

## Ontario Invasive Plant Council

April 16<sup>th</sup> 2015

**Conference call**

**10:00am-11:08am**

### Summary Notes

#### **Board Members present:**

**Iola Price**, President & Director at Large

**Jim Ferguson** for **Mary Gordon**, Hydro One

**Suzanne Hanna**, Ontario Horticultural Association

**Dawn Sucee**, Ontario Federation of Anglers and Hunters

**John Benham**, Ontario Soil and Crop

**Owen Williams**, Past President & Director at Large

**David Copplestone**, OMNRF –Conservation Policy Branch – Protected Areas

**John Urquhart**, OIPC Secretary/Treasurer & Director at Large

**Ken Towle**, Vice-President & Conservation Ontario

**Karen Hartley**, OMNRF – Conservation Policy Branch- Protected Areas

**Sandy Smith**, University of Toronto

**Paula Berketo**, Ministry of Transportation Improvement Association/ Wellington County

**Mhairi McFarlane** , Nature Conservancy of Canada

**Kellie Sherman** – OIPC Staff

**Rachel Gagnon** – OIPC Staff

#### **Board Members not present**

**Larry McDermott**, Plenty Canada

**Michael Irvine**, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture (*pre-arranged*)

**Hugh Berges**, Ontario Ministry of Agriculture, Food and Rural Affairs (*pre-arranged*)

**Diana Mooij**, Canadian Food Inspection Agency

**Andrew Pitek**, Forests Ontario

**Lindsay Barr**, Royal Botanical Gardens

**Michael Irvine**, OMNRF – Forest Health and Silviculture (*pre-arranged*)

**Jeanine West**, Landscape Ontario (*pre-arranged*)

**Jennifer Gibb**, City of Toronto (*pre-arranged*)

**Larry McDermott**, Plenty Canada

### **Agenda items**

1. Approve minutes from last meeting.
2. Business arising from previous minutes –Iola
3. The Secretary/Treasurer Position has been filled - Iola
4. Board Attendance policy – David C
5. Budget status – Rachel
6. Board member activities – All
  - a. Update from the Invasive species Council of BC's AGM – Michael
7. Other items - All
  - a. April Face-to-Face (note cancellation due to no quorum)
  - b. Membership Fee Structure (you sent out the proposal with the agenda documents)
  - c. News of 2-year Trillium Grant success and implications for OIPC
  - d. Logo contest rules and closing date
  - e. Great Lakes Protection Act – comments due today

## Background Information/Update on Previous Board Issues/Items

Topic	Current status	Follow-up
Trillium Grant application Invasive Species Centre + OIPC (EDRR)	Approved	Kellie and Taylor(iSC) are moving forward on this time and have developed a draft timeline for the work.
Trillium Grant application Ontario Water Centre + OIPC (Phragmites)	Not approved	No follow-up required
New Logo	Sent out to Board Prior to the meeting.	Rachel will update the rules once she has received comments.
MOU with OFAH – comments from board members - Rachel	OIPC insurance policy liability is \$5M \$2K for contents (has been bumped up to \$10K) OIPC is covered under OFAH car insurance when we are driving their cars.	Rachel will update the MOU to reflect these new insurance changes.
Website	We have a company working on the redesign of the website.	Waiting for final product
Status of OIPC audit	Still waiting. Another audit is scheduled to begin in May.	

### 1. Approval of agenda

April agenda approved.

### 2. Approve minutes from last meeting

March minutes approved.

### 3. Business arising from previous minutes

#### 3.1 Action items from the last meeting

ACTION: Owen and Jeanine to discuss how we can work together with Landscape Ontario. The Go Wild event is happening this weekend.

ACTION: Mhairi to contact someone at Bird Studies Canada, Scott Petrie and CWS to see if they have any outreach programs related to Kudzu. She did contact them, however had not heard back at the time of the meeting, and also did not find much about the subject on their website.

ACTION: Sandy and Iola to add the discussion around the whether the growth of kudzu is affected by temperature and water conditions, to the RCC next meeting agenda. Ongoing action item until next RCC meeting.

Great Lakes Protection Act.

ACTION: Iola to draft something up, comments due April 19. Done

ACTION: Dawn to send comments to Iola. Done

### 3.2 Board attendance policy – David C.

Final draft is complete

**ACTION:** David will send the final draft to Rachel. Rachel will send it to the Board for review. Done policy sent out with the minutes. Document will be approved during the next Board meeting.

### 3.3 Kudzu discussion

John attended the weed inspector conference, and kudzu was brought up, it is creeping into the field above the initial infestation. At our last meeting Michael discussed that there is a group led by CFIA working on a management plan for this summer.

**ACTION:** Diana or Michael to give an update prior to our next meeting on the progression of the project.

### 3.4 Face to face in London

No face to face meeting to be held.

### 3.5 Organizational membership

All in the meeting agreed on the pricing, the new organizational membership will be added to the website as an option for people when purchasing their memberships.

### 3.6 Logo contest

The logo contest rules have been approved, we do a logo contest and if we are unhappy with the entries we can look at pricing for a professional designer to create one.

We will also have the leaf in the current B/W log darkened as it currently comes out looking too faint.

The closing date for the logo contest is Aug 30<sup>th</sup>.

### 3.7 Great Lakes protection act

**ACTION:** send any comments to lola.

#### Completed Action items from February meeting

- **Board attendance policy**  
**ACTION:** Ken will send his comments to David  
**ACTION:** David C will incorporate the changes and Rachel will send out the final version for review. Complete
- **Kudzu**  
**ACTION:** Mhairi will contact someone at Bird Studies Canada, Scott Pitre and CWS to see if they have any outreach programs related to Kudzu. Contacted, however no response at this time.
- **April Face-to-Face:**  
**ACTION:** Rachel will send the doodle poll out one last time. All to answer by the 25th of March. Done
- **Membership Fee Structure**  
**ACTION:** Rachel to send it out again with new deadline for comments of April 10th. Done
- **Logo contest rules and closing date**  
**ACTION:** Rachel to send it out again with new deadline for comments of April 10. Done

#### Open Action items from our previous meetings

- **Envirothon**

**ACTION:** Andrew will keep us up to date on this item. Ongoing action item.

**4. Budget status**

To be approved. Budget sent prior to the meeting.

**ACTION:** All send any comments to Rachel by April 28 – cc John when sending comments.

Will look to approve the budget by May 1<sup>st</sup> through an email vote.

**5. Board member activities.**

Go Wild event– Rachel and Owen will be at the OIPC booth, Mhairi will be at the NCC booth, Owen will be taking pictures for the event.

Karen – the OIPC children’s activity will be distributed through Ontario Park’s Learn to Camp program and the Natural Heritage Education Program. 3000 copies will be distributed to our target audience through these programs.

David- OMNRF’S Communication branch is conducting a digital marketing campaign and they will be contacting the OIPC to discuss how OIPC can help advance the campaign.

Iola will be speaking at the Manotick Garden Club event.

Ken is reading a book that may be of interest to the rest of the Board. “The new wild, why invasive species will be nature’s salvation”

**ACTION:** Ken will send out the link to the book. Done

**6. Other Business**

6.1 Update from the executive committee meeting. – Ken, Iola and John had their first executive committee meeting and discussed:

6.1.1 The bylaws – all agreed that they bylaws were fine.

6.1.2 Agenda timing: Rachel will send out the Board meeting agendas to the Executive committee 2 weeks prior to the meeting and to the rest of the Board 1 week prior to the meetings.

6.1.3 Time off: OIPC staff will let the executive and Board know if they are to be away from the office for long periods of time.

6.1.4 Ideas on grants and money.

6.1.5 A letter template for parting Board members will be created. Currently the Board has vacancies: the Ontario Nature, Parks Canada and SERO positions are currently available. Letters have been sent to all three groups asking for new representation.

6.1.6 Budget: John agreed to look at the fiscal corporations act.

6.2 Plans for the 2015 AGM

The AGM will be held at the RBG on October 13-14. The planning committee will be meeting in the coming weeks to discuss further plans.

If you would like to help with the AGM please let Rachel know.

6.3 News on the date for committee hearing on the Invasive Species Act

No news on the date at this time.

6.4 Planned absences for the next month.

Useful for everyone to know if/when the staff will be out of the office for extended periods of time.

6.5 Reporting on invasive plant activities that could be singly or jointly attributed to OIPC (for our annual report)

Board members should let staff know if they are attending events that could jointly be attributed to OIPC as this should be included in our annual report, the report can have a section that highlights the Board members work.

6.6 Status of MOU with OFAH

**ACTION: Rachel to send out final version for approval.**

7. *Other items - All*

Rachel to send email reminders to Board members prior to the meeting date.

**Next OIPC Board meetings**

- May 21 - 10 am via conference call
- June 18<sup>th</sup> - 10 am via conference call
- July 16<sup>th</sup> - 10 am via conference call
- August 20<sup>th</sup> – 10 am via conference call
- September 17<sup>th</sup> – 10 am via conference call
- October- 14th - face to face with AGM at the RBG in Burlington
- November – 19<sup>th</sup> – via conference call
- December 17<sup>th</sup> – 10 am via conference call.

**Staff updates for March - April**

**Rachel:**

- Spoke at the Bobcaygeon Horticultural Society meeting on Grow Me Instead. There were about 20-25 people there was a lot of questions and great feedback.
- Received notice that the EDRR program was approved by OTF. We have had a few meetings to discuss the structure and procedure to get this program up and running.
- Finalized the Letter of Opinion survey which was sent out through the OIPC network list. The survey was created to determine how well the process of the Letter of opinion works.
- Sat in on an herbicide applicator course, it was a good way to get caught up on the rules and procedures as well as get a better understanding of the process when people ask.
- Developed 3 communications plans, as a deliverable for our work with the OMNRF contracts over the last fiscal.
- Finish the COA report for our work on the Aquatic Invasive Plant Watch list project which included 2 workshops, a webinar. Along with a survey and etc.
- Finalized the 2 reports for OMNRF on the contracts we received.

**Kellie's Updates**

- Attended Aquatic Herbicide Licence Applicator free training course hosted by the OFAH/MNRF
- Presented at the Ontario Vegetation Management Association's Spring AGM on Japanese Knotweed BMP's – 100 people
- Held meeting with the Grow Me Instead Nursery Recognition Program local coordinators – most don't have the capacity to conduct extensive outreach to new nurseries, but all agreed they are going to try and have a summer student conduct some outreach
- All-day meeting with Taylor Wright from ISC in regards to new EDRR project – created draft project implementation plan – being reviewed by Kelly and Rachel
- Submitted a Biodiversity Education Awareness Network Funding Application (\$430.00) for a small garlic mustard/DSV pull at the Peterborough Zoo – June 4/5
- 2<sup>nd</sup> draft of phragmites BMP sent for review; GH/DSV BMPs also sent for final review. Once all comments are received, Kellie to prepare all BMPs for posting on the EBR.
- Kellie incorporating final comments into aquatic BMP and preparing for posting on the EBR
- Phragmites workshop planned for April 29<sup>th</sup> at Radisson Toronto East – flyer has been sent – please pass along to those you think should attend
- Garden Bloggers Fling event – June 5-7 – Kellie/Rachel/Diana (CLOCA) to attend on June 5 for part of the event in High Park to present on the Grow Me Instead Guide – more info here: <http://gardenbloggersfling.blogspot.ca/p/2015-toronto.html>
- Kellie to begin working more on EDRR project; planning of open houses and training workshops
- Trent Community Based Education student Samantha to have final product completed by middle of April