

**THE OTTAWA FIELD NATURALISTS' CLUB
MINUTES OF COUNCIL MEETING**

February 20, 2012

Fletcher Wildlife Garden Interpretation Centre, CEF, Ottawa, 7:00 p.m.

Chair: Ann MacKenzie

Council Members Present: Annie Bélair, Fenja Brodo, Dan Brunton, Don Hackett, David Hobden, Diane Kitching, Diane Lepage, Karen McLachlan Hamilton, Henry Steger, Ken Young, Eleanor Zurbrigg

Council Members Absent: Carolyn Callaghan, Barbara Chouinard, Rémy Poulin, Jeff Saarela, Jeff Skevington, Chris Traynor, Yi Zhang

1. Minutes of the January 16, 2012 meeting

Moved by A. Bélair/D. Kitching that the
January 16 minutes be accepted as distributed
Carried

2. Treasurer's Report K. Young

- a. The Charities Information Report has been completed and sent to CRA.
- b. T4A returns have been filed with the CRA and copies sent to persons receiving the contract fees.
- c. The registration of the OFNC with Central Contract registration, a US Government Agency, has been updated.
- d. Proof of Insurance was obtained for the Evolution conference that the CFN is attending.
- e. Ken will be discussing several matters with Wendi Mosher, our bookkeeper this week: finalizing the chart of accounts (distributed), obtaining quarterly financial reports, and incorporating the budget in financial reporting.
- f. Ken told Council members that if they would like a financial report for a specific committee, they can ask him.
- g. As new treasurer, Ken tabled 2 motions for vote by Council.
 - i. **Motion:** That Council approves the resolution stating that CIBC is our banker; see [Annex 1](#) for complete text.
Moved by K. Young/F. Brodo
CARRIED
 - ii. **Motion:** That Council approves the resolution as presented by Ken (see [Annex 2](#) for the complete text), with the following change proposed by Council: replace "any one of the following authorized signing officers" with "any two of the

following authorized signing officers". The signing officers are the president, the treasurer and the chair of the Finance Committee.

Moved by K. Young/H. Steger

CARRIED

3. Nominations for the 2011 OFNC Awards

Eleanor read the nominations proposed by the Awards Committee but asked to not include the names in the minutes until the recipients are notified.

Motion: That the proposed nominations be accepted for the 2011 OFNC Awards.

Moved by E. Zurbrigg/D. Lepage

CARRIED

4. Report from Meeting with Nature Canada on Feb. 17

See [Annex 3](#).

5. Advertisements in T&L

Ann had prepared and distributed a discussion paper on the possibility of accepting ads in T&L in order to generate revenue.

Motion: That Council approaches selected organizations to advertise in T&L, according with the approach in the discussion paper.

Moved by A. MacKenzie/D. Hackett

CARRIED

ACTION: Ann to polish the discussion paper and bring it back to Council as the basis of a Policy for advertisements in T&L.

6. OFNC Archives

Dan met with people from the city archives to further discuss the process for archiving OFNC material. Because they said that there is no quick solution to archiving electronic files, Dan told Council members to submit files for archiving in their current format.

ACTION: All to bring committee files to be sorted out and archived to Dan.

7. Security Checks for Volunteers Working with Children.

Chris Traynor sent an email to Rob Lee and Council members asking if the Macoun Club volunteers have had security checks done before they joined the club as leaders, and if they are ever alone with children. Rob replied that they used to get them done for new volunteers when the Macoun Club met at the Museum of Nature and asked if this could be done through Council now that Macoun Club meetings are not held at the Museum anymore. He also explained that parents attend meetings and field trips regularly and are asked to sign waivers every year, asking them to make a judgment on the good character of the leaders and to step-by-step certify that they know what their children's Macoun Club experience is like. (See [Annex 4](#) for Rob' complete email.) Council agreed that Rob's email covered all aspects of the issue and that the Macoun

Club's current approach is very reassuring.

Ann pointed out that a policy on the issue of volunteers working with children should be formalized for the OFNC, as more and more "kid friendly" trips are organized outside of Macoun Club. This policy should include a section for new volunteers with Macoun Club.

Ken also suggested verifying if our insurance policy would cover legal fees in cases related to volunteers and children, if ever need be, or look into enhancing it if it currently does not.

ACTIONS:

- a. Ken to verify our insurance policy and find out how much it would cost if we need to enhance it.
- b. Diane to find out how old the security checks for current volunteers are and propose how often they should be renewed.

8. 2012 OFNC Committee Rosters

Annie read the committee rosters as proposed for 2012; some corrections were proposed by Council members. See [Annex 5](#) for the final list.

Motion: That Council approves the 2012 OFNC Committee Rosters as modified.

Moved by A. Bélair/D. Kitching

CARRIED

Action: Annie to send rosters to Karen for publication in T&L and to Sandy Garland for publication on the OFNC website.

9. Posting Items on OFNC Website if requested by External Groups or Individuals

Ecology Ottawa sent a request by email, asking to post a link to their letter writing campaign on the OFNC website. This online campaign would encourage people to let their MPs know that they want the federal government to follow up on their commitment to clean up the Ottawa River.

Council agreed to post the link on the OFNC website.

Council also agreed that in the future requests such as this can be posted on the website without being referred to Council provided the action/issue relates to the Club's mandate.

10. Committee Reports

The only committee report that was presented at the meeting was Publications (see [Annex 6a](#)). Otherwise, the FWG report (see [Annex 6b](#)) and the Macoun Club report (see [Annex 6c](#)) were sent by email only.

11. Motion to adjourn:

Moved by H. Steger/K. Young that the meeting be adjourned at 9:05 p.m.

CARRIED

Recording Secretary: A. Bélair

Meetings in 2012:

March 19

April 16

May 28

June 18

September 17

October 15

November 19

December 10?

CIBC Banking Resolution

Resolved that:

1. CIBC as banker. The Corporation (the Ottawa Field-Naturalist's Club) appoints CIBC as its banker.
2. Authorized Signing Officers. The Authorized Signing Officers of the Corporation shall be:*

* Official positions will be designated rather than the names of the authorized signing officers.

PRESIDENT

TREASURER

Any 1 of them may exercise Signing Authority (defined below) on behalf of the Corporation and may from time to time, delegate authority in writing to one or more delegates to do any or all of the actions described in the definition of Signing Authority. Such delegation may be for either a limited or unlimited period of time. The delegation letter will identify by name and title, and contain specimen signatures of each delegate.

3. Deposits, etc. Any of the Authorized Signing Officers as well as any person authorized in writing by any of the Authorized Signing Officers, is authorized for and on behalf of the Corporation from time to time to negotiate for deposit with CIBC (but for the credit of the Account only) any and all cheques, promissory notes, bills of exchange and payment orders. The Corporation's endorsement on any item deposited to an Account may be made by means of a rubber stamp or any other device.

4. Definitions. In this resolution:

"Account" means each and every account the Corporation maintains from time to time with CIBC, whether in a trade name or otherwise. "CIBC" means Canadian Imperial Bank of Commerce.

"Service" means the Business Operating Account Service or Business Operating Account Service with Wallet Depository Service or other account service, however named, offered from time to time by CIBC

"Signing Authority" means authority to do any of the following from time to time for or on behalf of the Corporation:

- a) sign or endorse any cheques, promissory notes and evidences of indebtedness, whether or not an overdraft is created in any Account as a result;
- b) provide any authority to any CIBC officer to accept and/or pay any and all drafts, bills of exchange or promissory notes on the Corporation's behalf;
- c) enter into any securities-related transactions with CIBC or any of its securities subsidiaries;
- d) receive from CIBC or any of its subsidiaries any stocks, bonds or other property of the Corporation,
- e) sign receipts for and orders relating to any of the Corporation's property held by or on behalf of CIBC or any of its subsidiaries;

- f) borrow money or otherwise obtain credit from CIBC by way of loans, advances, overdrafts or otherwise; and give security over any or all of the Corporation's currently owned or after-acquired, real or personal, movable or immovable property to secure any such credit obtained by CIBC, and sign all documents necessary to do so;
- g) guarantee to CIBC the indebtedness and liability of any person, firm or corporation, in either a limited or unlimited amount and either with or without security;
- h) sign any agreement with or authority to CIBC or any of its subsidiaries relating to the Corporation's banking and financial services needs, whether generally or with regard to any particular transaction (including, among other things,
 - i) account operation agreements,
 - ii) interest rate, foreign exchange and commodity-related banking arrangements, and
 - iii) CIBC's service agreements for centralized cash control, third party payments, electronic data interchange, money market trader and any other of CIBC's cash management services); and
- i) execute and deliver any application or agreement that CIBC may require with respect to any Service and appoint any person(s) permitted to be appointed with respect to such Service.

BMO Nesbitt Burns Authorizing Resolution

Legal Name of Entity: Ottawa Field-Naturalists' Club

Resolved that:

1) The Entity (The Ottawa Field-Naturalists' Club) establish or maintain one or more accounts (Individually or collectively, the "Account") with BMO Nesbitt Burns Inc./BMO Nesbitt Burns Ltee/Ltd. ("BMO Nesbitt Burns") for the purchase or sale of, or otherwise dealing in (collectively "Transactions"):

- Securities (including without limitation shares, bonds, debentures, notes, warrants and rights)

2) Any two of the following ("Authorized Signing Officer"):

- President
- Treasurer
- Chairperson of the Finance Committee

be and is hereby:

- i. authorized to establish and maintain the Account on behalf of and in the name of the Entity;
- ii. to execute and deliver for, on behalf of and in the name of the Entity any and all agreements, instruments or other documents required by BMO Nesbitt Burns for the establishment or maintenance of the Account,
- iii. to give orders or trading instructions to BMO Nesbitt Burns, whether in writing or not, in respect of Transactions in Securities for the Account, and
- iv. to withdraw for, on behalf of and in the name of the Corporation or Association from the Account any cash or Securities.

4) Any Director or Officer of the Entity be and is hereby authorized and directed to certify and deliver to BMO Nesbitt Burns:

- a. a copy of this resolution; and
- b. specimen signatures of the Authorized Signing Officers and Authorized Trading Officers.

5) Until such time as BMO Nesbitt Burns receives notice that this resolution has been rescinded or amended, BMO Nesbitt Burns may rely upon the continuing effectiveness of this resolution and is entitled to act and rely upon the orders, trading instructions and any other actions of the Authorized Signing Officers and Authorized Trading Officers without any further investigation by BMO Nesbitt Burns into the propriety of such orders, trading instructions or actions.

OFNC Meeting with Nature Canada
Friday, 17 February 2012 from 2:00 pm to 3:30 pm
Nature Canada office, 75 Albert St, Suite 300, Ottawa

Attendees: Ann MacKenzie, President OFNC
Rémy Poulin, OFNC
Ted Cheskey, Manager of Bird Conservation Programs, Nature Canada
Alex MacDonald, Manager, Protected Areas, Nature Canada

Discussion:

- Purpose of this introductory meeting was to initiate discussions on how the OFNC and Nature Canada could work together on two projects of local interest: (1) the BirdLife International World Congress scheduled to be held in Ottawa on 20-22 June 2013; and (2) the Lac Deschênes Important Bird Area (IBA).
- BirdLife International World Congress – Nature Canada and Bird Studies Canada will be hosting the next World Congress at the Ottawa Convention Centre. Ann advised Ted and Alex that the OFNC could be of assistance in three ways:
 1. guides to lead birding field trips in the local area;
 2. volunteers to assist with the planning and organizing of the event; and
 3. volunteers “on the ground” during the event.
- Neither Ted nor Alex is currently directly involved in the planning for this event; however, they would communicate the OFNC’s interest to those in Nature Canada that are.
- Lac Deschênes IBA – Nature Canada is looking to further advance this initiative. Given its location within an urban area and the various jurisdictions involved, they consider this a pilot project for this type of urban IBA in Canada. They are in the middle of a series of meetings with government organizations (NCC, groups such as OFNC, provincial and local government agencies and the federal government). They are focusing their efforts in three areas:
 1. Celebration – highlight the fact that there’s an IBA in our backyard. Host events that will bring together local stakeholders and decision makers. They are considering a ‘Meet and Greet’ for all the players as well as smaller meetings for discussion of specifics.
 2. Education – work with NCC and other stakeholders to add IBA-specific interpretative panels in appropriate areas. Hold events on both sides of the river with information kiosks, etc to raise public awareness.
 3. Protection/Monitoring – work with stakeholders to develop a Conservation Plan for the IBA and eventually institute a Caretaker Program. They would like to have an agreement on the boundaries in time for the June Congress and maybe a bit more to ‘show’ the attendees.

- Ann reiterated that this project is very much in keeping with the mandate of the OFNC, the Club is interested in partnering with Nature Canada to advance this initiative, and OFNC members could assist in all three focus areas.
- Nature Canada is working to attract funding to support this effort and is awaiting responses on a number of grant applications. OFNC had written a letter of support for them to use in their grant application. One of the first things to do will be to re-examine the existing boundaries of the IBA to determine if these should be adjusted. As part of this process, they are interested in working with the birding community on both sides of the river to access their local knowledge. Rémy advised that the OFNC Birds Committee was planning to update the Birder's Checklist of Ottawa with the intent of having new copies produced in 2013 (twenty years since the last version was published). Ted indicated that such a product would be particularly helpful and suggested that Nature Canada could potentially provide some financial support (printing costs?).
- All agreed that the partnering of the OFNC and Nature Canada would be mutually beneficial for both organizations. Nature Canada needs to engage with local stakeholders to advance the initiative and access local expertise, knowledge and horsepower. Working on the IBA meets the OFNC's objectives and should also provide opportunities to raise awareness of the Club in the local community.

Action Items:

1. Rémy will be the OFNC's point-of-contact with Nature Canada.
2. Ted and Alex will advise the Nature Canada organizers of the World Congress of the OFNC's offer of assistance.
3. Nature Canada will provide information on their grant plans for the IBA and the process for developing the Conservation Plan.
4. Ann will liaise with the OFNC Excursions & Lectures Committee on the feasibility of scheduling an outing (bird walk) within the IBA boundary on or around May 12th to celebrate the International Migratory Bird Day and highlight our local Important Bird Area.
5. Rémy offered to help them with their discussions with DND regarding Shirley's Bay.
6. Rémy will liaise with the Birds Committee to discuss how Club birding records could be made available to Nature Canada in support of the development of the IBA Conservation Plan and Nature Canada's interest in potentially supporting the production of an updated Birder's Checklist for the Ottawa area.

7. Nature Canada will provide information on their need for volunteers in support of both the IBA and World Congress (to include numbers, timings and skill sets). Rémy will then work with the OFNC Council to canvass the membership for those interested in volunteering.

Hi everyone,

I appreciate Chris having raised this issue because it is something that I would have approached Council about sooner or later. We Macoun Club leaders have been having police checks done on ourselves for more than 20 years through the Museum of Nature (with the police reporting results directly to Museum administration). Under their new management they do not seem willing to continue doing this for us, so I was going to ask Council if the OFNC would pick up where the Museum has left off. I think the expense is very low.

The only volunteers who have ever objected were federal government employees who often have gone through much more stringent security checks and are fed up with filling out redundant forms. The only person whose name was ever flagged voluntarily went to the police station for fingerprinting, and proved he was not the person in their database of the same name.

As for being alone with children, it has again been our practice for decades to encourage parents to tag along on field trips and sit in on meetings, with the result that between parents and leaders, adults sometimes outnumber children on trips. Indeed, it seems a rare thing to have no parents present. It is likewise the usual thing for there to be more than one, and often more than two, leaders with a group of kids. But we don't impose absolute rules that would prevent us from doing sensible things.

I would also point out that our waivers, which we have parents sign every year until they're sick of them, were designed to address issues of responsible leadership as well as trip safety. We explicitly ask parents to make a judgment on the good character of the leaders as they come to know them by name, and to step-by-step certify that they know what their children's Macoun Club experience is like: that they have initially read a description of field conditions and possible risks; that they talk with their children after field trips and maintain a favourable impression; and that they have attended field trips themselves and, "knowing first-hand what conditions prevail, continue to be satisfied that they are conducted safely."

It is also worth remembering that these concerns work both ways, and it is conceivable that a family might raise unfounded objections. To this end, we keep these waivers on file indefinitely as a written record of parental approval. Furthermore, I personally record parents' attendance on all field trips -- you can see this yourself in the list of Observers at the start of each Study Area trip in our Nature Journal, copies of which are sitting on the library shelf in the Fletcher Wildlife Garden building. Over the years so many, many parents have been observing the leaders' behaviour with their kids, and they appear to be satisfied. I do hope they would let us -- or you -- know if they were not.

And they can fairly easily find out who the leaders are accountable to by checking our current leaders' webpage at <http://www.magma.ca/~rel/mfc/memories/currlead.html>.

I am sorry to have written such a long response, but this is a significant issue and those Council members who have not had the opportunity to join in our activities or discussions deserve to know how their young naturalists' club is conducted.

Robert E. Lee
Chairman,
Macoun Field Club

2012 OFNC Committees

Awards Committee

Eleanor Zurbrigg (Chair)
Ken Allison
Irwin Brodo
Julia Cipriani
Christine Hanrahan

Birds Committee

Chris Traynor (chair)
Marie Bedard
Anouk Hoedeman
Bernie Ladouceur
Chris Lewis
Bev McBride
Larry Neily
Rémy Poulin
Gordon Pringle
Jennifer Spallin
Eve Ticknor

Birds Records (subcommittee)

Gordon Pringle (chair)
David Britton
Mark Gawn
Bernie Ladouceur
Chris Lewis
Bev McBride
Larry Neily
Jeff Skevington
Mike Tate
Daniel Toussaint
Chris Traynor

Education and Publicity

Fenja Brodo (Chair)
Rob Alvo
Susan Barker
Jeewanthi (Jeewa) Mendis
Ann Prescott
Gillian Marston
Suzanne Deschênes

Excursions and Lectures

Jeff Skevington (Chair)
Robert Alvo
Holly Bickerton
Fenja Brodo

Excursions and Lectures, continued

Julia Cipriani
Hume Douglas
Don Hackett

Finance Committee

Barbara Chouinard (Chair)
Ann MacKenzie
Dan Brunton
Ken Young
Gillian Marston
Remy Poulin
Yi Zhang

Fletcher Wildlife Garden

Sandra Garland (Chair)
David Hobden
Diane Lepage
Henry Steger
Barbara Riley
Brian Haddon
Barry Cottam

Macoun Club Committee

Rob Lee (Chair)
Annie Bélair
Barbara Gaertner
Carolyn Seburn
David Seburn
Diane Kitching (rep. on Council)

Membership Committee

Henry Steger (Chair)
Dave Smythe
Verna Smythe

Publications Committee

Dan Brunton (Chair)
Carolyn Callaghan
Paul Catling
Jay Fitzsimmons
Sandra Garland
Tony Gaston
Karen McLachlan Hamilton
Elizabeth Morton
Frank Pope
Jeff Saarela

OFNC Publication Committee Report: February 2012

A meeting of the Committee was held 24 January 2012; another is scheduled for mid March.

Committee Membership

Members from 2011 are returning for 2012 and Tony Gaston (Canadian Wildlife Service zoologist) and Jeff Saarela (Canadian Museum of Nature botanist) joined the Ctee for 2012; this list was passed to Recording Secretary Bélair.

The Canadian Field-Naturalist and schedule

The response to the initial electronic issue has been encouraging, with a number of positive and congratulatory comments being received by Editor in Chief Carolyn Callaghan and myself.

Issue 125(2) should be released this week; Carolyn expects 125(3) to be ready by mid March.

SCOPUS, a major international indexing service is now reviewing CFN, thanks to an initiative of Jay Fitzsimmons.

The CFN Associate Editors for volume 125 were confirmed. They are:

David Nagorsen
Bob Anderson
Charles D. Bird
Paul M. Catling
Donald F. McAlpine
Anthony Erskine
Francis Cook
Claude Renauld
Tom Jung
Dave Seburn

Budgeting publications

Treasurer Ken Young attended the January meeting to enable a wide-ranging discussion of tracking publications expenses and revenues in the easiest way possible that also provides information in a suitable format for the purposes of the Auditor.

What constitutes previous 'Publication'?

A lengthy discussion was held to assist CFN editors regarding the acceptability of a submitted manuscript addressing the Athabaska Sand Dunes of Saskatchewan. The information in the manuscript had already been posted on a university web page and was also printed in a report of the federal government body sponsoring the research, although this was not noted in the manuscript. The Committee was split on whether these un peer-reviewed circulations constituted prior publication. Ultimately, the decision was to allow this manuscript to be submitted for review but to revisit how we define previously unpublished research from here on.

Dan Brunton,
Chair, Publications Ctee

**Report for Fletcher Wildlife Garden
2012 02 20**

We were pleased to grant a request from the provincial grade six student testing program to use parts of the text of one of our french information sheets.

In this coming season we will be doing a lot of work on the Monarch Waystation project in addition to the usual work on the Backyard Garden, plant sale and the battle with invasive species. We are joining Volunteer Ottawa in the hope of attracting more volunteers. If anyone else in the club has a use for their services they are welcome to do so.

There are now mail boxes on the door to the left as you enter FWG. They are labeled for OFNC administration, Macoun Club as well as for FWG. While a lot of club communication can and does wait for council meetings, there are things which are more urgent.

Submitted by David Hobden

Macoun Field Club Report November 2011- February 2012

We have continued our usual pattern of alternating indoor meetings and field trips.

At the meetings, Professor Tom Sherratt (Carleton University) introduced us to mimicry. Everyone found his presentation fascinating, and we were excited that he offered to return if we wanted to learn more about this topic. David Chong, a professional sport fisherman, challenged us to identify Ontario fish, particularly those in the Great Lakes. He also discussed the presence of non-native species of fish and other organisms and their effects on the lakes. Finally, he surprised us all by distributing rod and reel sets to everyone who wanted to try fishing when the weather warms up. At our first meeting after Christmas, Katherine Kitching gave a talk about beavers, and with the older group she also discussed what it's like to work as a park naturalist in Ontario provincial parks. Jay Fitzsimmons explained the research he is doing on the possible effects of climate change on the butterflies of this area and, based on some information he provided on various species, asked us to predict the possible consequences. Bruce Gill, an entomologist with the CFIA, told us about the Emerald Ash Borer, from its discovery in Detroit and its rapid spread into southern Ontario and now its presence in Ottawa. He also explained the newest weapon in attempts to halt its spread: a small wasp which can be used for both detection and predation of the borer. Last but not least, Tim Straka, from "Students on Ice", took us on a visual journey to the Arctic and Antarctic and explained what participants see and do on these trips.

We had field trips to Pakenham on December 3, January 14 and February 11, and to the Study Area on December 17 and January 28. We used snowshoes on two of these trips.

On February 18 in the evening, a small group went to Kemptville Creek in Oxford Mills to observe Mudpuppies under the guidance of Fred Schueler.

Because of March Break, we will not have meetings or field trips on March 10 and March 17.

Diane Kitching