Minutes**

**Board and Staff Members present:**

**Iola Price**, President & Director at Large  
**John Urquhart**, OIPC Secretary/Treasurer & Director at Large  
**Stephanie Burns**, Forests Ontario  
**Suzanne Hanna**, Ontario Horticultural Association  
**Prabir Roy**, Parks Canada  
**Dawn Sucee**, Ontario Federation of Anglers and Hunters  
**Mike Farrell**, Hydro One  
**John Benham**, Ontario Soil and Crop Improvement Association  
**Mhairi McFarlane**, Nature Conservancy of Canada  
**Jeanine West**, Landscape Ontario  
**Cara Webster**, City of Toronto  
  
**Kellie Sherman**, OIPC Staff  
**Colin Cassin**, OIPC Staff  
**Amanda Warne**, OIPC Staff

**Board Members not present**

**Larry McDermott**, Plenty Canada  
**Diana Mooij**, Canadian Food Inspection Agency  
**Paula Berketo**, Ministry of Transportation Improvement Association/ Wellington County  
**Karen Hartley**, OMNRF – Conservation Policy Branch- Protected Areas  
**Sandy Smith**, University of Toronto (pre-arranged)  
**Owen Williams**, Past President & Director at Large  
**Michael Irvine**, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture (pre-arranged)  
**Lindsay Barr**, Royal Botanical Gardens (pre-arranged)  
**Kristen Obeid**, OMAFRA (pre-arranged)  
**David Coplestone**, MNRF  
**Ken Towle**, Vice-President & Conservation Ontario

**1. Approval of agenda**

**Motion:** Moved by Iola Price that the agenda be approved. Seconded by Prabir Roy. All in favour. Carried.

**2. Approval of minutes from October meeting**

**Motion:** Moved by Iola Price that the October meeting minutes be approved. Seconded by Suzanne Hanna. Carried.

**3. Business arising from previous minutes – Iola**

**3.2 Action items deferred:**

- No substantive discussion on deferred items – they will be transferred to the December Agenda. See the November Agenda for details.

**4. Budget status**

Revenue

- The Secretary/Treasurer, John Urquhart, provided an overview of the quarterly budget update to the board. The revenue/expense trend for the past three years was noted (shown under the

Revenue tab) and that OIPC has spent ~\$25,000 more over budget over the past three years. There is no immediate cause for concern, but the Treasurer and Board should maintain awareness of this issue and take corrective action as needed.

- The projected revenue for this fiscal year is larger than each of the last three years, so OIPC may have some surplus.
- It was also noted that under the revenue tab, for the TD grant, it's red, because the money for this grant is going to Central Lake Ontario CA, not OIPC. Although the products produced from this grant are OIPC's, OIPC is not handling the cash flow, therefore it does not become a part of OIPC's revenue.
- It was suggested that the auditor's report for next year could include a statement on the OIPC's financial health.
- Although OIPC is spending more than what was approved in June, the revenue tab shows OIPC will have more revenue than what is expected to be spent.
- It was also asked what happens if OIPC doesn't spend all of the project money; OIPC should be spending most of the project funds and anything not spent must be communicated to the funder. Some funders are more flexible with what the funding is used for. This is outlined in the project agreement.
- It was noted that although OIPC spent \$6400 on the AGM, but it brought in \$8025, so the AGM did not lose money.

#### Expenses

- The first column titled "2<sup>nd</sup> Quarter Actual" is the amount OIPC has spent in the first two quarters of this fiscal year. The second column titled "2<sup>nd</sup> Quarter Budget" is the expenditure level the Board approved in June. The third column titled "Variance" shows whether the OIPC is above or below the approved budget (red=above, black=below or even). The fourth column titled "Projection" is the amount that OIPC projects to spend in the third and fourth quarters of this fiscal year. The fifth column titled "total budget" (highlighted yellow) shows what the approved budget amounts were. The sixth column titled "year-end projections" shows the total amount OIPC expects to spend for the whole year and the last column titled "variance" shows the variance for the whole year.
- There are two new budget items that were not included in the original approved budget and they are the Outreach Liaison's salary and the bank fees.
- It was suggested OIPC invest some money, according to the audit, OIPC has \$143,000 of unrestricted assets. Therefore, OIPC could potentially invest up to \$50,000 and still have additional funds.
- It was agreed to continue to use this format for the quarterly budget report.

**Motion: Moved by Iola Price that the OIPC invest up to \$50,000 in a secure asset that can be liquidated if needed. Seconded by John Urquhart. All in favour. Carried.**

**Motion: Moved by John Urquhart that the quarterly budget be approved (with edits to AGM information). Seconded by Prabir Roy. All in favour. Carried.**

**ACTION: John to pursue the discussion with a financial institution about investing money.**

**ACTION: Kellie to inquire into our current bank and see if we make any interest [currently].**

#### **5. Staff Report (October-November)**

- Refer to November agenda.

**ACTION:** Kellie to send mid-year reports to Board and MNRF team meeting and any other reports that are applicable.

**ACTION:** Kellie to send the final project proposal for the EDRR project to the board.

**ACTION:** Colin to provide a summary of the final report to Trillium for the next board meeting.

## **6. Committee Reports**

### **6.1 Communications**

- No report.

### **6.2 Fundraising**

- No report.

### **6.3 Horticultural Outreach Collaborative**

- The HOC has completed the bookmarks and the seed packet design is currently being reviewed by the HOC. Diana Shermet and Colleen Cirillo are now the co-chairs of the HOC.

### **6.4 Policy**

- No report.

### **6.5 Ontario *Phragmites* Working Group**

- No report.

### **6.5 Research and Control**

- No report.

**ACTION:** Kellie to send Iola all of the most recent chairs of the committees. Kellie and the executive committee to plan a meeting to develop committee work plans and discuss funding opportunities.

## **7. 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.

- **John U:** John is volunteering with the Durham/Peterborough regional group for the Ontario Envirothon hosted by Forests Ontario. He will be giving presentations and host training workshops on invasive species. See more info here: <http://www.ontarioenvirothon.on.ca/index.php/2016competition>

- OIPC would like to partner with Forests Ontario this.

**ACTION:** Stephanie to send the contact information for Forest Ontario Envirothon contacts to Kellie.

- **Iola Price:** The City of Ottawa's planning department is developing an Urban Forest Management Strategy with professional consultants and on November 24<sup>th</sup> they are hosting a meeting for the public to come and discuss what they would like to see in this strategy. Iola has developed a "do not plant" tree list to be included.

**ACTION:** Iola to send this list out to the board for comment.

- Iola Price updated the Board in regard to the woman who was fined for removing a buckthorn in Ottawa. The fine was \$625, but the charge has been withdrawn and she should get her money back.

## **8. Other Business**

### **8.1 Invasive Species Act**

- The act was passed. A media release was sent out on behalf of the OIPC, but for the future, OIPC should consider budgeting for better communication services to reach more media contacts.

## 8.2 New Projects

- Environment Canada, Canadian Wildlife Service (CWS) approached the OIPC to complete purple loosestrife and black locust BMPs. The OIPC is extending Amanda to complete this project.
- A question was asked as to how the CWS chose these species. CWS communicated to OIPC that they use a risk assessment process and these are the high priority species from that risk assessment.
- It was noted to consider outlining in the BMP to not expect eradication of this species, but rather demonstrate to land managers how to properly manage this species to manage succession, especially in open fields.

**ACTION: Kellie to ask CWS for their risk assessment information.**

## 8.3 Status of MOU with OFAH.

- OFAH has sent back the MOU.

**ACTION: Kellie to send MOU to the board to review.**

## 8.4 Status of the OIPC audit.

- Completed and distributed at AGM. Scanned copies have been sent.

## 9. Other items:

### 9.1 New board director

- Welcome Cara Webster, who is taking over Jennifer Gibbs position on behalf of the City of Toronto.

**ACTION: Cara to contact Kellie if she needs any board information etc.**

### 9.2 Website update

**ACTION: All board members to review the website and send Kellie comments as to if you think the update is sufficient, does it still need more work, is this what you expected etc. Preview the website here: <http://oipc.showmyclient.com/>**

### 9.3 Conservation Authorities Act

- Comments sent into Environmental Registry were sent to the all directors.

### 9.4 AGM Summary Document

- To discuss at the December meeting.

### 9.5 Ontario Farmer

- John Benham suggested that we try to promote ourselves more in popular magazines, such as Ontario Farmer. Kellie Sherman mentioned through our phragmites projects, the communications specialist the OIPC is working with is developing some generic articles we can easily send to magazines to use.

**Adjournment:** The meeting was adjourned at 11:10.

### **Next OIPC Board meeting**

- December 17th – 10 am via conference call.