

**Ottawa Field Naturalists' Club – Board of Directors Meeting**  
**Monday, June 16, 2025 – 7:00 p.m. in person**  
**Minutes**

Chair: Owen Clarkin

Present: Ann MacKenzie, Annie Belair, Elizabeth Moore, Ted Farnworth, Jessica Sims, Janette Niwa, Jakob Mueller, Lisa Chamney, Katriina Ilves, Ken Young, Susan Lehmann

Absent: Emilia Michaud, Bev McBride, Gordon Robertson,

1. Approval of the Agenda – the Agenda was approved as circulated
2. Acceptance of Minutes from May 12, 2025 Board of Directors Meeting  
**Moved** by Elizabeth Moore, seconded by Janette Niwa, that the Minutes of the May 12, 2025 Board of Directors Meeting be approved. **CARRIED**
3. Business arising from the minutes
  - a) Welcome handout for new directors – Jess had circulated the welcome package that she and Ann had created. They also suggested that it would be useful to set up a Zoom meeting between the new Director and an established Director to review the welcome package and the Director's Handbook shortly after receiving the documents. It was agreed that this would be a good idea. Owen thanked Jess and Ann for their awesome work.
  - b) Insurance – Ann: at the May meeting, when discussing the Policy on Funding Out-of-Town trips, a question was raised about insurance coverage for members of other clubs on such trips. Ann contacted our insurance agent about this and obtained the following response:  
  
'The policy protects the Insureds against claims alleging that negligence in the conduct of your operations caused or contributed to bodily injury or property damage to a third party. The policy does not limit coverage based on whether the injured party bringing the claim is a member or non-member, meaning there is no limitation to who may participate on your outing. The policy will respond to protect the Ottawa Field-Naturalists' Club against such a claim. Your "volunteer workers" are also an Insured, meaning those individuals who are working (for no compensation) at the direction of the Club and within their duties. If a third party (e.g. participant) brings a lawsuit alleging that negligence by the Club or a volunteer caused or contributed to their injury, your policy responds to investigate and provide defence.'  
  
Essentially this means that our insurance protects the club from any claim made against it from anyone regardless of whether they are a member or not. Our insurance protects the club - not individuals.

Owen noted that, at a recent KFN bioblitz, no waivers had been signed although participants had been signed out at the end of the event. At another event a participant had collapsed. Although they recovered well and admitted to a history of fainting, Owen emphasised the importance of maintaining vigilance.

Ted asked whether waivers should be considered for tours of FWG. It was felt that this was not necessary.

- c) FWG Research projects – Ted had circulated by email a questionnaire for proposed experiments at FWG (appended).

**Moved** by Ted Farnworth, seconded by Katriina Ilves, that the questionnaire for possible experiments at FWG be adopted and incorporated in the Handbook. **CARRIED**

4. Communications – Ken had circulated some delightful appreciation letters from Manordale PS Grade 6 students who had been bussed to the Bill Mason Centre, including one from a student who said they had never been on a field trip before. Jakob was interested to know whether the increase in our donation to OCDSB had actually increased participation or whether it just covered inflation. **Action: Ann** will email Kevin Wallace. The Board discussed the possibility of greater support for this initiative and/or support for the other School Boards if there is a need.

5. Treasurer's Report – Ken: nil to report

6. Issues for Discussion

- a) Dymon Storage – Dymon Storage had inquired whether we would be interested in moving to their new Clyde & Baseline site. Safe Wings is the major user of the facility and this would suit Janette. Volunteers would be needed for the move.

**Moved** by Ann MacKenzie, seconded by Janette Niwa, that we transfer storage facilities from Dymon Lincoln Fields to Dymon Clyde & Baseline subject to acceptable arrangements being made. **CARRIED**

- b) New Policies (Policy on Publications, Policy on Privacy, Policy on Remuneration: Ann brought a further three Policy proposals (appended) that had been circulated by email to the Board for approval:

- i. Policy on Publications – this policy has been reviewed by the Publications Committee. It is a more concise document than its predecessor.

**Moved** by Ann MacKenzie, seconded by Jessica Sims, that the Policy on Publications be approved. **CARRIED**

- ii. Policy on Privacy – this policy has been modified to reflect the requirements of ONCA, including the fact that membership information is required to be divulged under certain circumstances.

**Moved** by Ann MacKenzie, seconded by Janette Niwa, that the Policy on Privacy be approved. **CARRIED**

iii. Policy on Remuneration - this new policy states our rules for paying ourselves and others. **Moved** by Ann MacKenzie, seconded by Ken Young, that the Policy on Remuneration be approved. **CARRIED**

The only policy outstanding is the Policy on Remuneration of Directors. This has been referred to our lawyer for consideration and will be brought to the Board in the fall.

c) Monthly Events email - Cindy Burrell has advised that she is no longer able to send out monthly emails. Jess has taken the opportunity to pursue the idea of starting a monthly newsletter that would include events but could also incorporate other news. It has been suggested to her that a Facebook business page could be a good choice. It would need some initial work to create a template and it would incur a monthly cost. **Jess will do some more research.** In the meantime, Events will ensure that the events emails continue to go out.

## 7. Committee Updates

a) Awards – Bev had circulated an email advising that Awards had nil to report. She will make an announcement about the committee’s search for a new chair at the monthly meeting.

b) Birds – Emilia had advised by email that she would be away during June. Birds Committee will meet by Zoom on June 23.

c) Conservation – Jakob reported that the committee met on-line on June 12 and had a good discussion with lots of ideas raised.

Jakob had done a field interview about Eastern Milksnakes with CBC Ottawa following a local report of a milksnake that had been mis-identified as a rattlesnake.

They had joined KFN for a bioblitz of a new site. The vast number of ticks in the area was noted.

Jakob reported that the second opinion study that we had funded last year for the Hunt Club Community Association in connection with the proposed Riverwood Park development had been acknowledged as being informative and the amended proposal now shows a narrower and straighter pathway with a lesser footprint and avoiding significant trees. It will go to the Planning Committee for approval on Wednesday. Jakob had advised ON of this result. It was noted that, under the new Provincial legislation, Conservation Areas no longer have planning proposal review prerogative.

d) Education & Publicity – Gord had circulated the following report by email:

“Several members attended the birding event hosted by Deb Doherty and the Bird Friendly Ottawa group at Petrie Island on 31 May.

Stephanie Velade hosted our information table at the Pollinator Appreciation Day event at the FWG. Our members worked with different groups. We have started up a Google calendar for our committee thanks to Fred Scaini. Stephanie is planning to create a flyer for the OFNC similar to one she created for the Macnamara Field Naturalists. Plans for three other groups in June and July have been made.”

- e) Events - Owen advised that a few more events will be posted for the summer.
- f) Finance – Ann will send out a request for budget estimates this week.
- g) Fletcher Wildlife Garden – Ted had given a tour of FWG for the Directors before the meeting for which he was thanked. Ted reported that the plant sale is over and has made over \$20,000. Fido is upgrading to 5G. This will require replacing the modem and SIM card at FWG. They are getting more requests for tours than ever before. A project is planned with Urban Planning Carleton students. A report will be provided.
- h) Macoun Club – Susan had circulated the following report by email:  
“Final Macoun Club meeting for the summer will be the year end party on Saturday June 28th. At the party we usually distribute our annual publication "The Little Bear" which includes write-ups of all the trips and meetings, photos, club information and member contributions such as photos, artwork and written stories or observations. Rob and Susan have been working for several weeks now to gather all the materials and are working non-stop to meet our deadline this Thursday to get the file to the printing company.”
- i) Membership – Lisa had received a query from a member who assumed, based on experience with similar clubs in BC, that their OFNC membership would include membership in Ontario Nature. Ken advised that our membership in ON does not provide a membership in Ontario Nature to OFNC members. The individual who had raised the query subsequently noted that clubs within the BC Nature network pay larger subscriptions to belong to BCN in order for their members to be members of BCN also.
- j) Ontario Nature – Jakob: nil to report
- k) Publications – Jess had circulated the following report by email:

**T&L**

· Annie sent the July-Sep. issue to the printers last weekend. It's 80 pages!! (That's *two* 80-page issues in a row!!)

· Note that the next T&L deadline will be over the summer: for **T&L October–December 2025** the **deadline** for materials/articles is **Aug 1<sup>st</sup>**

## CFN

- **CFN Issue 138(3) is now available**
- online: <https://www.canadianfieldnaturalist.ca/index.php/cfn>
- o Link to free Feature article on molluscs and the button industry: <https://www.canadianfieldnaturalist.ca/index.php/cfn/article/view/3391/3335>
- **Re. Catching up on our Publication Cycle: We're getting there!**
- o Once again, issue 138(3) was published a little over **2 months** from the last issue. This fits the timeline we need to get CFN caught up.
- o To recap... the last four issues have been published online **less than 3 months apart (and in most cases closer to 2 months apart)**:
  - § Issue 137(4) published **October 23, 2024**
  - § Issue 138(1) published **January 17, 2025**
  - § Issue 138(2) published **March 26, 2025**
  - § Issue 138(3) published **May 29, 2025**
- **Dwayne's Editor's Synopses for Issues 138(2) and 138(3)**
- o Now available on the OFNC blog: <https://ofnc.ca/uncategorized/editors-synopses-of-cfn-1382-and-1383-molluscs-and-more>
- **Next Publication Meeting Sep. 16**

## Book Club

- Currently on a break for the summer months
- Jess is working on a 5 to 10-mins survey to send to the book club mailing list to seek feedback on the book club's first year
- The book club will return in the fall with a similar schedule as before (i.e., next book chosen and announced for Sept. 1, next meeting end of October).
- o A vote for the next book will go around to the mailing list mid-August"

l) Safe Wings Ottawa – Janette had circulated the following report by email:

### **Communications**

- Looking for content - patrol photos, bird releases, good news to share on SM
- Setting up Bluesky account

### **Phones**

- Going to provide phone team with SW email addresses to support them, ensure privacy, and provide them with access to Google phone folder
- Need to break the link between info@ and help@ (redundancy) emails

### **Advocacy**

- Investigator requested more collision data – in progress
- Ottawa Housing buildings: a school to be built with bird friendly glass, but unfortunately turned out that was not the case when investigated
- NCC: new Lebreton Flats developments would be subject to Bird Friendly Design guidelines; unclear how that applies to properties sold (i.e., a new arena)

- Bill 17 discussions: How will this affect our advocacy on the federal side re: Migratory bird act and regs. Collisions are a contravention. Unclear if it gives the ability to push harder for municipal advocacy but not helpful on the federal level.

#### **Volunteer Activities / Patrolling**

- 2 orientations completed for new volunteers
- Spring patrolling season is winding down
- Log, tag and bag and get specimens to central freezers as soon as possible
- New volunteer activity opportunities: Meeting prep, Volunteer coordinator, Duckling/goose rescuers
- Bird disposition: most specimens have been distributed to interested parties but some still remain. Finding a place to send the rest but may need to look into incineration
- Need some for new skins, if possible, from the Museum of Nature.

#### **Rehab update**

- SW rehab temporarily closed for personal reasons
- WBCC is not still taking Mallard ducklings/goslings so Safe Wings help fill the gap - created new team to monitor calls & temporarily hold birds while a ride to foster is found

#### **Events**

- Petrie Island, Convent Glen community: rainy weather but bird walks were a success and well attended.
- June 29: Cumberland Museum - Animal Helpers event. How do animals help us out? 10am-4pm.

8) Adjournment – there being no further business, the meeting was adjourned.

Recording Secretary: Elizabeth Moore

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Upcoming Meeting Dates

September 15, 2025

October 20, 2025

November 17, 2025

December 15, 2025

Appendices

1. Questions to be Answered to Justify Using the FWG Resources
2. Policy on Publications
3. Policy on Privacy
4. Policy on Remuneration

## Appendix 1

### **Questions to be Answered to Justify Using the FWG Resources**

1. Has your experimental plan been peer reviewed for scientific and statistical soundness? A copy of the experimental plan should be submitted to the FWG.
2. What is the hypothesis that is being tested? What question are you trying to answer? Which part of the Fletcher will be affected? A visit and walk around of the FWG property will be required to clarify this
3. What and how many plant(s), animal(s), reptile(s), insects(s) will be studied?
4. Will you need to take samples back to the lab?
5. At the end of the experiment will the animal/reptile/insect be killed?
6. What will happen to the data that will be collected?

## Policy on Publications

Approved by the Board of Directors on June 16, 2025

### 1. Applicability

This policy applies to periodical publications and special publications. It does not apply to brochures or pamphlets.

### 2. Procedure

Any publication must conform to the Club's charitable objects:

- "to promote the appreciation, preservation and conservation of Canada's natural heritage;
- to encourage investigation and publish the results of research in all fields of natural history and to diffuse information on these fields as widely as possible; and
- to support and co-operate with organizations engaged in preserving, maintaining or restoring environments of high quality for living things."

### 3. Responsibilities

The Editor-in-Chief of *The Canadian Field-Naturalist* (CFN), the Editor of *Trail & Landscape* (T&L) and editors of other publications are appointed by the Board of Directors (the "Board").

Any contracts must be approved by the Board.

The Publications Committee is responsible for operational aspects of the publication process, including appointing CFN Associate Editors and considering and approving third-party requests to reproduce material published by the Club and for which the Club owns the copyright.

The Publications Committee is responsible for the editorial policy of publications.

Changes to subscription rates, author charges or advertising rates for *The Canadian Field-Naturalist* and *Trail & Landscape* must be approved by the Board. The subscription manager may agree to agency discounts.

## **4. Current Publications**

### **a. *The Canadian Field-Naturalist (CFN)***

The CFN publishes original scientific articles concerning natural history.

The CFN is the official publication of The Ottawa Field Naturalists' Club, in which are published minutes of the Annual Business Meeting, annual committee reports, amendments to the Articles and By-Laws, and notices concerned with Club business. The Club's annual financial statements will also be published on the CFN website.

The CFN is published quarterly.

CFN articles are peer-reviewed.

The CFN may also publish other content that is in accord with the Club's charitable objects, such as news, comments, tributes, review articles, and book reviews.

### **b. *Trail & Landscape (T&L)***

The objectives of T&L are:

1. to publish articles, written for lay persons, about the natural history of Eastern Ontario and Western Quebec
2. to present, analyze and comment on natural history issues (such as conservation) of significance to Eastern Ontario and Western Quebec
3. to encourage the membership to make and to publish natural history observations
4. to promote and to report on Club activities.

T&L is published quarterly.

A printed edition of T&L is provided to all members.

Institutions may subscribe to T&L.

### **c. *Special Publications***

From time to time there may be material suited to a separate publication. The following guidelines should be used:

1. Each case will be treated on its own merits.
2. Authors are not to profit financially from the undertaking.
3. Assistance to authors will be considered on an individual basis.

The procedure for developing a special publication is:

1. Any proposed publication must be recommended to the Board by the Publications Committee.
2. The Board must approve the proposed publication in principle, along with an initial budget for preparatory work.

3. The Publications Committee will then organize the project. It is authorized to:
  - Draft contracts for editors or authors
  - Prepare budgets
  - Research funding sources and/or proposals to collaborate with other organizations
  - Research production aspects such as printing and layout, and marketing.
4. The authority to sign contracts rests with the Board.

## Policy on Privacy

Approved by the Board of Directors on June 16, 2025

### 1. Applicability

This policy applies to information collected from members or other individuals.

### 2. Types of Information Collected

Information is collected:

- When applications for new or renewed memberships are processed.
- When donations are received and processed.
- From individuals (not necessarily members) who receive payments from the Club, with respect to which the Club files T4A forms with the Canada Revenue Agency.
- From Directors of the Club, in order to file information with the Canada Revenue Agency and the Government of Ontario.
- When applications for subscriptions to *The Canadian Field-Naturalist* (CFN) are processed.
- When applications to join events or trips are processed.

The information collected varies by the purpose for which it is collected, but can include:

- Name
- Home address
- Email address
- Birth date (directors only)
- Social Insurance Numbers (T4A recipients only).

### 3. Procedure

The OFNC does not have a central computer that can be secured. The information is held by Club volunteers on their personal computers. Holders of information are responsible for the security of the information they hold. They transfer the information to successors when their position changes.

The volunteers who routinely collect and store information are:

- The Treasurer
- Those who process Club revenues (cheques, direct deposits and PayPal receipts, including donations) and expenses
- Those who process CFN subscriptions
- Those who maintain the Club's membership database.

Personal information will only be given to other OFNC members for the performance of duties authorized by the Board of Directors.

Personal information will not be given to, traded with, or sold to other organizations.

#### **4. Limitation**

The OFNC is governed by the *Not-for-Profit Corporations Act*. § 96 of the Act allows members to obtain access to membership lists for the purposes of:

- (a) an effort to influence the voting of members;
- (b) requisitioning a meeting of the members; or
- (c) another matter relating to the affairs of the corporation.

The act can be found here:

<https://www.ontario.ca/laws/statute/10n15>

## **Policy on Remuneration**

Approved by the Board of Directors on June 16,2025

### **1. Applicability**

This policy applies to:

- a. the reimbursement of a volunteer for expenses made to carry out the work of the Club;
- b. payments to individuals for services rendered to the Club.

If a person receiving payments for services rendered to the Club is a director, the Policy on Payments to Directors also applies.

### **2. By-laws**

The By-laws of the Club state that:

#### **6.11 Remuneration of Agents and Employees**

The Directors of the Corporation may fix the reasonable remuneration of employees of the Corporation and may delegate any or all of this function as it determines to be appropriate. Any Officer, Committee Member or employee of the Corporation may receive reimbursement for their expenses incurred on behalf of the Corporation in their respective capacities as an Officer, Committee Member or employee, subject to any policy in this regard that may be adopted by the Board from time to time.

### **3. Policies**

Reimbursement for expenses will be made, subject to the approval of the committee chair or other person authorized to approve expenditures charged to a budget item. Claims for reimbursement must be supported by receipts, invoices or other documentation.

The OFNC will not have employees but may engage people on a contract basis.

All contracts must be approved by the Board of Directors.

The OFNC may engage people on a contract basis to do specific tasks, with remuneration based on the task. An example would be entering bird observation data.

The OFNC may also engage in longer term contracts for ongoing work. If the contract is over more than a year, these contracts may allow for automatic cost of living increases. An example of such a contract would be the provision of editorial services.