



**Minutes of the 116th Meeting of Council of the
Association of Professional Geoscientists of Ontario
Thursday, January 12, 2017 at 333 Bay Street, 24^h Floor, Toronto**

Present:

Tony Lotimer, President
Christine Vaillancourt, Vice President
Brad Leonard
Mark Priddle, Past President
Tafa Gomwe
Shelly Cuddy, Treasurer
Zen Keizars
David Leng
Zen Keizars
Doug Cater
Bob Linnen – By Telephone
John McBride
Bronwyn Azar
Françoise Campbell

Regrets:

Renée-Luce Simard
Don Johnston

By Invitation:

Carolyn Everson
Andrew Boddington & Jonathan Rose, Policy
Concepts
Aftab Khan, Registrar
Marilen Miguel, APGO Staff
Temi Omope, Recording Secretary

1. CALL TO ORDER

The President, acting as Chair, called the meeting to order at 9:02 a.m.

2. CONFLICT OF INTEREST

None.

3. WELCOME/INTRODUCTIONS & PRESIDENT'S REMARKS

The Chair welcomed everyone to the meeting.

4. MEETING AGENDA

Council reviewed the proposed Agenda. The following items were added:

- Education Foundation
- Job description for Council
- Update on Investment Policy on Strategic Plan

Motion 116- 1: David Leng moved to accept the Agenda as amended. Seconded by John McBride. All in favour. Motion carried.

5. ATTENDANCE REPORT

There was no report but the Chair commented on the almost full attendance.

6. MINUTES OF NOVEMBER 10TH, 2016 MEETING

Motion 116- 2: Zen Keizars moved to accept the Minutes as amended. Seconded by Doug Cater. All in favour. Motion carried.

7. MATTERS ARISING FROM THE NOVEMBER 10, 2016 COUNCIL MEETING MINUTES

Action Item 112 – 1: Council to convene a Task Force to produce a document describing the role of Councillor, to be ready for review by new Council in September. Zen Keizars, Christine Vaillancourt, Mark Priddle and David Leng volunteered to participate along with the Governance Committee. Mark will email the volunteers and Chair of the Governance Committee to arrange a discussion prior to June AGM. Two drafts completed – will be ready in September – Zen Keizars. On Sept. 8 Agenda under Other Business. On November 10 Agenda – Ongoing – requires review and endorsement by Council.

Action Item 114-2: Non-member recruitment for Council: David Leng and Gord White to prepare an article for Field Notes asking members for suggestions for candidates. DL, GW. On November 10 Agenda. Ongoing. On January 10th Agenda.

Action Item 115–1: Council asked for a breakdown of Non-practicing members. This will be discussed in the Registrar’s Report on January 10th.

Action Item 115–2: Finance Committee to consider adopting a Reserve Fund Policy to formalize APGO’s Investment policy and handling of funds. Ongoing.

Action Item 115–3: Availability of Historical information/formal handover to new Regional Councillors and Councillors-at-Large. As a starting point, GW suggested they contact Marilen Miguel and/or himself for assistance. New Councillors and Councillors-at-large; GW and MM. Ongoing

Action Item 115-4: Annual Work Plan: Christine Vaillancourt has begun work with Dorene Weston to formalize the annual work plan. Gord White will also be contacted. Will be included in the January Planning Meeting. CV, GW. On January 10th Agenda.

Action Item 115-5: Committees: Council was asked to review the list of vacancies on various Committees and to contact Christine Vaillancourt if willing to volunteer. Council members. Ongoing. One position filled. On March 9th Agenda.

8. EXECUTIVE COMMITTEE MINUTES OF DECEMBER 7TH

Draft Minutes were received and a minor change was made.

9. ISSUES

STRATEGIC PLAN

Carolyn Everson presented to Council the Draft outcome of the Strategic Planning session for 2017-2020 and the Ends/Mission Policy for review and acceptance by Council. Ms. Everson further explained the objective is for Council to approve both documents as part of its governing documents.

The Chair suggested that a note on the Strategic Plan explaining the purpose of the document would be a welcome idea as this will serve as a reminder to Council members.

Council reviewed the Strategic Plan 2017- 2020 and the Ends/Mission Policy and made amendments.

Motion 116-3: Brad Leonard moved to Adopt in Principle the Ends/Mission Statement as a Strategic Direction for the Association of Professional Geoscientists in Ontario (APGO) and as presented on Thursday, January 12, 2017 with amendments made by Council including the recommendation to convene a subcommittee tasked with reviewing the inclusion of the word “*Natural Environment*” as contained in the Opening statement of the Ends/Mission Policy. Seconded by Zen Keizars. All in favour. Motion carried.

Action 116-1: Council to convene a Subcommittee to review the inclusion of the word “*Natural Environment*” as contained in the Opening statement of the Ends/Mission Policy. The members of the Subcommittee are: Zen Keizars, Shelly Cuddy, Christine Vaillancourt, Francoise Campbell and Brad Leonard

APPROVAL OF THE 2017 BUDGET

Shelly Cuddy explained that a few changes have been made to the 2017 Budget since it was last presented in December, 2016. The anticipated amount in income for 2017 is over \$1,000,000 but there are no major deviations from the 2016 Budget.

Motion 116-4: Shelly Cuddy moved to accept the 2017 Budget for the Association of Professional Geoscientists of Ontario. Seconded by Zen Keizars. All in favour. Motion carried.

WAGE AND BENEFIT SURVEY

The Chair reported that APGO was asked to participate in a new Wage/Benefits Survey. The Past President, Gord White, recommended against participating given that a survey was recently completed.

Aftab Khan explained that participating in the survey is a significant cost for the Association. The Council agreed that the Association will not participate in the 2017 survey.

APGO MEMBERS DOCUMENT AUTHENTICATION

The Chair reported to the Council that a request from the Ministry of Environment & Climate Change (MOECC) was sent to Aftab Khan seeking clarification on the Association's policy on authenticating reports received by the Ministry from consulting Professional Geoscientists.

The Chair further recommended that the clarification of authenticating reports or documents should be referred to the Professional Practice Committee. Françoise Campbell suggested that the Committee should also discuss the use of digital and scanned signatures. Christine Vaillancourt and Aftab Khan will work on moving this forward.

Once it has been decided upon, Zen Keizars suggested that a summary of the Committee's recommendation should be posted on the Association's website.

Action 116-2: Refer the Discussion on Document Authentication to the Professional Practice Committee. Based on the Recommendation received, a response to the Ministry of Environment & Climate Change's e-mail would be sent by Aftab Khan.

AUDIT COMMITTEE

Christine Vaillancourt stated that the Audit Committee still needs one Council members and one Public non- member. Brad Leonard and John McBride volunteered to join.

NON-PRACTISING AND RETIRED MEMBERS

Aftab Khan presented a table showing the differences between a Non-Practising and a Retired member. The Association does not have the definition of a Retired member in its By-Laws and the Registration Committee has noted its concerns about the need for a By-Law change to accommodate issues surrounding Retired Members.

The Chair suggested that this should be referred to the Governance Committee given that the process may involve a By-Law change. Brad Leonard suggested that it is unnecessary to include age as a benchmark for retirement. Shelly Cuddy also noted that discussions by the Governance Committee should also include maternity and paternity leaves of its members. Tafa Gomwe suggested that the Governance Committee should focus on whether there is a need to differentiate between Non-Practising and Retired Members.

Action 116-3: The Governance Committee will discuss and recommend how to move forward with regards to the issue of Non-Practising and Retired members.

NON-MEMBER APPOINTEE UPDATE

David Leng noted that it has been difficult to attract Non-member applicants to Council. Further update on LG Appointment will be presented to the Council after the Government reconvenes in February.

GOVERNMENT RELATIONS

Jonathan Rose (Policy Concepts) gave an update on Government relations and plans for 2017.

He updated Council on the activities of the Association with the Government which included updating the PGA. Policy Concept continues to execute other strategies like building support between the Association and other relevant Ministries. Jonathan Rose added that the Ministry of Natural Resources and Forestry is open to receiving advice and input from APGO.

The Chair requested that Policy Concept monitor Queen's Park with respect to any opportunities whereby APGO can support its efforts regarding the mining exploration industry. The Chair noted that the industry is important to the membership and it is an important contributor to the Ontario economy

UPDATE ON THE CEO SEARCH

The Chair reported that the CEO position was advertised in December and approximately 35 applications were received. The Hiring Committee has begun the interview process and their recommendations will be submitted to Council for approval.

10. REGISTRAR'S REPORT

Aftab Khan reported that the total number of Registrations received as at December 31, 2016 was 2576 compared to 2500 as at December 31, 2015.

Applications received by month: 9 new applications and 4 Change of Designation in December 2016.

Certificates of Authorization: 205

Appeals: None in 2016

Complaints & Discipline: 5 complaints filed to date in 2016; 1 from 2015.

Enforcement & Compliance: 545 files as at December 31, 2016.

APGO's data base enhancement project in MPower progressing

Certificates of Authorization being re-organized

Preparations are being made for The Office of Fairness Commissioner's assessment of APGO's processes and procedures.

The Chair acknowledged the Complaints & Discipline Committees for ensuring that the complaints received were handled effectively and in a timely manner. Françoise Campbell suggested that the Registrar's Report should include a percentile representation of the data.

11. FINANCE REPORT

The Treasurer reviewed the draft December 31, 2016 Balance Sheet and Income Statement and gave a preliminary review of year-end financials.

12. EDUCATION FOUNDATION

The Chair reported to Council that APGO had been asked by the Education Foundation to cover the cost (\$4,500) of some important upgrades to the data base which the EF uses. This will be a one-time cost. There were concerns from some Council members about confidentiality issues arising but the Chair noted that given no data sharing is involved, no confidentiality issues will arise if the Association covers the cost of the upgrade.

Francoise Campbell sought clarification about MPower's security and Disaster Recovery Process and Aftab Khan explained that proper backup systems and disaster recovery processes are in place.

Motion 116-5: Mark Priddle moved that APGO cover the cost of the upgrades to the Education Fund database in the amount of \$4,500.00. Seconded by Brad Leonard. All in favour. Motion carried.

13. COMMITTEES

Christine Vaillancourt reported vacancies on some Committees.

Audit Committee: Brad Leonard and John McBride volunteered
Finance: Bronwyn Azar volunteered.

14. REGIONAL COUNCILLORS' AND COUNCILLORS AT LARGE REPORTS

Renee-Luce Simard, North East & Bronwyn Azar, CaL: No Report

John McBride, North West: No report

Doug Cater, South West: Two Social mixers lined up February.

Francoise Campbell, Central: Social Mixer held in Toronto was a success, looking forward to organizing another one in Hamilton in March.

Zen Keizars, South East: Annual Meeting Mixer to be held in Ottawa and Peterborough. Another meeting in Huntsville in April.

Shelly Cuddy, CaL: No report.

David Leng, CaL: There is an increased need for student scholarship. The Geoscience Foundation is developing a website which will serve as a hub of resources on Geoscience. The North Western Conference will take place in Thunder Bay in April.

Bronwyn Azar, CaL: Planning to organize two regional mixers for February. A member suggested that guests should have an identifier tag with the Geoscience industry they belong to. This will encourage proper networking.

Bronwyn Azar reported to Council on the information received from a University of Toronto's student with regards to the Earth Science program at York University

Action 116-4: Aftab Khan will hold a discussion on the Earth Science Program at York University at the next Registration Committee meeting

Tafa Gomwe, CaL: No report.

15. ENVIRONMENTAL SCANNING

Nothing to Report.

16. OTHER BUSINESS

- Mining Act

The reviews of both the Mining Act and the Aggregate Resources Act are on-going. One of the things being addressed in the Mining Act is amendment of outdated terminology used in the Act.

- Aftab Khan read to Council a letter from one of its members with respect to Financial Institutions having a list of approved Geoscience consultants. Mark Priddle noted that this has been a long standing Business practice for many Financial Institutions. Any consultants who desires to be on the approved list will need to properly apply.
- Reserve Fund Policy

Shelly Cuddy reported that an example of a Reserve Fund Policy was given to the Finance Committee by Gord White to aid in the preparation of a draft Reserve Fund Policy for APGO. The intention of the Policy is to provide guidelines on how APGO's funds are invested. It was noted that the Association can have both a Reserve Fund Policy and an Investment Policy. David Leng explained that investment process has to be carefully reviewed as there are many factors to consider given that the processes and products available will vary with each service provider.

The Chair suggested that the Finance Committee should obtain more information on the current rate of return on APGO's investments and seek advice on the options available.

Action 116-5: Reserve Fund Policy: Shelly Cuddy will confirm the current rate of return on the Association's investments and seek clarification on the other Investment options available.

- Role Description

Zen Keizars noted that no comments have been received on the Council Job Description Document sent out since November, 2016.

Action 116-6: Council will discuss the Councillor Job Description document at the next meeting – March 9, 2017.

22. IN CAMERA

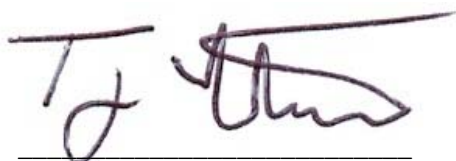
A brief in camera session followed.

23. ADJOURNMENT

There being no further business, a motion was made to adjourn the meeting.

Motion 116-6: Tafa Gomwe moved to adjourn the meeting at 2.15 p.m. Seconded by David Leng.

Next Meeting: March 9, 2017 – Council Meeting

A handwritten signature in dark ink, appearing to be 'T. Gomwe', written over a horizontal line.

President

SUMMARY LIST OF MOTIONS AND ACTION ITEMS

MOTIONS

Motion 116- 1: David Leng moved to accept the Agenda as amended. Seconded by John McBride. All in favour. Motion carried

Motion 116- 2: Zen Keizars moved to accept the Minutes as amended. Seconded by Doug Cater. All in favour. Motion carried.

Motion 116-3: Brad Leonard moved to Adopt in Principle the Ends/Mission Statement as a Strategic Direction for the Association of Professional Geoscientists in Ontario (APGO) and as presented on Thursday, January 12, 2017 with amendments made by Council including the recommendation to convene a subcommittee tasked with reviewing the inclusion of the word "*Natural Environment*" as contained in the opening statement of the Ends/Mission Policy. Seconded by Zen Keizars. All in favour. Motion carried.

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ACTION ITEMS

Action Item 112 – 1: Council to convene a Task Force to produce a document describing the role of Councillor, to be ready for review by new Council in September. Zen Keizars, Christine Vaillancourt, Mark Priddle and David Leng volunteered to participate along with the Governance Committee. Mark will email the volunteers and Chair of the Governance Committee to arrange a discussion prior to June AGM. Two drafts completed – will be ready in September – Zen Keizars. On Sept. 8 Agenda under Other Business. On November 10 Agenda. – Ongoing – requires review and endorsement by Council.

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Action 116-4: Aftab Khan will hold a discussion on the Earth Science Program at York University at the next Registration Committee meeting

Action 116-5: Reserve Fund Policy: Shelly Cuddy will confirm the current rate of return on the Association’s Investment and seek clarification on other Investment options available.

Action 116-6: Councillor Job Description document: Council will discuss this at the next meeting. March 2017.